

## RSA Archive Access Policy

*RSA (Royal Society for the Encouragement of Arts, Manufactures and Commerce)*

The archive of the RSA (Royal Society for the Encouragement of Art, Manufactures and Commerce) is maintained to preserve the documentary heritage of the RSA. Access is open to anyone who can demonstrate a reasonable need to consult the material we hold.

The RSA is keen to promote awareness of the contents of the archive:

- Providing access to on-line bibliographic records and finding aids.
- Working with record offices and archives in areas to which the material relates.
- Assisting researchers in sourcing material for inclusion in their publications.

## Enquiries and Appointments

Enquiries about the archive holdings can be made by telephone, letter, and e-mail and the Archivist can comply with requests for digital or photographic reproduction of appropriate materials, subject to the condition and content of the item.

Visits are by appointment only, arranged in advance with the Archivist and are available between 09:30-16:00 on Wednesday and Thursday.

Appointment times may be restricted owing to prior bookings, special events, public holidays, staff annual leave or the availability of staff for supervision. If for any reason you have to cancel your appointment please contact the Archivist so that the time may be offered to another visitor as only a small number of visitors/researchers can be accommodated at a time.

We are closed for a short period at Christmas and Easter

Wheelchair access for users with disabilities is available and there is lift access to the Archive research desk located in the Fellows Library.

## Access to material held in the Archive

Archival material is made available to readers in accordance with the following regulations. These are based on those issued by The National Archives.

The RSA reserves the rights at any time to impose specific restrictions on the use of, or prohibit access to, any material.

Infringement of these conditions may result in the withdrawal of the privilege of access.

### Access

- Prior to confirmation of an appointment visitors must provide concise details in written format (email is acceptable) of the reason for their access request, including any intention to reproduce or publish content/images in any media.
- Copies of material in RSA copyright are supplied on the understanding that they are for the purposes of the user's private research, and if publication is desired, formal written permission must be sought.
- Some materials deposited with the Archive are not owned by the RSA. In such cases the Archivist will advise about any requirements imposed by the owner/s. These may include seeking permission to read, extended closure, or other specific conditions.
- Visitors must register with the archivist who will supervise the visit while items are being accessed.
- Archival material is issued to visitors/researchers, on satisfactory proof of identity.
- The Archive research desk is located within the Fellows' Library therefore; please be respectful of other library users.
- No materials may be taken out of the room under any circumstances.
- Mobile telephones should not be used in the research area.
- Food must not be brought into the research area, drinks are allowed at the discretion of the Librarian.

## Working with Archives:

Our archive collections are irreplaceable, and special care is needed when working with them to ensure their continued preservation.

- Visitors will be held liable for material issued to them and for its safe return.
- Before handling material please ensure that hands are clean and dry.
- Material should be handled with care, please avoid touching any exposed surfaces.
- Do not remove items from transparent envelopes.
- Damaged, defective or misplaced records must be reported to the Archivist.
- Keep documents in order when supplied in folders or bundles
- Tracing from documents is not allowed.
- Only use pencil to take notes, ink and ball-point pens must not be used with archival material.
- Visitors may use laptop computers and tablets.
- Never lean on the archives/art work when making notes.
- When viewing bound material it is important to protect the binding from stress by using the book rests/pillows provided
- Only use the weights provided to keep pages open.
- If leaving a volume for any time please close it, if you wish to return to a page the Archivist can supply acid free paper to mark the place.
- Photography (without flash) is allowed at the discretion of the Head of Archive for research purposes only.

**Publishing:**

- Permission to publish content or images of archival material in any media must be obtained from the Head of Archive.
- An appropriate citation must be included.
- Copyright restrictions apply to almost all material held in the Archive.
- Copyright may also lie outside the RSA and if so, it is necessary to seek appropriate permission to consult, copy or publish any such material. (The RSA does not seek this permission on behalf of researchers).

If you wish to discuss the options available for obtaining copies of archive material for private/non-commercial research and reproducing material from the collections for purposes other than publishing please contact the Head of Archive.

The RSA charges no fees to archival visitors subject to these regulations.

Infringement of these conditions may result in the withdrawal of the privilege of access.