

## **Barts Health NHS Trust Archives**

### **Regulations for access to the archives, 2024**

The majority of the archives in our care are available for members of the public to use for the purposes of research.

They are made available subject to the following rules, which are intended to ensure the safety of the archives and to meet our legal responsibilities, as well as to ensure an enjoyable and useful experience for all archive users. All users are expected to abide by these regulations; any user who intentionally disregards the rules for access may have their visit suspended and be asked to leave.

1. Access to the archives is by prior appointment: we regret that it is not possible to accommodate enquirers who arrive without an appointment.
2. Access to records is in accordance with relevant legislation, such as the Public Records Acts 1958 and 1967, the Access to Health Records Act 1990 Section 3(f), the Data Protection Act 2018/UK GDPR and the Freedom of Information Act 2000.

Enquirers are responsible for compliance with the Data Protection Act 2018/UK GDPR for the processing of any personal data disclosed to them in the records, including publishing. In the case of enquiries involving sensitive or potentially damaging information, archives staff reserve the right to only release information to the enquirer via an approved third party.

3. Enquirers who wish to study the information contained in records not normally available for public inspection may make written application to the archives. Access will be granted in approved cases, but will be subject to an assigned undertaking. The right is reserved to refuse any application.
4. Records must be consulted in the searchroom, and should be ordered in advance when booking an appointment. Additional items cannot usually be retrieved during the course of a researcher's visit. Items are not available to researchers on loan (although written requests for loans, for use in exhibition display, may be considered).
5. Records are available for consultation only while a member of staff is on duty in the searchroom. The number of items that can be requested at any one time is limited at the discretion of the supervising archivist.
6. It may not be possible to grant access to items which are in a fragile condition.
7. Users should remember that the records are unique and irreplaceable. Care must be taken not to treat or handle them in any way likely to harm them. They must not be marked, folded, disassembled or leant upon, and no unauthorised object should be placed within or on top of them. Please use the book supports provided for consulting bound volumes.

If you are looking at original photographs, illuminated manuscripts or objects please use the gloves provided. If you require any assistance handling material, please ask the supervising archivist. Archives staff reserve the right to refuse access to anyone considered to be mistreating the records in any way.

8. Please keep items in order and help us by informing the supervising archivist if anything appears to be damaged, missing or out of place.
9. In some instances records will be made available for consultation via a secure computer in the searchroom. This includes born-digital records, digitised records and microform records.
10. No writing implements other than pencils may be used by enquirers consulting documents.
11. Eating and drinking are not permitted in the searchroom.
12. Please be mindful that the archives searchroom is located on a hospital site. Researchers should not visit the archives if they have any symptoms of a transmissible infection e.g. covid-19 or norovirus; if you are experiencing such symptoms please contact the archives to postpone or cancel your visit.
13. Laptop computers may be used. A public Wi-Fi connection is provided for researchers, along with access to a power socket.
14. Users may take their own photographs of archive items for the purposes of private study and research only. High resolution photographs and scans can be ordered but are subject to reproduction charges. Permission to subsequently publish images must be sought from Barts Health NHS Trust. Publishing may incur additional fees depending on the intended use.

Apr 2024