

CONSULTING ARCHIVE MATERIAL

Access Regulations

Jaguar Daimler Heritage Trust, Collections Centre, British Motor Museum, Banbury Road, Gaydon, Warwickshire CV35 0BJ



HERITAGE TRUST

These regulations apply in all circumstances where archive material is consulted, including the onsite Reading Room and Remote enquiries. Any Researcher who fails to observe these regulations will have their access revoked indefinitely.

All researchers must declare the reason for their research in advance; this will be only authorised by the Head Archivist. All researchers will require a **Reader's Ticket*** confirming observance of these access regulations which are in place to safeguard the unique archive material.

Consulting Archive Material:

- Archive material has been made available for **private research only** and must not be used for any commercial activities of any kind. Where publication may occur in the future, it must be declared to the Head Archivist and additional permission must be sought.
- The findings of the research should not be explicitly shared with other parties.
- Some collections maybe subject to preservation needs, statutory closure periods or restrictions in line with Intellectual Property and Data Protection Legislation. Commercially sensitive information contained in the archive material will be redacted.
- The use of the personal data contained within the archive material must be used in compliance with Data Protection Legislation. Where applicable personal data will be redacted. Researchers cannot make their research available in a form that identifies any data subject without the consent in writing of the data subject or the data controller. (appropriate Declaration Forms must be completed).
- The Head Archivist always reserves the right to withdraw material from use when such use will adversely affect the physical preservation of material.
- The Head Archivist always reserves the right to decline research requests (e.g. risk of vehicle cloning, replica/parts manufacture, no proof of ownership, against the spirit of providing access for private research etc)

Reading Room at the British Motor Museum:

- Only pencils must be used for note taking. Do not write on or trace directly from documents.
- Archive material must be handled with great care and consulted on the designated tables under the direct supervision of the Archive staff.
- Researchers will be given one file at a time to consult which will be weighed in and out.
- Do not lean over or place other items on top of the archive material. Please use the appropriate book rests and weights
- Material must not be marked, folded, annotated, or torn in any way. Do not change the order of any documents, or disassemble any files, or add to or remove any documents. Items which may seem to be out of order should be reported.
- No items must be removed from the Reading Room.
- All bags, briefcases, coats, document and Laptop wallets etc. will need to be given to the Archive staff while archive material is consulted.
- Food, drink, pens, knives, smoking or any item liable to cause damage to the archive material are not permitted in the Reading Room.
- The Reading Room is a quiet area for the study of documents; please keep noise to a minimum.
- The use of mobile phones is not permitted.
- All archive material must be ordered in advance.
- Photographic prints and negatives will not be produced. Contact enquiries@jaguarheritage.com to place a research enquiry
- Please treat members of staff and other visitors with courtesy.
- Children of primary school age or younger should be accompanied by an adult.
- Hand-held or flat-bed scanners, photographic tripods and recording devices are not permitted.

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Remote Research:

- The Archive staff will undertake Research for those unable to use the Reading Room facilities within the agreed paid time only.
- The findings of the research will be summarised in the form of an email.

Reproduction of Archive Material

- All reproductions of archive material are subject to a conservation/condition assessment first.
- All reproductions of archive material are supplied in line with Data Protection and Copyright legislation.
- Researchers must not sell, reproduce, share or publish copies or transcripts of archive material without permission from the Head Archivist.

Supplied for the purpose of facilitating private research only:

- Researchers will only be supplied with one copy of a document still in copyright in line with statutory copyright legislation.
- Appropriate Declaration Forms must be completed when a copy is supplied.
- The Jaguar Daimler Heritage Trust reserves a right to charge a supply fee for all reproductions.
- Researchers may take their own digital photographs with permission from the Head Archivist upon the purchase of a Digital Photograph Permit (fees apply):
 - Permission is required for each item before photographing.
 - Images cannot be shared with anyone or via any platform.
 - Flash must not be used.
 - Photographs taken in the Reading Room are still subject to Copyright and Data Protection legislation.
 - Images must only be used for private reference purposes, not for commercial or publication purposes.
 - All photographs must contain the Jaguar Daimler Heritage Trust reproduction notification.

Publication of Archive Material:

- Permission from the Head Archivist is required for the right to copy, reproduce, publish or exhibit any archive material held by Jaguar Daimler Heritage Trust in the following circumstances:
 - in **unpublished** works (including presentations, projects, academic essays/theses)
 - in **published** works in all media/platforms (including books, exhibitions, television, film, the internet and social media).
- Where permission is granted, The Jaguar Daimler Heritage Trust will issue a Licence for this specific use with the appropriate fees
- Where archive material has been provided by the Jaguar Daimler Heritage Trust acknowledgment of the source and Archive Reference number must be credited.
- It should not be assumed that the Jaguar Daimler Heritage Trust holds the copyright to all the archive material held in the Archive. It is the responsibility of the Researcher to obtain the necessary permissions before publication.