

## Whitechapel Gallery Archive Regulations for use of records by researchers

Important - Researchers should read and sign this form.

1. The Whitechapel Gallery Archive is accessible to researchers by appointment only.
2. Hands must be clean before any archive documents are handled. Gloves are not to be worn unless instructed by the archivist.
3. Researchers may not smoke, eat or drink whilst handling documents or at any other time in the reading room.
4. Access to some documents may be restricted and the Archivist has the authority to enforce these restrictions. Researchers may be asked to sign a confidentiality agreement prior to records being produced.
5. Digital photography is only permitted with the consent of the Archivist.
6. The Archivist has the authority to decide on the quantity of documents issued at any one time and whether material is robust enough to be handled.
7. The Archivist reserves the right to decline to produce records on the grounds that they are physically too fragile, valuable, confidential, or that they are not catalogued.
8. Only pencils may be used during research. Archive documents must not be marked, folded, traced from or leant upon. Nothing must be put on the documents and they must not be put on top of anything else.
9. Researchers must ensure that they maintain the original arrangement of documents. Any which appear to be out of order should be reported to Archive staff. Researchers must ensure that they are returned in the proper order and in the proper container.
10. Damaged documents must be reported to Archive staff immediately.
11. Please ask for help when repacking records for return.
12. Photocopies are available until 4pm (only when two staff are supervising). When only one staff member is present, photocopies will need to be ordered in advance, please allow 1-2 working days for processing.
13. Photocopies are charged at a rate of 40p/A4 sheet and 50p/A3 sheet
14. Digital scans of photographs, press cuttings and other material may be available. Please enquire about specific reproduction and scanning costs.
15. If any archive material is to be included in published work the Whitechapel Gallery must be notified and give its consent in writing. This is to guard against copyright infringement. The source of the material must be clearly credited in the publication.
16. If you or anybody of your household develop at least one of the following symptoms within two weeks of your visit at Whitechapel Gallery please contact the archive at [archivenquiries@whitechapelgallery.org](mailto:archivenquiries@whitechapelgallery.org): a high temperature, a continuous cough or a loss or change to your sense of smell or taste.

I have read the above and agree to act in accordance with the rules whilst using the Whitechapel Gallery Archive. I realise that failure to do so could result in further access being denied and in certain cases might lead to legal action.

Date:

Name:

Signed:

Whitechapel  
Gallery