

University of Adelaide Archives Form

Application to Access Archives & Conditions of Access

Details of applicant

Name:

Address:

Preferred contact method if the University needs to discuss this application:

Email:

Phone:

Details of access request

(Describe the topic(s) relevant to your research that you would like to access.)

Purpose of research:

- Family history / genealogy Academic studies / publication Professional research
- Other:
(Please provide details)

I have read the Conditions of Access (next page) and agree to fulfil their requirements.

Signed:

Date:

- My contact details can be included in the Research Register *(see Note 13 on next page)*

Conditions of Access

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 the 'Application to Access Archives' form.
3. University of Adelaide 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 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.

The University Archives publishes a Research Register on its website at www.adelaide.edu.au/records/archives/research/.

If you would like your details to appear in the Register, please forward the following information to archives@adelaide.edu.au.

- Name
- Research topic / description
- Related / future publications
- Contact email