

Terms and Conditions of Access for Public Research

All users of the REM Research Services must read, sign and adhere to the stipulations and procedures laid out in this document before any collection item is made available.

This document also includes the Collections Handling Procedures for Researchers (p.2) and Copyright Reproduction Guidance for Researchers (p.3).

1. Research bookings to access the Museum, Library or Archive collections must be made in advance with at least two weeks' notice. This should be done by contacting the REM via the enquiry form on www.re-museum.co.uk.
2. Research facility opening times are as follows:
Archive 10 am – 4.00 pm Tuesday and Wednesday
3. The service closes for an hour at lunchtime from 13.00-14.00. The Museum does have a café and outdoor picnic area.
4. The Reading Room used for the Archive service is on the first floor, there is a lift for visitors with access requirements.
5. Researchers must bring photographic ID and proof of address to all appointments and present them to the attending Curator. Regular researchers may ask for a Reading Ticket negating the need for ID at every visit.
6. Researchers must complete a 'Research Form' giving their name, address and an accurate description of the purpose of their research before gaining access to the REM collection.
7. Researchers should arrive in good time at the Museum Reception and purchase their ticket, an Annual Research Pass costs £14.00 per person and includes entry to the Museum (valid for 12 months). Library users will then be issued with a 'visitors' pass and escorted to the Reading Room.
8. The REM does allow photocopying and digital photography of its collections and the details of this are laid out in the *Copyright and Reproduction Rules for Researchers*.
9. Researchers will be expected to adhere to the *Collections Handling Procedures for Researchers*. These include a restriction in the use of pens, pencil only, and a restriction in the use of flash photography.
10. On completion of a research visit Researchers will be escorted to the Museum Reception where they should return their visitor pass and pay any charges due.

REM Public Research Object Handling Procedures

The procedures listed below are designed to protect the REM collection from damage and ensure its ongoing availability to public researchers.

1. Food and drink is not permitted.
2. Pens are not permitted, pencils can be provided.
3. Curatorial staff will direct researchers in the most appropriate way of handling the material being viewed and this direction must be adhered to. Books must not be forced to open and lie flat or have their spines damaged - book rests and weights will be provided where appropriate.
4. Where possible, when removing material from the shelves do not pull the spine but reach behind and push the book from the centre of the text block.
5. If handling photographs and other delicate material you will be asked to wear gloves which will be provided on the day.
6. The REM reserves the right to refuse access to items in the collection if, on inspection, they are too fragile to be handled directly. Advance notice of this may not be possible although substitutes of some material may be available.
7. Where substitute material (reproductions) is available the REM preference is to make this accessible to researchers as a first choice. The quality and accuracy of these is guaranteed.
8. Photocopying and digital photography may be undertaken under the terms of the RE *Copyright and Reproduction Rules for Researchers*. No flash photography is permitted.
9. The REM would like to remind Researchers that our primary aim is to ensure the long term preservation of the collection and its ongoing accessibility by the public. To this end we ask that Researchers remain thoughtful about their actions when handling historic items and ensure, for example, that no loose clothing, jewellery or eye glasses may fall or snag an item, that nail varnish may not transfer and coughs and sneezes are directed away.

Copyright and Reproduction Rules for Researchers

All material held by the REM is subject to UK copy right and intellectual property right legislation. The Rules listed below ensure that the REM and its users operate within the bounds of this legislation and that 'Due Diligence' is observed.

Copying and reproduction services are provided to those researching at the REM but under strict adherence to the rules listed below.

1. The REM only allows photocopying of Institution of Royal Engineers publications, e.g. The Royal Engineers Journal.
2. Photocopying of rare printed books, archival material or photographs is not permitted.
3. A digital photography licence entitling researchers to use their own digital cameras to photograph material is available at the cost of £10.00 per day or £50.00 per year.
4. REM staff will identify material to researchers which is unsuitable for copying or photography because of its age, physicality and condition.
5. The REM does not permit the copying or photography of material by researchers for commercial purposes (which include publication and paid research). It does offer a reprographic and commercial licensing service (details are available on request).
6. Any researcher failing to adhere to guidance or direction given by REM staff will immediately have collection items they are viewing withdrawn from them and be directed to leave.
7. The REM reserves the right to restrict copying of any material.
8. Any charges due from photocopying and/or licence fees will be listed on a REM Reprographic Order Form & Invoice for payment at the Museum front desk at the end of your visit.