



Jane Cameron National Archives | PO Box 579 | Stanley | Falkland Islands  
 Telephone: (+500) 27249 | E-mail: [national.archives@sec.gov.fk](mailto:national.archives@sec.gov.fk)  
 Web: <http://www.nationalarchives.gov.fk/>



Jane Cameron National Archives

## RESEARCH APPLICATION

Name:		<i>Archive Appoint. Ref:</i>
Organisation/Government Department (if applicable):		
Usual Contact Address:	Local Address:	
Email:		
Tel:	Mob:	
Principal Research Interest at Falkland Islands Archives:	<i>Archives use only.</i> <i>Files issued:</i> _____ <i>returned:</i> _____	
Have you previously visited the Falkland Islands Archives: No <input type="checkbox"/> Yes <input type="checkbox"/> ___/___/___		
<b>DECLARATION:</b> <ul style="list-style-type: none"> <li>I have read and agree to abide by the <b>Reading Room Regulations</b> overleaf governing the use of the Jane Cameron National Archives' facilities.</li> <li>I am aware that if I do not abide by the Reading Room Regulations research privileges may be withdrawn.</li> </ul>		
Signature.....		Date.....



## READING ROOM REGULATIONS

1. The Archives are open by appointment to the public from 9 am to 11.30 am and 1.30pm to 4pm, Monday to Friday, excluding public holidays.
2. Only pencils may be used for note taking. Biro, fountain pens, felt tips and other inks are not permitted as they can cause irreparable damage to documents. If you wish to use a lap-top or other electronic device power points are available.
3. Researchers must leave all coats and bags outside the Reading Room.
4. Every researcher is required to sign the Research Application form that includes an agreement to abide by the regulations governing the use of archives. Researchers cannot request archives unless this form is completed and signed.
5. Archives issued to researchers must be handled carefully. They are not to be marked, folded or re-arranged. After use they should be returned in their original order and condition. Please do not write on paper on top of any item or file as this can damage it, and be very careful when handling large volumes.
6. Usually, only one volume, one box, or a limited number of folders at a time will be issued to each researcher.
7. No archival material is to be removed from the Reading Room by researchers.
8. No eating, drinking or smoking is allowed in the public areas of the Archive building.
9. Please be considerate of other researchers and archive staff at all times. Prolonged conversations, humming or tapping of pencils can be distracting to others.
10. Copies of records can be made if there are no restrictions in place. Please ask for a note of our current charges.
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