

# Swindon Museum and Art Gallery Research and Access Policy



**Name of museum:** *Swindon Museum and Gallery*

**Name of governing body:** *Swindon Borough Council*

**Date on which this policy was adopted:** *March 2016*

**Policy review procedure:**

**The collections development policy will be reviewed from time to time, at least once every year or in response to changes in legislation or SBC policy.**

**Date at which this policy is due for review:** *March 2017*

## **The museum's statement of purpose**

To promote, showcase, enhance, celebrate and safeguard Swindon Museum and Art Gallery's important collections to inspire our visitors now and in the future.

### **1. Statement of general principles**

Swindon Museum and Art Gallery recognises our responsibility to increase knowledge about our collections. This contributes to increasing and sharing knowledge of our society, histories and culture, and to increasing access to our collections. SM&AG is committed to, and supportive of, undertaking such research on our collections, and sharing the results through exhibitions, interpretations, publication and other means.

SM&AG's aim is to make physical and intellectual access to the collection as easy as possible for all. Our current facility limits physical access to our collections, so we are embarking on an ambitious redevelopment programme which will ensure excellent access to our collections in the future.

As a service provider and equal opportunities employer, SM&AG aims to comply with the provisions of the Disability Discrimination Act 1995 and with the amendments made since. Progress is supported by Swindon Borough Council's Equalities Officer.

### **2. Access**

#### Physical Access

Apsley House (the museum's current location in Old Town) has limited access. Five of the seven galleries are only accessible by stairs. The museum itself is spread over six levels.

As Apsley House is a listed building, we are restricted in the improvements we can make. However, we are committed to the following actions:

- Clear access information available on our website and given out to anyone phoning about visits or events held on site
- A programme of changing exhibitions in the two accessible rooms to ensure a range of well-displayed collections is always on display
- Provision of buggy/wheelchair parking space in the front two rooms to aid visitors
- Ensuring corridors and doorways are always clear to facilitate those with limited mobility or walking aids

SM&AG supports different forms of access to the collection to support those who cannot access our building, such as illustrated lectures and handling sessions held in accessible handling galleries.

SM&AG loans objects to other institutions in order to increase access to our collections.

### Safety in the Building

SM&AG prioritises the safety of all those using its building and services. SM&AG's emergency plan ensures all users can be quickly and safely evacuated in times of emergency.

### Access to Collections

SM&AG hosts a series of changing art and museum exhibitions to increase access to stored collections.

To facilitate collections access, we offer the following services:

- Copy material may be supplied digitally or by post to researchers unable to access the building
- off-site talks and handling sessions can be provided
- temporary workspaces can be established in the accessible ground floor galleries for researchers
- collections can be made available to view/study in the accessible ground floor galleries
- loans are made to other institutions to increase the number of objects on display
- loan requests to enable objects and information offsite will be considered

### Safety of Collections

SM&AG will always balance the need for access with maintaining the safety of our collections. SM&AG holds the collections in trust for the people of Swindon and will not knowingly do things that place the collection at risk from damage or theft.

## **3. Research**

Collections-related research is essential in providing knowledge of their wider context, building public awareness of our collections and increasing public engagement with our collections. All interpretation for the public, whether through exhibitions, publications or digitally, should be underpinned by the best and most up to date knowledge of our collections.

Enquiries will be directed to the Collections Staff via the main site email address. An acknowledgement will be sent with 5 working days of receiving an enquiry, with a timescale provided for when a fuller answer will be sent.

SM&AG will support research that has the following aims or outcomes:

- It will increase our understanding of an object, art work or collection within our ownership
- It will provide historical, social, cultural or intellectual context for an object, art work or collection in our ownership
- It will support original research within the subject or academic discipline
- It develops a productive relationship with an academic institution

SM&AG offers the following support to researchers:

- a quick and effective reply service

- access to stored objects on request
- images of the collection, subject to copyright restrictions
- access to research files, correspondence and archives, subject to data protection restrictions
- copy information supplied digitally or by post for researchers unable to visit the museum
- directing researchers to other museums, archives and institutions who may have relevant material

SM&AG may refuse collections access where:

- researchers have an existing or potential financial interest in the outcome of the research (if SM&AG staff have a concern, the enquirer will be questioned on this point before access is granted)
- there is a private or financial benefit significantly dependent upon the outcome of the research (if SM&AG staff have a concern, the enquirer will be questioned on this point before access is granted)
- we are unable to provide safe access to collections or objects
- the demands on museum staff outweigh the potential public benefit of the research
- research is a duplication of work already carried out
- researchers are unable to provide appropriate supporting information
- the museum staff cannot provide a safe, secure or low risk means of researcher access to the object

SM&AG will not support research misconduct, such as piracy, fraud, plagiarism or deliberate breach of copyright or other intellectual property rights.

Due to the value and significance of some collections, we may refuse access to researchers who are unable to supply reasonable credentials from their academic institution or employer.

#### **4. Copyright**

It is the responsibility of an individual or organisation requesting use of an image or creative work in our ownership to apply for copyright clearance, where needed.

As a rule of thumb, a creative work of art is in copyright for 75 years after the death of its maker. Where the maker is unknown, the work is in copyright for 75 years after its assumed date of manufacture.

Where SM&AG knows the copyright holder, it will pass this information on. It is then the responsibility of the enquirer to contact the copyright holder and negotiate clearance.

Where SM&AG allows use material to which it owns intellectual property rights, it will communicate this decision by letter or email. In the case of commercial use of this material, the enquirer will need to return a signed copy of the letter to show they understand and agree to the terms and conditions of use.

## 5. Reproduction and Charges

SM&AG receives requests for commercial and non-commercial usage of works of art and photographs in our collection.

Image requests will be forwarded to a member of Collections Staff who will check the availability and any restrictions over how the image can be used, as well as any information held about the copyright holder.

Where SM&AG holds a publication quality image, this will be supplied via We Transfer or (for a fee) by disk through the post. Transparencies and slides can be loaned to organisations for reproduction purposes but should be returned by an agreed date.

Where SM&AG does not hold publication quality images, it will charge for professional scanning or photography.

SM&AG will levy the following charges for use of its images. All prices are in £s.

Prices in £s	One Country/One Language Page size			World/One language Page size			World/All Languages Page size		
	Full	½	¼	Full	½	¼	Full	½	¼
Books Newspapers Editorials Magazines	70	50	30	90	70	50	110	90	70
Book jackets and magazine covers	100			150			200		
DVD Video	50			80			110		
Website	40			---			---		
TV/Film, all formats	50			75			100		
Advertising: newspapers, brochures, direct mail and trade	100			125			150		
Advertising TV (up to 3 months)	200			300			400		

These costs will be reviewed and may be changed by April 2016.

SM&AG will not charge for use of its images in the following circumstances:

- Personal blogs
- Essays, dissertations and theses
- Non-commercial lectures and presentations

- Publicity and publications associated with museums and galleries taking our works on loan

For all other uses not specified on this list, please contact SM&AG directly to discuss your requirements.

## **6. Acknowledgements and Dissemination**

SM&AG will authorise use of material via letter or email. Researchers should credit SM&AG for the use of collections and images in published research. SM&AG will add relevant publications to its archive to support future interpretation and research.

A copy of the resulting research or publications should be provided to SM&AG as either a paper or digital copy.

The standard acknowledgement line should read:

**From the collection of Swindon Museum and Art Gallery**

Or

**Swindon Museum and Art Gallery**

Unless otherwise stated.

SM&AG will appropriately acknowledge research which informs exhibitions, interpretation and publications.

Swindon Borough Council should be consulted on the publicity and marketing of and research based on objects or collections held by SM&AG.