

Royal College of Psychiatrists

Archives Access Policy



Document Information

Title of document	Royal College of Psychiatrists Archives Access Policy
Version number	V01
Type of document	Policy
Purpose of document	<ol style="list-style-type: none"> 1. To specify the conditions of access to the College`s archives collection 2. To ensure the security and preservation of our unique archival holdings 3. To ensure compliance with the General Data Protection Regulations (GDPR), the Copyright Act 1998, the Data Protection Act, and the College`s policy relating to the donation of archives (Archives Collection Development Policy).
Target audience	All staff, College Members, researchers and members of the public.
Distribution	College intranet – COLIN and the College website
Consultation	
Approved by	SMT
Date of approval	22 January 2019
Author	Francis Maunze Archivist and Records Manager
Latest Review date	16 November 2021
Review recurrence	Every 2 years
Date of next review	November 2023

Document Control

Version Number	Reason for Change	Description of Change	Date of Change	Author

Royal College of Psychiatrists Archives Access Policy



Introduction

The archives of the Royal College of Psychiatrists consist mainly of records created by the College and its predecessor bodies. The collection also contains deposited archives and manuscripts, and an antiquarian book collection on the history of psychiatry.

Purpose of the Policy

The purpose of the policy is:

- to specify the conditions of access to the College's archive collection
- to ensure the security and preservation of our unique holdings
- to ensure compliance with the General Data Protection Regulations (GDPR), the Copyright Act 1998, the Freedom of Information Act 2000, and the College's policy relating to donated archives.

Conditions of access

1. College archives which are over 30 years old are open to all Members and staff of the College, subject to any access restrictions.
2. They are also open to other researchers and the public by appointment with the Archivist.
3. Access to archives which are less than 30 years old is restricted and at the discretion of the Archivist. Staff and Members of the College may have access for purposes of conducting College business.

Access restrictions

Access is restricted to the following categories of records:

- Under the General Data Protection Regulations (GDPR) all records which contain personal or sensitive information relating to an identifiable living individual have restricted access. Only the individual to whom this data relates may access these records by means of a subject access request.
- All records deemed to be sensitive and confidential. This includes records such as minutes of meetings and papers of the Board of Trustees, Council, Finance Management Committee, and the Disciplinary and Complaints Committee.
- The College's Preservation Policy restricts access to archival materials that are fragile and in poor condition.
- The Archivist may restrict access to uncatalogued archives. This is because access to unlisted and inadequately arranged material might affect the integrity of that collection.
- Access to some donated archival material may be restricted depending on the agreement made between the depositor of the collection and the Archives.

Enquiries and Appointments

1. The archive collection is available to researchers and the public by appointment with the Archivist.
2. Researchers and the public can make enquiries by email, telephone or post. Written enquiries will normally be responded to within 5 working days. In situations where the response requires protracted research work. The Archivist will advise the enquirer to come into the Archives to conduct the research themselves or arrange with other people who would come in on their behalf.
3. Our on-line [archives catalogue](#) can be accessed via the College website. The catalogue contains mainly descriptions of the collections, and some digitised documents, such as newsletters and photographs.
4. Some of our archive descriptions can be found on other web portals such as the [Archives Hub](#), [AIM25](#), and [Archives Portal Europe](#).

Opening times

The Archives is open Monday to Friday from 09.30 hrs to 16.30 hrs. The Archives is not open during weekends and bank holidays.

Copying

The reproduction of archives depends on the provisions of the College's Preservation Policy and in compliance with the current copyright legislation. Reproduction of archives can only be made by the permission of the Archivist.

Publishing

1. Permission to publish images or content from our archive collection must be obtained from the Archivist. The following citation must be included when using our material: *By permission of the Royal College of Psychiatrists Archives.*
2. Researchers must request for permission from the Archivist to carry out any further reproduction and/or publishing of material obtained from our archive holdings
3. Copyright restrictions apply to almost all material held in the archives collection.
4. Copyright may also lie outside the Royal College of Psychiatrists. In such a situation it is the responsibility of the researcher to obtain appropriate permission for consulting, copying or publishing of such material.

Date of Policy: December 2018	Next Review: November 2023
SMT Approval: 22 January 2019	Author: Francis Maunze Archivist and Records Manager