

Using the SPAB Archive Notes & Conditions for Researchers



The SPAB Archive

The archive contains records of the Society from its foundation to recent times. These principally comprise casework, campaign and thematic files, but archive material also covers SPAB advice, publications, events, appeals, grants, educational activity and awards, and the charity's administration. **SPAB members can browse the archive catalogue via the members' area of the SPAB website: www.spab.org.uk**

Enquiries about the archive, and requests for information or to book an appointment, can be made by email: archive@spab.org.uk or phone **020 7377 1644**. The SPAB has a part-time archivist, assisted by volunteers. Enquiries are dealt with as promptly as possible and in order of receipt.

Access to SPAB Archive material

The Society welcomes bona fide researchers to its offices at 37 Spital Square to consult its archives on the understanding that the conditions set out below are closely adhered to. Failure to observe these may lead to exclusion.

Researchers may be asked to provide references or a letter of introduction (e.g. from a tutor, supervisor, employer or similar), or proof of identity, before access to archive material is given.

Researchers should be aware that access to certain files and other material may be restricted, and permission to copy, scan or photograph it withheld, due to data protection considerations or the file's physical condition. Care of archive material has to be our overriding consideration.

No 37 Spital Square

Usual hours for using the archive are 10.30 to 16.30 on Thursdays and Fridays, by appointment. Other weekdays may be possible - please contact the Archive Officer to enquire. Researchers should be aware that they will be consulting material in the SPAB's offices, seated alongside Society staff, and are asked please to respect their working environment. Researchers should follow SPAB staff directions in the event of a fire or other emergency.

Researchers are responsible for their personal belongings whilst on the premises and the SPAB accepts no liability for loss or damage. Coats should be left in the hanging space and umbrellas in the hall stand. Bags should be deposited in the lockable unit available for researchers' use.

Toilets are situated in the basement and on the first floor mezzanine adjacent to the Committee Room and kitchen. Hot drinks are available in the kitchen and researchers are also welcome to use the anteroom adjacent or the courtyard garden for breaks and to eat their lunch. Smoking is not permitted anywhere in No 37 or its courtyard. Please note that No 37 is a historic building with some uneven surfaces, and approached up a short flight of steps. There is not currently level access to the building. Please contact staff in advance of a visit to discuss any particular access needs.

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Conditions of Use

All researchers must complete a Researcher Details form and return it to a member of SPAB staff. Contact information* is requested in order that the Society can record use of the archive and to enable it to contact researchers about their enquiry and experience of using the archive.

Visiting researchers are invited to make a donation (£5 suggested) towards archive costs, which can be made at reception, in cash or via the card donation point.

All archive material is to be handled with great care and with clean, dry hands. Researchers may be asked by SPAB staff to wear gloves to examine certain material.



Photography is only permitted with specific agreement by SPAB staff – **please enquire.**



Notes are to be made in pencil only. No pens or highlighters are permitted. Laptops and i-pads can be used.



No food or drink is permitted near any archive material.



Archive material must not be marked in any way, and no clips or sticky notes of any kind may be attached to it. Researchers should not rest their papers on files or other archive material. Only one file should be consulted at a time. All papers (loose or tagged) must be kept / replaced in the correct order in the file. Especial care should be taken with loose material.

Archive material must not be removed from the research room at any time.

Researchers wishing to consult large format material or architectural drawings will need to use the large table in the Committee Room. This is subject to availability.

Photographing and copying SPAB Archive material

Requests for copy material should be made to SPAB staff. All copying permitted (photocopy or scan) is subject to copyright, data protection and conservation considerations and staff availability.

If researchers are given permission to take digital or other photographs of archive material, they should list the photographs taken on their Researcher Details form. SPAB welcomes copies of such photographs (labelled) to add to its digital archive.

Should a researcher wish to reproduce any of the material copied, they must first seek consent from the SPAB's Director. Any such reproduction must be appropriately referenced using the form of words agreed by the SPAB. Data Protection considerations may apply.

The SPAB welcomes researchers subsequently sending a copy of any article or publication resulting from research in its archive, and is glad to hear details of any event, exhibition, interpretation, presentation or similar which draws on its archive material.

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