



Kinnaird Archive Centre Archive Acquisition Guidelines

Thank you for your interest in the Kinnaird Archive Centre (KAC). Following are the guidelines for acquiring any digital archival material from the Kinnaird Archive Centre:

1. Kindly prepare a request letter, preferably on your organization's/institution's letterhead, with complete details of your work/project including parameters of archival materials required from KAC and the intended usage of the material.
2. Please address your signed letter to Prof. Dr. Iram Anjum, Principal, Kinnaird College for Women. Kindly email the scanned copy of the letter to archives@kinnaird.edu.pk and copy principal.secretariat@kinnaird.edu.pk or drop off/post the physical copy to the following address:

Kinnaird Archive Centre
1st Floor, Admin Block
Kinnaird College for Women
93 – Jail Road
Lahore, Pakistan

3. After the receipt of your request letter, the KAC team will prepare a 'Archival Request Form' which will include all relevant low-resolution archival material in the Archive pertaining to the parameters of your request and will share the form via email within 5 working days.
4. Once you have reviewed the Request Form and confirmed your selection of archival material, the KAC team will prepare and share the 'Archival Acquisition Form' with your final selection and usage details via email within 2 working days.
5. Upon the receipt of signed 'Archival Acquisition Form', all requested archival material will be delivered to you via email/post within 2 working days.

Please take note of the following,

1. The Centre cannot entertain any requests pertaining to physical archives of the College. In case your request is processed, KAC will only share digital watermarked archival material. Please note that appropriate credit must be given to Kinnaird Archive Centre according to the mutually agreed upon credit line.
2. No commercial requests for any archival materials will be entertained by the Centre. Kinnaird Archive Centre only supports national and international academic, research and journalistic endeavors.
3. Please follow the aforementioned process to expedite your request. The Centre will not be able to process any incomplete/incorrect requests.

For any queries or clarification, please feel free to contact the Kinnaird Archive Centre at archives@kinnaird.edu.pk and +92.42.99203781 – 4 (Ext. 291)