

## Visiting the Archives

*This information sheet is designed to make visitors to the Archives aware of their rights and responsibilities and to ensure the security, preservation and continued availability of the collection. The observation of the regulations is a condition of access to, and use of, the Archives.*

*If you have any questions, or comments, please get in touch with the Archives staff.*

### Prior to visiting

The British Jesuit Archives is a private archive and access is by appointment only, and at the discretion of the archivist.

#### How to apply

Researchers are asked to apply in writing to visit the archives for the first time, providing details of their research topic. Subsequent visits can be arranged by telephone.

#### Opening times

- Visits can be arranged for Monday-Friday, 9.30am-4.30pm. The Archives will be closed for lunch 1-2pm each day.
- The Archive is closed in the evenings and weekends, and public holidays.
- Special arrangements may be made with the Archivist at her discretion.

#### Accessibility

The Archives are located in a basement area which may be accessed via a lift from the ground floor. Steps, however, must be climbed in order to gain access to the lift, which can make access problematic. Enquirers are asked to discuss their needs with the Archivist.

### When visiting

#### On arrival

On the first visit to the Archives a reader registration form will need to be completed. The act of registering carries with it a legal obligation to observe the provisions of the Copyright, Designs and Patents Act 1988 and also the terms of the General Data Protection Regulation 2018.

A visitors' book needs to be filled out on every visit. Signing implies an undertaking to abide by these regulations and all others for the use of and reproduction of materials held within the Archives. Infringement will render a reader liable to exclusion.

### **Regulations for using the Archives**

The Archives are for reference only and no borrowing of documents is permissible.

Readers are responsible for all material issued to them and must be careful at all times when handling original materials and fragile printed works. Any damage or accident must be reported at once to a member of staff.

The number of documents, books or objects issued at any one time to a reader may be limited. If these limitations cause inconvenience, please speak to staff.

**No publication right is vested in any reader through the issue of a document, book or object. All publication right is reserved.**

**A full list of the regulations is available for consultation in the reading room, and a copy can be requested from the Archivist.**

### **Restrictions**

A 40 year closure period applies to some records and for curatorial reasons access to some records may be prohibited. To minimise wear or tear on original documents and help preserve them for future generations, surrogates or alternative formats should be used where available.

### **Facilities**

Desks with power-points are available for users with laptops, and the room is also wireless enabled. Users may take notes, but are not permitted to make a copy in any manner without acquiring the permission of the Archivist. Please ask for advice on the correct procedure.

### **Charges**

Access to the archives is free but extra services, such as photocopying, will be charged for. Donations are always welcomed. Ask the Archive staff if you would like to see the list of charges.

### **How to find the Archives**

The Archives are located in the heart of Mayfair, and are within walking distance of Green

Park (Jubilee, Piccadilly and Victoria lines) and Bond Street (Central and Jubilee lines) underground stations and are also accessible via several bus routes.

#### Archives

114 Mount Street

London

W1K 3AH

Phone: 0207 529 4836

E-mail: [archives@jesuit.org.uk](mailto:archives@jesuit.org.uk)

Web: [www.jesuitarchives.co.uk](http://www.jesuitarchives.co.uk)