

APPLICATION TO ACCESS UNIVERSITY ARCHIVES
AND CONDITIONS OF ACCESS



UNIVERSITY OF ADELAIDE ARCHIVES
Division of Services & Resources
Email: archives@adelaide.edu.au
Phone: (08) 8303 3407

NAME
(please print)

ADDRESS
.....

PHONE..... **FAX**.....

EMAIL.....

I hereby apply for access to records of the University of Adelaide Archives that are relevant to my research on the topic of:

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.....
.....
.....

PURPOSE OF RESEARCH:
(tick relevant box)

Family History/
Genealogy

Academic Studies
and/or Publication

Professional
Research

Other:
(please provide details)

I have read the conditions of access (see overleaf) and undertake to fulfil the requirements of these rules.

SIGNED: **DATE:**

I agree to my contact details being included in the Register of Researchers (see Note 13 over page)

CONDITIONS OF ACCESS

UNIVERSITY OF ADELAIDE ARCHIVES
Division of Services & Resources
Tel: (08) 8303 3407
Email: archives@adelaide.edu.au

- 1 Records of the University of Adelaide Archives will be made available for reference and research purposes, except:
 - Where access is restricted to authorised officers by agreement between the transferring department and the Archives.
 - Where access is restricted by considerations affecting the privacy or other rights of an individual having dealings with the University.
 - 2 All researchers must complete and sign an Application to Access University Archives.
 - 3 The Archives reserves the right to refuse access to any records where the item or items sought are in danger of damage from handling, copying, misuse or for any other reason.
 - 4 Requests should be made to Archives staff for each item or series of records. Requests for a large quantity of records should be made in advance.
 - 5 No records are to be removed from the Archives without permission.
 - 6 Bundles of loose papers or files should not be re-arranged in any way. Any apparent misfiling or gaps should be brought to the attention of Archives staff.
 - 7 Records must not be marked, defaced or damaged. Pencils should be used in preference to ink pens for note taking while handling archival records.
 - 8 No smoking, eating or drinking is allowed in any area associated with the Archives.
 - 9 Photocopies can be made on the researcher's behalf. However, Archives staff may refuse a request to photocopy on the grounds of a document's content, physical state or because of a potential infringement of copyright.
 - 10 The researcher will be requested to pay all copying costs in advance.
 - 11 Use of information from the Archives, including copies approved for reproduction, must be credited to the University of Adelaide Archives. Staff can provide information on the correct form of citation.
 - 12 The University accepts no responsibility for any contravention of copyright or other law that a researcher may commit in making use of material made accessible through the Archives.
 - 13 **Register of Researchers**
Researchers are often interested in making contact with others who are pursuing a similar line of research - in particular, family historians. By checking this box, you agree to Archives staff using their discretion in providing your details to others who might wish to contact you to discuss related research issues.
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