



Government of **Western Australia**
 Department of **Culture and the Arts**
 State Records Office of Western Australia

ARCHIVE DIGITISATION REQUEST FORM

State Records Office of Western Australia
 Perth Cultural Centre
 PERTH WA 6000

Once you have completed this form, save and email a copy to: sro@sro.wa.gov.au

Name	
Organisation (if applicable)	
Postal Address	
Phone (day / mobile)	
Email (required)	

Digitisation cost: Items 100 pages or less: \$27.50 (AUD) per item / Items over 100 pages: \$55 (AUD) per item / Single map or plan: \$14.25 (AUD) per item.
Format: Digital copies of items are supplied as JPG files at 300ppi (maps or plans are supplied as TIFF files). Digital copies are supplied on CD.
Payment: When a request is received, SRO will assess if the item can be digitised and advise you by email. If the item can be digitised, SRO will confirm the cost and payment can be made by credit card securely online via link in email. Digitisation will not commence until payment is confirmed.
Once payment is received, the turnaround time is approximately 20 working days.

Dispatch details (please tick one): Collect No charge Post \$7.85 (AUD) within Australia / \$20 (AUD) overseas

Archive Identification Information for Items Requested to be Digitised			
	Consignment Number	Item Number	Item Title
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Conditions and authorisation

- I acknowledge this is a request only and that archive digitisation is subject to SRO assessment.
- The SRO provides this service to support research needs. Digital copies are subject to copyright. **I will not make further reproduction of items without obtaining permission from the copyright owner.**
- If I have received permission to reproduce an item, I will acknowledge the “State Records Office of Western Australia” as the source of the item and include archive reference information.
- I have read the above conditions and by submitting this request form to the SRO I agree to abide by them.

	Archive Identification Information for Items Requested to be Digitised		
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