



## Berndt Museum Access Request Form

This form must be completed and submitted to the Museum before access to the collection can be approved. Please allow at least 6–8 weeks to identify the materials and process your request.

### What to consider when planning consultation and access

Access to collection materials should be done in consultation with the relevant community/s, in line with the AIATSIS Code of Ethics and community consultation protocols. Researchers will also need to provide any relevant ethics approvals already received from research institutions.

**Disclaimer:** Please note we are unable to conduct extensive research for applicants, including for family history purposes. Where possible, we will refer applicants to other organisations who might be able to assist (e.g., AIATSIS)

### 1. Applicant contact details

First name

Last name

Community, language group and/or organisation (e.g., university, Indigenous organisation)

Address

Email

Phone

### 2. On whose behalf do you wish to access the collection?

On my behalf

On behalf of someone else

## OPTIONAL

If you are accessing the collection on someone else's behalf, please complete section 3.

### 3. Other applicant/s contact details

First name

Last name

Community, language group and/or organisation (e.g., university, Indigenous organisation)

Address

Email

Phone

**Please include a letter of confirmation from the other person/s or group when submitting this completed form.**

The letter should include the name of person/s and/or organisation, language group, address and contact details and confirm that you have been endorsed to access the collection on their behalf. Disclaimer: Please note that further artist and/or community permissions may be required to access collection materials.

I have included a letter of confirmation

### 4. Accessing the collection

#### Which area/s of the Museum's collection do you wish to access?

If you wish to access the Berndt Field Notes Archive, please fill out the separate form.

Archives

Objects (art and artefacts)

Photographs and audio-visual material

Reference library

Other

#### What type/s of access are you interested in?

Community visit

Collection tour (general)

Teaching and learning (UWA)

Teaching and learning (external)

Research (including family history, native title)

Other

**Describe the material you wish to access.**

To assist us in identifying the material and processing your request, please include a brief description. **If there are any sensitivities relating to this request, please let us know.**

A description might include:

- Region, state/territory, specific place name/s
- Date or period of time
- Creator or custodian, language group
- Work title
- Berndt Museum Accession Number

Please provide any alternative spellings, if known.

**Do you have permission/s from the relevant community group/s to access the proposed collection materials?**

Please note that access to collection materials should be done in consultation with the relevant community/s, in line with the AIATSIS Code of Ethics and community consultation protocols. Researchers will also need to provide any relevant ethics approvals already received from research institutions.

Yes

No

**How would you prefer to access the Museum collection?**

In person

Digitally

**OPTIONAL**

**If you would like to visit in person, what are your preferred dates to visit the collection?**

As our collection is largely held in storage, our team need time to prepare for any visits to the collection. If approved, we will do our best to accommodate your preferred date.

Collection visits require at least 6–8 weeks notice.

First preference

Second preference

## 5. Conditions of access

- Any archival, photographic or object materials marked 'restricted' or 'secret/sacred' will only be available in a restricted area of the Museum to senior Aboriginal men or women with a cultural right to access.
- If referring to images or any other materials obtained through the Museum in a published work (journal article, book, catalogue, newspaper item, etc.), or public presentation (lecture, gallery talk, etc.), the Museum must be fully acknowledged and all citation details correctly recorded. Copyright permissions will need to be organised by the applicant with the artist/family/estate.
- While the Berndt Museum cares for and conserves the collection, the cultural and intellectual copyright of collection items remains with Australian Indigenous owners, artists, makers and families, and/or with an artist's estate.
- If access approval is granted to the archives collection, and an applicant wishes to make photocopies of sought material, they will be responsible for the costs of doing so through the Museum, unless alternative arrangements are made with Museum staff.
- If access approval is granted to the objects and photographic collection, and an applicant wishes to make digital copies of sought material, they will be responsible for the costs of doing so unless alternative arrangements with the Museum are made.

**By signing this form, you confirm that you have read and agree to the Museum's conditions of access.**

Applicant name

Signature

Date

**Please post the completed form to:**

M255A  
35 Stirling Highway  
Perth, Western Australia  
6009

**Or email it to:** [berndt.museum@uwa.edu.au](mailto:berndt.museum@uwa.edu.au)

If you are submitting a request on someone else's behalf, please make sure to include a letter of confirmation from the relevant party (see section 2 and 3).