



# Australian Tennis Museum

PO Box 6204 Silverwater NSW 1811

[museum@tennis.com.au](mailto:museum@tennis.com.au)

Fax: 61 2 9763 7655

## USER REGISTRATION FORM (Research)

Please complete this form and read the guidelines if you wish to use the Australian Tennis Museum Library and Archives for research. By signing this form you agree to the below guidelines. You will need to provide a current photo ID. This form will allow us to protect the museum material and access the usefulness of the museum.

*NOTE: There is a \$10.00 charge to use the Australian Tennis Museum Research Facilities per day, payment is required prior to each research session. If you wish to have museum staff research certain material on your behalf there is a \$20.00 per hour charge, payment is required before any research material is received.*

Staff Use Only	User Approved	£
Approved By:	_____	
Date Approved:	_____	
Individual Research Fee:		
£ Received (Date: _____)		
£ Received (Date: _____)		
£ Received (Date: _____)		
Staff Research Fee:		
£ Hours of Research: _____ Rate: _____ Date Received: _____		
£ Hours of Research: _____ Rate: _____ Date Received: _____		
£ Hours of Research: _____ Rate: _____ Date Received: _____		

### User Details

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street/PO Box City State Postcode

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Photo ID: \_\_\_\_\_ ID Number: \_\_\_\_\_

User Category:

- |                          |           |
|--------------------------|-----------|
| £ Researcher             | £ Teacher |
| £ Undergraduate Student  | £ Visitor |
| £ Post-Graduate Student  | £ Staff   |
| £ High School Student    |           |
| £ Primary School Student |           |

## Material Information

Type of Research (research/information/service requested): \_\_\_\_\_

Topic of research: \_\_\_\_\_

Main items used (include item numbers if applicable): \_\_\_\_\_

Intended Use (Tick all that apply):

- |                        |                              |
|------------------------|------------------------------|
| £ Article/book         | £ Family history (Genealogy) |
| £ TV/video/film        | £ Personal interest          |
| £ Lecture/presentation | £ Thesis/dissertation        |
| £ Exhibit              | £ Work related/professional  |
| £ Class assignment     | £ Records management         |
| £ Other: _____         |                              |

*Guidelines for using the material at the Australian Tennis Museum:*

1. Coats, bags, briefcases, parcels and personal books are not permitted in the library. Please leave them at the front desk.
2. Smoking, eating and drinking in the library/museum/when handling material is prohibited.
3. When material is in your possession no ink of any kind may be used (this includes ball point/felt tip pens), only pencils may be used. Computers may be brought in and used at the discretion of the Curator.
4. Items that may cause damage to any of the material (this includes knives, sticky tape, glue or scissors) are not allowed in the library or museum at any time.
5. All material must be handled with the upmost care
  - a. Do not trace illustrations or maps
  - b. Cotton gloves must always be worn when handling material directly
  - c. Do not place books face down
  - d. Do not lean on material
  - e. So not write on your own paper with material underneath
6. No material may be removed from the library or museum at any time.
7. Persons requiring access to restricted material must first obtain written permission from the required authority.
8. Persons requiring copying of material other than small amounts and for purposes other than research or study must first have written permission from the documents creator. This is the responsibility of the researcher and not of the Australian Tennis Museum.
9. Use of cameras or scanners is forbidden.
10. I acknowledge and understand the payment options for research and will provide payment in a prompt manner.

Signature of User: \_\_\_\_\_

Date: \_\_\_\_\_