



AGREEMENT FOR LOAN OF PARISH/PRESBYTERY RECORDS

Parish/Presbytery Records are on Deposit (Long Term Loan) with the Presbyterian Archives and can be borrowed when required for research purposes.

- Permission must be gained from the Parish Council/Session/Presbytery Clerk to borrow any records from the Collection
- Only SIX items can be borrowed at any one time. This is to ensure that the collection remains in tact and is protected.
- When returned a further SIX will be forwarded if required.
- Photographs will not be on loan as these are too delicate. High quality scans can be obtained from the Archives for your purposes.
- The Archives will carry the cost of forwarding the collection and the Parish/Presbytery will carry the cost of the collection's return.
- Please notify the Archives when the Collection arrives.
- The Records will be forwarded to the Parish Office unless otherwise instructed.

*NB: It is the responsibility of the Parish Council/Session to ensure the safety of the collection while on loan.*

Name of Parish/Presbytery .....

Presbytery: .....

Reason for loan of records .....

Official Resolution of Authority for Records to be uplifted:

Text of Resolution:
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Signatures: Clerk/Secretary:.....Date:.....

Name of person to receive records: .....

Address: .....

..... Phone No.....

..... Email address:.....

Office Use: List of Records Borrowed: 1.....
2.....3.....
4.....5.....
6.....Date: .....
Sent by: .....Signature:.....
Date Returned:..... Signature: .....

Director of Archives: Yvonne Wilkie, Archives Office: Knox College, 1 Arden Street, Dunedin.	Phone: 03 4730109; Fax 03 473 8466 Email: <a href="mailto:pcanzarchives@knoxcollege.ac.nz">pcanzarchives@knoxcollege.ac.nz</a>
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