

READING ROOM REGULATIONS

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



At all times:

- All Researchers and accompanying guests will be issued with a Reader's Ticket, which is valid for a year. A Reader's Ticket will only be issued after the Researcher has completed and signed the access application form which confirms they have understood the conditions of access to the Archive.
- 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 items 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.
- 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.
- Any visitors who fail to observe these regulations will have their access revoked indefinitely.

Consulting Archive Material:

- Archive material has been made available for personal research only and must not be used for any commercial activities of any kind unless declared to the Head Archivist and permission granted.
- Only pencils must be used for note taking. Do not write on or trace directly from documents.
- Some collections maybe subject to statutory closure periods or restrictions in line with Intellectual Property and Data Protection Legislation.
- Photographic prints and negatives will not be produced in the Reading Room.
- Archive material must be 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.
- Archive material must be handled with great care on the tables only. 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.
- Use of the personal data contained within the archive material must be in compliance with the Data Protection Legislation. 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 reserves the right at all times to withdraw material from use when such use will adversely affect the physical preservation of material.

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 - Flash must not be used.
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