

ACCESS AGREEMENT

I.....(NAME)
PLEASE USE BLOCK LETTERS

agree that in return for being given access to the facilities of the Noel Butlin Archives Centre, the Pacific Research Archives, and/or the University Archives ('the Archives') and the records deposited there, I will observe the rules of the Archives as displayed in the reading room and attached, and in particular:

1. I acknowledge that I have read and understood this agreement, including the attachment and the notes and definitions below which form part of this agreement.
2. I recognise that many of the records held in the Archives remain the property of the depositor and are on loan to the Archives.
3. I agree to submit a copy of any manuscript intended either for publication or for submission as a thesis to an academic institution, based wholly or in part on the records in the Archives, to the University Archivist (at the address above) prior to publication or submission.
4. I agree to make appropriate amendments to the manuscript if so requested by the depositor and agree not to publish or submit a manuscript for publication unless such amendments have been made.
5. I agree to abide by any conditions laid down by the depositor in cases where I am granted access to records held on Restricted Access.
6. I agree that I will not pass or disclose to another person, institution or organisation any copies of, or notes derived from, the records.
7. I acknowledge that the obligation is on me in all matters pertaining to copyright, and for ensuring that I do not infringe the lawful rights of others including defamation, misquoting, or intellectual property.
8. I acknowledge that access to University records for research purposes will be granted in accordance with the provisions of the *Archives Act 1983 (Cwth)*. Generally records over 30 years old will be made available for research, except if deemed to be exempt under section 33 of the Act.
9. I agree to make appropriate acknowledgment of the records accessed by me held by the Archives in published and broadcast works (see Citation of Archives for guidance on citation practice).
10. I acknowledge that the Archives are subject to provisions of the *Archives Act 1983 (Cwth)* and there are penalties under law for misuse, alteration, damage or destruction of records.

SignedDate

DEFINITIONS

'Records' means archival material held by the Archives.

'Manuscript' means any compilation of words, figures or images in any medium.

'Depositor' means the owner of the records, whether an individual or a corporate body, including any person designated by the depositor to exercise the rights of ownership, and any person holding an office of authority within a corporate depositor.

'Publish' means prepare and disclose for distribution or sale, or formally make public, and includes depositing the manuscript in an institution where it may be consulted by the public or placing on a publicly accessible website.

'Restricted Access' means the arrangement whereby records are made available for research only after the permission of the depositor has been obtained by Archives staff.

NOTES

Clause 3: You are not required to submit the whole manuscript, provided that all sections citing or quoting the records are submitted, together with the footnotes or endnotes and sufficient context to make the relevant sections understandable.

Clause 4: Depositors will be asked to be specific in raising objections. The Archives will seek to negotiate a form of words that will satisfy the sensitivities of the depositor and the legitimate intentions of the writer.

Clause 6: Persons employed as legal or research agents may pass on photocopies and notes to their clients.

PERSON WISHING TO ACCESS INFORMATION

Contact details (please use block letters)

Mr/Ms/Dr/Professor Full Name

Address

..... State..... Postcode.....

Phone (BH).....

Email:.....

RESEARCH

1.Topic:.....

2. Description: (please provide as much detail as possible)

3. Expected completion date:.....

4. Status: (please tick one box)

5. Purpose: (please tick appropriate boxes)

- Undergraduate/honours student
- Postgraduate student
- Academic
- Private research
- Research agent
- Government department
- Depositor

- Assignment (course:.....)
- Thesis (degree:
- Publication (book, article, documentary)
- Family history
- Local history
- Heritage report
- Legal enquiry
- Other (please specify:.....)

6. Institution7. Faculty

8. Department9. Supervisor

10. How did you first hear of the ANU Archives and its holdings?

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PLEASE COMPLETE ALL PAGES AND SIGN FRONT PAGE

Privacy statement: Personal information collected on this form by the Archives will be used for the purpose of recording your agreement of access to the Archives, assisting you to locate and use records relevant to your research, notifying you about your access and records available for research, and compiling statistics for Archives requirements. Your name and the topic and purpose of your research may also be disclosed to a depositor of records you have requested access to. Your personal information will not be used for any other purpose by the Archives except as allowed by law. If you have an enquiry about use of your personal information please direct your query to the University Archivist at the address overleaf.

ATTACHMENT TO ACCESS AGREEMENT

READING ROOM RULES

Most of the archival records made available to you in our reading room are unique and therefore irreplaceable. It is our responsibility to manage and protect them so that they will be available for generations to come. The care with which you handle items is a very important factor in their survival.

Before you begin we require you to:

- complete and sign an access agreement form
- fill in the attendance register
- switch your mobile phone and laptop to silent mode.

To help preserve and protect the archives please *do not*:

- bring food or drink of *any* kind into the reading room
- use pens or ink – pencils are made available for your use
- remove any archival records from the reading room
- mark or annotate the original documents in any way
- unfasten any folio or interfere with the original order of papers within a file.

HANDLING ARCHIVAL RECORDS

Archival records are unique. Because of their age they are also fragile and constant handling renders them vulnerable to damage and loss of the information they contain. You can help prevent deterioration of the records you use by observing the following handling guidelines.

- Please ensure that your hands are clean and free from hand lotions and moisturisers as they will cause the paper to stain and accelerate the deterioration process. Licking your finger to turn pages will also stain the paper.
- Please handle all records carefully. Never force open a volume or a file. If you are unable to read information because of a tightly bound spine, bring it to the attention of reading room staff.
- Please do not lean on or trace from any records, or use them as a support for writing.
- Please do not stack open files or place files within other files. This places unnecessary pressure on the file, and may lead to one of the files becoming lost.
- If you need to flag a page, use a yellow paper slip available in the reading room for this purpose. Do not use post-it notes or bulky objects such as pencils as place markers.
- If you come across an item which is in poor condition, or has mould or insect damage, please bring it to the attention of reading room staff so they can refer it for preservation treatment.