

Records Management Office Documentation

Version	Date of Change	Notes	Editor
4.1	21/02/2019	Reviewed and up-dated content	Maggie Peach
4.2	10.03.2021	Review and minor amendments made taking into account new Archive location	Phil Oakman

University of Northampton Archive Rules

The University of Northampton Archive

General Rules

1. The Reading Room is open for research and consultation of records during the advertised opening hours only.
2. All readers must register with the Archive before they can consult our records. The process involves the completion of a registration card and will require readers to provide proofs of identity and address.
3. All coats and bags (including handbags and computer bags) must be placed into one of the lockers provided. The Archive will accept no responsibility for the safe custody of readers' personal property.
4. All readers are required to sign the Visitors' Book on every visit.
5. The Reading Room is part of a working Office so there will be some background noise. However, in the interest of other readers, noise must be kept to a minimum. Mobile phones should be switched off or placed in silent mode. No telephone calls should be made inside the search room without the permission of archive staff.
6. No food or drink (including sweets, gum or water) should be consumed in any part of the Reading Room. Smoking or the use of e-cigarette is not permitted anywhere on the premises.
7. Readers must ensure that their hands are clean, and lotion free before consulting records. The wearing of nail varnish, whilst accessing our records, is under review as it is possible for nail polish to mark documents. Please do not be offended if asked to wear gloves, Archive staff will make decisions as to whether any issues may threaten the security of the documents. The decision of Archive staff is final.
8. Records are to be handled with care and in line with our *'Specific Rules for Handling Records'*.

9. Current copyright restrictions apply. Records are available for reference only and may not be borrowed or removed from the search room.
10. Only pencils or computers may be used for the taking of notes. The use of pens, adhesives, erasers or computer scanning devices is forbidden anywhere within the Reading Room.
11. All copies are made at the discretion of Archive staff who must carry out any photocopying. Please note that the physical condition of an item or current copyright law may prohibit copying. Charges for copying will be made in accordance with the table of fees displayed in the Reading Room.
12. Digital photography is permitted at the discretion of staff but flash photography is not permitted under any circumstances. Charges for a photographic licence will be made in accordance with the table of fees displayed in the Reading Room.
13. No more than four records can be requested by any reader at any one time. Archive staff will use their discretion to determine how many of these records are produced for consultation at any one time to prevent the mixing of papers between files.
14. The Archive reserves the right to withhold from production any document or class of document subject to current legal requirements. Any document which is designated as too fragile may also be withheld from production.

Specific Rules for Handling Records

15. Records must not be marked, defaced, folded or creased in any way
16. Readers must not lean on, or place things on top of, documents and records.
17. Notes must not be made when the notepaper or notebook is lying on top of a record. Notes should only be made away from the record.
18. Readers must not trace the image(s) within any document or record.
19. Readers must not touch or mark the text of records in any way.

20. Readers must protect the records by using any provided book supports, weights or gloves as directed to by Archive staff. Readers should avoid putting strain on the spine of open books and volumes.
21. Readers must not try to force documents to open or lie flat – Archive staff must be consulted to assist with any difficulty
22. Readers must not leave books and other volumes lying face down
23. Readers must not mark a place in a book or other volume with anything other than a strip of paper (these markers must be removed before the record is returned).
24. Readers must not rearrange the order of loose records or remove any tags, staples or other binding from records. All records must be returned with the pages in the order in which they were received.

Additional Statement of Rules

25. Anyone who, in the reasonable opinion of Archive staff, is offensively unclean in person or in clothing or both will be asked to leave the Reading Room.
26. Any user not complying with these Rules or who behaves in an inappropriate manner can be deprived of the privilege of access to the records. The archive reserves the right to refuse or withdraw access at their discretion.
27. Signature of the visitors' book implies acceptance of the foregoing regulations numbered 1-26. The Visitors' Book will be used only for administrative and statistical purposes, and will be permanently retained for historical reference.