



The Library and Archives
Worcester College
Oxford
OX1 2HB

Worcester College Library and Archives Special Collections Access Policy

Version 2.0

1. Introduction

Worcester College is committed to making its collections available to as wide a range of people as possible. Reference access to material held in Worcester College Archives and in the special collections of Worcester College Library is available to current and former members of the College, academic researchers, and members of the public with a research need. This policy sets out the conditions under which this access is available.

2. Conditions

2.1 Readers will need to complete a Reader Registration Form on their first visit in each academic year.

2.2 Readers will be required to provide photographic identification, such as a valid Bodleian or British Library card, university card from their home institution, passport or driving licence. We reserve the right to require letters of introduction from research students.

2.3 Appointments to consult Library and Archive material must be made in advance.

2.4 Readers are responsible for all items issued to them. Papers and other materials must be handled with the utmost care and kept in their correct order. Bookstands and weights are available for use.

2.5 Pencils or laptop computers should be used for making notes. The use of any kind of ink pen is forbidden.

2.6 Readers may not eat, drink or smoke in the Reading Room.

2.7 Photocopies may be made, for which a charge will be payable. It is not always possible to produce photocopies during a visit, but reasonable amounts of copying should be available for collection the following day. For large amounts of photocopying, or if readers are unable to collect the copies, a small charge will be added for postage and packaging. The College reserves the right to refuse to photocopy any material which is too fragile or large to be copied without damage. A photographic service is available by request and subject to further conditions.

2.8 Digital cameras may be used with the permission of staff. The reader is required to sign a declaration that any photographs taken are solely for private research and will not be used in publication.

2.9 Readers wishing to publish an image or a manuscript deriving or quoting from any material held by Worcester College Library must apply to the Librarian for permission prior to publication.

2.10 Readers wishing to publish an image or a manuscript deriving or quoting from any material held by Worcester College Archives must apply to the Archivist for permission prior to publication.

3. Restrictions on Access

Access to the Library and Archive collections will not be unreasonably withheld, but there are two instances where restrictions may apply:

3.1 Preservation

Access to the collections needs to be provided in a sustainable way to ensure that the items remain available to future generations. Therefore, the needs of access must be balanced against the needs of preservation, and items that are fragile may be closed to readers. A facsimile will be provided where possible.

3.2 Restricted Access Periods

Some records are subject to closure periods for confidentiality. These include (but are not restricted to) records containing personal data, governance records, and administrative and financial records. Information about the opening date of a record will be provided.

All requests for personal data relating to living individuals will be processed in accordance with the College's Freedom of Information and Data Protection obligations. Limited access for anonymised statistical research, or academic research relating to College history or deceased individuals, may be provided on completion of a Reader Registration Form and Non-Disclosure Agreement Form, following assessment by Library and Archive staff.

4. Special access requirements

Readers who need special assistance to use the collections should speak to the Librarian or Archivist ahead of their visit. Readers should note that the Library is located at the top of an eighteenth-century cantilevered spiral staircase with over 60 steps. Should this present a problem, they should notify us in advance of a visit, and we will make alternative arrangements for them to view material elsewhere. The Archives Reading Room is in a DDA-compliant building.

5. Opening times

5.1 The opening times of the Library and Archives are advertised on the College website, together with closed periods. Visits must be made by appointment.

5.2 Seating and staff time for external readers is limited, so we may not always be able to accommodate visitors.

6. Document Ownership and Review

6.1 This policy is owned by the Librarian and requires approval by Library Committee. It should be reviewed at least every 5 years.

Version	Date	Author	Rationale
1	2018	Mark Bainbridge and Emma Goodrum	Creation of document. Agreed at Library Committee, Michaelmas Term 2018.
2.0	May 2022	Emma Goodrum and Mark Bainbridge	Revisions to treatment of material subject to GDPR. Addition of 'Restrictions on

			access', other minor edits, and format changes. Agreed at Library Committee, Trinity Term 2022.