



THE SOCIETY FOR THE PROTECTION OF ANCIENT BUILDINGS

THE SPAB ARCHIVE NOTES AND CONDITIONS FOR RESEARCHERS

THE SPAB ARCHIVE

The archive contains records of the Society from its foundation to recent times. These principally comprise case, campaign and thematic files, but archive material also covers SPAB reports, events, appeals, grants, educational activity and awards, and administration of the organisation. The archive catalogue is available to members of the Society via 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**. Please note that the SPAB does not have an archivist. Enquiries are dealt with by the Education and Training team as promptly as possible and in order of receipt.

ACCESS TO SPAB ARCHIVE MATERIAL

The Society welcomes bona fide researchers to its premises to consult its archives on the understanding that the conditions set out below are closely adhered to. Failure to observe these conditions 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 the overriding consideration.

No 37 SPITAL SQUARE

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.

Usual hours for consulting the SPAB archive material are 10.30 to 16.30 on weekdays, by appointment.

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 ground floor cloakroom 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.

Tea and coffee are available in the kitchen on the first floor mezzanine. Researchers are also welcome to use the anteroom adjacent to the kitchen for refreshment breaks and to eat their lunch.

Smoking is not permitted anywhere in No 37 or its courtyard.

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CONDITIONS OF USE

- All researchers must complete a Researcher Details form and return it to a member of SPAB staff.

- 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 can be used.



- 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.



- No food or drink is permitted near any archive material.

- Researchers should consult only one file 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.

COPYING ARCHIVE MATERIAL

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

Researchers should be aware that it is not always possible for copying to be carried out on the day of their visit. Photocopying (where permitted) is charged at 10p per sheet.

If researchers are given permission to take digital or other photographs of archive material, they should return a list of photographs taken to SPAB staff along with 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 Director of the SPAB and 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.