

## **ARCHIVES & COLLECTIONS, LIBRARY OF BIRMINGHAM SEARCHROOM PROCEDURES**

1. Wash your hands before you come into the searchroom and avoid using hand cream. If using hand-sanitiser, only use it at the searchroom customer service desk and ensure your hands are dry before handling documents.
2. Place coats, bags and items not required for reference purposes in the locker you are allocated. Please note this includes lap top bags and photograph equipment cases.
3. Bring your own paper and soft leaded pencil to use, pens are not permitted.
4. Only use the table you are allocated.
5. Turn pages and handle documents carefully. See the handling guidance on your table if you are uncertain how to handle a document.
7. Use book supports and weights where appropriate. See the handling guidance on your table if you are uncertain how to use these.
8. Only wear gloves when you are handling photographs and hold photographs by the edges.
9. Do not lick your fingers when turning pages.
10. Switch your mobile to silent. If you wish to make a call please talk to a member of staff.
11. No food, drink, gum or sweets are permitted in the searchroom.
12. Consult staff before taking photographs of any item. Flash is not permitted.
13. For security purposes, archival items will be weighed or counted out and in.
14. Return archival items to your trolley and return the trolley to staff at the counter for staff to count/weigh in the material before you leave.

### **THE DATA PROTECTION ACT 2018**

Documents in Archives & Collections often contain personal information about living individuals. This information is covered by the Data Protection Act 2018 and UK General Data Protection Regulations (UKGDPR). Access to this information may be restricted. If you are allowed access to documents containing personal information about living individuals, you must abide by certain conditions on how you will use the information.

### **RESEARCHER DECLARATION**

Please read the declaration carefully and check that you understand the conditions before ticking the box.

- a) I agree to make use of personal data contained in records viewed at Archives & Collections, Library of Birmingham in accordance with the Data Protection Act 2018 and UKGDPR.

b) My research will not be used to support decisions with respect to particular individuals. It will not cause or be likely to cause substantial damage or distress to any person who is named in the records while he or she is alive or likely to be alive (assuming a life span of 100 years).

c) I will not make the results of my research available in any form that identifies individuals named in the records without the consent in writing of the individual concerned or the data controller.

d) I understand that I shall become responsible for compliance with the Data Protection Act 2018 and UK General Data Protection Regulations in relation to the use by me of personal data obtained from records held at Archives & Collections, Library of Birmingham.

e) I agree to abide by the archives searchroom procedures when using Archives & Collections, Library of Birmingham