REGIONAL ARCHIVES ACCESS CONDITIONS

In consideration of being granted access to records held in the Newcastle University Archives, Rare Books & Special Collections Unit, I AGREE to observe the following Rules:

1. I acknowledge that custody of records held in the University Archives is vested in the University of Newcastle. No records may be removed from the Archives Unit, except for approved photocopying, photography, or approved display.

2. All records shall be handled carefully. Marking of records is prohibited.

3. Access to records is restricted for the following periods, from the date of their creation.

   Confidential records and records containing personal information - 100 years;

   Non-confidential records - 30 years;

   Published documents - nil.

   (In particular cases, written application may be made through the University Archives Manager for restrictions on access to be relaxed.)

4. I acknowledge that copyright in records is vested in the owners of those records. I undertake not to reproduce records in any publication without first obtaining permission through the University Archives Manager.

5. I undertake not to publish or use material obtained from the University Archives that may cause pain, embarrassment or damage to any person. I assume full responsibility for use of material and for conforming to the laws of defamation, privacy, confidentiality and copyright. I shall indemnify and hold harmless the owners of such material, the University of Newcastle and all University of Newcastle staff from all claims as a result of publication or use of material obtained from the University Archives, notwithstanding anything else contained in these Rules.

6. Upon publication or presentation of any work drawing upon research material obtained from the University Archives I agree to duly acknowledge the University Archives as my documentary source.

7. The owners of records held by the University of Newcastle Archives, the University of Newcastle and the staff of the University of Newcastle will not be held responsible or liable for any act or omission, or for any loss, financial or otherwise, claimed by me.
Signature:

Date:

Records requested:

Publication plans: