

APPLICATION TO USE UTS ARCHIVES

UNIVERSITY RECORDS, GOVERNANCE SUPPORT UNIT — level 26, Building 1, Broadway, phone 9514 1221, fax 9514 1232

External parties and researchers wishing to access UTS Archives must complete this form. Access, if granted, must be by appointment only.

PERSON MAKING REQUEST

Name			
Company (if applicable)			
Address			
Email address		Daytime phone	

DETAILS OF RESEARCH

Provide details of the subject matter of your research	
What is the purpose of your research (eg student assignment, publication)	

CONDITIONS OF ACCESS

1. The user agrees to handle records with care and abide by the instructions of Archive staff.
2. The user is not to interfere with, or mark in any way, any records that are accessed.
3. Records will only be made available for use in accordance with the University's policy on access to its Archives. Some records may be restricted due to privacy, confidentiality, security or physical condition.
4. Citations of records should follow the guidelines supplied by the Archives.
5. Publication of material from the Archives may only be made with the written permission of the University Archivist.
6. Copying of records will be at the discretion of the Archivist, and at the cost of the user.

PRIVACY NOTICE

Information provided will be retained by the University to facilitate liaison with the researcher during their use of the University Archives. The information may also be used to follow-up any alleged breach of the above conditions. The information will be retained confidentially and disposed of in accordance with legal retention requirements.

APPLICANT'S DECLARATION

I agree to abide by the conditions of access and accept the Privacy Notice.

Signature _____ Date _____

UNIVERSITY RECORDS USE ONLY

Application approved by	
Signature	Date