



## User Registration Form (please submit at least two weeks prior to visit)

This form is for researchers who wish to view material in the IHS collection. The IHS will contact you to discuss your request on receipt of your form. Once you have viewed the collection, you may wish to photocopy some items. If you would also like to reproduce material from the collection, please complete a **Permission to Publish Form**.

Family name	
Given names	
Contact address	
Postcode	
Phone ( )	Mobile ( )
Fax ( )	Email

### User category

- Researcher                       Graduate student                       Writer  
 High school student               Undergraduate student               Other \_\_\_\_\_

Name of organisation for which research is being done

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Name of supervisor/teacher/publisher

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Type of information requested

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Topic of research

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### Intended use

- Exhibit/display                       Broadcast (TV/radio/film)  
 Multimedia (CD-ROM/DVD/video)               Thesis/dissertation (printed matter)  
 Publication (printed matter)               Thesis/dissertation (published on-line)  
 Website (Internet/ intranet)               Other \_\_\_\_\_

### User's preferred visiting times

Please indicate two optional dates and times for your visit

Date/s	Time/s	Date/s	Time/s
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**Conditions for viewing material at the Italian Historical Society**

1. The IHS reserves the right to refuse access to its collection.
2. Smoking, eating and drinking is not permitted in the IHS.
3. No ink may be used in the archive, use pencil only. Computers may be brought in and used at the discretion of the IHS.
4. All archival material must be handled with care. Do not write on the material or trace illustrations or maps. Do not fold documents or place books face down. Do not lean on material or place other documents or objects on the material.
5. No material may be removed from the archive.
6. It is the responsibility of persons requesting a copy of material (other than small amounts for the purposes of research) to first have permission from the creator of the document.
7. Use of cameras or scanners in the IHS is forbidden.
8. Copying and reproduction of materials in the IHS archive are subject to charges.
9. An access fee may apply on a fee-for-service basis
10. The material is not to be absorbed into another repository nor added to any database without the written consent of the Italian Historical Society.

<b>Signature of user</b>	<b>Date</b>
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**You can post, email or deliver this form in person to**

**Italian Historical Society—COASIT, Melbourne**      **ABN 85 005 596 485**  
 1st Floor, 189 Faraday Street, Carlton VIC Australia 3053  
 Tel: 61+ (0)3 9349 9020      Fax: 61+ (0)3 9349 1063      Email: [ih@coasit.com.au](mailto:ih@coasit.com.au)

**OFFICE USE ONLY**

DATE	RECEIVED FROM	
IHS Ref. No.	Description of item	Fee
<b>PHOTOCOPYING SUBTOTAL</b>		
<b>SERVICE FEE SUBTOTAL</b>		
<b>TOTAL (INCLUDING GST)</b>		