

PROCEDURE ON HOW TO ACCESS THE BENEVOLENT SOCIETY RECORDS AT THE MITCHELL LIBRARY

[The Benevolent Society changed its name from the Benevolent Society of N.S.W. on the 4th April 2000]

The Benevolent Society records are located in the Mitchell Library, State Library of NSW.

The Society retains copyright and right of access approval to its records held at the Mitchell Library.

Option 1.: \$25.00 fee will allow you access to The Benevolent Society records for 10 years from the date on the letter of approval

or

Option 2.: \$55.00 fee [includes GST] will allow you access to The Benevolent Society records for 10 years from the date on the letter of approval plus a copy Society's publication "**Guide to the Records of the Benevolent Society of New South Wales in the Mitchell Library, State Library of N.S.W.**".

NOTE: These fees reviewed periodically and can be changed without notice.

Cheque or Money Order to be made payable to The Benevolent Society.

[Where approval is granted for you to peruse the Society's records, it is on the condition that access is within the normal Controls, Guidelines and Security of the staff of the Mitchell Library].

The Society is required to maintain a record of all persons who have been granted access to its records, it is important that the letter of request for access nominate the name and address of the person who will be attending the Library for the research. {Couples should place both their names on the letter of request, this will allow either or both to access The Society's records}.

The Society is unable to assist with actual details of a patient / client etc in the older records or to supply details as the Society does not have sufficient staff to attend the Mitchell Library to obtain specific information, there is no specific hospital type patient records only Admission and Discharge plus some diary entry or notes.
(The Library, on request will supply a list of researchers, there is a fee applicable).

Contact: Keith Williamson, The Benevolent Society Archivist
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