



## UNIVERSITY OF PRETORIA MUSEUMS COLLECTIONS AND ARCHIVES RESEARCH ACCESS FORM

### **BONE FIDE RESEARCHER/STUDENT DETAILS**

Name:.....  
Personnel / external researcher/ student number:.....  
Affiliation/Institution:.....  
Identity Number:.....  
Physical Address:.....  
E-Mail:.....  
Contact number:.....

### **RESEARCH RECORD FOR MUSEUM USE**

Brief description of proposed research topic/title (Attach motivation/ research proposal):  
.....  
.....  
.....

### **Request for access to and permission for:**

Archives     Physical Collection     Images     Research material     Other

### **Purpose:**

Accredited article     Thesis     Research project     Assignment     Internship     Other

### **Details of Collection:**

Contents required from specific collection/archive, attach more information:  
.....  
.....

Proposed dates for access: from.....to..... Analysis? Yes/No

### **GENERAL TERMS AND CONDITIONS**

1. Copyright resides in all collections, archives, information, printed or otherwise, including all photographic material to the University of Pretoria. No images, photographs, information, research data or filming may be reproduced in any form or by any means, without the express written permission of the "University of Pretoria Museums".
2. Official notification is expected in writing and should include the date, the expected times and duration research and access. The Museum reserves the right of appropriate access to all Collections and may at any time place certain restrictions on copyright, fragile objects or sensitive Collections.
3. Please note, it is not general practice to remove any collections to other labs or off campus for long durations. All such requests must be motivated in full and made in writing for collections control, asset, inventory checks and insurance purposes.
4. Any SAHRA permitting requirements must be discussed between the Museum manager as Curator and the Supervisor before access to the UP Museum Collections is granted.
5. I hereby undertake to give written recognition to the "University of Pretoria Museums" for any material used and access to the Collections and to provide the University of Pretoria Museum with a copy of any publication (article, electronic theses, book, chapter), which should result from the research undertaken in any of the Collections, Archives or Museums.

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Signature of Curator/Archivist

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Date

.....  
Signature Research Applicant

.....  
Date