

READER’S REGISTRATION FORM

Conditions of Access

1. That any access to records held in the University Archives is subject to a reader’s registration.
2. That registration is subject to the reader having read and agreed to the *Reading Room Rules and Procedures*, and *Guidelines on the care and handling of archives*.
3. That all research on records held in the UNSW University Archives be carried out under the direct control and supervision of the staff in the University Archives.
4. That no reprographic or photographic copies of records be made without specific permission being given; the reader must complete an *Application for Reproduction of Archival Documents* to seek permission to make a copy and to use the copy.
5. That any publication or reference in a publication or paper to records held in the University Archives conforms to the Archives’ prescribed citation methods.

I have read the conditions set out above and I agree to observe them in full in consideration of UNSW agreeing to grant me access to records held in the University Archives. I undertake to comply in all respects with the said conditions and I hereby agree to hold UNSW harmless and to indemnify it against all actions, claims, demands or liability of whatsoever kind resulting from the granting of access by it herein.

I have been given access to the University Archives’ *Privacy Protection Policy*, and I undertake to respect and protect the privacy of people whose personal information may be disclosed to me through access to records held in the University Archives. More specifically, I undertake

- a. not to disclose any sensitive personal information released under the terms of this policy without the written consent of the individual(s) to whom it relates, or their legal representative if they are legally incapacitated or have been deceased less than 30 years,
- b. not to disclose any identifiable non-sensitive personal information otherwise than in accordance with the stated purpose of my access and intended uses of the personal information,
- c. to take full responsibility for the safeguarding of the personal information obtained under the terms of this application, and
- d. not to hold liable the University of New South Wales for any pain or suffering that may be caused by the disclosure of information under the terms of this application, and to indemnify it against all actions, claims, demands or liability of whatsoever kind resulting from the granting of access by it herein.

Name of Applicant	
Address / Faculty / Division	
Telephone	Email
Usual occupation	ID No:.....
Purpose of Study	
Signature	Date.....
<i>If under 18 years of age:</i> Age Signature of parent / guardian	
Archives Officer.....	

Privacy statement: All personal information contained herein is collected for statistical and verification purposes, and to enable the University Archives to notify researchers about changes to our services. No personal information supplied on this form will be given to any other party without your permission.