

Helen Macpherson Smith Trust Archives

Access Application Form

Please complete the form and read the conditions of use. By signing this form you agree to follow the conditions. You may be asked for ID. Your registration using this form will help us to protect the archive material and allow us to review the usefulness of the Archive. Once you have submitted this form and been approved you will receive information on how to use the Archive collection.

Personal Details

First Name Last Name

Address

.....

State Postcode

Tel Mobile

ID (if required) (ie. Driver's Licence/Student ID)

Category

Researcher School Student Staff

Undergraduate Student Visitor Graduate Student

Type of Research

Research/information/service requested

.....

Topic of research

Intended Use (Tick all that apply)

Article/book Personal interest

TV/video/film Thesis/dissertation

Exhibit Work related/professional

Class assignment Other

I agree to comply in all respects with the conditions on the reverse side of this form.

Signature of Applicant Date

OFFICE USE ONLY:

Recommendation (Archivist) Date:

Approved by (authority) Date

Notified by (method): Date:

Conditions for using the material in the Archive:

1. All research conducted in the Archive will be carried out under the supervision of the Archivist or designated staff from the Helen Macpherson Smith Trust.
2. The records made available to the researcher will not be marked or interfered with in any way and will be returned upon completion of use in their original order and condition to the Archivist or staff member. *Pencils only* are to be used when notetaking.
3. No copies of records will be made without the specific permission of the Archivist. Any copying will be subject to physical condition of the records and to copyright legislation.
4. Copying of records will be undertaken from the Archivist or designated staff member.
5. No publication of material from the records of the Archive will be undertaken without the written permission of the Archivist or designated staff from the Helen Macpherson Smith Trust. If publication of material from the Archive is approved, then its source must be acknowledged as prescribed by the Archive.

Forward to:

The Archivist
Helen Macpherson Smith Trust Archive
Level 43
80 Collins Street
Melbourne 3000

Tel: 03 9631 2551

Fax: 03 9631 2530

Email: info@hmstrust.org.au