

PLANNED ENVIRONMENT THERAPY TRUST ARCHIVE AND STUDY CENTRE

USER'S AGREEMENT

NAME:
[Block letters please]

HOME ADDRESS:

EMAIL ADDRESS:

TELEPHONE NUMBER:

WEBSITE ADDRESS:

UNIVERSITY OR OTHER INSTITUTIONAL AFFILIATION:
[if applicable]

SUBJECT AND NATURE OF ENQUIRY:

PROJECTED USE (i.e. paper, article, thesis, dissertation, etc.):

PROJECTED COMPLETION/PUBLICATION DATE:

RULES AND CONDITIONS

1. USING ARCHIVE MATERIAL

- No food or drink is allowed in the Archive, and there is no smoking in the building.
- Only soft pencils and/or computers are to be used for making notes in the Archive.
- Researchers must not mark or lean on, or in any other way alter or damage archive material. If archive material is received in a damaged or poor condition the researcher must draw this to the attention of the Archive staff. All material should be handled with care. Gloves can be provided if necessary.
- All materials must be kept in the order in which they are found; photographic materials are not to be removed from their protective sleeves without the permission of the Archive staff.

2. GENERAL

- Generally speaking, unless other arrangements are made in advance, the Archive is open to researchers by prior appointment only, and only on weekdays, from 9.30 am – 5 pm.
- Only limited scanning facilities are available, by Archive staff. Scans will be made at the discretion of the Archive staff, and are made for the personal scholarly use of the researcher only. Not all items may be scanned. Researchers should allow at least 24 hours for scans to be produced.
- Photographing of documents with the permission of Archive staff only.
- The use of personal computers and audio equipment is permissible.

3. COPYRIGHT

- The researcher must respect copyright, and shall obtain permission from appropriate copyright holders before publishing material from the Archive. If there is any query or uncertainty, reference must be made to the Archivist.

4. CONFIDENTIALITY

- All archive materials are made available on the understanding that the researcher will be sensitive in the use that is made of them and that, in the event of any query or uncertainty as to confidentiality and use, reference will be made to the Archivist, whose decision must be respected. Where there are specific restrictions on a collection, series of records, or an item, the researcher will be asked to agree and sign a separate undertaking to respect these restrictions before materials will be made available to them.

5. CITATION

- Researchers shall give a complete citation when quoting or referring to archive materials, consisting of the name of the Archive and the full reference number of the item cited: i.e. 'PETT Archive and Study Centre, PP KCB 1/2'

6. NOTIFICATION OF USE

- Researchers shall keep the Archive informed of the use they make of archive materials in talks, articles, theses, and so on, and shall offer copies to the Archive or indicate to the Archive how copies may be obtained.

I have read and understood the above rules and conditions, and agree to abide by them as a condition of access to and use of materials in the Archive.

SIGNED:..... DATE:.....

ADDITIONAL APPLICATION FOR ACCESS TO RESTRICTED RECORDS

I further apply for permission to inspect the record(s) described below which is/are constrained by restrictions on access to public inspection. I understand that access may not be possible; but if made available I agree to make use of any personal data contained therein in compliance with the Data Protection Act 1998. Except as allowed and permitted by the Data Protection Act 1998, my research will not be used to support measures or decisions with respect to particular individuals and will not cause or be likely to cause substantial damage or substantial distress to any person who is the subject of those data during their lifetime. Except as allowed and permitted by the Data Protection Act 1998 I shall not make the results of my research available in a form that identifies any data subject without the consent in writing of the data subject or the data controller. I understand that I (and the company/organisation I represent) shall become responsible for compliance with the Data Protection Act 1998 in relation to any processing by me of personal data obtained from the above records. I undertake not to publish the record(s) or extracts from them without permission and to comply with any conditions imposed upon my access.

<u>Reference</u>	<u>Brief description</u>	<u>Dates</u>
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Reason for inspecting these records:

Signed: _____ Date _____