

# MAKE A RESEARCH REQUEST OR COLLECTION OFFER:

Details:

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Please make sure you supply enough information so we can fulfill your request or bequest, kia ora thank you.

## ABOUT THE COLLECTION

The Museum collection is one of the oldest in the Waikato, founded on the Gavin Gifford collection in 1935. We rely solely on donations from the public in order to develop the collection.

### What We Collect

The Museum Collection is made up of objects that tell the stories of Te Awamutu and the wider Waipā District. Every item offered to the Museum is assessed by Collection staff against our Collection strategy and policy. This includes its significance to Waipā, its relevance to our current collection, and our ability to store and care for items in perpetuity. We cannot take any items until they have been through this process.

### The Collection is Online

Many of our taonga, photographs, maps and objects have been digitised and available for viewing online! Check it out: <https://collection.tamuseum.org.nz/explore>

# Waipā heritage is at your fingertips

Our heritage collection includes over 17,900 items that span centuries.

The digital collection is now available for you to view.

**Explore the digital collection**





TE WHARE TAONGA O TE AWAMUTU



# RESEARCH & COLLECTIONS

Research Request and  
Collection Donation Form

CONTACT: 07 872 0085



## RESEARCH FEES & CHARGES

It is **free** to make an appointment to view archives here at the Museum. If you would like us to do research on your behalf, we offer the first **15 minutes for free**, then at a cost of **\$27.50 per half hour** after that. Any copying and image request are additional and costs as follows:

Research and Image Fees:	
Self-guided research session: Research service time: including searching, retrieving, reproduction, distribution, and replacement material <i>(first 15 minutes free, then chargeable at \$27.50 per half hour for staff time)</i>	Free for first 15 mins
Digital Images: <i>(dependent on quality and format)</i>	\$10-\$40
Publication fees <i>(Local History &amp; Education)</i>	\$15 + \$22 per half hour for staff time
Publication fees <i>(NZ rights)</i>	\$50-\$250 + \$22 per half hour for staff time
Publication fees <i>(World rights)</i>	\$50-\$500 + \$22 per half hour for staff time
Photographic prints	\$5-\$40
Printing/Copying:	
Scanning	\$1.10 for first page then \$0.60 for each additional
Single sided A4 <i>(black &amp; white)</i>	\$0.50
A4 per page/side <i>(black &amp; white)</i>	\$0.90
A4 per page/ side <i>(colour)</i>	\$1.10
Double sided <i>(colour)</i>	\$2.20
A3 per page <i>(black &amp; white)</i>	\$1.70
A3 double sided <i>(black &amp; white)</i>	\$3.40
A3 per page <i>(colour)</i>	\$2.20
A3 double sided <i>(colour)</i>	\$4.40

**These fees and charges become effective from 1st July 2024**

If you have any further questions about research, fees, or image requests, ask at the Museum reception for our recommendations for in-store and online resources.

## RESEARCH AT THE MUSEUM

### Caring For Our Heritage

The Museum is committed to providing access to local heritage for future generations. We use best practices of preventative conservation to ensure the best possible standard of care for all items in the collection. Some objects are very fragile, and unable to be exhibited - but may be viewed **only** by appointment.

### The Archives Collection

The archive collection holds historic documents, newspapers, family histories and photographs related to social history within the District of Waipā. Anyone can view archives by appointment, or we can conduct research on your behalf. **Please allow two weeks for a response to your inquiry.**

### Viewing the Collection

You are welcome to make an appointment to view objects and artefacts held in storage - for either personal or research purposes. Please fill out the attached form for further assistance. **Please allow two weeks for a response to your inquiry.**


### OPENING HOURS


Mon - Fri 10am - 4pm  
Sat & Public Holidays  
10am - 2pm  
Closed Sunday

Ph: +64-7-872-0085

E: [museum@waipadc.govt.nz](mailto:museum@waipadc.govt.nz)

Web: [www.tamuseum.org.nz](http://www.tamuseum.org.nz)

 @TeAwamutuMuseum

 @teawamutu\_museum



### FREE ENTRY

55 Rickit Road, Te Awamutu, Aotearoa, New Zealand

Plan your visit, check out our website for more information.

**Group bookings essential**

## MAKE A RESEARCH REQUEST OR COLLECTION OFFER:

Research Request:  Collection offer:   
*(tick the circle that best suits your need)*

Name:

*(Please print clearly)*

Email:

*(Please include your full email address so we can make contact)*

Phone:

*(Please include mobile or home phone numbers)*

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( ) -----

Postal Address:

*(If you want us to send you information)*

Street No./ PO Box: -----

Street Name: -----

Town/City: -----

Post Code: -----

Region: -----

Country: -----

ALL INFORMATION COLLECTED IS USED FOR THIS RESEARCH INQUIRY ONLY AND WILL NOT BE HELD OR USED FOR OTHER PURPOSES WITHOUT CONSENT.