



Nottinghamshire
County Council

Nottinghamshire
Archives

NOTTINGHAMSHIRE ARCHIVES

POLICY for THE USE OF ARCHIVES BY THE MEDIA

2007

USE OF ARCHIVES BY THE MEDIA

Introduction

Nottinghamshire Archives exists to preserve the archival heritage of Nottinghamshire and the City of Nottingham and to make this heritage available for public use. Archives are held in purpose-built strong rooms and in environmental conditions that meet national standards. It has a search room, with indexes, catalogues, reference materials, microfiche machines and computer terminals, where visitors can pursue their research. It is one of the busiest county repositories in the UK.

1 Contacting the Archives

All enquiries from the media should be made to the Principal Archivist. He can be contacted by e-mail at archives@nottscc.gov.uk or by letter to Nottinghamshire Archives, County House, Castle Meadow Road, Nottingham NG2 1AG. In the absence of the Principal Archivist enquiries may be addressed to the Senior Archivist (Public Services).

2 Research Visits

Radio/TV journalists and other media researchers are welcome to visit the Archives to undertake research at any time within the normal opening hours. While archives staff can provide help with highlighting collections and relevant indexes they are unable to undertake research itself. The Archives does have a list of record agents (see the Archives website) who could undertake research on a paid basis. Nottinghamshire Archives also operates its own Research Service. Details of this service and current charges can be viewed on the Archives website www.nottinghamshire.gov.uk/archives or can be posted by land mail on request.

All researchers must comply with the Code of Conduct. All researchers consulting original archives must also have a reader's ticket (County Archives Research Network).

3 Programme Ideas/Projects

Nottinghamshire Archives welcomes discussion of ideas for future projects or programmes that may help to promote and preserve the archival heritage. These should be made as far in advance as possible. An initial meeting for major programme ideas should be booked at least one month in advance. All approaches should be directed to the Principal Archivist, or in his absence to the Senior Archivist (Public Services).

4 Filming of Archives

The filming of archives can be undertaken in the Meetings Room, on the first floor, subject to availability. Filming will be supervised at all times by staff and a fee will be charged for their time. Notice of 2 weeks is required. It is advised that a member of the production team visits the Archives prior to filming to discuss issues relating to the filming process and problems that may arise out of the nature of individual documents eg mediaeval charters that usually have delicate wax seals that will be damaged by exposure to lights and parchment documents will curl.

Filming itself must be undertaken within normal office hours. If, for special reasons, filming needs to be undertaken outside these hours, permission must be obtained from the Principal Archivist. In this event an additional fee for Out-of-Hours filming will be charged. This filming will also be dependent on the availability of staff.

Please note that more than 2 weeks may be required if archives to be filmed are deposited rather than owned by Nottinghamshire Archives. In the event of needing permissions from owners of archives, a media application form for use of the particular items will be needed from the media company or body. Permission itself will then be sought by the Principal Archivist.

5 Location Filming or Recording

It may be possible to conduct filming of the premises or use a site on the premises for film or sound recording. Permission for this is required from the Principal Archivist and is subject to the Code of Conduct. 3 weeks notice is required for filming requests and 2 days for sound interviews.

In the event of filming, where visiting customers, may be on film relevant permissions must be obtained. Letters of permission will be sought by the Principal Archivist.

All requests to film archives or use the premises must be preceded by the completion and signing of a 'Media Application Form'.

6 Acknowledgements

Acknowledgements must be made to 'Nottinghamshire Archives' and when appropriate to the individual owners of archives. Individual document references should be included if this is requested by the Principal Archivist.

7 Fees

Fees will be charged to media companies or bodies filming archives or using the Archives premises. Media companies will also be charged for consultancy work or programme input or preparation.

Local radio and newspapers will not normally be charged facility or reproduction fees but acknowledgements are required. Fees may be charged for special requests that may have commercial applications or take up considerable amounts of staff time.

A facility fee must be agreed and paid in advance of filming. This will include the hire of premises, the use of related facilities, document production costs, reproduction fees, conservation charges (if appropriate), consultancy/research costs as appropriate.

8 Programme Transmission & Copies

Nottinghamshire Archives should be informed of the date/dates of programme transmission/s and copies of the DVD or other relevant format should be sent to the Archives.

Code of Conduct

Please help us to preserve Nottinghamshire's archival heritage by complying with this Code of Conduct.

A General Rules and Regulations

1 Visitors' Book

- 1.1 All visitors to the public Search Room must enter their full name and address legibly in the Visitors' Book on the Enquiry Desk on each separate day of their visit. Such entry will be deemed to imply an agreement to adhere to the Code of Conduct as set out below.

2 Bags and Personal Belongings

- 2.1 Readers must leave their bags, coats and personal belongings in the lockers provided.
- 2.2 No belongings other than personal stationery and reference material may be taken into the Archives Search Area without permission of the Duty Archivist.
- 2.3 No responsibility can be accepted for thefts or damage to personal belongings, howsoever caused.
- 2.4 After use of the lockers, locker keys must not be removed from the building.
- 2.5 Personal computers and tape recorders may only be used in the Search Room with the permission of the Duty Archivist. Personal computers may be used only when a disclaimer has been signed and a circuit breaker issued.
- 2.6 Mobile phones may be used only in the Entrance Lobby.

3 Personal Conduct

- 3.1 Readers may eat and drink in the Visitor's Room only; please do not eat food or sweets, or chew gum or consume drinks in any part of the Search Room.
- 3.2 Smoking is prohibited everywhere within the Archives building; smoke detectors are in operation.
- 3.3 The Search Room is intended for quiet private individual study. No groups of four or more readers will be permitted entry. Prolonged discussions between individual readers or between members of groups or the conduct of informal tutorials are not permitted.
- 3.4 Readers are not permitted to create such a level of noise in the Search Room, which, in the opinion of the Duty Archivist, is causing annoyance to staff, or other Readers.

3.5 Any person who, in the opinion of the Duty Archivist, is causing a nuisance, using loud or offensive language, behaving aggressively or under the influence of alcohol or a toxic substance, shall be requested to leave the building immediately. Failure to comply with such a request will be reported to the Police.

3.6 Please be patient and show courtesy to staff and other Readers.

4 Young Children

4.1 Children under Secondary School age are permitted in the Archives Search Room if accompanied by an adult and not causing any undue noise or disruption to staff or other Readers.

5 Animals

5.1 Animals are not permitted inside the Archives Building, with the exception of service dogs accompanying a disabled person.

6 Restricted Areas

6.1 No person may enter any part of the Archives building other than the designated public Search Room or the Meeting Room and adjacent toilets without the permission of a member of staff.

6.2 No person may pass through or round the security barrier at the entrance to the Archives Search Area without the permission of a member of staff.

7 Removal of Archives, etc

7.1 All archives, books, pamphlets, maps, microforms, lists, indexes and finding aids are to be used for reference only, and must not under any circumstances be removed from the Archives building without the permission of the Principal Archivist.

7.2 No archives may be taken outside the security barrier at the entrance to the Archives Search Area without the permission of the Duty Archivist.

8 Notices, Advertising, etc

8.1 No person shall, without the consent of the Principal Archivist intentionally display, distribute, or leave any bill, placard, notice or other documents in the Archives building.

8.2 No person shall, without the consent of the Principal Archivist, offer anything for sale in the Archives building or canvass or seek signatures for petitions.

9 Vehicles and Bicycles

- 9.1 All vehicles and bicycles parked in the Archives building car park are left at their owner's risk, and no responsibility can be accepted for thefts or damage howsoever caused.
- 9.2 The car park is for the use of Archives staff, official visitors and readers and should be vacated as soon as you leave the building.
- 9.3 Bicycles are not permitted inside the Archives Building.

10 Fire Alarms

- 10.1 In the event of the Fire Alarm sounding, all Readers must leave the Archives building immediately, without waiting to collect personal belongings, by the Fire Exit routes indicated. They should not re-enter the building without the permission of a fire officer, or, in the case of a fire drill, the senior member of the Archives staff present.

B Rules and Regulations for using Original Documents in the Search Room

1 Readers' Tickets and Document issue

- 1.1 Access to the Archives Search Area of the Search Room is restricted to persons holding a current County Archives Research Network Reader's Ticket. Tickets are issued on completion of an application form at the Enquiry Desk, and on production of satisfactory proof of identity and address. Temporary tickets valid for one day only may be issued on one occasion only.
- 1.2 The Principal Archivist reserves the right to refuse to issue a Reader's Ticket or to withdraw an existing Ticket for contravention of this Code of Conduct.
- 1.3 Archives must be ordered on the official document request slips. Only three request slips may be submitted at each of the advertised production times. We aim to produce 90% of ordered archives within twenty minutes of the production time and 80% within fifteen minutes.
- 1.4 Readers are required to surrender their Reader's Ticket in return for the issue of archives for consultation. The Ticket will be returned once the archives have been returned and checked back by a member of staff.
- 1.5 Readers who wish to have archives kept out for a subsequent visit should advise the duty staff.

2 Archive Closure Periods

- 2.1 Access to archives may be restricted by legislation or the terms of deposit.

2.2 Readers requiring access to personal data will be required to sign a Researcher Agreement in compliance with the Data Protection Act, 1998.

2.3 Applications to view closed documents under the Freedom of Information Act, 2000 must be addressed in writing to the Principal Archivist.

3 Handling Archives, Books and other materials ('Documents') in the public Search Areas

3.1 Documents should always be placed flat on a table or supported using the cushions and foam supports provided; they should not be propped up on your knees.

3.2 Please do not write, lean or press on the documents or stick 'post-its' on them.

3.3 Care should be taken when turning pages; page edges or corners should not be held for longer than necessary and fingers should not be licked to assist with turning a page.

3.4 A piece of clean paper should be used to follow the text (available on the tables), not one's finger.

3.5 Only pencils should be used when taking notes, and any notebooks, paper etc. should not be placed on top of a document as notes are made.

3.6 Items in bundles should be kept in the order in which they were issued.

3.7 When consulting maps and plans please ensure they do not over hang the table and please use a protective polyester or perspex sheet.

3.8 When consulting photographs please use cotton or latex gloves, unless each photograph is in an individual polyester envelope.

3.9 When consulting parchments, please use the latex gloves supplied by the staff.

3.10 Readers must not remove index cards from the drawers of the catalogue cabinets.

3.11 Readers must always handle microfiche by the edge, and not finger the actual images.

4 Legal Opinions

4.1 Although the Archives staff are able to advise enquirers about the general interpretation of archives, they are not able to give a legal interpretation, and no statements made by staff either verbally or in writing shall be quoted as legal evidence.

5 Reproduction of Archives

- 5.1 Photocopies or photographs may be ordered, when this does not contravene the Preservation and Conservation Policy or any Copyright legislation, upon completion of a Reprographic Order and Copyright Declaration Form.
- 5.2 Readers may take photographic copies of archives or books, etc using their own equipment with the permission of the Duty Archivist, upon signing a Copyright Declaration and making the appropriate payment.
- 5.3 Permission must be obtained from the Principal Archivist for the publication of photographic facsimiles or extensive verbatim transcripts of archives either owned by or deposited with Nottinghamshire Archives. This is additional to any permissions which may have to be sought to comply with Copyright legislation.
- 5.4 No additional copies may be made of copies of archives or books, etc supplied by Nottinghamshire Archives without the permission of the Principal Archivist.

Approved by Nottinghamshire County Council Cabinet Member for Culture on 7 April 2006 (and revised June 2007)



Nottinghamshire
County Council

Nottinghamshire Archives

Use of Archives by the Media

MEDIA APPLICATION FOR FILMING ARCHIVES &/OR PREMISES

Applicant	
Name/Title of Company	
Address	
Address for invoice if different from above	
Postcode	
Telephone No.	
Fax No.	
Email Address	
Title of Programme	
Proposed specific Date(s) to undertake filming	

TYPE OF FILMING

DOCUMENTS REQUESTED (please give references if appropriate)

STATE IF FILMING OF PREMISES ARE REQUIRED (Details to be stated)



**Nottinghamshire
County Council**

Nottinghamshire Archives

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FEES

Title of Programme:

Date of Filming:

Payment of £ is required in advance for the above filming at Nottinghamshire Archives. Payment should be by cheque payable to Nottinghamshire County Council.

The Fee is comprised of

On behalf of the above named company I/We have read and agree to abide by the Code of Conduct as in Appendix 1 of 'Use of Archives by The Media' as published by Nottinghamshire Archives and agree to pay the fee as above in advance:

Signed

PRINT:

NAME OF COMPANY:

ADDRESS FOR INVOICE IF DIFFERENT FROM ABOVE:

All correspondence and related fees should be addressed to The Principal Archivist, Nottinghamshire Archives, County House, Castle Meadow Road, Nottingham NG2 1AG.