



RULES OF THE NATIONAL ARCHIVES, KEW

Rules of The National Archives made by the Chief Executive under s.2(4)(c) of the Public Records Act 1958.

- (1) In these Rules, unless the context otherwise requires:
 - (a) “the Act” means the Public Records Act 1958
 - (b) “the Chief Executive” means the Chief Executive of The National Archives
 - (c) “The National Archives” may mean, depending on context, the Institution or any building for the time being maintained as part of it for the purposes of its functions under the Act
 - (d) “Reference Room” means any part of The National Archives set apart for the consultation of finding aids
 - (e) “Reading Room” means any part of the The National Archives set apart for the consultation of records
 - (f) “the Officer in Charge” means the person or persons appointed as such by the Chief Executive or, in his/her absence, any other person authorised by the Chief Executive to act on his/her behalf (see Appendix 1)
 - (g) “officer” means the Officer in Charge or any other person employed by The National Archives or the purposes of its functions under the Act
 - (h) “record” includes any and every document, manuscript, picture, print, photograph, engraving, etching, deed, map, chart, plan, book, pamphlet, music score, card index, microfilm, microfiche, and any other article of like nature, forming part of the holdings of The National Archives
 - (i) “public record” means a record which is part of the statutory holdings of The National Archives

- (j) "emergency situation" includes situations where The National Archives or part of The National Archives is required to be evacuated for security reasons or because of threat from fire or other hazard and practices and false alarms in relation thereto
 - (k) words in the singular include the plural and words in the plural include the singular.
- (2) An act performed in connection with the proper execution of his/her duty by an officer shall not be deemed to be a contravention of these Rules.
 - (3) No person shall give a false name or address for the purpose of entering any part of The National Archives or for the purpose of using any National Archives facility.
 - 4) No person who in the reasonable opinion of an officer is offensively unclean in person or in clothing or both shall remain in The National Archives after having been asked by an officer to leave.
 - (5) No person shall:
 - (a) cause or allow any dog (other than a working dog accompanying a disabled person) or other animal belonging to them or under their control to enter or remain in The National Archives or
 - (b) bring into any part of The National Archives a wheeled vehicle or conveyance other than a wheelchair or child's pram or pushchair or
 - (c) enter or remain in any part of The National Archives which a reasonable person would or should know is prohibited to the public or
 - (d) enter or remain in The National Archives outside fixed opening hours (see Appendix 3).
 - (6) No person shall remain in The National Archives after being requested by an officer to leave in an emergency situation.
 - (7) Any bags, containers and other possessions, including working papers, must be submitted to be searched on the request of an officer.
 - (8) No person shall be admitted to the Reference or Reading Rooms without a valid entrance document (see Appendix 2). Persons in the Reading or Reference Rooms must produce the entrance document on request by an officer.
 - (9) All entrance documents are non-transferable. Only one current Reader's Ticket or Temporary Ticket may be issued per person. Lost or stolen tickets must be reported immediately. Ticket holders are responsible for any use of a ticket issued to them unless and until they have reported it lost or stolen. All entrance documents

remain at all times the property of The National Archives and must be surrendered to an officer on demand.

- (10) No person may take into the Reference or Reading Rooms any bag, briefcase, document case or other container, except a small transparent bag for the retention of personal valuables and/or medication required for emergency use. (see Appendix 5).
- (11) No person may wear or take into the Reading or Reference Rooms any item which in the opinion of an officer might cause damage to, or be used to conceal, a record; or which might cause an obstruction within the Reading or Reference Rooms (see Appendix 4). Any item which is causing an obstruction or which compromises the security of the documents shall be removed from the Reading or Reference Rooms on the request of an officer.
- (12) No person may take into the Reading or Reference Rooms more than one spiral-bound, stapled or sewn notepad (up to A4 size) and twenty sheets of loose paper. Notepads that have a glued binding, or have 'easy tear' microperforations are not permitted, and loose sheets of paper may be taken in only after they have been stapled at the security desk.
- (13) No person may take into the Reading or Reference Rooms any document or other item which in the opinion of an officer might be confused with a record. Any item which might be confused with a record should be declared to an officer before entry to the Reference and Reading Rooms. The officer may then permit its entry. Items which might possibly be confused with a record and taken in without such a declaration are liable to be confiscated on exit, pending resolution to The National Archives' satisfaction of each item's provenance.
- (14) No person may take into the Reading or Reference Rooms any restricted item (see Appendix 4).
- (15) No person may order or be issued with more records than the prescribed limits (see Appendix 7).
- (16) No person may place records on the floor. Record boxes or other packaging may be placed on the floor provided that they do not constitute a hazard or obstruction, and only at the discretion of the Officer in Charge.
- (17) No person shall take any record from the room in which it was made available without the permission of an officer. Reference material other than public records may be taken to another room with the permission of an officer.
- (18) No person shall remove or attempt to remove any record from the confines of the designated area of The National Archives - i.e. beyond the security turnstiles on the ground floor. Anyone found to be in breach of this rule may have their Reader's Ticket withdrawn (see Appendix 10).

- (19) No person shall carelessly or negligently mark, soil, tear, cut, deface, damage, injure or destroy any record, or the furniture, fittings or other contents of The National Archives.
- (20) No person shall subject a record to inappropriate handling (see Appendix 6).
- (21) Damaged, defective or misplaced records must be reported to an officer.
- (22) Only graphite pencils may be used for writing or drawing within the Reading and Reference Rooms. Coloured pencils, as supplied by the Office, may be used when agreed as necessary by the Officer in Charge, at their discretion and in a place designated by them. No person may sharpen a pencil within The National Archives except in a place which has been designated by the Chief Executive.
- (23) Except with the consent of an officer, no person shall make a tracing or photograph or copy by electronic process of any portion of a record. Any person wishing to photograph or make an electronic copy of a record with their own equipment must first register with the Record Copying Department. Consent to copy records in these ways will only be given when there is no threat of damage to the records and when copyright requirements are met.
- (24) Copies provided by The National Archives or made by readers are subject to the published conditions (see Appendices 8a and 8b).
- (25) Records shall be returned to the place designated by the time fixed for closing (see Appendix 3).
- (26) No person shall behave in a disorderly manner in The National Archives, use or display violent, abusive or obscene language therein, or intentionally or recklessly cause or do anything likely to cause injury or insult to any other person or property.
- (27) No person shall sleep in The National Archives after having been requested not to do so by an officer.
- (28) No person shall remain in The National Archives after being requested by an officer to leave for failing to make proper use of its facilities.
- (29) No person shall engage in conversation in the Reading Rooms, except when consulting an officer and at the discretion of the officer, or in an area which has been designated by the Chief Executive as being for conversation.
- (30) No person shall intentionally or recklessly obstruct any officer in the execution of their duty or intentionally or recklessly disturb, obstruct, harass, embarrass, interrupt, abuse or annoy any other person in the proper use of The National Archives. No person shall harass an officer at any time whether in The National Archives or elsewhere (see Appendix 9).
- (31) No person shall use the computer facilities provided in The National Archives in order to access or view obscene or other material that could offend other users (see Appendix 11 for details of restrictions

on the use of the computer facilities.) All Internet use in The National Archives is monitored.

- (32) No person shall intentionally display, distribute, or leave any bill, placard, notice or other document in The National Archives.
- (33) No person shall, without the consent of the Officer in Charge, offer anything for sale in The National Archives.
- (34) No person shall lie, stand or climb on the furniture or fittings of The National Archives, or sit or lie on the floor thereof, or sit on The National Archives' furniture and fittings other than the chairs provided for public use.
- (35) No person shall smoke, light a match or use a cigarette lighter in any part of the Office.
- (36) No person shall eat or drink in The National Archives except in any part designated by the Chief Executive.
- (37) Typewriters, personal computers, MP3 players, mobile phones (set to 'silent' mode) and audio recorders (for dictation only, not for the recording of interviews or conversations with staff) may be used only in areas for the time being designated by the Chief Executive, and only at the discretion of the Officer in Charge.
- (38) No person may leave notes, equipment or personal effects in The National Archives overnight except with the consent of an officer.
- (39) Any person who shall offend against any of the foregoing rules shall be liable to have the records which they are using removed and to be excluded from The National Archives for the remainder of the working day, at the discretion of the Officer in Charge. Any person may be excluded or removed from The National Archives if an officer has reasonable ground for belief that it is necessary for the proper use and regulation of The National Archives. Any incidence of theft from or wilful damage to the records will be treated as a criminal offence (see Appendix 10).
- (40) Any person who fails to comply with instructions given by an officer may be issued with a written caution by the Duty Security Manager. Failure to comply with the caution will result in the Reader's Ticket being suspended for an initial period of one month.
- (41) Any person who shall offend against any of the foregoing rules or who is found guilty of a criminal offence relating to the records shall be liable to have their Reader's Ticket cancelled and future admission refused, at the discretion of the Chief Executive (see Appendix 10).

NATALIE CEENEY
Chief Executive of The National Archives

August 2006

Appendix 1: 'Officer in Charge'

In relation to these Rules the following have the status of Officer in Charge:

The Chief Executive and any designated deputy - comprehensive responsibility.

Designated 'Officer in Charge' - comprehensive responsibility during all emergency situations.

Director, Public Services and Marketing (and, as delegated by them, the Head of Reader Information Services Department) - whose responsibilities include on-site reader information services.

Director, Finance and Corporate Services

Director, Human Resources and Organisational Development

Director, Collections and Information Technology

Reader Services Enquiry Service Manager - the 'Officer in Charge' for operational purposes. Responsible for issuing entrance documents and overall supervision of the Library and Resource Centre, Microfilm Reading Room, Research Enquiries Room, and the Map and Large Document Reading Room. Responsible for exclusion or removal of readers under the Rules if referral to a relevant Director is not practicable, or until a referral can be achieved.

Production Manager - responsible for overall supervision of the Document Reading Room.

Appendix 2: Entrance documents

No admittance to the Reference or Reading Rooms is possible without either

(1) A Reader's Ticket

Available only to persons aged 14 years or over. Proof of identity is required. Acceptable proofs of identity are the following, provided that they bear a signature.

- Full passport
- National identity card
- UK cheque guarantee card, credit or debit card
- UK driving licence
- UK provisional driving licence
- UK company photo pass (providing it identifies the company)
- Student's photo-card (providing it gives the name of the University or College)
- Student's Connexions Card
- Armed Forces Identity Card
- Police Warrant Card
- International student photo card (providing it gives the name of the University or College)
- Overseas driving licence

The following are not acceptable as proof of identity on their own:

- Store' credit account card
- Senior Citizen travel pass
- Senior Citizen Rail Card
- London Transport photo-card
- Library card
- Club membership card
- Union membership card
- National Insurance card
- Building society deposit book
- County record office card
- British Library card
- Student union membership card

These may only be accepted in combination with another form of identification which must bear a signature. The following may be accepted as supporting proof of identification:

- Council tax payment book
- Pension or Benefit payment book
- Gas, electricity, telephone account statement

A Reader's Ticket can also be issued to a person who has insufficient proof of identity but who can provide a signed declaration from an existing ticket holder who has known the person for at least two years and knows not of any reason why they should not be issued with a Reader's Ticket.

A Reader's Ticket gives access to all Reading and Reference Rooms and original documents.

A charge is made for the replacement of tickets which have been lost, damaged, forgotten etc. Replacements will only be issued with acceptable proof of identity.

or

(2) A Temporary Ticket

Available only to persons aged 14 years or over. No proof of identity is required. This ticket gives access to all Reading and Reference Rooms. No original documents can be ordered using a Temporary Ticket. It is valid for three years and only one Temporary Ticket will be issued per person. The Temporary Ticket may be converted on a subsequent visit to a full Reader's Ticket on production of proof of identity. If the Temporary Ticket has been lost, damaged or forgotten etc. then the replacement ticket charge applies.

or

(3) Access for Children

Children under 14 years of age may be admitted to the reading rooms only on the signature of an accompanying adult who accepts responsibility for the child during their visit and on condition that the child remains at all times with the responsible adult. All rules apply equally to children, and they will be asked to leave if the rules are broken, e.g. through noise or disturbance to other readers. Admittance will be allowed for children under the age of 14 only at the discretion of the Enquiry Service Manager.

N.B. All tickets are non-transferable. Only one current Reader's Ticket may be held per person. Lost or stolen tickets must be reported immediately. Ticket holders are responsible for any use of a ticket issued to them unless and until they have reported it stolen. The ticket is at all times the property of The National Archives and must be surrendered on demand.

Appendix 3: Opening hours

The advertised hours of The National Archives are for the Reading Rooms. Readers may remain in the Reading Rooms up to the time fixed for closing. Records in use must be returned to the place designated (Document Returns Counter, microfilm cabinet, etc.) within this time. To allow time for the return process officers may, at their discretion, require readers to begin returning records five minutes before the time fixed for closing. The power to electrical equipment such as microfilm viewers and copiers may be switched off at the same time. The area within the turnstiles must be cleared within five minutes after the time fixed for closing and the building cleared within ten minutes after the time fixed for closing.

Appendix 4: Restricted items

No person may take into the Reading or Reference Rooms any of the following:

- Notepads with glued bindings and/or 'easy tear microperforations
- More than 20 sheets of loose paper (up to 20 sheets must first be stapled at the security desk before they are permitted upstairs)
- Outdoor garments or other clothing which might cause an obstruction or be used to conceal records
- Bags
- Umbrellas
- Video equipment (except with the permission of an officer)
- Food, including sweets and snacks, or drink
- Medication other than for emergency use
- Cigarettes, matches, or cigarette lighters
- Staplers, hole punches or sharp or piercing instruments of any kind
- Ink
- Pens
- Markers of any kind
- Paint
- Erasers (also erasers attached to pencils etc.)
- Correcting fluid
- Typewriter or printer ribbons except those already fitted on machines
- Copying equipment including cameras, scanners and camcorders, except with the permission of an officer. - (Cameras primarily designed to take still photographs may be used at stipulated locations within the research areas, upon registration at the Record Copying Counter.)

- Adhesives
- Adhesive tape
- Newspapers and magazines
- Any other item or material or fluid which in the opinion of an officer might cause harm to the documents or prejudice their security

Appendix 5: Bags for valuables

Transparent bags (supplied on request) are permitted into the Reading Rooms for the carriage of authorised items, the safekeeping of valuables and/or medication required for emergency use only. Restricted items, even though they may be valuable, may not be taken in.

Appendix 6: Inappropriate handling of records

The following are considered inappropriate in the handling of records:

- Marking a record
- Folding or creasing a record
- Any unnecessary handling or touching of a record
- Handling photographs and negatives without using the gloves provided
- Allowing a record to hang over the edge of a table
- Licking or moistening fingers while handling a record
- Flicking or fanning through the pages of a record
- Use of an instrument to turn the pages of a record
- Leaning, or placing objects, other than document weights provided by TNA, on the records
- Re-arranging the order of loose records or removing any tags, staples or other binding from records, and failure to use equipment such as foam wedges to support bound volumes (if it is practicable to do so)
- Tracing of documents without using the transparent protective sheet supplied for that purpose. (Tracing may only be done with permission)
- Carrying microfilms except in the appropriate box
- Sharpening pencils in the document reading rooms.

Appendix 7: Rules on ordering and issuing of records

1) Advanced Orders

Advanced Orders may be made for up to three documents. It cannot be guaranteed that all three documents will be available, so three alternatives may be given. The following information will be required when making an Advanced Order:

Name

Reader Ticket number.

Full National Archive document references

Date of visit

Contact details

2) Number of orders per day

There is a limit of 21 documents on 'current orders' per reader per day. If documents are returned then other orders may be made, as long as the number of documents in use does not exceed 21. These limits may be raised in exceptional circumstances, at the discretion of the Production Manager

3) Number of records issued at any one time

Documents on desks are limited to

1 box or

1 loose file or

3 tagged files or

3 bound volumes

4) Limits on issues per day - default, exceptions, peak periods

Exceptions to document ordering rules occur with:

- 1 Orders made on behalf of readers by Archive Production Services staff that are in addition to normal limits.
- 2 Bulk orders, made by arrangement with Special Productions team, that permit:
 - Up to 50 single-series consecutive documents
 - Up to 30 single-series non-consecutive documents

Appendix 8a: Conditions relating to supply of copies by The National Archives

Copyright

1 Copies of Public Records in Crown Copyright

Most public records in The National Archives are in Crown Copyright. There are no restrictions on the use of copies for non-commercial research or private study. Copies, and copies of those copies, may be made and used for education purposes. This covers both teaching and preparation for teaching and/or examination by either teacher or student.

Applications for permission to use copies for publication (including website publication), exhibition or broadcast or any other purpose must be addressed to The National Archives **Image Library**, The National Archives, Kew, Surrey, TW9 4DU. E-mail: image-library@nationalarchives.gov.uk <<mailto:image-library@nationalarchives.gov.uk>>

2 Copies of Public Records in privately owned (i.e. not Crown) Copyright

There are no restrictions on the use of copies for non-commercial research, private study or education (as defined above) within the limits set in UK Copyright Law.

Applications for permission to use copies for publication (including website publication), exhibition or broadcast or any other purpose must be addressed to the current owner(s) of the Copyright in the original document. Anyone wishing to reproduce the material in transcript, translation or facsimile is responsible for identifying the current owner and for obtaining any permission required. An application must also be made to The National Archives **Image Library** (address as above) for use of the copy.

3 Copies of non-public records and of published Copyright works held in The National Archives.

These are supplied subject to the customer completing a declaration form and observing the conditions it contains. Any infringement of these conditions may result in legal action. Any use other than for non-commercial research, private study or education, if approved by the copyright owner, may also require the permission of the **Image Library**. The National Archives Copyright Officer will provide further information on request.

Appendix 8b: Conditions relating to records copied by users

Copyright

Readers must observe the Copyright conditions below. **The Chief Executive does not authorise the making of any copies by readers or the subsequent use of them except as set out below.** Readers are responsible for any copyright infringement.

Copies of records in Crown Copyright

Most records in The National Archives are in Crown Copyright. There are no restrictions on the use of copies for non-commercial research or private study. Copies, and copies of those copies, may also be made and used for education purposes: this covers both teaching and preparation for teaching and/or examination by either teacher or student.

The use of copies for publication (including web-site publication), exhibition or broadcast or any other purpose requires permission from The National Archives

[ImageLibrary<http://www.shop.pro.gov.uk/quickorder/imagelibrary.htm](http://www.shop.pro.gov.uk/quickorder/imagelibrary.htm)
The National Archives, Kew, Surrey TW9 4DU. Email:imagelibrary@nationalarchives.gov.uk[<mailto:imagelibrary@nationalarchive.gov.uk>](mailto:imagelibrary@nationalarchive.gov.uk). A reproduction fee will be payable.

Appendix 9: Harassment

Harassment is any behaviour, which is unwelcome or offensive to the individual receiving it. It can include comments, gestures, actions, jokes and suggestions. Sometimes it is explicit or explicitly offensive and sometimes it works subtly by innuendo. It is often intimidating and threatening. Sometimes it can be persistent and sometimes it can take the form of an isolated incident. It can be directed to one person or a group of people. It may be expressed directly or apparently directed at no-one. It can involve physical contact or be verbal, written or silent. It could include the following:

- Threats or other aggressive behaviour
- Swearing or verbal abuse
- Personal comments/insults
- Bullying or intimidation
- Unsolicited telephone calls, letters, notes, e-mails
- Persistent or vexatious enquiries
- Display or transmission by-e-mail of offensive (e.g. racist or pornographic) material
- Racist/sexist remarks or behaviour
- Unwanted touching/physical contact.

[The above is meant as guide and is not exhaustive]

Appendix 10: Exclusion

Exclusions may be for one day or for a longer period of time up to permanent bans. They may apply to The National Archives as a whole or to parts of it.

The decision to deny entry to a person, or to exclude them that day from the Reading and Reference Rooms or the Office, may be taken if the situation requires it by *any* officer of The National Archives. Except in a situation of urgency the decision will normally be taken by the Enquiry Service Manager or a more senior Officer in Charge, and all exclusions should be reported to them when practicable. An excluded person has the right to know why they have been excluded, the name or other identifier of the officer authorising the exclusion and the address to which any comment or complaint may be made.

Normally exclusions for more than one day must be authorised at Director level or above. Exceptionally, anyone found to be in unauthorised possession of a record will be served with a Notice of Investigation by the Duty Security Manager and will be excluded, with immediate effect, from access to records and reading rooms for an initial period of one month. Also anyone failing to comply with a written caution issued by the Duty

Security Manager will have his/her Reader's Ticket suspended for an initial period of one month. Exclusions of more than one month must be authorised by the Chief Executive. Any person excluded from use of the Office or any part of it has the right of complaint under The National Archives' procedure. The person being excluded must receive a written copy of The National Archives complaints procedure, "*Putting things right*".

Appendix 11: Reading and Reference Rooms Internet Acceptable Use Policy

Introduction

The National Archives provides access to a wide range of research resources, including the Internet, in our role as a provider of information and promoter of educational, recreational and lifelong learning opportunities to the whole community. The Internet enables access to valuable information in many different formats. The National Archives recognise that such a resource may be open to misuse and abuse. This policy details the terms and conditions governing the use of the Internet in the reading and reference rooms by holders of Reader's Tickets at The National Archives.

Conditions of Access

Access to the Internet from reading and reference room terminals is for holders of Reader's Tickets or Temporary Tickets only. Access to the Internet from reading and reference room terminals is only provided for Readers to assist them in their research activity. General interest Internet browsing should not be carried out on reading and reference room terminals. Readers must abide by the rules and regulations as laid out in this Policy.

Filtering

Filtering software is in use to block offensive and potentially illegal Internet material, and to block sites not connected with research activity likely to be carried out at The National Archives. The National Archives operates an approved list of Internet websites. Readers will only be allowed access to websites on this approved list. Readers should be aware that no filtering mechanism is 100% reliable and may also block material that is perfectly acceptable. The National Archives is willing to consider allowing access to any website that is not currently on the approved list after careful checking of its content. All such requests should be made to a member of staff, or by using a *Your Views Matter To Us* form. We will respond to your request as quickly as possible, though this may take up to 10 working days.

Virus checking software will run on all computers.

The National Archives will monitor and record all types of network activity including all search engine queries and all sites visited.

Penalties for misuse of the Internet

The National Archives will refuse and remove Internet access to any individuals who break any of the rules and regulations as laid out in this Policy. The National Archives reserves the right to determine what is considered a breach of the rules. If deemed appropriate, further action, including Exclusion from the Reading Rooms, or reporting abuse to the police, may be undertaken.

The Internet and your responsibility

The National Archives cannot guarantee the quality of information on any external web site, or that all harmful, undesirable or offensive material will be blocked by our filtering software. The National Archives accepts no responsibility for the quality, accuracy, or availability of information accessed on the Internet. As an Internet user it is your personal responsibility to check the accuracy of information you find. The National Archives assumes no liability for any loss, damage or injury, direct or indirect, suffered as a result of using the Internet on our premises.

Readers must comply with UK copyright law at all times.

Readers should be aware of the risks attached to some Internet usage. Broadcasting personal or private details over the Internet may lead to the receipt of unwanted mail and attention. Online financial transactions should be conducted over secure connections. The National Archives cannot be held liable for any losses resulting from sending confidential financial information via the Internet.

If you accidentally access indecent or other material that could cause offence to others, or if you witness the accessing of such material by another reader, please speak to a member of staff.

Email

Email and similar messaging facilities are not permitted on reading and reference room terminals. Readers should not attempt to access such facilities.

Prohibited Uses

Readers must not access, store, transmit or publish any material which is obscene, racist, defamatory, sectarian, illegal, or which may cause gross offence to other users and which may be in breach of UK copyright law.

The use of chat rooms on the Internet is prohibited. Readers are not allowed to download instant messaging software to enable use of chat rooms.

Downloading software from the Internet is prohibited.

You are not allowed to connect any equipment to the reading room terminals.

The National Archives will monitor access to Internet websites and network activity, and anyone who breaches any of the above categories may be the subject of further action.

Data Protection

The National Archives are bound by the regulations of the Data Protection Act 1998. We will not release information on the use of specific Internet resources by individuals except when required by law.

This policy will be reviewed to make sure it remains timely and relevant.