

Visitor Record and Conditions of Access

This document sets out the conditions of visitor access to University of Brighton Design Archives (UoBDA) collections. Please read them carefully and complete the form on the other side of this sheet.

Archive readers share with staff the responsibility for the care of our collections. Safe handling practices contribute to the long-term preservation of these primary source documents. We ask that you bring any particularly fragile items to our attention if they have not already been identified before presentation to you.

- You will be asked to leave your coat and any bags in a locker outside the reading room.
- No food or drink are permitted in the reading room: they must be left in your locker.
- Records you request will be brought to you from the document stores by a member of staff, and supplied to you in small batches. Please finish working on one item before beginning on another.
- Please take care when removing items from their housing. Use both hands, and ensure there is plenty of room on the table.
- Do not lean on documents, or stack them. Ensure they are fully supported by the table at all times.
- Keep documents always in the order in which you found them, and replace them in the same way.
- Use only pencil for note-taking (no pens).
- You may be asked to wear gloves, or to use weights or supports for some items.
- In consideration for other users, mobile phones must be switched off during your visit and sound on any personal devices kept to a minimum.

Copies of documents

Please notify staff if you wish to use a digital camera to make images for private research only. Such requests are usually accommodated, but because of copyright legislation such images must not be published or reproduced in any way without prior written consent from archives staff. You will be asked to use an acetate overlay bearing the UoBDA 'watermark' when taking photographs, and to keep a tally of the number of images you have made.

There are no photocopying facilities in the Archive. Photocopying is subject to the material being judged by archive staff to be in good enough condition. Where photocopying is permitted, it will be carried out by staff, and charged at 20p per A4 sheet/40p per A3 sheet.

Data Protection

The comparatively recent date of many of the records in our care means that there is a likelihood that individuals mentioned in them may be alive still. In accordance with the EU General Data Protection Regulation (2018) (GDPR) and the Data Protection Act 2018, researchers are responsible for any personal data concerning living individuals that they take away from the archives in the form of notes, copies etc, and for the use that is subsequently made of it. When consulting material in the UoBDA, readers become responsible for compliance with GDPR and agree not to make use of personal data in a way that contravenes GDPR. This means abiding by the following conditions:

- You will not make the results of your Design Archives 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 Design Archives 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 they are 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 be used to identify data subjects.

VISITOR RECORD

Complete this after reading the reverse

The University of Brighton Design Archives (UoBDA) maintains a Visitor Record in order to:

- manage your visit to the UoBDA
- provide an audit trail of access to our collections for security purposes
- collect statistical data for annual monitoring and other reports
- inform our awareness of current and developing fields of research interest
- keep in contact with our users, should they wish to be kept informed about our work, for example about new collections which may be of interest. You will be asked to opt in to receive these communications

For further information, see our Data Protection Statement (*this will be a link*)

Title Name

Postal Address

Email

Telephone No - HOME
 MOBILE
 WORK

If studying, course title and Year/Level

Are you researching towards: (delete as appropriate)

Essay Dissertation Thesis Article Chapter Monograph Exhibition Other (please state below)

Title of piece of work:

Name of institution:

Tutor or supervisor's name if appropriate:

Please provide brief details of your research, its objectives and sources consulted:

How did you find out about the UoBDA?

Would you like to be contacted by UoBDA with any enquiries about your research, and to be kept informed about our work and about new collections which may be of interest? YES NO

I have read and agree to abide by the terms of access to the UoBDA, and the accompanying Data Protection statement. I undertake to obtain permission for the publication or reproduction of all materials, published or unpublished, from the UoBDA 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 General Data Protection Regulations (2018) and the Data Protection Act (2018).

Signature

Date