



Catholic Archdiocese of Adelaide

Appendix 3 - Application for Access to the Adelaide Catholic Archdiocesan Archives

I hereby apply for access to archival documents and information held in the Adelaide Catholic Archdiocesan Archives (ACAA).

I understand that access to ACAA may be granted only by the Archbishop of Adelaide or his delegate. I also understand that before permission can be granted I must present a statement in writing of:

- the scope of my research including its purpose and with reference to those aspects for which I consider it necessary to consult documents held in the ACAA
- the name of my referee
- if applicable, the university or other institution associated with my research and the name of my study supervisor

I understand that research is carried out under the direct control and supervision of the Archivist and that I must abide by all decisions regarding access to and use of the archives.

I understand that photographic or other copies of records may be made only with the approval of the Archbishop or his delegate, and that he reserves the right to refuse this permission where copying is likely to cause damage, or for any other reason. I undertake not to sell or give away, without the written permission of the Archbishop or his delegate, any photographic or other copies of records obtained by me from the Archives.

I understand that any subsequent publication of material from the Archives, either in whole or in part, may be undertaken only with the written permission of the Archbishop or his delegate, and that another application for this purpose should be made in writing.

I also understand that it is my responsibility to observe the appropriate copyright laws. Any approved publication or display of loaned original or copied materials must acknowledge the ACAA as the source of such material.

I understand that documents or information which are still classified as *Restricted* may be made available only on written application to the Archbishop or his delegate, stating clearly why I believe access to such documents or information is necessary for my research. If I am granted access to such documents or information I agree:

- to regard all documents and information contained in the said records as having been entrusted to me in confidence, and to acknowledge that it is my duty to treat such documents and information as strictly confidential until I am authorised by the Archbishop or his delegate to communicate, divulge or release such information to any other person
- to seek authority in order to communicate, divulge or release such documents and information to another person by making written application to the Archbishop; and by submitting to him any manuscript, thesis, article or other publication based on the said documents and information
- to indicate clearly that the ACAA was used as a source for the information presented in the said manuscript, thesis, article or publication, and to identify the specific items, documents or information used

I acknowledge that the Archbishop neither authorises nor accepts responsibility for the publication by me of any defamatory matter which may be contained in any of the documents seen by me. I hereby agree to indemnify and save harmless the Archbishop and his staff against all claims, actions and proceedings which may be made or brought in respect of any publication, or use made by me of any document or information contained in the said documents, and against all costs of resisting or defending such claims, actions and proceedings.

Signature:

Date

Personal Particulars (please print clearly):

.....
(Surname)

.....
(Christian name)

.....
(Address)

.....
(Telephone)

.....
(Referee)

Name of University or other institution under whose auspice research is being done and name of study supervisor (if applicable):

.....
Brief outline of scope of research: (add extra sheets as required)

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Approved – by Archivist.....*Date:*

Name of Policy

Policy Reviewer:
Diocesan Centre
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Review Date:
Policy Number:

Date

Version No
