



Presbyterian Research Centre

Incorporating the Archives and the Hewitson Library
Presbyterian Church of Aotearoa New Zealand

AGR006

Agreement for the loan of Parish/Presbytery Archives

Parish/Presbytery archives are on deposit (long-term loan) with the Presbyterian Research Centre and can be borrowed when required for research purposes. The following applies:

- 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. When returned a further **six** will be forwarded if required.
- Photographs will not be loaned out. High quality scans can be obtained for your purposes.
- The Presbyterian Research Centre will carry the cost of forwarding the collection and the Parish/Presbytery will carry the cost of the collection's return.
- Please notify the archivist when the collection arrives.
- The archives 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 whilst on loan.

Name of Parish/Presbytery:

Reason for loan of records:

Official Resolution of authority for archives to be uplifted:

Text of Resolution:

Signatures: Clerk/Secretary:.....Date:.....

Name of person to receive records:

Address:

.....

Phone No..... Email address:

Office Use only:

List of Records borrowed:

.....
.....
.....

Sent by: Signature:

Date Returned: Signature:

Archivist: Eva Garbutt
ph: +64 3 4730777
email: pcanzarchives@knoxcollege.ac.nz
postal: Knox College, Arden street, Opoho, Dunedin 9010, New Zealand