



## **Researcher Agreement: Archive and Special Collections Harris Manchester College, University of Oxford**

We welcome responsible researchers to the HMC Archive. To help us safeguard our unique collections, we require all visitors to register their details and agree to abide by the regulations before access is permitted.

Please complete and sign the following form on each visit. University members should bring their University card as identification. External users should provide an identification card from their own institution or passport / driving licence.

The information you supply will be treated in accordance with the Data Protection Act (1998). It will be stored and used only for administrative, statistical and security purposes.

<b>Title and name</b>	
<b>Permanent address</b>	
<b>Institutional affiliation</b>	
<b>Telephone number</b>	
<b>Email</b>	
<b>Description of research focus</b>	
<b>Type of ID shown</b>	
<b>Staff use: Items consulted</b>	

I have read and understood the Regulations for Use: Archives and Special Collections, as stated overleaf.

Signature:.....Date .....

## Regulations for use: Archives and Special Collections

### 1. Entry arrangements

- Access to material is by appointment only and must be arranged in advance.
- Researchers will be supervised at all times while in the reading room.
- All material must be consulted in the reading room and must not be removed by researchers under any circumstances.
- Researchers are not permitted to enter the secure storage areas.
- No food or drinks are permitted in the reading room.

### 2. Handling of material

- The number of boxes/folders/volumes made available will usually be limited to one at a time.
- Researchers must have clean, dry hands and be careful when handling items.
- Fastenings holding documents together, such as paperclips, may be removed only with the assistance of a member of staff.
- Care should be taken to keep items in their original order.
- Researchers must make no marks on the material and must not remove existing marks by any means.
- Any damage or accident must be reported to a member of staff.
- No ink pens are permitted; graphite pencils only may be used for writing notes by hand.
- Tracing from original material is not permitted.
- Laptops are permitted for making notes and charging points are available.

### 3. Citations, quotations and transcriptions

- Researchers may take notes, including short quotations, but any extended transcription requires explicit permission from the College.
- Researchers who include in a publication (in any media) explicit references to, or quotations from, material found in the Archives and Special Collections will include an accurate citation; staff will be happy to advise on item reference codes.

### 4. Copying

- Digital copies of some original material may already exist; staff will be happy to check and provide details.
- All copying by researchers is at the discretion of staff; there are some items that cannot be copied for a variety of reasons such as legal restrictions.
- Original material may not be photocopied; photography is permitted provided the flash is disabled.
- It is the responsibility of researchers to ensure that their copying does not infringe copyright law, and specifically the Copyright, Designs and Patents Act 1988 (see <https://www.gov.uk/government/publications/copyright-acts-and-related-laws> for further details).
- Any photographs made by researchers should be for private/non-commercial study only; explicit permission for publication (in any media) is required from the College.

### 5. Data Protection

- Researchers are required to abide by the Data Protection Act 1998 (see <https://ico.org.uk/> for further details).
- Researchers are responsible for the security of any personal data relating to living individuals that they may obtain from Archives and Special Collections material and for the subsequent use they make of it.

### 6. Contravention of the rules

- The College reserves the right to take action against any researcher who contravenes these rules.
- Depending on the nature of the contravention, action may include being refused access to Archives and Special Collections material or prosecution.