# Lucy Gura Archive

*Material request form*

Please use this form to outline the material you wish to consult in the Lucy Gura Archive. You should arrange a date to visit the Archive with our archivist ([archives@ees.ac.uk](mailto:archives@ees.ac.uk)), and confirm these details in the form below. Please use our online catalogue to construct your list of requested materials; we recommend no more than three collections per visit.

|  |  |
| --- | --- |
| **Name:** |  |
| **Email address:** |  |
| **Please briefly outline your research topic and how the materials listed below will be used:** | |

***Use this space to indicate which materials you wish to consult:***

|  |
| --- |
| 1. |
| 2. |
| 3. |

Please return this document to the Office ([archives@ees.ac.uk](mailto:archives@ees.ac.uk)) **at least three weeks in advance of your visit** to ensure that the materials you have requested will be prepared. If this form is not returned, then we cannot guarantee that the materials will be available for study during your visit.

**Proposed time and date of your visit:**  .

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| Please sign here to indicate that you have read and agreed to the user guide overleaf | *Signed*  *(Sign when visiting)* | *Date*  *(of visit)* |

# Lucy Gura Archive

# *User guide*

***Prior to handling:***

* Wash your hands thoroughly before you start working and avoid using hand creams.
* **No food or drink** is to be taken into, or consumed in, the Library or Archive.
* **Pencils only must be used** in the library or archive; no pens are permitted.

***During handling:***

* Do not lick your fingers when turning pages.
* Avoid leaning on or touching the document, please use a paper marker to follow the text.
* Please keep the documents in the order in which you received them.
* Do not remove individual items from files, volumes or boxes.
* Do not de-tag any file.
* Do not attempt to re-file the items in your preferred order.
* Use the reading aids provided to ensure that documents are fully supported.
* Documents should not hang off the edge of your desk or be held when read.
* Do not put items on top of documents.
* Please **do not** deface, mark, or otherwise damage any of our materials. This includes underlining, highlighting or making notes in the margin.

***After handling:***

* Please leave consulted material in the place you worked, packed as you originally received it; office staff will then return the materials following your visit.

***Creating copies:***

* The EES is committed to the safety and preservation of its archives; due to the fragile nature of our records any form of digitization must be discussed with staff prior to your arrival and is only available at the discretion of the Society’s archivist.
* You must fill in a *Request for copies* form before making your own copies. An **identification slip**, available from the archivist, must appear in all images made.
* The use of flash and handheld scanners is not permitted
* The archivist may request to see the images that have been made during your visit and to be left a copy.
* Photography permits are **£5.00** per day
* If you require staff assistance to make copies on your behalf during your visit this will incur a further charge of **£10.00 per 15 minutes**.
* The Society regrets that it cannot offer a research service in its archive or library

**Please note:**

Permission to create copies does not carry with it the right to publish it in any form, or pass it onto a third party. If you wish to publish material from our archive then you must request permission and pay a reproduction fee.