

Access Procedures

1 Introduction

- 1.1 London South Bank University Archives Centre collects, preserves and makes accessible the original and unique archives created and accumulated by the University, its predecessor bodies and merged institutions, since its foundation in 1892 as the Borough Polytechnic Institute to the present day.
- 1.2 The University Archives Centre is open free of charge by appointment for use by staff, students and external researchers.
- 1.3 The University Archives Centre is obliged to meet the requirements of the Freedom of Information Act 2000 and the Data Protection Act 2018. Access to information in the Archives is provided in accordance with these Acts and related guidance issued by the Information Commissioner and other appropriate authorities.

2 Onsite Access

- 2.1 As the Archives can only accommodate a maximum of two users at a time, access to the University Archives Centre is by appointment only. Prior to any visit, users must contact the Centre to arrange an appointment by any of the following methods;

Address University Archives Centre,
 London South Bank University,
 103 Borough Road,
 London,
 SE1 0AA

Telephone 020 7815 6656
Email archives@lsbu.ac.uk

- 2.2 Applications for access to the Archives will be considered on a case by case basis by staff at the University Archives Centre, who will if appropriate, consult the authority which created the records.
- 2.3 The University Archives Centre reading room is open to users by appointment on Monday-Friday between 10am–12.30pm and 2pm–4.30pm (except on some public and university holidays or when invigilating staff are unavailable).

- 2.4 All new users are required to sign a Reader's Registration Form (available at the end of this document), which includes details of their name, address, nature of their research and an agreement that they will abide by the reading room rules and fulfil their responsibilities under the Data Protection Act 1998.
- 2.5 Visitors will be asked to leave any coats, bags or bulky luggage in the storage area provided.
- 2.6 In line with the Freedom of Information Act 2000 and the Environmental Information Regulation 2004, the general records held by the University Archives Centre will be open to the public unless a specific exemption applies. Records containing personal data may be exempt from disclosure under the provision of the Data Protection Act 1998.
- 2.7 Unless a period of closure has been specified by legislation or by the depositor, records will normally be open to the public as soon as they have been catalogued.
- 2.8 As a rule, only catalogued material is available for use.
- 2.9 The University Archives Centre reserves the right to refuse access to material where access would be detrimental to its physical condition.
- 2.10 Archives may only be consulted in the University Archives Centre's reading room and must never be taken out of it under any circumstances.
- 2.11 Users must not enter non-public areas whilst using the University Archives Centre facilities.
- 2.12 Only pencil is permitted for use in the University Archives Centre.
- 2.13 Users are allowed a maximum of three archival items at any one time.
- 2.14 Users must not rearrange any archives, remove items from transparent sleeves, take tracings or rubbings, mark any records in any way or lay books, papers or other objects (except book-weights) on the archives.
- 2.15 All archives should be handled with care and used with any equipment supplied by the University Archives Centre's staff for their preservation (e.g. book rests).
- 2.16 All users handling archives in the reading room, including the University's staff, will be supervised by Archives staff.
- 2.17 Reproductions of archival material can be made for private research and non-commercial purposes, once permission has been granted by Archives Centre staff. Photocopying of original documents may only be undertaken by Archives Centre staff and the University Archives Centre reserves the right to refuse any photocopying request. Non-flash photography is permitted upon

completion of a 'Self-Service Photography Application Form'. The University Archives Centre will charge for photocopying, but self-service photography is free.

- 2.18 Reproductions for publication can only be undertaken with written permission from the University Archives Centre. Charges may apply.
- 2.19 Digital archival records will be accessed via the Centre's dedicated user computer situated in the reading room. Users will not be permitted to use external storage devices such as USB drives without permission of University Archives Centre staff in order to protect against unauthorised copying. Access to the digital records will not be permitted on personal laptops or other devices, unless the records are already accessible through the Centre's online catalogue.
- 2.20 Food and drink are not permitted in the University Archives Centre.
- 2.21 Smoking is forbidden in the University Archives Centre.
- 2.22 All users must treat the University Archives Centre's staff with respect.
- 2.23 We aim to make the material in the Archives accessible to all users. Please contact the University Archives Centre regarding access arrangements for readers with disabilities.

3. Offsite Access

- 3.1 University Archives Centre staff will respond to all research enquiries whether by post, email or telephone. They will not undertake detailed research on behalf of enquirers other than in exceptional circumstances.
- 3.2 The University Archives Centre is committed to increasing access to its collections by making online finding aids available.
- 3.3 The University Archives Centre creates and maintains to professional standards a catalogue of its archive collections which is available online at <http://www.calmview2.eu/lbsu/calmview/>. Some catalogue records are linked to images of the records themselves.
- 3.4 Collection-level descriptions are available on AIM25: <http://www.aim25.ac.uk> and abridged catalogues can be viewed on The Archives Hub: <http://archiveshub.ac.uk/>
- 3.5 Digital and digitised records may be emailed to users upon request, providing a copyright declaration form is first signed. Records will only be email to users for private research and non-commercial purposes.

4 Review

- 4.1 To ensure that the procedures meet the University's operational and legal requirements they will be reviewed every five years by the University Archives and Information Compliance Team.

May 2018

Due to be reviewed in 2023

Reader's Registration Form

Name:

Address:

Telephone No:

Email:

Subject of Research:

Conditions of Access

1. On arrival all researchers must show a form of photographic ID such as a passport/drivers licence/staff card/student card.
2. All researchers must abide by the University Archives Centre's Access Procedures.
3. Archives consulted must not be marked, rearranged or interfered with in any way and must be returned on completion of use.
4. Copies of archival material can only be made with permission from the University Archives Centre and upon payment of the appropriate charges.
5. Publication of archival material can only be undertaken with written permission from the University Archives Centre. Payment of appropriate licensing fees and reference to London South Bank University Archives Centre will be necessary.

Signed:

Date:

N.B. The University will only use the details you provide for the purpose of monitoring the use of the Archives Centre. Your details will be held in compliance with the Data Protection Act 2018.