



### **Food and drink**

- Smoking, eating or 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 careless or accidental use of 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 3 items).
- Access to some material may be restricted by data protection or other legislation.
- There may be restrictions on access or handling if material is fragile or damaged.

### **Use and confidentiality of information**

Material which is likely to cause substantial damage or distress to a living subject shall be closed to research.

- 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 2018.
  - 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.
  - Material classed as sensitive under special categories will be subject to anonymization, retraction and in some cases closure. Anonymization means that the views and opinions recorded in archive material by a living subject in relation to a bona fide historical area of interest may be viewed and noted by a researcher but identification of the subject is forbidden.

### **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 photograph or copy a record in any other way must first be obtained from the College staff, who are empowered to refuse permission. Photographic images and scans can be requested, subject to the charges and conditions.
- The researcher will not use the information in a publication (including Internet publication) without obtaining the prior consent of the College. A reproduction fee will normally be payable and it is the responsibility of the applicant to ensure that copyright law is observed.