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.

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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.

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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 jdw1000@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.

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http://www.lib.cam.ac.uk/deptserv/manuscripts/applicationJM.html
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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) .................................................................

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and enclose a reference from .................................................................

My present occupation/position is .................................................................

My nationality is .................................................................

My permanent address is .................................................................

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Yours faithfully,

Date ................................................................. Signature .................................................................