

Archives Access Policy

1 Purpose of Policy

- 1.1 To specify the conditions of access to the Archives.
- 1.2 To make readers aware of the nature of the archives.
- 1.3 To ensure the security, preservation and continued availability of our unique holdings.
- 1.4 To ensure compliance with the Data Protection Act 1998 (DPA 1998).

2 Conditions of Access

The Jesuits in Britain Archives are private. Jesuits may consult the Archives, but must comply with the access procedures and regulations for using the Archives as set out in this policy.

All external requests for access to the archives will be considered, but admission is ultimately at the discretion of the Archivist. Visits are by appointment only. Access to some archive material may be subject to conditions, as set out below.

Archive staff will try to respond to brief research queries submitted by post or e-mail, but they are unable to undertake detailed research on behalf of enquirers other than in exceptional circumstances (for which a fee may apply).

3 Access restrictions

- 3.1 The personal papers of a deceased member of the Society of Jesus will in principle be unavailable for research or other purposes until forty years after his death.
- 3.2 Under the DPA 1998, records which contain personal or particularly sensitive information relating to an identifiable living individual must be protected. Therefore, records which contain such data are closed. Only the individual to whom this data relates may access these records. In cases where the date of death is not known, the provisions of the DPA 1998 apply.
- 3.3 Those records deemed to be sensitive or of a confidential nature may have restricted access.
- 3.4 Records may have access restrictions placed on them by the depositor. Archive staff will inform readers of these limitations.

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- 3.5 Those records deemed to be too fragile or damaged to be handled will not be accessible. Wherever possible a copy will be made available.
- 3.6 The Archivist may restrict access to uncatalogued material. (Other things being equal, any records requested that have to be restricted for this reason will be given priority in cataloguing.)
- 3.7 It may also be necessary periodically to withdraw material from public use for purposes such as conservation or display reasons.

4 Equality of access

- 4.1 All readers of the Archives will be treated with fairness and respect.
- 4.2 Access to the reading room involves a short flight of stairs. The Archive staff should be made aware of any assistance that is required in this regard, and they will strive to make any necessary arrangements.

5 During the visit

5.1 *Access to finding aids*

Those consulting the Archives should identify the records they wish to consult with the help of finding aids which will be made available to them on arrival. (It is hoped to develop these further and to put a part of them online, in the near future.) The Archive staff will be able to give guidance on how to use these aids in case of need.

5.2 *Consulting individual records/series*

Once readers have identified records they wish to consult, the Archive staff will produce these for them to examine. Some records - as outlined above - may have restrictions placed on them. Readers will only be allowed to consult records whilst under the supervision of Archive staff in the reading room. Limits may be placed on the quantity of records that can be consulted at any one time.

5.3 *Reproducing records*

The reproduction of records for private use by any method will normally be permitted, unless copyright restrictions or conservation considerations suggest otherwise. Readers are not permitted to make a copy in any manner without acquiring the permission of the Archivist. Please ask for advice on the correct procedure.

5.4 *Quoting records*

Researchers will be permitted to make quotations from materials in the Archives as long as the permission for doing so has been sought previously and any such quotes are again correctly referenced (naming it as the *Archivum Britannicum Societatis Iesu* and giving, where applicable, the full shelfmark/reference number of the work(s), and page number(s))

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5.5 *Further reproduction or publication*

Readers must request permission to make any further reproduction or publication of copies made of records, regardless of the intervening length of time.

6 Reader conditions

6.1 If you are not a member of the Jesuits in Britain and have not previously used the Archives collections, the initial request for an appointment must be made in writing to:

Archives

114 Mount Street

London

W1K 3AH.

Email is also acceptable: archives@gbsj.org

The initial request should include contact information and details of the specific research interest. Archive staff may ask for a supporting reference, e.g. from an academic supervisor. It is not possible to make an initial appointment by telephone.

Appointments for subsequent visits can be made by telephoning 020 7529 4836.

6.2 Researchers will be asked to complete a Registration Form (see Appendix 1) on their initial visit to the Archives, and thereafter on their first visit in each calendar year.

6.3 All readers must agree to the Regulations for using the Archives (see Appendix 2). Their observance by readers is a condition of access to, and use of, the Archives.

6.4 In order to ensure the security of the records, no access to the records storage areas will be permitted.

6.5 Fees will not be charged for the use of the Archive, although donations will be gratefully received. Extra services, such as photocopying, will incur a charge. A list of charges is set out in Appendix 3.

6.6 If a reader makes a transcript of a record, or includes in a publication material found in the Archives, the Archives should normally receive a copy.

6.7 Archive staff will always be glad to answer questions or receive comments on this policy.

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Approved January 2015

Reviewed

Reader Registration Form

All prospective researchers are requested to complete a Reader Registration form:

- The information requested below will be used for security, contact and statistical purposes.
- No persons outside the Archives will normally be provided with the information supplied. An exception to this general rule is that information may be disclosed to the appropriate authorities if it is suspected that the security of the Archives has been breached. Reader Registration forms will be kept permanently.
- Submission of this Reader Registration form is taken as acceptance of these conditions.

Full name (block capitals):

Title:

Email address:

Permanent Address:

Telephone number:

Institutional affiliation:

Description of research focus:

I have read and agree to abide by the regulations for using the Archives. I agree to the uses of my personal data in the ways outlined above.

Signature:

Date:

Regulations for using the Archives

- The collections are made available to the public by appointment only. During the daily lunch hour from 1.00-2.00 readers will be requested to leave the reading room.
- On their first visit and in each subsequent calendar year, all readers will be required to complete a registration form. The act of registering with the Archives carries with it a legal obligation to observe the provisions of the Copyright, Designs and Patents Act 1988. Readers must also abide by the terms of the Data Protection Act 1998 and ensure that any information obtained relating to living persons is used in accordance with the Act.
- All readers are required to sign the visitors' register each time they visit. Signing implies an undertaking to abide by these regulations and those set out in the Archives Access Policy for the use of and reproduction of materials held within the Archives. Infringement will render a reader liable to exclusion.
- The Archives are for reference only and no borrowing of documents is permissible.
- Readers are responsible for all material issued to them and must be careful at all times when handling original materials and fragile printed works. Any damage or accident must be reported at once to a member of staff.
- The number of documents, books or objects issued at any one time to a reader may be limited.
- Archive staff may prohibit access to material within the collection when access would be detrimental to the records' physical condition. In some cases, readers may be permitted to consult reproductions.
- No publication right is vested in any reader through the issue of a document, book or object. All publication right is reserved.
- Separate regulations apply for reproduction, photography, quotation from and publication of material in the collections. Readers may take notes, including snippet quotations, but any extended copying requires the permission of the Archivist. If in doubt, please ask for clarification
- The Archivist may exclude or cause to be removed any person who contravenes these regulations, or whose exclusion from the reading room is, in their opinion, necessary for its proper use and regulation.

Thank you for complying with these regulations!

Charges

Self service

Photocopying	20p/sheet
Blank CD & sleeve	50p

Services by Archive staff

Enquiries (beyond a basic search)	£35/hour
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Publications

Please consult the Archivist

Postage charges will apply where applicable.