



Guildford Cathedral Archives

Access Policy

1. Introduction

Guildford Cathedral Archives will provide the widest possible access to the material it holds and the subjects they represent.

It will do so irrespective of enquires' age, race, gender, religion, sexual orientation or disability and of the subject of the enquiry and of the use of which the information might be put.

2. Making our Collections Available

Personal Visitors

Guildford Cathedral Archives is run by trained and knowledgeable volunteers and is open to everyone for research purposes, although visitors under 16 years old must be accompanied by an adult.

Guildford Cathedral Archives will undertake straightforward enquiries including identification of potential sources within the collections, but does not carry out research on behalf of external parties.

All researchers are required to show photographic identification, complete a Visitor Record form and abide by the rules and regulations for working with archive materials.

The service will operate during advertised open hours; will have helpful and knowledgeable staff; provide accessible comprehensive finding aids; provide prompt and reliable retrieval of documents; provide facilities for disabled users, and provide adequate notice of planned closures.

Access for groups of people

Guildford Cathedral Archives welcome visits from groups of adult learners, community groups or leisure interest groups and welcome enquiries from schools, colleges and universities.

We do not usually charge for group visits but we usually require a minimum number of people to take part, and welcome donations towards the costs of providing this service

Remote enquiries

Guildford Cathedral Archives will provide enquirers with information about the content of the collections, about how to find material and request access to collections, and where appropriate, offers advice on other archives/libraries that may be able to better assist. Where the request goes

beyond providing general information about the collections or requires extensive research, the enquirer will receive advice and be encouraged to consult the documents themselves.

3. Supporting activities

We will maintain finding aids of the collections including catalogues indexes and leaflets; where possible we will make these available over the web.

Reprographic Services

Where conservation, copyright and other considerations allow, Guildford Cathedral Archives provides copies of documents by means of photocopying photography and digital scanning. We make and supply copies of material from archive collections unless:

- There is a statutory exemption prohibiting copying
- The owner of the collection has placed a restriction on copying
- Copying is likely to cause harm to the archives
- Copying is likely to cause an infringement of copyright legislation

Copying of archive material is often highly laborious, and fees charged for reprography aim to reflect this fact in appropriate cases. The price list, revised annual, is available by post, at Guildford Cathedral Archives or viewed on the website.

Web publishing

Guildford Cathedral Archives will contribute to and maintain currency of information about its services and collection on the Cathedral's web site and will continue to sustain and add to the web publishing initiatives it is involved in including Guildford Cathedral Archives Online Catalogue.

Access standards

If you visit Guildford Cathedral Archives in person we will:

- Be friendly and helpful at all times
- Inform you of relevant policies, procedures and charges
- Protect your personal data in accordance with the Data Protection Act
- Provide a secure location for your possessions and papers that are not allowed to take into the research room
- Provide lists, indexes, guides and reference books to help identify, use and understand the records you need
- Assist you to identify the records you will need to consult, and do our best to answer your questions
- Provide copies of documents for you, wherever possible for a fee in accordance with our copying policy and current charges, or explain to you why an item is unsuitable for copying

If you contact us by letter or email

- Respond to your enquiry within 5 working days of receipt
- Suggest alternative appropriate avenues of research if we are unable to help
- Respond to your enquiry in compliance with relevant legislation

This policy will be reviewed by Chapter after 2 years

Date of approval: July 2016

Date for next review: July 2018