

**ARCHIVES & COLLECTIONS, LIBRARY OF BIRMINGHAM****WOLFSON CENTRE TERMS & CONDITIONS OF USE****1) SEARCHROOM PROCEDURES**

- 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.
- 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.
- Pens are not permitted.
- Only use the table you are allocated.
- Turn pages and handle documents carefully. See the handling guidance on your table if you are uncertain how to handle a document.
- Use book supports and weights where appropriate. See the handling guidance on your table if you are uncertain how to use these.
- Only wear gloves when you are handling photographs and hold photographs by the edges.
- No flash photography is permitted and camera sounds should be switched off.
- Do not lick your fingers when turning pages.
- Switch your phone to silent. No calls are allowed in the Wolfson Centre.
- No food, drink, gum or sweets are permitted in the Wolfson Centre.
- For security purposes, archival items will be weighed or counted out and in.
- Return archival items to staff at the counter for staff to count/weigh in the material before you leave.

**2) SELF-SERVICE COPYING & COPYRIGHT**

If you wish to make copies of any document held by Archives & Collections (BA&C), whether using your own camera, printing from a computer or saving digital copies, be aware that the majority of documents are protected by copyright legislation. It is an infringement of copyright to make a copy of any copyright work without permission from the copyright owner or unless an exception applies.

- A copy of part of a work of any kind may be made for the use of the person making the copy or of another person for the purposes of private study, research for a non-commercial purpose or illustration for instruction (including in a thesis or dissertation to be examined).
- 'Research for a non-commercial purpose' means research that is not for direct or indirect economic or commercial advantage to the user or someone else. This means publication of any kind, including on the internet, and irrespective of whether payment is made, is not permitted.
- If BA&C staff check any document before a researcher uses self-service copying, this is only to assess the physical condition of a document. Where it is found that such copying may damage the document, staff will not permit self-service copying.
- BA&C staff have no expertise in copyright legislation and cannot advise on whether the copying of a document for a particular use is in breach of copyright legislation.
- Only a single copy of a part of any document may be made.
- No further copies may be made from the copy.

- There must be acknowledgement on the copy that identifies the work and its author.
- BA&C staff give no authorization for the making of a copy of any copyright work and accept no responsibility for any infringement.
- Any infringement resulting from making or using a copy is the responsibility of the person making the copy and the person (if different) for whom the copy is made.

### **3) 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 adhere to the relevant legislation regarding use of such information.

### **RESEARCHER DECLARATION**

Please read the declaration carefully and check that you understand the conditions before signing this form.

a) I agree to follow the searchroom procedures set out in section 1 when using Archives & Collections, Library of Birmingham.

b) I understand and agree to the conditions set out in section 2 under which I may make copies of material using self-service copying in the Wolfson Centre.

c) I understand that any copyright infringement resulting from my making or using a self-service copy will be my responsibility and the responsibility of the person (if different) for whom the copy is made.

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, particularly in respect of making my research available where living individuals are identifiable.

e) 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 records while he or she is alive or likely to be alive (assuming a life span of 100 years).

**Name (In block capitals):** \_\_\_\_\_

**Address (In block capitals):** \_\_\_\_\_

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_