



DOWNING COLLEGE CAMBRIDGE

Archive Access Policy

This document provides the policy framework which governs access to the College Archive, either in person or by enquiry. It covers:

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1. Introduction

The College's Archives document the history of the College and its members, (including the Downing family estates), from its inception to the recent past. The College Archivist is responsible for the day-to-day management of the Archive and collections.

The College welcomes access to its archive collections by the public, and this policy sets out the conditions under which this access is available.

2. Written enquiries

Researchers are encouraged to make enquiries about the Archive and the information it holds in writing (via e-mail or post) in the first instance. The Archivist's contact details are provided at the end of this document. It is likely that the Archivist will be able to answer many questions remotely without the need for a visit in person and suggest alternative or additional sources of information.

3. Finding aids

The Archive is catalogued on a database that is currently only available within College. A limited selection of open catalogue descriptions, including some collections of personal papers of Downing Masters, Professors and Fellows, are available to search via the University's online archives portal, Janus (<https://janus.lib.cam.ac.uk/db/node.xsp?id=EAD%2FGBR%2F0269>). Copies of relevant sections of the catalogue or handlists may be provided on request to visiting researchers at the Archivist's discretion.

4. Enquiries made in person

Access is provided under the following conditions:

- Access is strictly by appointment only, as agreed in advance with the Archivist.
- Researcher access will normally be between 9.30 – 4.30 pm on Mondays and Fridays (9.30 – 2 pm on Wednesdays) in the Maitland Robinson Library. Access may be limited during times of high demand for study space, such as during examinations.
- Researchers will be asked to complete a reader registration form and to provide evidence of their identity on their first visit.
- Coats and bags are not permitted by the researcher desk.
- Readers should write in pencil only, and not write on or trace from any records.

5. Restrictions on access

Some records series are subject to confidentiality restrictions with the following closure periods:

- General administration files, legal and financial records – 30 years
- Governance records, including Governing Body and committees – 50 years (except those dealing with tutorial matters, elections and appointments which are closed for at least 80 years)
- Records containing personal information, such as files about employees or students – 80 years after leaving the College or 100 years from date of birth, if known. (Access by direct descendants of a deceased individual may be permitted at the Archivist's discretion).

All requests for personal data relating to living individuals will be processed in accordance with the College's Freedom of Information and data protection obligations. Limited access for anonymous, statistical research, or bona fide academic research relating to the College's history or deceased individuals, may be provided within the periods specified above on written application at the College Archivist's discretion, in consultation with the Fellow Archivist.

6. Reproduction and copyright

Reproduction of archival material by photocopying or photography will be dependent on the Archivist's assessment of its condition and on the completion of a copyright form. Self-service digital photography is permitted for non-commercial use and private research only.

Researchers are responsible for obtaining the necessary permissions from copyright holders before publishing or quoting from material still in copyright. (Guidance is available from the Archivist). A charge may be made for reproduction, in particular where photographic copies or photocopies are required.

7. Relationship with other policies

Data Protection policy

Data Protection statement (College Archive and Library Special Collections)

Data Protection statement - Students

Records Management policy

Freedom of Information policy

8. Contact details

Address: The Archivist, Downing College, Cambridge CB2 1DQ
Tel: 01223 762905
Email: archivist@dow.cam.ac.uk

9. Review and approval

This policy was last reviewed in February 2018.

Revised January 2019 for approval by Information Management Committee.

10. Version control

Date	Version	Main changes	Reason for change	Author
20.06.2006	1		Approved by Governing Body	College Archivist
03.2013	1.1	Opening hours	Reviewed and updated	College Archivist
02/2018	1.2	Opening hours	Reviewed and updated	College Archivist
29.01.2019	1.3	Standardised format to include related policies and updated section 5 (access restrictions)	Updated for Information Management Committee approval	College Archivist
04.02.2019	2		Approved by IMC	College Archivist