

Visitor Access Guidelines for Collection Areas

We welcome visitors to see our research collections. To arrange a visit to the Research Collections please email Enquiries@armouries.org.uk

On arrival you must produce photographic proof of your identity and your current address. If you are visiting on behalf of a Company, Institution or Organisation you can show your Staff photographic identity badge if you have one and you do not need to bring proof of address but will need to write down your organisation's address when you arrive.

Documents that can be used:

Photographic Proof of Identity		Current Address
<ul style="list-style-type: none"> • passport 		<ul style="list-style-type: none"> • utility bill
<ul style="list-style-type: none"> • driving licence 		<ul style="list-style-type: none"> • bank/building society statement
<ul style="list-style-type: none"> • national identity card 		<ul style="list-style-type: none"> • credit card statement
<ul style="list-style-type: none"> • police/customs/Home Office warrant card 		<ul style="list-style-type: none"> • council tax bill
<ul style="list-style-type: none"> • armed forces identity card 		<ul style="list-style-type: none"> • HM Revenue and Customs statement
<ul style="list-style-type: none"> • sea/air masters licence 		<ul style="list-style-type: none"> • passports with address (where the address has been officially entered by the issuing authority)
<ul style="list-style-type: none"> • firearms licence 		<ul style="list-style-type: none"> • national ID card with address
<ul style="list-style-type: none"> • blue badge (driver's pass) 		<ul style="list-style-type: none"> • driving licence with address
<ul style="list-style-type: none"> • freedom pass photo card (this must have your photo and name embedded into the card) 		<ul style="list-style-type: none"> • Home Office permit to stay

<ul style="list-style-type: none"> • staff badge if you are visiting on behalf of an Organisation 		<ul style="list-style-type: none"> • university certificate for hall of residence (stamped and signed by institution)
		<ul style="list-style-type: none"> • home insurance policy
		<ul style="list-style-type: none"> • international student photo card
		<ul style="list-style-type: none"> • pension, benefit agency or family credit letter statement
		<ul style="list-style-type: none"> • student loans company letter

You will be asked to complete your name and address and sign to confirm your acceptance of the regulations below:

1. Access

- a. Please deposit any bags, coats, food and drink safely prior to entering the collection area.
- b. You will be supervised at all times, please remain with the supervising staff member and be mindful that there are hazards such as edged weapons in the Research Collections.
- c. You will be required to sign in/sign out of the Research Collections and will be monitored by closed-circuit television.
- d. Objects may not be available if, in the opinion of the supervising member of staff they are in too fragile a condition.
- e. Please obtain permission of the supervisor before handling any objects. Guidance will be given on how to handle objects. You will be expected to treat items with great care at all times. Please inform the Supervisor if you notice any object damage.
- f. Supervising staff will check all objects prior to examination and again immediately after they have been consulted.
- g. The Museum reserves the right to refuse requests for access to the Research Collections and exclude from the Research Collections any person who fails to observe these regulations, or whose general behaviour shall be deemed to be undesirable.
- h. Children under the age of 14 cannot be admitted to the Research Collections due to the weapons present.
- i. Children under the age of 18 should be accompanied by an adult.

- j. We are unable to allow access to areas containing weapons to any Prohibited Person under the terms of the 1968 Firearms Act (and subsequent amendments). If you have received a custodial sentence of 3 months but less than 3 years then you are prohibited for a period of five years from the date you are released. If you have received a custodial sentence of 3 years or more then you are prohibited for life from date of release.

2. Photography, filming & IT equipment

- a. You may use lap top computers in the Research Collections, provided that these do not require mains power.
- b. Please obtain the Supervisor's permission before taking any photographs or making films of objects. If permission is granted the photography must be:
 - i. For private study, educational purposes or non-commercial research only.
 - ii. Of individual objects only. You are not permitted to film the overall location.
 - iii. Images may be shared on social media if the Royal Armouries is credited, but if you want to reproduce the images for commercial use please contact licensing@armouries.org.uk
- c. For conservation reasons the use of strong lighting or flash photography may not be permitted; strong lighting or flash photography should not be used close to textiles and paintings.
- d. Where enhanced lighting is allowed:
 - i. lighting should be directed away from objects or displays;
 - ii. exposures must be kept to a minimum, and
 - iii. lights must be shielded when not in use.
- e. Tripods for cameras, lighting, etc., must be covered with protective rubber or plastic feet. Cables and wires must be covered and not cause a hazard.

3. Intellectual Property and Data Protection

- a. Any original information given by members of staff, including verbal opinions, remains the Intellectual Property of the Royal Armouries.
- b. Any unauthorised use of the collections will constitute an infringement of these regulations and the Museum's Intellectual Property Rights and

render those responsible liable for payment of charges and fees in addition to any appropriate damages.

- c. The personal information collected on the Access form will not be passed to any Third Parties and will only be used to keep an accurate record of persons who have had access to our collection. The data will be kept confidentially in adherence to the UK Data Protection Act 2018 and UK General Data Protection Regulation.