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Archives Reader Registration

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

This information is collected by Archives staff under lawful consent to help us comply with the provisions of the Copyright Act and Data Protection Act 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:
Last name:
First name:
Email:
Tel:
Address (permanent):
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.....
.....
Postcode:
Country:
Institution:

Please tick

Academic
Undergraduate
Postgraduate
Alumni

Other *please specify*

Research subject(s)
.....
.....
.....

By signing this form, you are agreeing to:

- ✓ Comply with our *Regulations for Access to the Archives on page 2*
- ✓ Seek to obtain the copyright holder's permission for the publication or reproduction of all published and unpublished materials referred to.
- ✓ Adherence to UK Data Protection Regulations **(ensure you have read and understood page three and comply with the relevant regulations)**
- ✓ Ensure that any information obtained relating to living persons is used in accordance with the Data Protection Act **(read page 3 and UK Information Commissioner Guidance before signing).**

Signature:
Date:

FOR OFFICE USE ONLY:
ID seen (please detail):
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 UK's Data Protection Act. Please ensure you refer to, and acknowledge, the additional guidance on page 3 of this form.

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Users should obtain the copyright holder's permission for the publication or reproduction of all unpublished materials.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, provided that an application form is completed. Flash photography is 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 lockers provided.
- 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 leant 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.
- Food and drink are not permitted.
- Laptop computers may be used.

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.

Guidance on Data Protection

In making use of the UEA Archive researchers are responsible for the way in which they use the information obtained therein.

UEA Archives staff can offer practical advice and promote good practice but are unable to provide legal advice, or a substitute for it.

Researchers are required to handle personal data in accordance with data protection regulations. General Data Protection Regulations (GDPR) came into force in May 2018.

Further information is available on the Information Commissioner's website at <http://www.informationcommissioner.gov.uk/>