

ARUNDEL AND BRIGHTON DIOCESAN ARCHIVES ACCESS POLICY

1. INTRODUCTION

The Diocese seeks to encourage the use of its archives both within the Diocese and by outside researchers.

2. PURPOSE OF POLICY

- 2.1. To make readers aware of the nature and scope of the archives.
- 2.2. To specify conditions and restrictions of access to the archives.
- 2.3. To ensure the security, preservation and continued availability of the Diocese's unique and irreplaceable archives.
- 2.4. To ensure compliance with professional standards and current Copyright and Data Protection legislation.

3. NATURE AND SCOPE OF THE ARCHIVES

- 3.1. The archives of the Catholic Diocese of Arundel and Brighton are private.
- 3.2. The archives date back to the formation of the Diocese in 1965. Some historical material related to parishes within the diocese, however, date back further depending on the age of the parish.
- 3.3. The archives hold historical records relating to the Bishop and the Diocese. This includes collections of photographs, plans, directories and other publications.
- 3.4. The archives does not hold Parish archival records, particularly sacramental records, as these are kept within the parishes themselves, except in rare instances.

4. CONDITIONS OF ACCESS

- 4.1. Access is open to anyone who can demonstrate a reasonable need to consult the archives for research purposes, subject to any necessary restrictions.
- 4.2. Before access to the archival material or information held within the archives can be granted, all researchers must provide the following:

4.3. A form of **photographic identification OR a letter of introduction** from someone known to the researcher in a formal capacity related to their research such as an academic supervisor, archivist, employer or parish priest.

4.4. **Archives User Agreement** form. By signing this form researchers are agreeing to its terms and conditions.

5. VISITS

5.1. Access is open to researchers by prior appointment only, during hours that the archivist is in office.

5.2. All researchers must be familiar with and abide by the *Reading Room Rules*. Infringement of these conditions may result in the withdrawal of the privilege of access.

5.3. Access is not automatic, and the Diocesan Archivist reserves the right to refuse admission or to restrict access to records.

5.4. There is no charge to use the archives. However, donations are welcome.

6. ENQUIRIES

6.1. The archivist can respond to simple email, postal or phone enquiries, free of charge.

6.2. It is not possible for the archivist to undertake detailed research on behalf of enquirers, who are encouraged to make arrangements to visit the archives if needed.

7. COPIES

7.1. All items held by the archives are subject to Copyright Law. Researchers must complete a *Copyright Declaration form* and agree to our terms and conditions before making or obtaining copies.

7.2. Researchers are usually welcome, with permission, to take photographs (without a flash) of the records for their own research purposes only.

7.3. Scans or digital images may be provided by the archivist in accordance with the current charges. Please see Archives Charges for details. These images are intended for research and are not of publication quality.

7.4. For preservation reasons, it may not be possible to scan some archival material. This decision is made at the discretion of the archivist.

8. PUBLISHING

8.1. Permission must be obtained from the archivist before any image or extract from the archives or reference to their content is published, online or offline in any media or format.

8.2. To apply for permission, a Request to Publish form should be completed and returned to the archivist.

8.3. A publication fee may be charged depending on what kind of publication the image will be reproduced in. Please see Archives Charges for details.

- 8.4. Where the Diocese does not hold the copyright, it is the responsibility of the researcher to seek appropriate copyright permissions.
- 8.5. Where an image or content from the archives is used, an appropriate citation must be included.
- 8.6. Researchers are invited to donate a copy of the publication to the Research Library.

9. RESTRICTIONS AND CLOSURE PERIODS

- 9.1. A 110-year closure period applies to all sacramental records held in the archives. Appeals for special permission can be made to the Bishop.
- 9.2. A 30-year closure period applies to all diocesan records. Appeals for special permission can be made to the Bishop.
- 9.3. Records containing confidential or sensitive information may have longer closure periods or restricted access and not be available for consultation. This decision is up to the discretion of the archivist.
- 9.4. Records containing personal information relating to living individuals may have longer closure periods or restricted access and not be available for consultation, in compliance with Data Protection Law.
- 9.5. Records deemed to be too fragile or damaged to be handled will not be available for consultation. This decision is up to the discretion of the archivist.
- 9.6. It may be necessary to periodically withdraw material from public use for purposes such as conservation, exhibition or cataloguing.

This policy is due for review by the end of October 2026.

ARUNDEL & BRIGHTON DIOCESAN ARCHIVES ARCHIVES USER AGREEMENT FORM

Name:	
Address:	
Phone number:	
Email:	
Parish/institution/university (if applicable):	
Brief description/purpose of research:	

1. As a condition of having access to the archival material held by the Diocese of Arundel and Brighton, I have read and agree to abide by the Archives Reading Room Rules below.
2. I will ensure that any data relating to living persons is treated in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018.
3. I undertake to comply with the relevant legislation on copyright when using and copying information from the archives.

Signed:		Date:	
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Any information you supply to the archives as a reader will be kept securely and treated in accordance with current Data Protection legislation. This information will be used only for administrative, statistical and security purposes. The information is kept for seven years and then destroyed unless there is an ongoing research relationship between the archives user and the Diocesan Archives.

ARUNDEL & BRIGHTON DIOCESAN ARCHIVES READING ROOM RULES

Archival material is made available to readers in accordance with the following regulations:

1. IDENTIFICATION

- 1.1. On their first visit to the archives, a researcher must register as a reader by producing one of the following:
 - Any form of photographic ID; or
 - A letter of introduction from someone known to the researcher in a formal capacity related to their research such as an academic supervisor, archivist, employer or parish priest.
- 1.2. Readers must sign the visitors book on every visit.

2. SECURITY

- 2.1. No archival material is to be removed from the reading desk.
- 2.2. Readers are not permitted in the archives store and documents must not be taken from the room in which they are being consulted.
- 2.3. Wilful damage or theft of archival material is an offence and those responsible will be prosecuted.

3. CONDUCT AND HANDLING

- 3.1. Archival material must be treated with care. Any damage must be reported to the archivist.
- 3.2. Readers must have clean hands before handling archival material.
- 3.3. No food or drink (including water) is permitted at the reading desk.
- 3.4. Smoking is not permitted anywhere in the archives building.
- 3.5. Only pencils may be used at the reading desk.
- 3.6. Documents must be kept in order and no clips or fasteners removed.
- 3.7. Archival material must not be marked, annotated or altered in any way.
- 3.8. No weight must be placed on archival material. Do not lean on it, use improvised devices to prop volumes open or put notes or laptops on documents.
- 3.9. Any damage resulting from negligent conduct may result in compensation to cover the cost of any conservation repairs needed.

THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON

ARUNDEL & BRIGHTON DIOCESAN ARCHIVES COPYRIGHT DECLARATION FORM

All items held by the archives are subject to copyright law. Researchers must complete the *Copyright Declaration* below and agree to our terms and conditions before obtaining copies.

I declare that –

- a) I have not previously been supplied with any copies of the same material by this or any other archives/library.
- b) Any copies or photographs of records in the archives that I take are to be used by me only for purposes of research for a non-commercial purpose or private study.
- c) I will not make further copies, nor supply copies to any other person.
- d) I will not reproduce any of these copies without first obtaining the permission of the copyright owner.
- e) To the best of my knowledge the work has not been published before the document was deposited in your archives and the copyright owner has not prohibited copying of their work.
- f) To the best of my knowledge no other person with whom I work or study has made or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose.

I understand that if the declaration is false in a material particular, the copy supplied to me by you will be an infringing copy and that I shall be liable for infringement of copyright as if I had made the copy myself.

Signed:		Date:	
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ARUNDEL & BRIGHTON DIOCESAN ARCHIVES: PERMISSION TO PUBLISH

Permission to reproduce and publish material from the archives

When ordering copies of any material from the archives, a *Copyright Declaration* must be signed agreeing to gain permission from the Dioceses as copyright holder (or from the copyright holder if this is not the Diocese) before publishing the copies or any part of them. Permission to publish material from the Arundel and Brighton Diocesan Archives can be requested by completing the *Request to Publish form* below.

Permission is required to publish images of material held in the archives, and also to publish transcripts of all or a 'substantial' part of an item. This applies to all forms of publications (see below). Permission is not required for the publication of short quotations or passages from documents, provided a full citation of the source is given.

Conditions of requests to publish

1. Requests for permission to publish are considered on a case-by-case basis.
2. Permission to publish is given for one-time,¹ non-exclusive use and is contingent upon receipt of applicable fees. A new Permission to Publish form must be completed, and an appropriate fee paid, for all reprints, further editions, or use of material other than for the purpose of which the original permission is granted.
3. 'Publication' includes printed material and all electronic/digital publications including websites and social media. It also includes use in filmed footage and television or streaming broadcasts; use in a public display or exhibition; and use in any kind of merchandise.
4. The applicant accepts all responsibility for identifying the copyright holder for the materials being quoted, reproduced or published, and obtaining their permission.
5. An appropriate citation for the material published must be given.

How to apply

Please complete the *Request to Publish form* below, ensuring that it is signed (we require your original signature), and return it to the archivist. If the Diocese gives permission to publish, you will be invoiced. Once your payment has been received, official permission to publish will be sent to you.

¹ With the exception of the reshewing of television programmes or films.

THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON

ARUNDEL & BRIGHTON DIOCESAN ARCHIVES REQUEST TO PUBLISH FORM

1. Details of applicant

Name:			
Telephone:		Email:	

I hereby apply for permission to reproduce documents or images from the Arundel and Brighton Diocesan Archives, as outlined below.

2. Details of publication

Author:			
Publisher:			
Title:		Date:	

3. Details of archival material to be published

Please complete this section for each separate item that you wish to reproduce (copy and paste as many sections as required).

Archives reference:			
Title:		Date:	

4. Conditions

If permission to publish is granted, I agree to abide by the following conditions:

- a) I understand that permission may be withdrawn at any time if all, or any part, of these conditions are infringed.
- b) I acknowledge that it is my responsibility to obtain any necessary consent to reproduce the material supplied by the archives from the owner of any copyright in the materials and that the archives has advised me to the best of their knowledge of any need to do so.
- c) I undertake to include in the publication an acknowledgement of the archives, naming it as 'Arundel and Brighton Diocesan Archives' and giving the full reference number of the work(s).
- d) I will not use these materials for any purpose other than that specified above.
- e) I will pay the appropriate reproduction fees, if applicable. I understand that charges may be payable on acceptance of my order, and that an invoice will be sent to me.

Name:			
Signature:		Date:	

ARUNDEL & BRIGHTON DIOCESAN ARCHIVES ARCHIVES CHARGES

While some basic services are free of charge, researchers are encouraged to consider making a donation to the Diocese if they wish. In using certain services, charges will be made as outlined below:

Service	Fee
Visits and enquiries	Free of charge Donations welcome
Self-service photography	Free of charge Donations welcome
Digital image (scan or photograph) – up to 10 images	Free of charge Donations welcome
Digital image (scan or photograph) – more than 10 images	£10 minimum. £1 each for additional images.
Publishing – academic/non-profit publications	Free of charge Donations welcome
Publishing – commercial works	£30 per image