



MILITARY ARCHIVES

APPLICATION TO CONDUCT RESEARCH

Before completing the Application form and Declaration statement
please read the **Reading Room Rules**

PLEASE USE BLOCK CAPITALS

I hereby apply to consult the collections of the Military Archives

NAME _____

HOME ADDRESS _____

WORK ADDRESS _____

TELEPHONE NUMBER _____

EMAIL ADDRESS _____

RESEARCH TOPIC (Nature of the records to be consulted):

PURPOSE OF RESEARCH (Publication, Examination, Project – Give precise details):

RESEARCH INSTITUTE: _____

REFEREE/SUPERVISOR: _____

CONTACT DETAILS: _____

DECLARATION BY APPLICANT

I have read the **Reading Room Rules** governing access to collections in the Military Archives and agree to be bound by them

SIGNATURE _____ DATE: _____

OFFICIAL USE ONLY

ISSUED BY _____ DATE _____ APPLICATION NUMBER _____

Rules for readers in the Military Archives

Before completing the application and the declaration, please read the following:

1. Readers may use the reading room only for the purpose of reading archives, finding aids or reference works.
2. Readers must sign the attendance book.
3. Silence must be observed in the reading room.
4. Smoking is prohibited inside the building by law.
5. Archives may be requested between 10.00hrs-10.45hrs, 11.30hrs-12.45hrs and between 14.00hrs-15.45hrs by completing one of the Document Request Forms supplied..
6. Readers may not remove articles from the reading room and are responsible for the safe return of articles provided.
7. No personal belongings may be used in the reading room, except materials for taking notes, or laptop pc. Personal belongings must be stored in the lockers provided. The Military Archives will not accept responsibility for readers' property.
8. Pencils may only be used for taking notes. Sharpeners & erasers are available at the Duty Archivist's desk. Pencils must not be sharpened at tables. Do not turn the pages of a document while holding a pencil.
9. Nothing liable to cause damage or deface a document may be used in the reading room. This includes Food, Drink, Sweets, Newspapers, Pens, Inks, Fluorescent Markers, Sharp Instruments, Erasers, Correction Fluid or Adhesives of any kind.
10. Archives are Fragile and must be treated with respect.
DO NOT-
 - a. Lean on or place anything on documents.
 - b. Mark, crease or fold documents.
 - c. Lick or moisten fingers before turning pages on documents.
 - d. Disorder or re-arrange loose documents or remove tags from files.
 - e. Please bring the supervisors attention to documents that are disordered. Do not attempt to reorder documents yourself.
11. The use of photographic equipment is prohibited, except where special permission has been obtained from OIC Military Archives in advance on the signed form.
12. The use of copying devices, mobile telephones, and personal stereos/radios is prohibited.
13. Finding aids and reference books should be replaced on their respective shelves when no longer required.
14. Archives are copyright protected, and may not be published or reproduced without the written consent of OIC Military Archives.
15. Readers admitted to Military Archives are subject to compliance with the Rules for Readers. Failure by a reader to observe the Rules for Readers may result in removal of archive material from the reader. Readers are reminded that theft or concealment of archives and wilful damage to archives are criminal offences under Section 18 of the National Archives Act 1986.