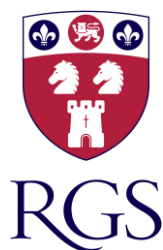




RGS ARCHIVES ACCESS POLICY



RGS



ARCHIVES ACCESS POLICY

Newcastle upon Tyne Royal Grammar School

The RGS Newcastle Archive is the memory of our school. It is the final repository for records documenting the history of the Newcastle upon Tyne Royal Grammar School (RGS), the RGS Newcastle Educational Trust, the Old Novocastrians' Association (ONA), and their predecessor bodies. The Archive collects, preserves and makes accessible records relating to the school and its alumni, received from internal transfer or private deposit.

Visiting Us

The RGS Archives are accessible to RGS staff, current students, alumni, and the wider public by prior appointment.

The current Archivist is **Ms Louise Piffero**, contactable in the following ways:

Write	FAO: The Archivist, Royal Grammar School Newcastle, Eskdale Terrace, Jesmond, Newcastle-upon-Tyne, NE2 4DX
Phone	0191 281 5711 (main switchboard)
Email	archives@rgs.newcastle.sch.uk
Opening Times	Monday: 10:00-14:00 Tuesday: 10:00-14:00 Wednesday: 09:00-16:00 Thursday: 10:00-14:00 Friday: 10:00-14:00

The Archives are staffed on these days all year round, except for school-wide closure periods and for any one-off commitments.

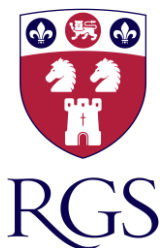
The Archive has a dedicated combined search room and storage space located in the school's Library.

External visitors to the Archive must sign-in at the Main Reception and abide by school safeguarding procedures. Information on how to find us can be found on our website: <https://www.rgs.newcastle.sch.uk/current-families/contact-us>

Visitors to the Archive will be supervised by the Archivist at all times. The Archivist will advise all visitors on best practice with handling original documents, in order to prevent any possible damage. Our guidance document **USING ARCHIVES: HOW TO KEEP OUR COLLECTIONS SAFE** will be provided.

Onsite Accessibility

The Archive is located on the first floor of the school's Library, there is an accessible



route within the school building via lifts. Visitors with any specific access requirements will be accommodated.

Carers and support workers are welcome. With prior arrangement, visitors can bring in equipment which supports their ability to view/access the Archives.

School-wide information relating to our buildings accessibility can be found on our website Policy pages: <https://www.rgs.newcastle.sch.uk/current-families/inspections-policies>

Please be aware that the reading room is within the archive store area, so the temperature is cool in order to best preserve our collections.

Please get in contact with the Archivist to discuss any additional requirements to support your access to our service.

Access Restrictions

The Archive aims to make all material in our holdings available for research. However, it may not be possible to consult some documents in the collections due to their physical form or the nature of their content.

The Archive has a responsibility and duty of care to our unique resources. If items are particularly fragile or in poor physical condition, the Archivist reserves the right to refuse access if any handling is likely to cause damage. It may be possible to provide a surrogate copy as an alternative.

A lot of our modern archives contain personal data. Such material is subject to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. This may mean material has to be closed to access for a set period of time. Where possible this will be made clear in any catalogues, including a review date.

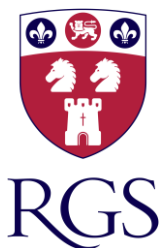
There may also be sensitive content within modern records which cannot be made available, for example for business sensitivity reasons. Modern school records will be closed for an initial period of 30 years before being reviewed. The Archivist can advise on any closure periods for specific collections.

The vast majority of our collections are uncatalogued or have only brief listings available. The Archivist will need to assess these collections for any possible restrictions prior to allowing access.

Documents may also have restrictions on access that have been agreed with the original donor. The Archivist can advise on any potential access restrictions that fall within this category.

Enquiries

Enquiries about the collections are welcome via email, post and telephone. The Archivist will endeavor to respond to queries in a timely manner. Subject to the complexity of the request, the Archivist will undertake short pieces of research in the collections for those not able to access the archive in person.



Online Services

You can also find out more about the history of our school and our collections via our school website History page: <https://www.rgs.newcastle.sch.uk/prospective-families/about-us/history>.

We have an archive catalogue available online: <https://archives.rgs.newcastle.sch.uk>

The RGS Archives catalogue was launched in 2023. It only contains information on sections of our collection – it is not an exhaustive list of what we hold. Cataloguing our records is an on-going process and new information will continue to be added over time. We may publicise any new catalogue content on our social media channels or website.

The online catalogue does currently contain accessed to digitised copies of the *Novo* student magazine (1885-present), and the digital Roll of Honour. Only a small number of items in our collection have been digitised.

Copying Services

Limited copies of records can be provided on agreement with the Archivist, subject to any copyright or other legal restrictions. The Archivist may refuse to copy material if the process is likely to cause damage. The volume able to be copied is subject to time and resources available. There may also be a charge for this, depending on the amount of copying required.

Visitors may take their own photographs of collections during a visit with prior permission from the Archivist, subject to completing the **COPYRIGHT DECLARATION FORM**.

See our **COPYRIGHT POLICY** for further information.

Outreach and Engagement

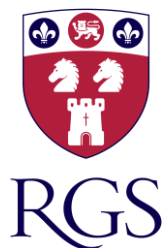
RGS Archives regularly shares stories from our collection via our school social media accounts. Mainly via the Old Novocastrian Twitter ([@RGSOldNovos](https://twitter.com/RGSOldNovos)) and Facebook group (<https://www.facebook.com/OldNovos>). Links to the RGS social media accounts can be found on our website homepage: <https://www.rgs.newcastle.sch.uk/>

Teaching staff are encouraged to use the Archive in their lessons and the Archivist welcomes discussions on how the service can best support our staff. Please see our **TEACHING REQUEST FORM** for more information.

RGS Archives are committed to showcasing the Archive to our community through in-school displays, online resources, at events, and with articles in school publications.

PROCEDURES, FORMS AND POLICIES

This policy will be available internally to staff and will be publicly accessible on our website. Copies of the following Archive policies, procedures and forms are also available:



- Accessions Form
- Collection Policy
- Copyright Policy
- Copyright Declaration Form
- De-Accessioning Policy
- Archive Volunteers Policy

RELATED POLICIES

- RGS Privacy Notice
- Record Retention Procedure & Schedule

Available on our website:

<https://www.rgs.newcastle.sch.uk/current-families/inspections-policies>

REVIEW

This policy will be reviewed annually.

CONTACT DETAILS

Louise Piffero, Email: archives@rgs.newcastle.sch.uk

Royal Grammar School, Eskdale Terrace, Newcastle upon Tyne NE2 4DX

Tel: 0191 281 5711

General enquiries: communications@rgs.newcastle.sch.uk

www.rgs.newcastle.sch.uk