

## University of Adelaide Library

### Application to Access Material & Conditions of Access

<input type="checkbox"/> <b>Rare Books &amp; Special Collections</b>  Special Collections holds papers relating to research interests, notably Australian Aboriginal culture and linguistics, SA history, performing arts and the Central Pacific, as well as personal papers of University staff and others of note.	<input type="checkbox"/> <b>University Archives</b>  The Archives holds official records of the University of Adelaide including the Registrar, University Council, committees, boards, faculties, staff, students and related institutions.
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<b>Details of applicant</b>	
Name:	
Address:	
Email: Phone:	
<b>Details of access request</b>	
<div data-bbox="229 1509 1362 1760" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p><b>Purpose of research:</b></p> <p> <input type="checkbox"/> Student           <input type="checkbox"/> Academic studies / publication           <input type="checkbox"/> Professional research         </p> <p> <input type="checkbox"/> Family history / genealogy           <input type="checkbox"/> Other (<i>Please provide details</i>)         </p> </div>	
<p><b>I have read the Conditions of Access (see over) and agree to the requirements.</b></p> <p>Signed: _____ Date: _____</p>	

## Conditions of Access

1. Materials will be made available for reference and research purposes except where access is restricted.
2. All researchers must complete and sign the 'Application to Access Material' form.
3. Access to any material may be refused where the item or items are in danger of damage from handling, copying, misuse, or for any other reason.
4. Requests for a large quantity of material should be made in advance.
5. 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 staff.
6. Items must not be marked, defaced or damaged. Pencils should be used in preference to ink pens for note taking while handling material.
7. Eating or drinking is not allowed in when accessing materials.
8. Photocopying or digital photographs (non-flash) may be possible dependent of the document's content, physical state or potential infringement of copyright.
9. Please use our preferred style of citation in any use of information, including reproduction and publication. Staff can provide information on the correct form.
10. The University Library accepts no responsibility for any contravention of copyright or other law that a researcher may commit in making use of material made accessible.

## University Archives 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/](http://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](mailto:archives@adelaide.edu.au)

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