**The University of Northampton Archive **

**Request to Access the Searchlight Archive**

Opening Times by appointment – Wednesdays and Thursdays 10:00-16:00 (last requests for items by 15.30)

(Other times may be accommodated subject to prior arrangement)

**All access to the Searchlight Archive is governed by the University of Northampton Culture Department according to the Searchlight Archive Access and Review Policy and the terms of donation of our collections. Please complete and sign the form below and send it to** **daniel.jones@northampton.ac.uk** **for processing. Please note that the main Searchlight Collection is on long-term loan from Searchlight magazine, and the name of users may be shared with them in case of queries around access and verification.**

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| --- | --- |
| **1. Surname/Family Name** |  |
| 2. First Name Middle Names |  |
| 3. Permanent Address*If you have a temporary address please include it below your permanent address**Please provide the address of your institution if applicable.* |  |
| 4. Email Address |  |
| 5. Contact Telephone No. Mobile No. (if different) |  |
| **6.** **Please provide brief details as to why you require access to the Searchlight Archive**  |
| **7. Signature** | **8. Date** |

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| **9. For Staff Use Only** |
| 10. Permission **is /is not\*** granted for ....................................................................................... to access the Searchlight Archive held in the University of Northampton Archive.\*Delete as required |
| **11. Signature** | **12. Date** |