



## ACCESS AGREEMENT

I .....

**PLEASE USE BLOCK LETTERS**

agree that in return for being given access to the facilities of the Noel Butlin Archives Centre and the records deposited there, I will conscientiously observe the rules of the Centre and in particular:

1. I acknowledge that I have read and understood the accompanying notes and definitions, which form part of this agreement.
2. I recognise that the majority of the documents held in the Centre remain the property of the depositor and are on *loan* to the University.
3. I agree to submit a copy of any manuscript intended either for submission as a thesis to an academic institution or publication, based wholly or in part on the records in the Centre, to the Senior Archivist prior to submission (within thirty days of its completion) or publication.
4. I agree to make appropriate amendments to the manuscript if so requested by the depositor (see notes).
5. I agree not to submit or publish a manuscript unless any such amendments have been made.
6. 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.
7. I agree that I will not pass to a third party any photocopies of, or notes derived from, the records.
8. I realise that the obligation is on me in all matters of copyright.

Signed: .....

Date: .....

**PLEASE COMPLETE BOTH PAGES**

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**READER INFORMATION****Reader Register No:****Contact details** (please use block letters)

Mr/Ms/Mrs/Dr/Professor Full Name:.....

Address:.....

.....

State:..... Postcode:..... Email:.....

Phone: (w) ..... (h) .....

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**RESEARCH****1. Topic/Title:**.....**2. Description:** (please provide as much detail as possible)**3. Expected completion date:**.....**4. Status:** (please tick one box)

- Undergraduate
- Honours
- Diploma
- Academic
- Private
- Consultant
- Government department

**5. Purpose:** (please tick appropriate boxes)

- Publication (book, article, etc)
- Thesis (degree: .....)
- Assignment (course:.....)
- Family history
- Local history
- Other (please specify:.....)

**6. Institution:**..... **7. Faculty:**.....**8. Department:**..... **9. Supervisor:**.....**10. How did you first hear of the Noel Butlin Archives Centre and its holdings?**

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