

ACCESS TO STORED COLLECTIONS

POLICY AND PROCEDURES

The Museum's mission is to enrich people's understanding of the sea, the exploration of space, and Britain's role in world history.

Access to the collections is an established, primary objective. This policy aims to improve access, both physically and intellectually, for members of staff and the public wishing to view collections that are not on display. For visits to the Caird Library please see the Caird Library and Archive Access Policy.

1. Accessing stored collections (for private & non-commercial research)

1.1 Appointments to view objects must be made using the 'Application to View Stored Collections at Royal Museums Greenwich' form and approved by a member of the Collections Storage and Access Team.

1.2 A minimum of two weeks' notice is required to arrange access to stored collections. No guarantee can be given to access objects which have not been requested in advance.

1.3 For staff wishing to arrange visits for other museum professionals, contractors and former colleagues etc., applications for access should be confirmed with the Collections Storage and Access Team **prior** to confirming the appointment with the visitor.

1.4 All visitors intending to visit, including accompanying friends or family, must be individually named on the application form. Group leaders must enter the names of all group attendees.

1.5 Anyone under the age of 14 must be accompanied by an adult.

1.6 The Collections Storage and Access Team, with assistance from the relevant Curators and Conservators, will assess the application, give permission and outline any restrictions, taking into account legal or ethical issues concerning sensitive materials

1.7 For security purposes **all individual visitors and group leaders must bring with them a form of photographic ID** when they visit. Staff reserve the right to deny access if visitors do not bring ID with them.

1.8 Visitors may only study a reasonable number of objects at any one time, depending on the nature of the collection being examined. Every effort will be made to provide access to material requested, within the limitations of staff time and space available.

1.9 Items within the Museum's collections may only be removed from the building by the Art and Object Handling Team with the appropriate documentation.

1.10 Staff reserve the right to deny access to, or to terminate research visits for, any individual whose behaviour is deemed inappropriate.

2. Supervision

2.1 Access to collections will be supervised by Collections Management, Museum Records, Archive, Curatorial or Conservation staff as appropriate, at all times.

2.2 Security staff are not permitted to grant or supervise access to stored collections.

2.3 Visitors are to be supervised on ratio of 1 member of staff to 5 visitors and must be accompanied at all times when visiting the Museum's Stores.

2.4 Objects must only be handled by RMG staff

3. Photography, Filming, Sketching and Copying

3.1 The RMG Photography Guidelines (Appendix A) should be supplied in advance to the visitor together with the Application to View Stored Collections form.

3.2 For group visits and tours of the stores the RMG Photography Guidelines should be supplied to the group leader/organiser in advance where possible. Museum staff will verbally remind visitors of the guidelines before all group visits and tours commence.

3.3 Photography of the collections must be supervised at all times by Museum staff.

3.4 Researchers should be aware that the majority of Museum Records are unpublished and therefore remain in copyright until at least 2039. Visitors may make a copy of unpublished material for non-commercial purposes without permission provided that the copyright owner has not prohibited copying.

4. Managing Personal Data

4.1 Correspondence regarding visits will be kept for 3 years following the visit and will be stored on the Museum's Electronic Record Management System.

4.2 Applications to View Stored Collections forms will be kept for 7 years following the visit and will be stored on the Museum's Electronic Record Management System.

APPENDIX A – RMG Photography Guidelines

Photography is subject to the following conditions:

1. Visitors may photograph items providing no flash is used. All copies and photographs, either of objects in the collections, or the areas they are housed in, are **for private study, non-commercial or personal use only** and may not be reproduced in any media or made available to any third party without written permission from the National Maritime Museum (pictures@rmg.co.uk). This includes reproduction via social media, digital transmission, or as a reference for commercial artwork or replicas.
2. Restrictions may apply where items are on loan or have copyright restrictions.
3. Scanning or photocopying can be requested for items held in the Museum Archive and Records collection, providing the material is in good condition. Copies are made at the Museum's discretion and a charge may apply
4. Requests for commercial photography and filming should be addressed to the RMG Events Team at events@rmg.co.uk.
5. Hand-held equipment only may be used. No tripods, separate lighting equipment, screens or fixed camera tables etc.
6. Filming with video cameras and mobile devices is not permitted.
7. Visitors may not handle objects in any circumstances.
8. Any restrictions that may apply to physical access to the object as advised by the member of staff in attendance are to be complied with.
9. Objects cannot be moved or removed from their cases, frames, mounts or stands solely for the purpose of photography.
10. Vertical access photography is allowed only for mounted and/or framed watercolours and drawings. Large format loose sheets may only be photographed on a horizontal plane.
11. Because of copyright regulations, the public must not photograph manuscripts, atlases, rare books and 20th century works of art. Orders for photography can be taken and items will be photographed in the Museum's Photographic Studio, fees are payable. Please contact the Picture Library at pictures@rmg.co.uk
12. No feature or shot, which is deemed to present a security risk, will be permitted under any circumstances.
13. Prints and images can be purchased and licensed. Please visit our websites at images.rmg.co.uk and prints.rmg.co.uk or contact the Picture Library at pictures@rmg.co.uk
14. For more information please refer to the Museum's Terms and Conditions on our website

APPENDIX B - RMG guidelines for visiting Collection Stores

1. On arrival, visitors will be asked to sign the Visitors Book, have their ID checked, and sign the Visit to Stores Application Form accepting T&Cs, if not already done so
2. Coats and bags will not be allowed into the area where objects are to be viewed. Lockable lockers or secure storage areas are available at all sites.
3. The Museum accepts no responsibility for the loss of or damage to visitor's personal property.
4. Visitors' attention will be drawn to the Museum's Fire Regulations on arrival.
5. Researchers must only use pencils for note-taking.
6. Visitors must not bring any materials into Collection areas which could cause damage, eg, chewing gum, water, ink, scissors, knives, highlighter pens, adhesive tape, etc.
7. Smoking, eating and drinking are not permitted in any areas where collections are stored or being viewed.
8. Laptop computers may be used.
9. Objects must only be handled by RMG staff.
10. **Museum Records: Data Protection**
Whilst the Museum shall take steps to redact all personal data of living persons wherever possible, researchers must agree to abide by the provisions of the Data Protection Act and must not reproduce or misuse personal data which they may come across in the course of their research.
11. **Museum Records:** Only one box or file is allowed for a researcher's use at any one time.
12. **Museum Records:** Please do not add to or alter the archive or collections material, including marking of any kind. Please retain the manner of organisation, but please advise staff if you detect an error in the order. Readers must not lean or rest any object upon the archives. Tracing is not permitted.
13. No archive, collection materials or equipment of any kind may be removed from Research Rooms or collection stores.