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CONDITIONS OF ACCESS

The archives of Jardine, Matheson & Co. Ltd were presented to Cambridge University Library in 1935. They comprise correspondence, accounts and other records of the firm c. 1800 - c. 1940, but substantially 1820-1885. An outline guide to the contents of the archives is available in manuscript and as a database at the University Library.

Access to the archives is subject to the regulations of the University Library and to permission from Matheson & Co. Ltd, the London correspondents of Jardine, Matheson & Co. Ltd of Hong Kong. The Directors of these firms are conscious of the unique historical interest and value of the archives, and are prepared to give permission to bona fide students to consult them in connection with research projects relating to a definite period or a specific topic. Such permission is subject to the following conditions:

1. Applicants must supply a written reference from the university or other organisation to which they belong or under whose auspices they are working. This should be on official notepaper and signed by the head of the faculty concerned, the director of studies, or some other senior officer. In the case of research students and others engaged in a course of supervised research, such reference should take the form of a letter of recommendation from the applicant's supervisor or director of studies, showing that the applicant has a definite need to consult the archives. Applications from others having some valid reason to consult the archives, but who are unconnected with any organisation, will be considered at the discretion of Matheson & Co. Ltd.
2. All applicants must themselves give, on the following form, brief details of the subject of their research, the period to which it relates, and the purpose of their work (e.g. book or thesis).
3. Nothing derived from or referring to the archives may be published without the prior consent of Matheson & Co. Ltd, who would appreciate a copy of any thesis or published work based on the archives.
4. Users of the archives are expected to co-operate in maintaining them in good order. They must handle all documents with the utmost care and are requested to draw the attention of staff in the Manuscripts Reading Room in the University Library to items found to be damaged, misplaced or missing. Certain series of original letters are too fragile for use, and positive microfilms of these will be produced instead.

Applications should be made on the following form. The applicant's signature on the form will indicate acceptance of the above conditions. Completed forms may be scanned and e-mailed to jdwl000@cam.ac.uk, or submitted in hard copy to:

John Wells
Department of Archives and Modern Manuscripts
University Library, West Road
Cambridge CB3 9DR

Permission to use the archives will be confirmed in writing and a copy of the letter of permission will be sent to the University Library.

Applicants are asked to note that this is not equivalent to permission to use the University Library. On receipt of permission from Matheson & Co. Ltd they must therefore apply direct to the Librarian, University Library, West Road, Cambridge, CB3 9DR, for admission. Intending users of the archives are advised to apply well in advance of a proposed visit and not to arrive at the Library without notice.

To MATHESON & CO. LTD
12 UPPER GROSVENOR STREET
LONDON W1K 2ND

GENTLEMEN,

I (name in full)

wish to consult the Jardine Matheson Archives for the purpose of

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in connection with my research for (state thesis, book or other intended publication, if any)

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I am a registered student/graduate of (University or College)

.....

and enclose a reference from

My present occupation/position is

My nationality is

My permanent address is

.....

My address in Great Britain is

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..... Telephone no.

I solemnly undertake to abide by the conditions set out in the text accompanying this form, entitled ARCHIVES OF JARDINE, MATHESON & CO. LTD at the UNIVERSITY LIBRARY, CAMBRIDGE: CONDITIONS OF ACCESS, which I have read and understood.

Yours faithfully,

Date Signature