

Whitechapel Gallery Archive  
Regulations for use of records by researchers

1. The Whitechapel Gallery Archive is accessible to researchers by appointment only.
2. Researchers must leave any coats and bags in the cloakroom.
3. Researchers should read and sign this form.
4. Hands must be clean before any archive documents are handled. Gloves are not to be worn unless instructed by the archivist.
5. Researchers may not smoke, eat or drink whilst handling documents.
6. 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.
7. Digital photography is not permitted.
8. 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.
9. 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.
10. Only pencils and notepaper 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.
11. 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.
12. Damaged documents must be reported to Archive staff immediately.
13. Please ask for help when repacking records for return.
14. Photocopies are available. Photocopies are charged at a rate of 30p/A4 sheet and 40p/A3 sheet.
15. Digital scans of photographs, press cuttings and other material may be available. Please enquire about specific reproduction and scanning costs.
16. 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.

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: