

Regulations and handling notes for archives and archival photographs.

Bags, briefcases, backpacks, laptop cases and coats must be stored away from the area where documents/photographs are being consulted. Only notepaper, pencils and laptops can be used at the Study Room table. Food, drink and chewing gum are prohibited in the Study Room.

Only pencils are allowed in the Study Room. The Supervisor can loan pencils if needed.

Copyright disclaimer forms listing the archives consulted are to be signed by the visitor for each visit. The Ashmolean retains copyright of all material consulted.

Nitrile gloves are to be used when handling photographs. Handle photographs and negatives by the edges and never touch the image.

Gloves are not required for consulting documents and printed books, but hands must be clean and dry. Hand cream should not be used.

Only one box or fascicule of documents or photographs can be consulted at a time. Boxes, books or fascicules should be closed when not in use.

Documents should be kept in their original order and handled one at a time.

Archives and photographs should not have any objects placed on them. Do not lean or rest on archives or photographs.

Always handle records and photographs carefully; supporting them as advised by the Study Room Supervisor. Additional supports may be required for viewing some bound volumes and for unmounted photographs.

The use of post-it notes is not permitted. Acid-free bookmarks can be provided if needed

Tracing or photocopying of documents or photographs is not permitted.

Printouts of existing digital images and photocopies of existing facsimiles/photocopies of documents or photographs can be provided for a fee. Please ask the Study Room Supervisor for information. A copyright disclaimer will need to be signed.

Photographic recording equipment, including cameras, camera stands and lights, may be used only for non-commercial research or private study and with curatorial permission. A copyright disclaimer must be signed and copies of all images should be deposited with the Ashmolean Picture Library. The use of scanners is not permitted.

Photographic recording of documents or photographs, and supply of photocopies/printouts must follow UK copyright regulations: i.e. up to about 5% of a work (or archive folder).

Please report any damage to the Study Room Supervisor as soon as possible.

Material should be returned to the Study Room Supervisor when consultation is finished.