

ACCESS TO RESERVE COLLECTIONS

Policy

This policy aims to improve access, both physically and intellectually, for members of staff and the public wishing to view items in the museums reserve collections.

1. General restrictions

- 1.1 Appointments to examine objects can only be guaranteed if made in the knowledge of the Collections Storage Team.
- 1.2 Transport to the reserve collections can only be provided on Wednesdays between 14:00 and 15:30.
- 1.3 Every effort will be made to provide access to material requested, within the limitations of staff time and space available.
- 1.4 No guarantee can be given to access objects which have not been requested in advance.
- 1.5 Visitors may only study a reasonable number of objects at any one time, depending on the nature of the collection being examined.
- 1.6 Access to reserve collections and archives will not be granted to anyone under the age of 18.
- 1.7 Museum staff reserve the right to deny access to friends and relatives or anyone accompanying a researcher unless those people are named on the application.
- 1.8 Museum staff reserve the right to deny access to any individual whose presence might in any way jeopardise the collections. Additionally, staff reserve the right to terminate research visits at any time.
- 1.9 Items within the museums's collections may only be removed from the building by the Art and Object Handling Team with the appropriate documentation.

2 Supervision

- 2.1 Access to collections will be supervised by Curatorial, Collections Management or Conservation staff as appropriate at all times.
- 2.2 Security staff are not permitted to grant or supervise access to the reserve collections.
- 2.3 No member of staff should attempt to supervise more than one research visit at a time.

3. Photography, Sketching and Copying of Objects

- 3.1 Photography, sketching and copying of objects is only permitted for personnel use upon receipt of the appropriate form, with the authorisation of the Visual Access Coordinator and at the discretion of the supervising member of staff.
- 3.2 Digital photography, flash photography and the use of tripods will not be permitted.

3.3 For more information photographic orders please contact the Picture Library.

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Procedures

1. Applying for non-commercial access to the Reserve Collections

1.1 Members of the public should make a written application, to the Collections Storage Manager, at least one month in advance of the proposed visit.

1.2 Visitor's wishing to undertake research which is likely to exceed 1.5 hours should identify this on the form, so that their individual requirements can be discussed.

1.3 In cases where staff wish to escort other Museum Professionals, prospective supporters of the Corporate Loan scheme, Contractors, etc. to view items within the Reserve Collection applications for access should be confirmed as convenient with the relevant Store Manager prior to confirming the appointment with the visitor.

1.4 Staff should be aware that friends, relatives and former colleagues can not be granted access other than by applying via the Collections Storage Manager as a member of the public.

1.5 Applicants should be prepared to provide written references if required.

1.6 The Collections Storage Manager, with assistance from the relevant Curators and Conservators, will assess the application, give permission and outline any restrictions, taking into account legal or ethical issues concerning sensitive materials

2. Applying for commercial access to the Reserve Collections

2.1 Applications of a commercial nature should be handled exclusively by the Visual Access Coordinator.

3. Supervision

3.1 If visitors are taken into any of the Museum's Reserve Collection areas, they must be accompanied by a member of staff at all times.

4. Procedure for Research Visits

4.1 On arrival, research visitors will be asked to sign the Visitors Book and, if they have not already done so, sign to confirm they have read the conditions of access and will abide by its rules.

4.2 Coats and bags will not be allowed into the area where objects are to be studied.

4.3 The Museum accepts no responsibility for the loss of or damage to visitor's personal property.

4.4 Museum staff reserve the right to search vehicles.

4.5 Visitors' attention will be drawn to the Museum's Fire Regulations on arrival.

4.6 Researchers must use pencils for note-taking.

4.7 Visitors must not bring any materials into Collection areas which could cause damage, eg, chewing gum, water, ink, scissors, knives, highlighter pens, adhesive tape, etc.

4.8 Smoking, eating and drinking are not permitted.

4.9 Any new information about the objects studied must be passed onto Museum staff to add to our knowledge of the collections.

4.10 When an object is to be removed from its home location for study by a visitor, its temporary location will be recorded on the computer.

4.11 At the end of the visit, both the visitor and supervisor will check and initial the objects against the application for access form.