

Archives Reader Registration

Individuals visiting the Archives for the first time are requested to complete the form below and produce some form of identification which includes proof of address and signature.

In order to comply with General Data Protection Regulation (GDPR), this information is required for security and statistical purposes only and will not be passed to any third party without your consent. It will be retained for five years after your last visit to the Archives.

(Please complete in BLOCK CAPITALS)

Title:

First name:

Last name:

Email:

Address (permanent):

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Postcode:

Country:

Institution:

Please tick

Academic

Undergraduate

Postgraduate

Family Historian

Alumni

Other *please specify*

Research subject:.....

.....

.....

By signing this form, you are agreeing to the following:

- ✓ Comply with our *Regulations for Access to the Archives* (printed over the page).
- ✓ Seek to obtain the copyright holder's permission for the publication or reproduction of all unpublished materials.
- ✓ Ensure that any information obtained relating to living persons is used in accordance with UK Data Protection law – namely the combined Data Protection Act 2018 and General Data Protection Regulation (GDPR).

Signature:

Date:

FOR OFFICE USE ONLY:

ID seen: Signature:

Date:

Regulations for Access to the Archives

Admission

New users must complete a Reader Registration form and show proof of identity bearing their name and address. Long-term users will be required to complete the form every 5 years.

Data Protection

Users should ensure that any information obtained relating to living persons is used in accordance with the Data Protection Act 1998.

GDPR

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Copyright

Users should obtain the copyright holder's permission for the publication or reproduction of all unpublished materials. The onus for satisfying the legal requirements of the Copyright Acts rests with readers.

Copies of archives will be supplied to readers for research purposes only or for publication purposes, (subject to copyright regulations and permissions), provided that an application form is completed and payment supplied. Bound volumes and fragile material will not be copied.

Researchers are permitted to take photographs of archives material, for research purposes only, using a digital camera provided that an application form is completed. Tripods and flash photography are not permitted.

Collection Care and Security

Access

- Records must be consulted in the Archives Reading Room. Items are not available on loan.
- Records are available for consultation only while a member of staff is on duty to supervise.

- Bags and other bulky objects should be stored in the cupboard provided.
- Coats and umbrellas should be stored on the coat rack provided.
- The Library accepts no responsibility for loss or damage to users' personal property.
- Up to 6 files may be requested at any one time.
- Up to 2 microfilms may be requested at any one time.
- 1 DVD may be requested at any one time.
- It may not be possible to request further records until those in use have been finished with.

Handling Archives

Archives are unique and irreplaceable so care must be taken and they must be handled in a way that will not cause harm.



- Archives must not be marked, folded or leaned upon.
- No unauthorised object should be placed within or on top of archives.
- When handling documents hands should be clean.
- Gloves are supplied for handling uncovered photographs or volumes suffering from leather rot.
- The book supports, weights, magnifiers, must be used wherever appropriate.
- It may not be possible to grant access to items which are in a fragile condition.
- Pencils may only be used by users consulting documents; no other writing implements may be used.
- Eating, drinking and smoking are not permitted.
- Laptop computers may be used.
- Laptops and mobile phones should be on silent mode.

The Archives Reading Room supervisor will advise users on how to handle records carefully. The Archives reserves the right to amend or alter these rules at any time. *Last issued May 2018.*