



Warrington Museum of Freemasonry Access Policy

Name of museum: Warrington Museum of Freemasonry (WMF)

Name of governing body: Warrington Museum of Freemasonry Board of Trustees

Date on which this policy was approved by governing body: February 2018

Policy review procedure:

The Access to Collections Policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: December 2019

1. Introduction

Relationship to other relevant policies/plans of the organisation:

The museum's statement of purpose is:

To create a stimulating resource, reflecting best practice, to represent the development of Freemasonry both nationally and locally, as part of Warrington's cultural environment, and to provide a varied and high-quality heritage experience for all members of the community.

This policy should be read in conjunction with the following Warrington Museum of Freemasonry policies:

Forward Plan
Collections Development Policy
Collections Care and Conservation Policy and Action Plan
Documentation Policy and Action Plan
Museum Risk Assessment
Documentation procedural manual

The Museum provides supervised access to consult museum and archive items within its collection and access to items on permanent or temporary display during its usual opening hours 9.30 – 12 noon on Wednesday morning, other times by arrangement with Staff on wmfcurator@gmail.com

2. Public Access Facilities

2.1. All visitors are requested to sign the Visitors' Sign in Sheet (Appendix 3) on arrival.

2.2. Coats should be left in the cloakroom provided on the ground floor. Please do not bring large bags with you as these cannot be accommodated. The Museum reserves the right to enforce reasonable and appropriate security measures to protect items in the collection from misplacement or theft.

2.3. Access is provided free of charge to the museum and should visitors require access for research purposes, this is also available free of charge on completion of a Reader Registration Form and after providing identification and proof of address.

2.4. By signing the Reader Registration Form (Appendix1), readers agree not to eat, drink or smoke while in the Museum, to use a pencil for making notes, to handle items issued for research with care and to notify a member of staff when they have finished with the items.

2.5. For visitors with mobility difficulties, a lift is available to access the Ante rooms and Masonic rooms on the first floor of Warrington Masonic Hall, the museum is accessed by four stairs from the first floor.

2.6. Visitors with visual impairment will be assisted by a member of the museum team who will interpret labels etc for them, with notice, large print information can be made available. A handling collection of various jewels and regalia is also available, should the visitor wish to use it.

2.7 Visitors with mobility difficulties should contact the curator in advance to enable arrangements to be made for items of particular interest to be made available.

2.8. For visitors with hearing impairment, a loop system is available in the Beaumont room, which would be used for talks and meetings. Interpreters can be arranged with prior notice.

2.9. For visitors requiring interpreters, this can be arranged with prior notice.

2.10. Power sockets for readers wishing to use laptop computers are available.

2.11. Readers wishing to consult museum collection items held in stores and not on public display will be required to contact the curator to arrange access arrangements, up to 3 days' notice may be required.

3. Access to the Collections

3.1. The museum and archive collections are made available for research in person at the Museum.

3.2. No items can be removed without written permission from the Curator or Archivist.

3.3. Access to information about items in the museum collections will become available through an on-line catalogue, over the coming months.

3.4. Details for items in the museum collections will be added to the Museum on-line catalogue in accordance with agreed national and international professional standards.

3.5. The Museum has a programme in place to catalogue items not yet documented within the museum collections. This is documented within the Documentation Action Plan.

3.6. Some items may be subject to access restrictions, this depends upon conservation or confidentiality considerations.

3.7. Surrogate copies (e.g. photographs, photocopies; transcripts) may be provided for research to preserve original items.

3.8. Access to items in the collections is subject to any statutory or other legal requirements, including proper considerations of confidentiality, copyright or other inherent rights.

4. Remote Access

4.1. Staff are always pleased to help visitors with historical enquiries or to respond to written or e-mail enquiries.

4.2. Staff are unable to undertake extensive research on individual enquiries but aim to respond within 6 weeks - at busy times this may take longer.

4.3. The Museum may make and receive loans to enhance physical and intellectual access to collections; to further knowledge, understanding and scholarship relating to items in its care; to enhance the reputation of the Museum and to increase co-operation with other organisations by the exchange of items.

4.4. All such loans are made or received in accordance with the Museum Loans Policy and may be subject to a Loan Agreement and details documented on the relevant Exit or Entry Forms.

5. Obtaining copies and reprographic services

5.1. Museum staff may provide photocopies or digital images of original items for non-commercial purposes or private study and research, subject to their physical condition and preservation needs or copyright and intellectual property rights. (A small fee is payable – current charges are available on the Museum Website)

5.2 Photography by researchers will only be permitted if an Application for Photographs (own camera or mobile phone) form (Appendix 2) is completed and if copying does not infringe Copyright, Designs and Patents Act 1988 and subsequent legislation. (A small fee is payable – current charges are available on the Museum Website)

5.3 WMF does not own the copyright in all documents. In all cases, acquiring permission to reproduce or publish documents from the copyright holder rests with the researcher.

5.4. All reproductions of images or text from items in the collections should include the following credit 'Copyright, and reproduced by permission, of the Warrington Museum of Freemasonry.

5.5. A copy of any publication using material from the collections is requested to be deposited with the Warrington Museum of Freemasonry.

6. Restrictions on Access

6.1. Access to some items in the collections may be restricted due to issues of confidentiality, owner rights, copyright, conservation or security.

6.2. Once available, records on the on-line catalogue will indicate whether access is subject to further consideration by the Trustees

6.3. Items including personal or sensitive personal information concerning living individuals may be subject to Data Protection considerations and therefore may not be made available.

6.4. Items including sensitive personal information may be subject to restricted access for 100 years, with most other resources subject to a 70-year restricted access period.

6.5. Items may be too fragile to handle safely and may be subject to restricted access until they are conserved.

6.6. Unsorted or un-catalogued items may be subject to restricted access unless approved by the Trustees.

6.7. Access to privately-deposited items in the collections may be restricted where such restrictions have been agreed between the Museum and the depositor or where access would be prejudicial to the rights of the depositor or the depositor's successor in title. Access may be permitted only with the written consent of the depositor or the depositor's successor in title.

7. Outreach and education

7.1. Details of events hosted by the Museum are advertised on its website.

7.2. The Museum can host group visits, talks and other educational activities related to items in the collections by prior arrangement, subject to agreement by the Curator, interpreters may be available by prior arrangement.

7.3. The Museum staff are available to provide, presentations and talks at other locations by arrangement with the Curator by email wmfcurator@gmail.com

Policy Approved by Board of Trustees

Signature: *B Jameson*

Name: **Barry Jameson**

Date: **19 February 2018**

Appendices:

1. Reader Registration Form
2. Application to take photographs Form
3. Visitors sign in sheet

Appendix 1 Warrington Museum of Freemasonry Reader Registration Form

| | | |
|---|-----------|-----------------|
| Title: | Forename: | Surname: |
| Address: | | |
| Telephone No: | | |
| Email: | | |
| Please enter Lodge Name and Number if applicable: | | |
| Name of Lodge: | | |
| No: | | |
| Type of Reader: <i>(please tick as appropriate)</i> | | |
| Private: | Business: | Academic*: |
| | | Undergraduate*: |
| | | Postgraduate*: |
| Other: (Please specify) | | |
| * Please supply a letter from your tutor/supervisor | | |
| Please give details of Academic Institute below: | | |
| Subject area(s) of research: | | |
| Other Libraries Used: | | |
| Signature: | Date: | |

| | |
|----------------------------------|---------------------------------|
| To be completed by Museum staff: | |
| Photo Identification seen: | Proof of Address seen: |
| Type of Identification: | Attach Tutor/supervisor letter: |

Appendix 2

APPLICATION TO TAKE PHOTOGRAPHS

(with own camera or mobile phone camera)

I request permission to photograph items from the Warrington Museum of Freemasonry (WMF) as specified below.

I agree that:

- I have not previously been supplied with a copy of the same material by you or any other librarian or archivist.
- The photographs will be used for non-commercial research and private study only and I will not supply copies of them to any other person.
- I will not use a flash when photographing the items. Cameras or camera phones will be hand-held.
- I understand that hand-held scanners are not permitted.

The items are made available on the condition that all image copyright, including any Publication Right, is assigned to the Warrington Museum of Freemasonry.

I understand that a fee may be payable if I wish to publish any photographs, and I agree to the following:

I will obtain written permission from the WMF/copyright holder for the work(s) in question to reproduce any item photographed from the WMF.

The reproduction will bear the appropriate credit line as provided by copyright holder(s) for the work(s) and the photographs of the work(s) in question.

The appropriate credit to the WMF will be given.

I have read and agree to abide by the conditions outlined above and understand that it is my responsibility to obtain all copyright clearances, and that if I fail to obtain such clearances or if I make a false declaration, the copy I make will be an infringing copy and that I shall be personally liable for any such infringement of copyright. I understand that permission may be withdrawn at any time if any part of these conditions is infringed.

Please complete in BLOCK CAPITALS and hand to the Museum Staff on duty along with Reader Registration Form

| | |
|--------------------------------------|-------|
| Full name (block capitals): | |
| Signature: | Date: |
| Details of items to be photographed: | |
| Intended use for photographs: | |
| Fee Payable: | |
| Date Received | |
| Signed Museum Representative | |

