

Guidelines for Researchers at Elmbridge Museum

Elmbridge Museum is keen to facilitate external bona fide researchers while safeguarding the condition of its collections.

Please follow the guidelines outlined below for research at Elmbridge Museum.

Application for Research

A request to access Elmbridge Museum collections must be made well in advance of the anticipated start date as Museum items may be stored off-site in other areas of the Borough.

Requests from researchers should outline the subject and purpose of their research, and state the date or dates on which they wish to conduct research.

Researchers must provide a postal address, telephone number, and if possible email address so that they may be contacted at short notice.

Research by museum staff on behalf of Researchers

Museum staff can undertake, subject to available time and expertise, some limited research for those unable to visit Elmbridge Museum for a fee. Photocopies or images suitable for research can be mailed or emailed to the researcher, for a copying fee plus postage and packing. Before any work is undertaken all costs will be advised and agreed with the researcher.

Details of photographic charges and copyright implications can be supplied upon request.

Hours

Access to Elmbridge Museum Local Studies Area is on Mondays from 10am to 12pm; on Tuesdays from 2pm to 5pm; and on Wednesdays from 10am to 1pm. If you expect to be delayed please inform the Collections Officer or Museum Community Engagement Manager in advance.

Appointments outside of these hours may be made at the discretion of the Museum Community Engagement Manager, or Collections Officer.

Registration

Upon arrival at Esher Civic Centre researchers should report to Reception and await collection by a member of the Museum team. In an emergency, Council Staff will issue safety and evacuation procedures to all present at that time.

Personal Belongings

The Museum does have lockers for patron's use so that personal property including coats, pens, folders, cases, containers, bags, brief cases, backpacks, and purses etc should be kept to a minimum in the research room. Laptops and handheld audio recorders, with their own battery supply may be used to take notes. The use of other electronic equipment including mobile phones, cameras and personal copiers will be by prior permission of the Museum Staff.

Only materials needed for research, including pencils, paper and research notes, should be kept with you on the research room worktable.

Any personal property used within the Local Studies Area or collections storage areas may be subject to inspection upon leaving.

Handling of Materials

Visiting researchers must demonstrate or be known to possess competence in museum-based object handling skills. Researchers with minimal museum-based research experience or unfamiliar with standard museum protocols may be instructed in normal handling 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 white cotton gloves when handling certain materials. These will be supplied by Elmbridge Museum.

The physical condition of certain objects may limit access to, or the handling of, fragile objects.

No food or drink may be taken into or consumed in the Local Studies Area or collections storage areas.

No marks, alterations or erasures are to be made to any materials in the Museum. Only pencil may be used for note taking when working near artefacts and objects.

All objects and materials must remain flat or resting on the surface of the table, or be supported with the supports provided.

Any questions should be referred to the Museum Community Engagement Manager, or Collections Officer, on duty.

Publication and Copyright

Permission to consult materials does not convey the right to reproduce or publish. Materials provided from the collections of Elmbridge Museum are provided for reference only.

Permission may be granted in certain circumstances for researchers to take photographs of objects in the Museum collections for research purposes only. Permission to take photographs for research purposes does not convey the right to reproduce or publish such images.

Extensive quotation, copying for research purposes, the reproduction or publication of art works, photographs, manuscripts, and other images from Elmbridge Museum collections requires copyright permission from the Museum Manager, or Collections Officer, and possibly payment of a fee to Elmbridge Museum.

Researchers agree to provide Elmbridge Museum with a complimentary copy of their completed work or any publication or catalogue relying on or referring to its collections.

Researchers' publications serve as a resource for staff, students and other visiting researchers, and are also an important means of documenting the significance and use of the collections.

Acknowledgement

When citing materials from Elmbridge Museum, citation should follow this format: *identification of item, item accession number, Courtesy of Elmbridge Museum, Elmbridge Borough Council.*