



## Archdiocese of Southwark Archive User Agreement

<b>Name</b>	
<b>Address</b>	
<b>Phone number</b>	
<b>Email</b>	
<b>Institution/ university (if applicable)</b>	
<b>Brief description of research</b>	

1. As a condition of having access to the archive material held by the Archdiocese of Southwark, I have read and agree to abide by the Archive Reading Room Rules (printed overleaf).
2. I will ensure that any data relating to living persons is treated in accordance with the Data Protection Act 1998 (please see overleaf for guidance).
3. I undertake to comply with the relevant legislation on copyright, and to sign the Copyright Declaration, when using and copying information from the archives.

<b>Signed</b>	<b>Date</b>
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Any information you supply to the archive as a reader will be treated in accordance with the Data Protection Act (1998). It will be used only for administrative, statistical and security purposes.

# Archive Reading Room Rules

## Access

- The archive is open to readers, by prior appointment, on Mondays and Tuesdays 8.30am-1pm and 2pm-5.00pm.
- All readers must complete this Archive User Agreement form before being granted access to the archive material. By signing a copy of this form you are agreeing to its terms.
- Please be aware that there is no automatic right of access to the Diocesan Archive and the Diocesan Archivist reserves the right to refuse admission.

## Identification

- On your first visit to the archive, you will need to register as a reader. In order to do this, you must bring one form of photographic identification.  
*Or* A letter of introduction from someone known to you in a formal capacity related to your research such as an academic supervisor, archivist, employer or parish priest.
- Readers should sign the visitors' book on every visit.

## Security

- Bags must be placed in the locker provided and not taken to the reader's desk.
- No archive material is to be removed from the reading desk and all material must be returned before leaving Archbishop's House.
- Readers are not permitted in the archive office and store.
- Damage or theft of archive material is an offence and those responsible will be prosecuted.

## Handling

The materials held in this repository are irreplaceable. Careful handling helps to preserve them and we therefore ask you to observe the following guidelines:

- Readers are responsible for the care of all materials that they are consulting.
- Please ensure that you have clean hands before using the archives.
- When using a file of loose documents keep all documents in order; please don't remove any staples, clips or fasteners.
- Please do not mark, annotate or alter the material in any way.
- Avoid resting any weight on archive material - do not lean on it, use improvised devices to prop volumes open or put your notes or laptop on top of the documents (book supports and weights are available if required).

## Conduct

- Please use pencils only when working at the reading desk.
- No food or drink (including water) is permitted at the reading desk.
- Smoking is not permitted anywhere in Archbishop's House.
- Mobile phones must be kept in 'silent' mode. Please go outside to make or receive calls.

## Photography and copying documents

- Photography (without a flash) is usually allowed, once the Archivist's permission has been sought, for reader's own research purposes. There is no charge for this service, however, donations to the Diocese are welcome.
- For preservation reasons, it may not be possible to photocopy or scan documents from the Archive and it is at the Archivist's discretion whether this can be done. There is no self-service photocopier or scanner. A small fee may be charged - please see Archive Charges for details.
- Readers are obliged to comply with the relevant legislation on copyright, and to sign the Copyright Declaration below, when using and copying information from the archives.

## Data Protection Information

Because some of the records in the Archive are of a relatively recent date, they may include information on living persons which is subject to the Data Protection Act 1998. This summary reminds users of their obligations under this Act but is not intended as legal advice, or as a substitute for it. Under Section 33 of the Act, which covers research, history and statistics, access to personal and sensitive personal data from the archives is allowed for purposes of research but a researcher is responsible for any personal data they obtain and for the subsequent use they make of it.

When handling personal data in accordance with the Act, researchers must bear in mind:

- The Act only applies to the personal data of living individuals
- The data must not be used to support measures or decisions with respect to particular individuals
- The data must not be used in a way that would cause, or would be likely to cause, substantial damage or distress to an individual
- Wherever possible, you should depersonalise or anonymise personal data
- You must keep personal data secure
- You must not disclose personal data to anyone without first checking you may do so under the Act

More information and the Act itself are available on the Information Commissioner's website at <http://www.informationcommissioner.gov.uk/>

## Copyright Declaration

All items held by the Archive are subject to copyright law. Researchers must complete The Copyright Declaration Form below and agree to our terms and conditions before obtaining copies.

I declare that -

- (a) I have not previously been supplied with any copies of the same material by this or any other archive/ library.
- (b) Any copies or photographs of records in the archives that I take are to be used by me only for purposes of research for a non-commercial purpose or private study.
- (c) I will not make further copies, nor supply copies to any other person.
- (d) I will not reproduce any of these copies without first obtaining the permission of the copyright owner.
- (e) To the best of my knowledge the work has not been published before the document was deposited in your archive and the copyright owner has not prohibited copying of the work.
- (f) To the best of my knowledge no other person with whom I work or study has made or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose.

I understand that if the declaration is false in a material particular, the copy supplied to me by you will be an infringing copy and that I shall be liable for infringement of copyright as if I had made the copy myself.

Signed		Date	
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