

L&A 03	Library & Archive Policies & Procedures	Archive Access Policy	Agreed 05/2016 Reviewed 10/2018	Next review due: 10/2020
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Salisbury Cathedral Archive Access Policy

This policy has been written with due regard to the *Archive Service Accreditation Standard, June 2014*. The policy was discussed by the Library & Archive Advisory Panel on 4th May 2016 and agreed by Chapter on 27th May 2016. It was reviewed by the Library & Archive Advisory Panel on 24th October 2018 and agreed with no changes.

This policy should be reviewed every two years or earlier if necessary.

1. Overview

1.1 The Archive's statement of purpose as recorded in policy L&A 01 Archive Collection Development Policy is: *Salisbury Cathedral Archive is the archive repository of Salisbury Cathedral. The purpose of the archive is to collect, preserve and make accessible records documenting the history and community of the Cathedral as well as preserving evidence of the Cathedral's rights, actions and decisions. Only records considered to have an administrative, legal, financial or historical value for the Cathedral or which illustrate the life and community of the Cathedral and the Cathedral Close will be permanently retained in the archive.*

1.2 Other relevant Archive policies include: L&A 05 Archive User Agreement & Rules.

1.3 Documents in the archive are the property of Salisbury Cathedral and are made available to members of the public for research with the permission of the Dean & Chapter of the Cathedral. Documents can be consulted by arrangement with, and under the supervision of, the archivist or the Canon Chancellor or other authorised Cathedral staff at all times.

2. Catalogue

General information about the archive collection is available on the Cathedral's website; further information can be obtained by application to the archivist or Canon Chancellor. Potential researchers are welcome to consult the lists and catalogues available in the archive. There is an ongoing programme of cataloguing documents and of improving existing catalogues and lists - updated catalogues are added to the Cathedral's website when available.

3. Enquiries & Visits

General enquiries regarding the nature and content of the collection are welcome and should be directed to the archivist as should requests to visit the archive and consult documents in person. A reference or letter of introduction, i.e. from a sponsoring academic institution, is required to consult documents created pre-1800. 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.

4. Closed Records

4.1 All documents less than 30 years old are closed to the general public. Some categories of documents may be closed for longer periods owing to data protection issues and/or because of the confidential and sensitive nature of the information they contain. Documents classified as closed will be marked as such in the catalogue. Requests for

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access to closed records will be referred in the first instance to the Canon Chancellor - in some cases further permission may need to be sought from the Cathedral Chapter.

4.2 Access to individual items or groups of items may also be restricted due to their physical condition as in some cases handling a document in poor condition may result in further damage. In order to reduce wear and tear if a surrogate of a document exists then the researcher may be required to consult the surrogate rather than the original document.

5. Copies

Information derived from and copies of documents are initially supplied for private study and personal research use only. Users are welcome to take photographs in person for their own private study. The archivist is able to provide copies of already digitised documents and to undertake additional photography on the users' behalf for which there is a charge. The use of photographs and other digitised images for publication, or for purposes other than private study, must be approved in writing by the Cathedral.