

Code of Practice for using ELC Museums Service Research Materials

All our users must sign and observe this Code of Practice. It is designed to protect the collection and ensure a pleasant environment for all our users.

Access

In principle all museum objects and library materials are available for public viewing and study.

There are some objects which require more stringent access conditions due to their condition, cultural sensitivity, legal conditions or health and safety requirements. Users will be advised of these conditions when making a booking and it may take longer to arrange access.

Using the Study Area or Store

Most of the collection consists of items which are rare, unique or fragile and users are asked to treat the materials with care and respect. You may only use pencils or a laptop to take notes or make drawings, as ink can permanently damage objects.

Users are asked to follow the instructions given by ELCMS staff for the safety and security of the collection. You should wash your hands before and after handling any collection items. Where protective equipment is required (e.g. gloves) this will be provided for the user.

Users are responsible for all items issued to them until returned to ELCMS staff.

Visitors are asked to respect other users and conduct any necessary discussions quietly.

The use of mobile phones or personal audio equipment is not allowed in the study area.

Food and drink are not permitted in the study area or store as this could result in damage to the collections.

Copyright etc.

Users should ensure that any information obtained from our collections relating to living individuals is used in accordance with the principles of the Data Protection Act 1998.

Users may make drawings or take digital images for personal research purposes only. There is a separate permission form. Images can only be published or disseminated in any form with the express permission of ELCMS.

Where ELC Museums' objects are referred to in theses and publications their first citation should follow the style: <object title>, East Lothian Council Museums, <accession number>.

Where ELC Museums' collections form a significant part of a research project we request that a copy of the completed study, whether published or not, be deposited with us for future reference. This may be a digital or hard copy.

I promise to adhere to this Code of Practice.

Signed:

Date:

Print name:

Address:

Email:

Phone: