



**Exeter College
Oxford**

**Archives and Special Collections
Research Registration Form**

Researchers must complete and sign this registration form agreeing to the regulations of the repository and provide proof of ID to access our historical collections. This form includes rules relating to the safeguarding of personal data.

ID Check		Reader ref	
Name [CAPITAL LETTERS]:			
Address [CAPITAL LETTERS]:			
E-mail:			
<i>The information above is for our statistics and contact purposes. It will be available to Exeter College staff only.</i>			

Subject of research:			
Purpose of research:			
Signature: <i>Signing this document signifies agreement to abide by the Rules for Researchers.</i>			
Signed:		Date:	
Staff sign		Date	
Items used	<i>Researchers are entitled to check the information before leaving</i>		
Reference	Description	Images made	
Add. dates	Item refs		



Food and drink

- Smoking, eating and drinking are not permitted in the Research Room.
- Hands should be washed after lunch breaks.

Equipment in the Research Room

- Mobile telephones should be turned off at all times; personal stereos may not be used.
- Portable computers are allowed, but the College cannot take responsibility for any malfunction or power failure. Please ensure that items being consulted are not at risk of damage from trailing wires or adaptors.

Handling of Archives and Special Collections

- Soft leaded pencil should be used for taking notes. The accidental use of a ball point, felt tip or fountain pen can cause irreversible damage.
- Archives and items from special collections are unique and irreplaceable and must be handled with care.
 - Do not mark or write on documents or volumes.
 - Do not lick fingers when turning pages; do not use hand cream.
 - Do not lean on documents or volumes, or put anything on top of them.
 - Do not place volumes face down on any surface or bend their covers back. Bookmarks are available.
 - Avoid touching documents. Use a paper marker to follow the text.
 - Keep loose documents in the order in which you find them.
- Researchers who cause any damage may be required to pay the costs of repairing that damage.

Availability

- The number of documents or volumes produced at one time may be limited (normally to 5 items).
- Access to some material may be restricted by Data Protection or other legislation, particularly material that refers to a living individual.
- There may be restrictions on access or handling if material is fragile or damaged.

Use and confidentiality of information

- Signing the Researcher Registration Form signifies acceptance of the following conditions in respect of information obtained from Exeter College Archives or Special Collections:
 - The researcher will not use the information for any purpose other than the specific research described under 'Subject of research' and 'Purpose of research' on the Researcher registration form.
 - The researcher will not divulge to a third-party information in a manner which could cause damage and/or distress to an identifiable living individual within the meaning of the Data Protection Act.
 - When using information, which could cause damage and/or distress within the meaning of the Data Protection Act, the researcher will endeavour to ensure that named individuals will not be identifiable.
 - The researcher will respect the confidentiality of any documents or information not connected with his/her research but which may be seen in the course of it.

Copying and Publication

Researchers will usually be able to take copies of materials, which are not subject to restrictions outlined above, for the purpose of private research

- Permission to photocopy, photograph or copy a record must first be obtained from the College Library and Archives staff, who are empowered to refuse permission.
- The researcher will not use the information in a publication (including Internet publication) without obtaining the prior consent of the College.