

SCRSS Soviet Collections Rules for Researchers

The SCRSS collections are available to researchers who meet the Society's criteria, and comply with the rules set out in this document. Access is at the Society's discretion and failure to comply may lead to withdrawal of access or, in extreme cases, of membership of the Society.

A copy of the current version of this agreement must be signed by the researcher before the research period starts.

<p>ACCESS</p>	<p>Researchers must have completed and signed the Researcher Registration Form (Form RRF).</p> <p>Researchers must have agreed to pay any charges, as set out in SCRSS agreements.</p> <p>Researcher status applies only to the applicant and cannot be transferred to others.</p> <p>The SCRSS has disabled access: please notify us before your visit. Archive collections are not directly accessible, but we can make material available.</p>
<p>USING THE COLLECTIONS</p>	<p>Research must be carried out in designated areas: material cannot be moved without permission, or taken off the premises. Some published items may be duplicated in the loan library and these may be borrowed under the Society's usual rules.</p> <p>Where collections are not open to browsing, researchers should use the Society's finding aids (some of which are available off-site) to request material to be brought to them. There may be a limit to the amount of material that is held at any time.</p> <p>Bags, umbrellas, bulky coats etc are not allowed in research areas.</p>
<p>CARE OF MATERIAL</p>	<p>Researchers are responsible for material while it is in their possession. They must handle it with the utmost care, and report any damage they discover or cause. It must be returned to SCRSS staff when requested. Theft and deliberate damage (including marking with pencil) are criminal offences and the SCRSS will encourage the prosecution of offenders.</p> <p>The Society reserves the right to withhold or withdraw, or forbid the photocopying of material. If appropriate the Society will refund any research charges but not any consequent loss. If notified beforehand, the Society may be able to digitise material for consultation (though this cannot be guaranteed) or, if that is not possible, it may be made available in that form at a later date.</p> <p>Items and materials which may damage the Society's holdings are forbidden.</p>

	<p>These include, but are not limited to:</p> <ul style="list-style-type: none"> • Food and drink, including sweets, chewing gum and drinks in sealed containers. There are areas in the building where they can be consumed. • Pens, ink, any form of permanent marker, correction fluid, cleaning fluid. Notes must be taken in pencil or on laptops or electronic notebooks. • Adhesive tape, post-it notes (and similar), glues and adhesives. • Knives, scissors, craft-knives, razor blades, etc. • Any other items or substances which may be used accidentally or deliberately to damage material
COPYING MATERIAL	<p>Researchers must comply with UK and, where appropriate, other countries' copyright legislation. This allows limited photocopying of published material. Downloading or copying sound recordings or unpublished material by any means (including, but not restricted to: portable scanners, scanner-pens, cameras, camera-phones, or portable storage devices or software) is not allowed.</p> <p>The SCRSS can advise on material on which it holds copyright, including any charges that it may make for use or publication. The Society cannot advise on the copyright status of other material, and though it may be able to help identify copyright holders cannot guarantee to do so. <i>Researchers agree to indemnify the Society against any copyright or other legal claims.</i></p> <p>Some of our collections may include information on living individuals and the current Data Protection Act will cover researchers' access to and use of this.</p>
CONSIDERATION OF OTHERS	<p>Researchers must follow SCRSS staff's safety and evacuation instructions.</p> <p>SCRSS staff and other researchers should at all times be treated with courtesy and respect. If your behaviour is disturbing others, you will be asked to stop and, if necessary, leave.</p>
COMMENTS AND COMPLAINTS	<p>The SCRSS aims to provide an excellent service to its users. If you have any comments or complaints you can raise them during your visit or, if you prefer, afterwards by email or letter.</p>

AGREEMENT	
SIGNATURE (RESEARCHER)	
DATE	

Form RFR [April 2014]