



St Paul's School  
FOUNDED 1509

# St. Paul's School Archives Access Policy

Author/reviewer responsible:	Archivist	Date of last review:	01/26
Reviewed by:	Library Committee	Date of authorisation:	01/26
Authorised by resolution of:	Library Committee	Date of next review:	06/27
Applicable	SPS		

This policy is available on the Handbook page of the School Intranet and can be made available in large print or other accessible format if required; such requests can be made by email to [policyquery@stpaulsschool.org.uk](mailto:policyquery@stpaulsschool.org.uk)

## 1 Introduction

### 1.1 Statement of Purpose

- 1.1.1 The St. Paul's School Archive seeks to collect, preserve, maintain and make accessible archive and heritage material relating to St. Paul's School.

The collection forms a continuous and developing narrative, which will be added to in accordance with its collection policy, in order to demonstrate the significance and relevance of St. Paul's School in the past, present and future. The collection will be used to support the work of St Paul's School by providing an inspirational educational and heritage resource for teaching and supporting the community.

- 1.2 This policy has been written with reference to the Public Services Quality Group 'Standard for Access to Archives' and the Data Protection Act 2018 and UK GDPR.

## **2 Access to user services**

2.1 It is St. Paul's School Archive's ambition to open access to its collection to the widest possible audience, subject to the restrictions set out in section 3.3 of this access policy and the St. Paul's School Archive Preservation Policy. St. Paul's School Archive however does not have to grant access to its Archive, excepting its obligations under law.

### **2.2 Online access to the collection**

2.2.1 St. Paul's School Archive will work towards a publicly accessible online catalogue of selected parts of its collection, including some digitised content. In addition, web pages charting the history of the organisation and educational resources will also be made available, along with more information about the St. Paul's School Archive

2.2.3 All text and images on the St. Paul's School website and online catalogue are for the purposes of non-commercial, private study, and educational purposes only. Any reproduction of material outside these uses will require the explicit permission of St. Paul's School.

### **2.3 Enquiry service**

2.3.1 St. Paul's School Archive offers a remote enquiry service for users, subject to the conditions set out below.

2.3.2 This service is principally staffed by the St. Paul's School Archivist who will try to complete all enquiries within 14 working days. During busy times however, enquiries may take up to 30 working days to complete, and possibly longer in some cases (see 2.3.7).

2.3.4 Enquiries can be submitted by email, by telephone or in writing.

Website: [Archivist@stpaulsschool.org.uk](mailto:Archivist@stpaulsschool.org.uk)

Telephone: 020 8748 9162

Write to: The Archivist, St. Paul's School, Lonsdale Road, Barnes, London, SW13 9JT

2.3.5 Copies of archive material are available through the enquiry services, subject to the conditions set out in section 3 below.

2.3.6 St. Paul's School Archive does not impose any limits on the number of enquiries any one user may make in a calendar year. However, enquiries from new users will be prioritised over those from users who have already had an enquiry answered within that calendar year. Additional enquiries from a user may therefore not be able to be answered within the 60 day target stated in 2.3.2.

2.3.7 Due to the nature of historical research and the survival of records, St. Paul's School may not be able to answer your enquiry. The enquiry service is only able to conduct research on material held in the St. Paul's School Archive, and not that held by other organisations, businesses or institutions. Where possible, enquirers will be directed to other possible sources of information.

## 2.5 On site access

2.5.1 On-site access to the St. Paul's School Archive is available to the public **by appointment only**, as follows:

- During normal term time – between 2:00 pm and 4:00 pm on Wednesday afternoons (Autumn and Spring terms only).
- Outside of normal term time.

Term dates can be found on the St. Paul's School website

(<https://www.stpaulsschool.org.uk/info/term-dates>).

2.5.2 The St. Paul's School Archive is located in the Kayton Library. The library is accessible via stairs and a lift.

2.5.3 Due to space restrictions and staffing and safeguarding requirements, on-site appointments must be made a minimum of a month in advance. Access to our collections is limited to one researcher per day.

2.5.4 All users will be required to provide photographic ID in order to access the collection on-site.

2.5.5 The use of personal copying devices by on-site researchers is not permitted. Copies of original material can be provided to on site users by the Archivist subject to the conditions outlined in section 3.2.

2.5.6 Due to Copyright restrictions commercial use of the archive may be restricted and is at the discretion of the Archivist. For more details please contact the St. Paul's School Archive using the details in section 2.3.4 above.

### **3 Access to content**

#### **3.1 Original material**

3.1.1 As part of the remote enquiry service, copies of original material held in the St. Paul's School Archive can be ordered, subject to the conditions set out in sections 3.2 and 3.3 below.

3.1.2 Until a publicly accessible online catalogue has been completed other non-public finding aids can be consulted by the St. Paul's School Archivist on users' behalf.

3.1.4 In some instances, users of the St. Paul's School Archive, both remotely and on-site, will be expected to use digitised versions of original materials. Requests to view the originals can be made.

3.1.5 Original items are not available for loan except to other museums or archives for temporary exhibition at the discretion of the Archivist. For more details please contact the St. Paul's School Archive using the details in 2.3.4 above.

3.1.6 The loan of duplicate items for film/TV or other commercial use is by special arrangement and at the discretion of the Archivist. For more details please contact the St. Paul's School Archive using the details in 2.3.4 above.

## **3.2 Photographic reproduction**

3.2.1 Copies can be provided for non-commercial and private study purposes for users of the remote enquiry and research services. Copies are provided at the Archivist's discretion and are subject to:

- The physical condition and preservation needs of the material
- Any intellectual property or copyright restrictions
- Data Protection restrictions.

Copies are provided without charge.

3.2.2 Copies can be provided for on-site researchers for non-commercial and private study purposes subject to the same conditions outlined in 3.2.1 above. Copies for on-site researchers can only be made by the Archivist.

3.2.3 No copies of material will be supplied without the completion of a copyright declaration form.

3.2.4 Copies provided to users will be subject to the redaction of personal information at the discretion of the Archivist, excepting:

- If the request is from the individual in question
- If Data Protection rules no longer apply.

3.2.5 St. Paul's School Archive provides only digital copies of material excepting where that material is for publication where high-quality image files (TIFF) will be provided (see section 3.2.6 below).

3.2.6 Clean digital copies of material are only made available as high quality image files (TIFF) for the purposes of publication and upon request, subject to the restrictions set out in section 3.3 below. This service is also subject to the acceptance of the terms and conditions and the granting of a licence.

## **3.3 Access restrictions**

3.3.1 Archive material is open if published or otherwise in the public domain. Issues of confidentiality, copyright, conservation and security mean that access to some documents must be restricted. This is in accordance to the following:

### 3.3.2 Non-personal records:

- Generally, a 30-year closure. Researchers wishing to see closed material must apply to do so.

### 3.3.3 Personal records:

- Unpublished archival material on students is closed for 100 years from the creation of the record. Individuals, including those who are no longer at the School, may make a subject access request under the GDPR in order to view their own records.
- Unpublished archival material on staff is closed for the period of their lifetime.

The above refers to use of the archives by those outside the School. Documents still closed whether referring to students or staff, are of course made available as required to authorised School employees.

### 3.3.4 The Archivist reserves the right to refuse access to material in the following instances:

- Commercial and business confidential records.
- Items which are too fragile to be handled safely and which are awaiting conservation.
- Unsorted or un-catalogued items which the Archivist considers are not yet in a usable format.
- Items subject to intellectual property restrictions.

### 3.3.5 As some material is held in offsite storage, it may be necessary to order it in advance for use by on site researchers. Researchers should give an indication of what materials they wish to research prior to their visit to enable materials to be retrieved.

## **3.4 Use of content**

### 3.4.1 The use of St. Paul's School Archive content is subject to the following:

- Copyright and intellectual property limitations must be observed and the relevant agreements signed by all users
- Publication of copies of St. Paul's School Archive material is subject to the acceptance of the terms and conditions and the granting of a licence
- Publication must include acknowledgement of St. Paul's School

#### **4 Outreach and education**

- 4.1 St. Paul's School Archive provides online resources for teachers which can be requested from the St. Paul's School Archivist. St. Paul's School Archive is committed to making its collections accessible to local and regional communities, and to as wide a range of new audiences as possible. St. Paul's School Archive aims to achieve this through a programme of public and private talks and events, blog posts and social media updates, exhibitions, and organised on-site sessions with external groups and St. Paul's School students and staff.

#### **6 Access Policy review**

- 6.1 This policy will be reviewed in six months in the light of user feedback and the availability of service provision resources.

This policy comes into effect: **January 2026**