

ANNUAL MEMBERSHIP APPLICATION FORM

THE DONALD GEE ARCHIVE

The Heritage Centre
Mattersey Hall
Doncaster
South Yorkshire
DN10 5HD

Name

Address

Email and telephone

Membership Request

Please describe the current research project(s) you are undertaking, including the name of the University, academic course/module and the name of your dissertation supervisor. Please also explain why you believe that the Donald Gee Archive will be useful to you in your current research. Note: we may ask your supervisor or module leader to confirm this information.

TERMS AND CONDITIONS OF MEMBERSHIP THE DONALD GEE ARCHIVE

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1. Those granted annual membership of the Donald Gee Archive will be able to have pre-arranged access to the Heritage Centre at Mattersey by prior agreement with the Archivist. The Archivist will not always be available and so an appointment for access is absolutely essential. Unfortunately, unsupervised access to the Archive is not permitted at any time.
2. It is not possible to take any materials out of the Archive for any reason. Copying of archive material is at the discretion of the Archivist.
3. No food or drink is permitted in the Heritage Centre. Personal items and bags should be placed in the in the lockable Heritage Centre's cabinet on arrival.
4. No marks are to be made on any of the books, papers or items in the Archive. Researchers are asked to strictly avoid using any pens or markers and should wash their hands before entering the Heritage Centre.
5. Laptop and tablet computers are permitted in the Archive and can be plugged into the electric sockets in the Heritage Centre. A large table and chairs are available for personal research work,
6. Unfortunately, the Archivist and the team at Mattersey are not able to make copies or conduct research on behalf of members.
7. Membership of the Donald Gee Archive is on an annual basis and is currently £50.00 per year. Please ensure this payment is made at least ten days before visiting the Archive for the first time. Membership automatically terminates twelve months to the day later, unless renewed with the Archive.
8. The trustees of the Donald Gee Archive reserve the right to terminate membership where the Terms and Conditions have not been met.
 - I agree to the Terms and Conditions of membership and use of the Archive.
 - I confirm that I am engaged in relevant academic studies.
 - I enclose the annual membership fee for pre-arranged access to the Archive.

Signed

Date