

THE IRONBRIDGE GORGE MUSEUM TRUST

Archive Guidance for Access and Use:

1. A reader will be required to supply one form of photographic identification, such as a passport, driving licence or Voter Authority Certificate. In the absence of photo ID, we will consider two other official documents with proof of address. We reserve the right to require letters of introduction for researchers wishing to access confidential or closed records.
2. Appointments to consult all archive material should be pre-arranged. We recommend enquiring at least two weeks in advance.
3. Readers are responsible for all items issued to them. Papers and other materials must be handled with the utmost care and kept in their correct order.
4. Lead pencil should be used for taking notes. The use of any kind of ink pen is forbidden. Laptop computers, tablets, or dictation devices may also be used, provided their use does not disturb others.
5. Photographs may be taken for research purposes, but permission must be sought in advance from a member of staff.
6. On completion of work for the day readers may be required to make their working notes available for a brief security check.
7. Readers may not eat, drink, vape or smoke in the Reading Room.

Archive Guidance for Publication:

8. General acknowledgements for use archive of material should be made to the Ironbridge Gorge Museum Trust, Shropshire.
9. No copyright material should be used in any publication without first obtaining permission from the copyright holder.
10. Readers seeking to publish images and copies of archive documents should contact the Collections Team for advice. A reproduction fee will be payable unless the publication is not-for-profit. [See licence fees.](#)

☐ Tick here to accept the Archive Rules and Regulations

Details of proof of ID/address:

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Signed:

Print name:

Date:

By signing you agree to abide by the terms and conditions stated above.

IGMT staff Signature:

Print name:

Date: