



## ACCESS PROTOCOL

### Conditions of Access to the M&S Company Archive for Researchers

Access is subject to the following regulations. We reserve the right to terminate your visit if these Regulations are breached.

Please read these Regulations carefully. Please sign and date the form to show that you have read and understood them.

#### Before:

- You are required to provide notification of at least two working days before your research visit, including details about the Archive material you wish to research
- It is your own responsibility to use the lockers for storage of personal belongings. In any event, the Archive will not accept any responsibility for loss or damage incurred as a result of use of the lockers
- Smoking is strictly prohibited inside the Michael Marks Building and the M&S Archive
- Please turn all mobiles off or onto silent mode
- Please be aware that each application for access to the M&S Archive will be considered on its merits and may be withdrawn or restricted at any time at the discretion of the M&S Archive
- CCTV may be in operation within the premises

#### During:

- The M&S Archive may be used for personal study only
- You are welcome to use your laptops/tablet accessing our free WI-FI for your research
- Please show consideration to other users and staff when in the M&S Archive
- You must follow the instructions given by any member of staff in the M&S Archive
- You must follow all emergency procedures, including the evacuation of the building in the event of a fire, or a fire drill
- Please notify a member of staff if you notice any damaged material or missing items
- Food and drink are strictly prohibited in the M&S Archive
- Please use the Reprographics Form if you would like to photograph items or wish items to be copied for you. These photographs will be for personal use only. Please be aware that there may be a fee
- Photocopying, printing and scanning are carried out at the discretion of the M&S Archive. A handling fee may be charged for orders of 5 or more items. Please ask for more details
- We will not allow access to any information if that would constitute a breach of data protection legislation. Accordingly, we reserve the right to refuse access to any information relating to living identifiable individuals, particularly if:-
  - the information relates to an individual who has a reasonable expectation that such information would be kept private;
  - the information is of an inherently confidential or sensitive nature; eg relating to health, work performance, personal opinions; and/or
  - the disclosure of the information is likely to cause harm or prejudice to any individual.

#### Handling M&S Archive Materials:

- Handle material with clean, dry hands. Do not use wet fingers to turn pages or run fingers along text. Please avoid using hand cream or lip balm prior to handling materials
- Do not mark, annotate or deface any materials

- Notes may be taken using pencils or laptops; pens are not permitted
- When making notes, do not lean on documents as this can leave permanent marks
- If provided, use book rests to support your document or books
- You must keep loose documents in order
- Leave any fastenings such as paperclips, staples, ties and seals intact
- Please take special care when removing items from their packaging
- Ensure any cotton ties are securely refastened but do not cut into bundles
- If appropriate, we will supply you with gloves which must be worn at all times
- Do not try and force a fastening open/closed or try and open a bag unless it does so easily, as this could lead to serious damage
- Always support garments with two hands and if they are heavy or fragile, please ask for help.

**Research:**

- If visiting the M&S Archive for research purposes, you must notify the M&S Archive in advance
- You must not use research gained from the M&S Archival material to damage the reputation of Marks & Spencer and/or its products
- Permission should be sought before publishing work as a result of research within the M&S Archive, which may be declined at the M&S Archive's complete discretion. Text must be submitted for approval prior to publication. Authors will be personally responsible for ensuring that the requirements of the Copyright, Designs and Patents Act 1998 are met
- A copy of any work or photographs produced as a result of a visit to the M&S Archive must be deposited with a member of the M&S Archive staff.

If you have any problems or questions about this Access Protocol, please ask a member of staff for assistance.

I have read, understood and agree to this Access Protocol.

**Name** [please print].....

**Date**.....

**Signature** .....