

## **CHRISTCHURCH (NZ) PHILATELIC SOCIETY INC PROTOCOLS FOR THE STARTUP ARCHIVE**

### **Access**

As published in "Captain Cook" arrangement to the Startup Archive is by arrangement only.

This applies to anyone, local CPS members, out of town CPS members, or any other interested persons.

Local CPS members can make those arrangements on general meeting or library nights.

Others the most appropriate way is to email via the website, [www.cps.gen.nz](http://www.cps.gen.nz)

Those from out of town who want to spend a day in the library for research purposes need to aware of a number of things;

- The hall is often rented out during the day to commercial users to help defray cost of running the facility
- We have no full time staff, and the volunteer team has both retired people and those still working for a living

It is therefore a good idea to give a range of dates for consideration as there is some co-ordination need. People will not be left alone in the building or the library. It would be good to give at least a fortnights notice. It would also be good to be given an idea of what you are wanting to research, it will give us the opportunity to advise you the extent of our holdings on the topic or specified publication

A fee of \$15 will be charged for access outside normal opening times.

### **Copying**

There is a photocopier (currently an A4 B&W model) and copies are 10 cents a sheet left in the honesty box next to the machine.

For out of town CPS members the same charge applies, 10 cents a copy, plus postage at cost.

For non members, we have a \$10 search fee to allow for the time spent in providing them with the service.

Postage of items is at cost

### **Reproduction Acknowledgement**

Should those using the library for research purposes in the preparation of a book, monograph, or article intended for publication an acknowledgement to the *Christchurch (NZ) Philatelic Society Inc's Library* is required. This is where the research is carried out in the general sections of the facility.

If the research is carried out in the Startup Archive then the acknowledgement should be to *Christchurch (NZ) Philatelic Society Inc's Robin Startup Archive*

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