

ARCHIVAL ACCESS CONDITIONS

I,
(Insert full name)

of
(Current address)

Hereby agree to abide by the conditions set out below in relation to access to the archival collection

Signature: Date:

Witness: Date:

CONDITIONS OF ACCESS

That -

1. Requests for unsupervised access to the collection will be considered at the discretion of the Executive Director.
2. Any material used must be referenced appropriately using the following format:
NSW College of Nursing Archives, Series.... Box...
NSWCN, Burwood, NSW
3. And in the case of photographic material which is reproduced:
NSWCN Archives, Series... Photograph No....
Box ... Reproduced with the permission of NSWCN,
Locked Mail Bag 3030 Burwood NSW 1805
4. Material may not be removed from either the archival room or from the historical collection room.
5. Archival material may not normally be photocopied, however all requests will be considered, and if granted, a staff member will arrange copying.
6. Only pencil may be used for note taking in the vicinity of archival material. Biro and ink pens are to be left outside the room.
7. Material must be replaced in the correct order and only one file/box is to be removed at a time.
8. Smoking, drinking and eating are banned in the archive area.
9. Accidental damage or misordering is to be reported immediately.