

# University Archives

## Request for Copying

All copying will be done in accordance with the conditions set out in the form *Photocopying and Reproductions from the Archives*.

- Purpose of Copying:
- University-sponsored project
  - Native Title Claim (details of claim and authorisation should be attached)
  - Legal requirement
  - Private research
  - Publication (please submit separate application to publish in writing)
  - Other purposes, please specify .....

Requested by:

Contact details:

Items to copy:

Format required:

- Photocopy
- Digitisation: output type/size/resolution .....
- Other .....

Date required by:

I understand that the provision of copies is for the stated purposes only. It does not constitute permission to publish or further reproduce the record in any form. Specific permission for publication or further reproduction should be sought in writing.

Signature:..... Date:.....

### Authorisation (Internal use only)

Date Received: .....

Request Approved/Declined (circle) due to  copyright  condition of record  resources

Signature:..... Date:.....

Date replied: ..... Time taken: .....

How replied: ..... Charge \$.....  Invoice issued

Action Officer: .....



## PHOTOCOPYING AND REPRODUCTIONS FROM THE ARCHIVES

The Conditions of Access to the Archives are "That no reprographic or photographic copies of records be made without specific permission being given. The written permission of the Manager, Archives and Records Management Services must be obtained before any reproductions are given away or sold. Any copying will be subject to the *Copyright Act 1968* and the physical condition of the record."

All requests, subject to those conditions, must be made using the *Request for Copying Form*.

### 1. Copying

a) The copying of records held in the University Archives is permitted in the following circumstances:

- Copying of University records for University purposes;
- Copying of relevant records for Native Title Claims by properly authorised representatives of the claimants;
- In response to subpoenas, warrants, or other legal instruments.

b) For all other requests, the written permission of the Manager, Archives and Records Management Services must be obtained before any reproductions are made. Due to limited resources, the University Archives is unable to carry out large number of copies. We reserve the right to decline any requests.

### 2. Charges

The Archives retains the right to charge a minimum of \$30 per half hour for any copying and will notify in advance that the request will attract a charge. Invoices will be issued by the University's Financial Services Division.

Subject to the physical condition of the record and any copyright restrictions, a maximum of 3 copies per annum will be supplied to researchers for which there will be no charge. For more than three images, the standard charges, as noted above, will apply.

### 3. Reproductions of large photographs, maps and plans

The Archives has no facilities for copying large records such as maps and plans. In the circumstances set out in 1, above, it may be possible to have copying carried out by an external bureau. In such cases the researcher will be charged the actual costs of the copying plus an hourly charge, with a minimum of one hour.

### 4. Use of copying devices by researchers

The use of digital cameras, scanners and other copying devices by researchers is only allowed in exceptional circumstances and by permission of the Manager, Archives and Records Management Services.

### 5. Publication

The provision of copies in any form does not constitute permission to publish or further reproduce the record. Specific permission for publication or further reproduction should be sought in writing in accordance with the Conditions of Access to the Archives signed by all researchers.

T J Robinson  
Manager, Archives & Records Management Services  
13 August 2007