

This policy is what is used by Westminster Diocesan Archives in 2010. Westminster Diocesan Archives have generously allowed it to be placed here for use by diocesan archivists and others.

Anyone using it should be aware that it is what is currently in use in Westminster and so is subject to change, e.g. in reproduction costs. The website will reflect the situation in 2010 and will not be updated.

The Catholic Archives Society

Reading Room Etiquette

Please keep the documents in the order in which you received them. Do not:

Remove individual items from files, volumes or boxes

De-tag any file

Attempt to re-file the items in your preferred order

While working with documents:

Use the reading aids provided to ensure that documents are fully supported

Documents should not hang off the edge of your desk or be held when read

Turn pages with care

Do not put items on top of documents

Please do not lick your fingers when turning pages

Avoid leaning on the document

Looking after the collections:

Any Archive item that is too fragile to handle, or the bindings or pages are in a poor state of disrepair will not be produced. If a surrogate is available this will be offered instead

Wash your hands before you start working and avoid using hand cream

You must take the utmost care of all material in the Archive's collections. Damage to or theft of Archive material is a criminal offence and may result in prosecution

You must not remove any collection item from the Reading Room

Items that could harm the collections are not allowed in the Reading Room. These include, but are not limited to: pens, food, drink, sweets (including cough sweets), chewing gum, glue, bottles of ink, correction fluid, scissors, knives, highlighter pens, adhesive tape and umbrellas

You may not: write on or mark any items from the collections

Use of Building:

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No smoking is allowed in the building

You must follow all emergency procedures, including the evacuation of the site in the event of a fire, or a fire drill.

You may not take outdoor coats into the Reading Room.

Conduct of readers:

You will not be permitted to view any documents until you have completed the Reader Registration Form and read the Reading Room Etiquette.

You must be considerate towards other researchers and behave in a way that does not disturb them. If you wish to have a conversation with another researcher please try to make as little noise as possible. If you have to talk, please do so quietly

Mobile phones must be switched to silent mode, and only used for text messaging

You are free to consult any books on the open shelves in the Reading Room

Readers may use their own portable computers in the reading room, provided that they do not disturb others. Laptop computers are brought into the Archive at the owner's risk

Archives staff have the right to work without fear of abuse or rudeness: please treat staff with courtesy and respect

Copying Material:

Some digital photography is allowed in the Archive, but only with the permission of Archive staff, and on payment of a fee. You may not take any digital images of Archive materials without first consulting with the staff member on duty

You must comply with current UK copyright legislation

You must ensure that any information obtained from our unpublished collections relating to living individuals is used in accordance with the principles of the Data Protection Act, 1998