

## **VISITOR RECORD AND CONDITIONS OF ACCESS**

Please read the following carefully.

The space occupied by Readers in the Archive is shared by Archive staff. Staff will try to minimise office noise during Readers' visits, and similarly Readers are requested to respect the working environment of staff. Mobile phones must be switched off during visits.

**Readers share with Archive staff responsibility for the safe maintenance of the Archive collections. Long-term access to these primary source documents will be ensured by adherence to safe handling practices:**

Please take care when removing items from their housing, use both hands, and ensure there is plenty of space for them on the table. Replace them in the order in which you found them, and notify staff of any missing or damaged items. Pens are not allowed in the Archive.

Do not mark items in any way and avoid touching the text or image. Do not lean on them, or stack them, and ensure they are fully supported by the table at all times. Staff can supply slips to mark places. You may be asked to use gloves, supports or weights with documents.

You will not have free access to the document stores, and items will be supplied in small batches. Please finish working with one item before beginning work on another.

## **COPIES OF DOCUMENTS**

Please notify staff if you wish to use a digital camera to make images for private research purposes. Such requests are usually accommodated, but because of copyright legislation they must not be published or reproduced in any way without prior written consent from the Curator. There are no photocopying facilities in the Archives, and photocopying is often inappropriate because of the fragility of the material. In circumstances where photocopying is permitted, it will be carried out by staff and charged @ 20p per (b/w) A4 sheet.

## **DATA PROTECTION ACT, 1998**

The comparatively recent date of many of the records in our care means that there is an increased likelihood that individuals mentioned within them are, or may be, alive still. Under the Data Protection Act 1998, a researcher is responsible for any personal data concerning living individuals that s/he takes away from the Archives in the form of notes, copies etc, and for the use that is subsequently made of it. When consulting material from the University of Brighton Design Archives readers become responsible for compliance with the Data Protection Act 1998, and agree not to make use of any personal data in a way that contravenes the Data Protection Act, 1998.

This means abiding by the following conditions:

- You will not make the results of your research available in a form that identifies any living person who is the subject of this data without the consent in writing of that person and of the University of Brighton Design Archives.
- Your research will not be used to influence decisions concerning any person who is the subject of this data, or cause or be likely to cause substantial distress to that person while s/he is alive or likely to be alive.

Whilst not constituting legal advice, or guidance that substitutes for it, you are advised that best practice where personal data is concerned, is to anonymise at the earliest opportunity, as well as ensuring that contextual information cannot also be used to identify data subjects.

## VISITOR RECORD

*Not to be completed before reading the notes on the reverse.*

The University of Brighton Design Archives maintains a Visitor Record in order to provide statistical data for annual monitoring, and to inform our awareness of current and developing fields of research interest.

We may use your contact details to inform you of additional research materials identified following your visit, unless you would prefer us not to. You may also signal if you wish to receive a bulletin of Design Archives News by email.

Title                      Name

Postal Address

Email

Telephone No(s)

Home Institution

If studying, course title and year

Are you researching towards (delete as necessary):

Essay   Dissertation   Thesis   Article   Chapter   Monograph   Exhibition   Other

Title of piece of work:

Tutor or Supervisor's name if appropriate

Please provide brief details of your research objectives and other sources consulted

How did you find out about the University of Brighton Design Archives?

Would you like to be kept informed of Archive News?                      YES                      NO

I have read and agree to abide by the terms of access to the University of Brighton Design Archives. I undertake to obtain permission for the publication or reproduction of all materials, published or unpublished, from the University of Brighton Design Archives and/or the copyright holder(s), as appropriate. I will ensure that any information obtained relating to living persons is used in accordance with the principles of the *Data Protection Act 1998*.

Signature

Date