

L&A 05	Library & Archive Policies & Procedures	Archive User Agreement & Rules	Agreed 03/2015 Reviewed 10/2018	Next review due 10/2021
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## Salisbury Cathedral Archive User Agreement & Rules

### Access

Users need to make an appointment in advance of their visit in order to view any archive item.

Users wishing to consult any item dated pre-1800 are required to have a reference from a sponsoring academic institution or other appropriate source. For modern post-1800 material a reference or other form of identification may be required. For Cathedral staff and volunteers a reference will not be necessary but access will be at the Archivist's or Canon Chancellor's discretion.

All archive users must agree to abide by the following rules designed in order to safeguard the security and preservation of the collection.

- *No food or drink to be consumed within the archive.*
- *Only pencils and laptops (or similar electronic devices) may be used to take notes. Ink may not be used under any circumstances.*
- *Archives are not to be marked in any way.*
- *Users should take care when handling archives and seek advice when necessary.*
- *Users will follow instructions issued by the archivist concerning the handling of archives and the evacuation of the archive reading room if necessary.*
- *All personal possessions taken into the archive reading room may be subject to opening and inspection by Cathedral staff.*
- *Images, extracts or quotations will not be published in any form without written permission from Salisbury Cathedral. This includes use on websites, in exhibitions and for broadcasts.*
- *No publication right is vested in any reader through the issue of a document, book or object. All publication right is reserved.*
- *A copy of any print publication based on research from documents in the archive should be donated to the Cathedral Library.*
- *No smoking*

### Photography

Users are welcome to take photographs, following completion of a *Reprographics Personal Use Permission Form*, but with the following provisos:

- *No flash photography.*
- *Archive and library staff reserve the right to prohibit photography if it is believed that the photographic process may cause damage to the item, or that the item may not lawfully be copied under current UK copyright legislation.*
- *All images taken can only be used for personal use, private study and research or for other non-commercial purposes.*

- *Copies of images must not be supplied in any media to another person or organisation without written permission from Salisbury Cathedral.*
- *No more than 5% of any book, or a single chapter or article from any journal or periodical may be photographed from materials which are subject to copyright. Any copy made is to be used for personal research purposes only.*

*Archive and library staff may exclude or cause to be removed any person who contravenes these regulations or whose exclusion from the archive reading room is, in their opinion, necessary for its proper use and regulation.*

**I agree to abide by the above conditions.**

Name:

Sponsoring Institution (if appropriate):

Address:

Signature:

Date: