

## **Guidelines for Researchers working with Durham University Museums and Collections**

The following research guidelines pertain to research conducted into collections managed by University Library and Collections (ULC) team: the Oriental Museum, the Museum of Archaeology, Durham Castle Museum, Western Art Collections and those parts of the Biological Science collections under the care of ULC.

We are keen to facilitate external researchers, while still caring for our collections. While we try to accommodate all researchers, please bear in mind that we have a limited number of staff who all have other curatorial and collections management responsibilities. We also have only limited space for researchers to work in and cannot accept more than one or two researchers on any day.

Recognising that visiting researchers may travel long distances to work for a relatively short period, our staff will make every effort to maximise the effectiveness of the visit. Please follow the guidelines outlined below to enable us to help you as well as we can.

### **Research Visits**

A request to access our collections must be made to one of the Curators or the Registrar, ideally at least one month prior to the anticipated start date of the research visit. Requests should include as much information as possible on the subject and purpose of the research, and state a preferred date or dates.

The best way to contact museum staff is by email via:

Oriental Museum/Bioscience [oriental.museum@durham.ac.uk](mailto:oriental.museum@durham.ac.uk)

Museum of Archaeology [archaeology.museum@durham.ac.uk](mailto:archaeology.museum@durham.ac.uk)

Durham Castle Museum [castle.collections@durham.ac.uk](mailto:castle.collections@durham.ac.uk)

Western Art [artcollection@durham.ac.uk](mailto:artcollection@durham.ac.uk)

Your enquiry can then be passed to the relevant member of museum staff.

The following information is useful when making an initial enquiry:

- Name
- Institutional affiliation (if any)
- Position
- Contact details
- Purpose and subject of research
- Collection/objects requested (if known)
- Intended date(s) of visit (if known)

### **Research by Museum Staff on Behalf of Researchers**

Museums staff can undertake, subject to available time and expertise, research for those unable to visit Durham. Scans or images suitable for research can be emailed to the researcher.

If the research takes less than 30 minutes there is no charge incurred.

If the research takes more than 30 minutes, there is a research fee of £20 (plus VAT) per hour plus any direct costs of photography or photocopying required. Before we undertake any work we will agree all costs with the researcher and seek confirmation of the researcher's deadline and precise requirements.

All work by museum staff on behalf of researchers is carried out in strictest confidence.

Cost of supplying a photograph- see separate sheet on photographic charges

Cost of photocopying- Minimum charge £1.50; 10p per sheet

### **Hours**

You can find information on research access hours on our website at:

<https://libguides.durham.ac.uk/mge/book-appointment>

Please be aware that due to changing Covid restrictions, it may be necessary to make changes to published hours at short notice.

If you visiting and expect to be delayed please inform museum staff in advance on 0191 334 5691 or by emailing the relevant member of staff.

### **Registration**

Upon arrival at the University Museums researchers should identify themselves with current photo ID and sign in at Reception.

Museum staff will provide Visiting Researcher identification to be worn whilst conducting your research.

In an emergency, staff will issue procedures to all present at that time.

### **Personal Belongings**

- No personal belongings will be allowed in the store rooms. There are free, keyed lockers provided for your use while at the Oriental Museum. Any items too large for the lockers may be left at reception. Secure spaces are also available at the other sites.
- Laptops may be used, as well as handheld audio recorders for taking notes. The use of any other electronic equipment is prohibited unless agreed by the member of museum staff overseeing the visit.
- Notebook paper and pencils may be used for taking notes. No pens or markers are allowed in store rooms.
- No food or drink is permitted inside storage rooms.
- All objects and documents must remain in store rooms and kept on a table at all times.
- Any photography of artefacts must be approved by curatorial staff.
- There are no photocopying facilities adjacent to the study facilities at Castle or the Museum of Archaeology. Any photocopying requested during a visit will have to be undertaken after the visit and posted on.

## Handling of Materials

- Visiting researchers should ideally have some prior knowledge associated with handling museum objects. Researchers with minimal museum-based research experience may be instructed in normal operating procedures if necessary.
- Researchers are required to handle all materials with care, and to follow instructions regarding handling of objects given by staff.
- Researchers will be asked to wear gloves when handling certain materials. These will be supplied by the museum staff.
- Handling of fragile objects is dependent upon their physical condition.
- No marks, alterations or erasures are to be made to any materials in Durham University's collections.
- Any questions should be referred to the curatorial staff member on duty.

## Redeterminations

Any remarks, changes of identification etc should be confirmed to the member of museum staff overseeing the visit.

## Publication and Copyright

- Permission to study materials does not convey the right to reproduce or publish. Materials from Durham University's museums and collections are provided for reference purposes only.
- Permission may be granted for researchers to take photographs of objects. Permission to take photographs for research purposes does not convey the right to reproduce or publish such images.
- Extensive reproduction of any Durham University property requires copyright permission and payment of a license or other fee to the University.
- Researchers agree to provide Durham University with a copy of their completed work or any publication relying substantially on its collections. Researcher's publications serve as a resource for staff, students and visiting researchers, and are also an important means of documenting the significance and use of the collections.

## Acknowledgement

When citing materials from the Oriental Museum, citation should follow this format: *identification of item, name of collection/donor if relevant, item accession number, The Oriental Museum, Durham University.*

When citing materials from the Museum of Archaeology, citation should follow this format: *identification of item, name of collection/donor if relevant, item accession number, Museum of Archaeology, Durham University.*

When citing materials from Durham Castle, citation should follow this format *identification of item, name of collection/donor if relevant, item accession number, Durham Castle, Durham University*

When citing materials from the University Art Collection, citation should follow this format *identification of item (artist, title, date, medium), funding credit/donor if relevant, item accession number, Art Collection, Durham University*

When citing materials from the Biosciences Collection, citation should follow this format *identification of item, name of collection/donor if relevant, item accession number, Biological Sciences Collection, Durham University*

### **Researcher's Data Protection responsibilities**

Researchers are responsible for ensuring that the use of any personal data obtained from our archives and records is carried out in a way that is in compliance with current data protection legislation.

Researchers are responsible for compliance with current data protection legislation in relation to any processing they undertake of personal data obtained from Durham University Museum archives and records.

Researchers should not make the results of their research available in a form that identifies any data subject without the consent in writing of the data subject or the data controller (Durham University).

### **Durham University Data Protection**

We collect and process your personal data in order to provide access to the buildings and collections in our care, in line with current legislation and professional standards. Your personal information will not be shared outside Durham University. See also our Summary Privacy Statement online at

<https://www.durham.ac.uk/departments/library/about-us/policies/privacy-notice/>

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