Rules and Regulations for the Use of the Archives

Archive Rules and Regulations

This is our guidance for best practice when undertaking research with our Archival collections.

Archive Guidance for Access and Use:

1. A reader will be required to supply two forms of identification, one of which must be photographic, such as a passport or driving licence. The Archives also reserves the right to require letters of introduction for researchers wishing to access confidential or closed records.

2. Appointments to consult all archive material should be arranged in advance. Use of resources held in the Archives Reading Room does not require an appointment.

3. All applications to have access to the holdings of the Archives must be made on the forms provided and be signed by the applicant.

4. Readers are responsible for all items issued to them. Papers and other materials must be handled with the utmost care and kept in their correct order. Papers must not be removed from their folders.

5. Lead pencil should normally be used for taking notes. Lap top computers or dictation devices may also be used, provided their use does not disturb others. The use of any kind of ink pen is forbidden.

6. On completion of work for the day readers may be required to make their working notes available for a brief security check.

7. Readers may not eat, drink or smoke in the Archives Reading Room.

8. Mobile phones must be switched off in the Archives Reading Room.

9. A limited number of copies of papers and digitised images may be provided for registered readers at the discretion of the Archivist. Papers will be stamped on every page as “Supplied for research only. It may not be reproduced or published without prior permission”.

Archive Guidance for Publication:

10. General acknowledgements for use archive of material should be made to the Archives, University of East London.

11. No copyright material should be used in any publication without first obtaining permission from the copyright holder.

12. Readers seeking to publish images and copies of archive documents should contact Archives for advice. A reproduction fee will be payable unless the publication is not-for-profit.