

The Special Collections Enquiry form is used for request for historical information, maps and photographs regarding local history and military history from the Hinchinbrook region, preserved by the Hinchinbrook Shire Library.

Please ensure your form is completed in full and legible. Failure to supply information may mean that Council is unable to satisfy your request.

To return your completed form or for further information, please contact the Hinchinbrook Shire Library via email, library@hinchinbrook.qld.gov.au, phone 07 4776 4614, in person at the Hinchinbrook Shire Library, 73-75 McIlwraith Street Ingham QLD, or via post PO Box 366 Ingham QLD 4850.

CONTACT DETAILS

Name	
Postal Address	
Phone	
Email	

DESCRIPTION OF SPECIAL COLLECTIONS ENQUIRY

Date of Enquiry	
Type of Enquiry	<div> ☐ General Interest ☐ Building/Street/House Local/Family History </div> <div> ☐ Military History (Kennedy Regiment/31st Battalion) </div> <div> Other: </div>
Be as specific as possible (attach extra sheets if required)	
Please Include: <ul style="list-style-type: none"> Dates – month and year; Full names of those the research is concerning; Date of birth; Location of birth; Details of the area; Relatives details; Migration details; Ancestry details; and Any prior research results. 	

SPECIAL COLLECTIONS ENQUIRY

ENQUIRY FORM

RESEARCH FEES	
Printing/Photocopying Charges	Fees and charges in accordance with Council's current <i>Schedule of Fees and Charges</i> .
Research (per request)	Fees and charges in accordance with Council's current <i>Schedule of Fees and Charges</i> .
Research Time (Select one Option)	Limit Research to _____ Hours ☐ No limit to research hours
Delivery Options	☐ Collect and pay in person (Cash/Cheque/Credit Card) ☐ Post following payments via (Cash/ Cheque/Credit Card)

Payment Details

Please contact Hinchinbrook Shire Library to provide payment details.

Privacy Notice and Disclaimer

Hinchinbrook Shire Council is collecting personal information you supply on this form only to assist in accordance with the *Information Privacy Act 2009*. Your personal information will be used by Council Officers who have been authorised to do so. The information will not be given to any other person or agency unless required by law or unless your permission is sought. Personal information is handled in accordance with the *Information Privacy Act 2009*.

SIGNATURE REQUIRED			
Signature		Date	

OFFICE USE ONLY - COMMUNITY DEVELOPMENT SERVICES STAFF TO COMPLETE					
RECEIPT CODE: 200062-1001-41143					
Fee Paid		Date		Receipt Number	
Officer		Request Tracking Number			

