

Archive Access Policy

The Guardian Foundation aims to provide as wide access as possible to the material held by the Archive

The Guardian Foundation aims to provide as wide access as possible to the material held by the Guardian News & Media Archive. Some restrictions on access are inevitable due to the nature, content or physical condition of the material. The following guidelines on access to the material are in place to ensure the security, preservation and continued availability of these unique and irreplaceable collections.

Archive staff will attempt to respond to all enquiries whether by post, email or telephone. They will not undertake detailed research on behalf of enquirers other than in exceptional circumstances but will look into available sources to determine whether a personal visit for research is warranted.

Catalogued records will be made available to bona fide researchers free of charge on an appointment only basis. All researchers will complete any registration documentation specified by staff prior to accessing material from the Archive. Personal references may be required prior to researchers' visits.

The Foundation aims to make the records of Guardian News & Media available as soon as possible after a 10 year closure period. Some records may be closed for a longer or shorter period, as identified by the Archivist in consultation with the donor/depositor or in consideration of personal, confidential or sensitive information contained within the records. During the closure period records will be unavailable for research or other purposes.

The Foundation reserves the right to refuse access to material within the collections when access would be detrimental to the records' physical condition.

To minimise wear and tear on original documents and help preserve them for future generations, surrogates or alternative formats should be used where available.

All researchers should be considerate to the documents and research environment as indicated in the searchroom notices.

Photocopying of original documents may be undertaken by staff at their discretion. The Archivist reserves the right to refuse any photocopying request. Copies are supplied for the purposes of research for a non-commercial purpose or private study and must not be sold, circulated or recopied.

The Archive will consider loan requests from institutions able to satisfy all the relevant clauses of the 'conditions for loan' document.

While the Foundation own all material in the archive collection, the day-to-day management of the archive is directed by the Archivist.

The Guardian Foundation is registered in England and Wales as a company limited by guarantee (company no. 8437335) and registered as a charity with the Charity Commission for England and Wales (registered charity no. 1153865). It is the charitable body of The Scott Trust Limited, owner of Guardian Media Group plc.