



Kinnaird Archive Centre Archive Acquisition Guidelines

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

1. Kindly prepare a letter on your organization's/institution's letterhead with complete details of your request including what material is required from KAC and the intended usage of the material. Please address your signed letter to Dr. Rukhsana David, Principal, Kinnaird College for Women. Kindly send the scanned copy of the letter to archives@kinnaird.edu.pk and drop off the physical copy at the College's reception or post the physical copy to the following address:

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

2. Once the Kinnaird Archive Centre receives your letter, the KAC Archive Acquisition Committee will take the request into consideration and the Committee's decision will be communicated to you via email within 5 working days.

3. In case your request is approved, the KAC team will prepare a 'Archival Request Form' for you, 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.

2. No commercial requests for archival material will be entertained by the Centre. Kinnaird Archive Centre only wishes to support national and international academic 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)