

ACCESS TO CARPET MUSEUM TRUST COLLECTIONS

General

The Trust welcomes enquiries from all who are interested in their collections of archives, museum artefacts and printed books. We will do our best to make material from the collections accessible for study, but intending users are asked to bear in mind that the Centre is run by volunteers on a part-time basis. It may not always be possible to provide access at the required times or to accommodate visitors without prior appointment.

Although there are a number of conditions and procedures – common to most archives and special collections – that need to be applied to protect the materials in our care, it is our aim to provide public access to our collections in as efficient and straightforward way as possible. Please help us to help you by taking note of the following guidelines and complying with them as far as possible.

The material is not available for loan – although special arrangements may be available for duplicate copies of published works – and the collection is primarily a reference resource.

Terms of access

Access is open to all (subject to certain necessary restrictions outlined below) but the Trust reserves the right to ask for proof of identity and/or references for individual users wishing to use unique original materials. The introduction of a more formal reader admission system may be considered at some future date.

Arrangements for access

An appointment to view the collections is recommended. While casual callers will be accommodated when the centre is manned, we may not be able to provide access to all the material relevant or offer the specialist help and advice that can be provided if your visit is pre-arranged. The initial point of contact is ... [insert name and contact details]

Appointments can generally be arranged between 9.00 and 5.00 on Mondays to Fridays. It will be helpful if you can give an indication of the likely duration of your visit and arrive promptly at the agreed time.

General requests

If you have a general enquiry or if you are unsure about what you need, then we recommend that you telephone or e-mail us in advance for general advice and guidance on suitable material for your research or study. We will aim to steer you towards the books, journals, archives or on-line resources most likely to be helpful for your enquiry.

Requests for access to specific material

If you have consulted our online catalogue, then you may well have identified specific items that you wish to see. Please identify these by their reference number and let us have a list of them in advance of your visit. It will be best if you limit your list to (say) ten items initially,

although we will be happy to make special arrangements for people with limited time who need rapid access to more extensive quantities of material. Generally, additional items can be produced for you when you are here.

Copying and photography

Subject to the physical condition of the material, its suitability for copying and compliance with copyright law, photocopies of material can be supplied for payment (see separate scale of charges). Prints of scanned images can also be supplied on photographic paper, and items can be scanned on request where an existing image is not available. The use of cameras will only be allowed for personal use (and not for commercial or business purposes), and anyone taking pictures in this way will be asked to sign a form stating the purpose for which copies will be made and used.

Conduct

Users are reminded of the need to handle all materials with care, and especially:

- To minimise the risk of accidental marking by using pencil (not biro or ink) for marking handwritten notes
- To respect the arrangement of the material by ensuring that bundles of papers and groups of items are kept in the order in which they are produced for use
- To avoid damage by handling material with care, e.g. hold photographs by the edges and never touch the surface area of the image, turning pages by the edges etc

Special rules

Smoking, drinking and eating (including sweets) are not permitted in the reading room or in areas where the collections are stored and made available for study.

Comments, suggestions and complaints

We value comments and suggestions from people using our facilities, and we will do our best to act on all feedback in order to make improvements and ensure that the services we provide meet the needs of our users. Even in the best run services things sometimes go wrong, and if you experience any serious difficulties or wish to make a complaint then you should contact the Secretary of the Carpet Museum Trust [add contact details].

CJP – draft outline 04/10/2005 (revised 1 March 2006)