



# Queensland Government

Queensland State Archives

<b>APPLICATION</b> <i>(Please print)</i>	FOR OFFICE USE ONLY <b>RESEARCHER ID:</b> .....
<b>Title</b> (Mr/Mrs/Miss/Ms/Dr)..... <b>Surname</b> ..... <b>Given Names</b> ..... <b>Address</b> ..... <b>Suburb</b> ..... <b>Postcode</b> ..... <b>Occupation</b> ..... <b>Telephone</b> (Home) ..... (Work) ..... <b>Email</b> .....	
<b>MAJOR SUBJECT OF RESEARCH</b> <b>(One only)</b> <input type="checkbox"/> Local History <input type="checkbox"/> Family History <input type="checkbox"/> Legal Research <input type="checkbox"/> Land Tenure History <input type="checkbox"/> Indigenous Research <input type="checkbox"/> Architectural Research <input type="checkbox"/> Schools <input type="checkbox"/> Transport History <input type="checkbox"/> Other (please specify).....	<b>CATEGORY OF RESEARCHER</b> <input type="checkbox"/> General Public <input type="checkbox"/> Government Agency Representative <input type="checkbox"/> Academic <input type="checkbox"/> Student <input type="checkbox"/> Media <input type="checkbox"/> Other.....

## DECLARATION

I, *(please print name)* .....hereby apply for a Reader's Ticket admitting me to the Public Search Room of Queensland State Archives. **I have read and agree to the Search Room Rules printed on reverse of this page and I understand that any infringement of the rules may result in my ticket being cancelled.**

**Signed:** ..... **Date:** .....

## SURVEY/NEWSLETTER/QSA-BULLETIN PARTICIPATION

From time to time, Queensland State Archives undertakes surveys of researchers in order to ensure our client services are maintained and improved. We also send out our Newsletter called "Runcorn Record" 3 times a year. QSA-Bulletin is our new email service to disseminate information about QSA public programs and collections.

**Do you wish to be surveyed?** Yes  No   
**Do you wish to participate in QSA-Bulletin** (via email) Yes  No

<b>FOR OFFICE USE ONLY</b> <b>ID sighted:</b> ..... <b>Officer:</b> .....
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## CONDITIONS OF ENTRY TO THE PUBLIC SEARCH ROOM

The State Archivist may impose conditions of entry to the Public Search Room under sections 17 (1) and 20 (7) (a) of the *Public Records Act 2002*.

Strict limits are enforced on items that may be taken into the Public Search Room.

### Personal articles allowed in the Public Search Room:

- Lead Pencils
- Pad of paper, loose paper, A4 and other bound notebooks without plastic inserts for loose pages
- Money (clear plastic bags are available at reception for money)
- Spectacles and spectacle case
- Laptop computer without the bag
- Digital or Film Camera without flash or tripod
- Memory Stick/CD for Microfilm machines

### Items you cannot take into the Public Search Room (secure lockers are provided)

- Wallets, purses, handbags, pencil cases etc
- Mobile phones
- Folders, plastic inserts
- Ink pens of any description
- Food or drink of any kind
- Video camera or camcorder
- Scanning equipment

### Inspection of personal articles

All items that are allowed into the public search room must be checked out on departure.

### Use of Archival Records

- Please wash hands before handling records
- Refrain from licking fingers and using rubber fingers stalls
- Please use only one bundle or box of material at a time
- Please exercise care while dealing with archival material
- Keep documents in the order you find them. Altering the order within a file or bundle prevents others from locating resources easily
- Ensure documents, plans or registers are securely placed on desks
- Do not lean on archival material
- Do not mark, trace over or deface any records
- When using a digital camera please be aware of Copyright requirements

### Access by children

No child under 14 years of age can enter the Public Search Room.

### Fragile Material

- The records held in our custody are deemed of historic value to Queensland and therefore they are to be treated with great care.
- Any records that are too fragile will not be photocopied. A scanning service is available.
- For further explanation please ask for the brochure "Using the Public Search Room"

### Privacy Notice

The Department of Public Works through Queensland State Archives is collecting information on this form, including your personal information, for the purpose of managing a system that provides for the issue of public records to researchers at Queensland State Archives. The Department will not disclose your personal information to any other third parties or use it for another purpose without your consent, unless authorised or required by law or unless you have expressly indicated your willingness to participate in any survey Queensland State Archives may conduct or commission.