University Archives

Request for Copying

All copying will 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: .................................................................