

## Guide to

# Cambridge Museum Archives

Cambridge Museum Archives relate to the history and culture of Waipa in the Cambridge area. The Archival Collection includes manuscripts, books, pamphlets, newspapers, maps, periodicals, paintings, drawings and photographs. Anybody can access the collection provided that they first register as a researcher and agree to follow the Museum protocol.

### Conducting an Enquiry

If you have an enquiry, a staff member will ask you to fill out an Enquiry Form, or will complete one for you. Please include as much detail as possible, as this will help us to complete it quickly. We endeavour to complete all enquiries within two weeks, but will let you know if it will take longer.

The Research Room needs to be booked to view any archival material, but be aware that some archival material may be restricted because of privacy reasons, and some documents are not able to be photocopied because they are too fragile and risk being damaged.

### Research and Reproduction Charges

Research charges are listed below; you will be sent an invoice once your enquiry is completed.

#### Research room bookings

- \$20 per half hour

#### Archivist research time

- |                      |            |
|----------------------|------------|
| • \$20 per half hour | half hour  |
| • A4 photocopies     | 30c each   |
| • A3 photocopies     | 50c each   |
| • Images on CD       | \$2 per CD |
| • Images emailed     | No charge  |
- (Plus postage costs)

If you have any queries about charges please discuss this with us prior to research commencing.

### Top Tips for using the Archives

The Archives hold many rare and fragile heritage items that require a high level of protection. Please respect our rules so everyone can enjoy our historical records.

- Don't bring food or drink into the Research Room, as this can cause irreversible damage to items.
- When handling documents, turn pages slowly and carefully and make sure hands are clean. The Archivist will provide gloves for handling particularly vulnerable items. Make sure not to fold, crease or otherwise deface documents.
- Leave your personal papers/notes at home – it is easy for documents to get mixed up.
- Pens, and any adhesives such as sticky tape, Blu-Tack or Post-it notes are not permitted in the Research Room.
- Digital cameras may be used to copy documents – there is no charge for this.
- Publishing archival material (electronic or printed) may infringe copyright law. You must complete a Reproduction Form if you wish to use archival material for publication or display purposes.

### CONTACT US:

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