

CLYDE RIVER STEAMER CLUB

CLUB ARCHIVES – POLICY ON ACCESS/LENDING

The Club maintains a unique Archive of photographs, artefacts and publications together with items donated by persons who may or may not be members of the C.R.S.C.

Access will be allowed on the undernoted conditions: -

1. Access will be free to Club Members.
2. Material will not normally be lent to members of the public for use in commercial publications.
3. For the purpose of research, access to documents etc. will be granted subject to the payment of a lending fee that will be set by Committee from time to time
4. The borrower must undertake to print due acknowledgement of the ownership and source being the Clyde River Steamer Club.
5. The borrower is responsible for the safe custody of the borrowed material and for its safe return in an undamaged condition.
6. Material must be returned in the same condition as it was when lent out. Committee will levy a charge in respect of any damaged incurred to Club property while in the borrower's possession.
7. It is the responsibility of the borrower to ensure the security of material in transit by using the secure postal system in use at the time.
8. Requests for the use of items from the Archives from Museums and Special Exhibitions will be granted subject to the assurance that the organisers will insure the specific items while in their possession or undertake to include them in the organisation's general insurance.
9. This Policy will be subject to periodic review and may be varied or amended by Committee to meet special circumstances.

I accept the loan of the photographs listed overleaf and agree to the conditions of loan.

Signed.....Date.....