

University of Greenwich Archive: Guidance for University staff, students, volunteers and users of the Archive

1. Introduction

1.1. Any member of the public can use the University of Greenwich Archive on request, for the purposes of research and within the parameters outlined in Data Protection legislation and the Freedom of Information Act 2000.

1.2. All new users, including staff, students and volunteers will be required to complete and to sign an [Archive Agreement](#) that will outline the purpose of their research and responsibilities in respect of use of information and where appropriate, confidentiality.

1.3. Personal data about living individuals (assuming a lifespan of 100 years if we do not know if a person is alive or dead) is subject to the Data Protection Act 2018 / GDPR, and must be treated according to the [Data Protection principles](#). If in doubt the [Data Protection Officer](#) should be consulted.

2. Using the Archive

2.1 It is recognised that one of the greatest risks to archives is that of use by both readers and staff. In order to minimise this we aim to provide:

2.1.1. Written guidelines for the proper handling of the collections by staff and readers.

2.1.2. Appropriate equipment in the reading room, together with guidelines for use.

2.1.3. Appropriate training on handling and use for staff.

2.1.4. Guidance on packing and moving items, and the provision of appropriate equipment.

2.2. Archive staff, students and volunteers will be required to undergo initial training in usage of the Archive and thereafter regular training as necessary.

2.3. Due to the uniqueness and irreplaceable nature of the archival records, a special emergency response plan for the Archive will be written, noting the issues and practices which need to be taken into consideration, and observing the 72 hour limit on ingress of water before the onset of mould.

3. Access

3.1. Supervised access will be provided in the Archive Research Area by appointment for external users. Members of staff or students of the University of Greenwich may make appointments or drop in when the Archive space is staffed. Access will be determined in the first instance by advanced booking and then on a first come first served basis. Access will be restricted to a maximum of four researchers at any one time.

3.2. Users will not be given access to the storage area, and will be required to identify the records they wish to consult.

3.3. All users will be required to read and follow handling directions appropriate to the format being used and health and safety advice applicable to the building.

3.4. Online access to digitised records and an open access catalogue will be made available as resources dictate. Digitised records will be classified in line with statutory laws to determine what should be made available online and how access to these records will be controlled.

3.5. Users of the Archive will be required to undergo a short training exercise prior to using the Archive.

4. Self-service Copying

- 4.1. Self-service photocopying is not permitted. If the format and condition of the record allows, a member of staff will scan the record and make the surrogate available to the user in an appropriate format.
- 4.2. Staff reserve the right to refuse immediate copying if the record requires special care, and to refuse to copy if the record is too fragile.
- 4.3. Where copyright and privacy legislation apply, the researcher must agree to be bound by these restrictions.
- 4.4. Users may photograph items, whatever their condition, in line with the above regulations.

5. Requests in writing

- 5.1. Requesters may be sent copies of documents or records, for the purposes of research, on completion of the Archives Agreement.
- 5.2. Particular care will be taken if personal data is sent by post or email to countries outside the EEA area (see our [Code of Practice 1](#)).

6. Security

- 6.1. Physical security of the building and perimeter is maintained by those contracted by the University of Greenwich.
- 6.2. Security of access to the building is controlled centrally. The Archivist or other trained staff must be informed and present when users require access to the Archive.
- 6.3. The research space will be monitored continually when in use, by the Archivist or other trained staff.
- 6.4. Two open access collections will be available for browsing:
 - 6.4.1. The Archive library of standard publications relating to the collections. These are protected by the library security system;
 - 6.4.2. Framed and large images. These are displayed on open racks, and too large to remove from the building.

7. Exhibition and loan

- 7.1. Exhibition is important as a method of promoting the contents of the archive and the University as a whole, and original articles have a greater impact on visitors than surrogates. Not all original records / formats are suitable for exhibition, and decisions will need to be taken on a case by case basis.
- 7.2. If security relevant to items of unique or intrinsic value cannot be provided then surrogates must be used instead for exhibition.
- 7.3. If original items are to be loaned then a level of security appropriate to the object and its environment must be maintained at all times, during transport, storage, and exhibition.
- 7.4. Where a decision is taken to loan an item, there will be an initial limit of two months on the loan.
- 7.5. The borrower must complete and return a Loan Agreement before any items are released on loan.
- 7.6 The borrower must insure the items for the full duration of the loan, including transport insurance on an "all risks, values agreed" policy.
- 7.7. Security (including during transport), handling and display of the item by the recipient organisation must be equal to that practiced in the University of Greenwich Archive.
- 7.8. Environmental standards must be equal to those in the Archive and monitored continually. Objects subjected to high UV light levels should be displayed for shorter periods. (NB. UV light damage is non-reversible).

7.9. Exhibition cases should correspond to standards for exhibition set out in *PD 5454: 2012*. They should be secure, environmentally isolated, and provided with UV filtration.

7.10. If the loan details change at any point, borrowers should let the University of Greenwich Archive know as soon as possible. If a borrower cancels a loan, the University of Greenwich Archive may charge for staff time and material costs incurred.

7.11. The lender and, if required, the owner of the loaned item is to be credited or acknowledged on all captions and in all publications in any format related to the exhibition where the loaned item is mentioned. The credit for the University of Greenwich Archive must read: University of Greenwich Archive.

7.12. Photographs of items on loan may be reproduced in the catalogue without charge, but with written permission. Images can be provided by the University of Greenwich Archive on request and may be charged for.

8. Copyright

8.1 All users, including staff, students and volunteers of the Archive are required to abide by the Copyright, Designs and Patents Act 1988 and The Public Administration, Disability, and Research, Education, Libraries and Archives statutory instruments that came into force on 1 June 2014.

[The Copyright and Rights in Performances \(Disability\) Regulations 2014](#)

[The Copyright and Rights in Performances \(Research, Education, Libraries and Archives\) Regulations 2014](#)

[The Copyright \(Public Administration\) Regulations 2014](#)

9. Document Control

Version	Author(s)	Date	Circulation	Comments
1	Archive Steering Group	11/09/14		
2	Archive Steering Group	24/09/15		
3	Archive Steering Group	27/08/17		
4	Archive Steering Group	10/09/19		

Document Approval	
Approved by:	Information Assurance and Security Committee
Date approved:	20/10/15
Review date:	31/12/20
Author(s):	Archive Steering Group
Owning department	ILS (Information and Library Services)