



## **Hertford College Archives Information for Visitors**

**Feb 2022**

### **Enquiries**

Enquiries may be made by letter, telephone or email. Please note that the archivist works two days a week and that it may take up to two weeks to answer enquiries. We are happy to answer enquiries free of charge; however, we cannot undertake detailed or time-consuming research for individual enquirers. If this is likely to be the case please talk to the archivist about visiting the archives in person or making arrangements for the research to be carried out by a third person.

### **Visiting in person & Covid-19 Precautions**

Wherever possible we will try to answer enquiries remotely and supply images of documents. If it is necessary to consult original documents in person this can be arranged. Please contact the archivist well ahead of your planned visit to make an appointment so that we can book a consultation room and retrieve documents in advance.

In relation to Covid-19 we would ask that visitors to the archives observe the same precautions that our staff will be following:

- Face coverings should be worn when indoors on college site unless exempt
- LFD testing is recommended prior to visit
- Facilities will be available on site to allow regular hand washing
- Visitors should not come on site if they have any symptoms

Please bring one form of Photo ID such as a University Matriculation Card, Passport or Driving License; and complete a visitor form on arrival.

Our address is:

Hertford College, Catte St, Oxford, OX1 3BW

Tel (direct line): 01865 279409

Email: [archives@hertford.ox.ac.uk](mailto:archives@hertford.ox.ac.uk)

### **Parking**

Please note that parking in central Oxford is very limited and that there is no parking available in the College. Visitors are strongly advised to use public transport or the Park &

Ride scheme to travel to Oxford. The College is a short taxi drive or 15-20 minute walk from the train and bus station.

### **Accessibility**

For visitors with any additional needs, please contact the archivist in advance so that we can help plan your visit. In particular if you have mobility problems or difficulty in using stairs please let us know in advance so that we can book an accessible reading room.

### **Handling Archives**

All archival material should be handled carefully and in accordance with the *Document Handling Guidelines*. In particular researchers should not eat or drink near archival material, and should use pencils rather than pens or biros to make notes. Individuals will be reminded of the handling guidelines prior to consultation; and any necessary equipment such as pencils, book rests and weights will be made available.

### **Copying**

- Due to owners' rights, preservation, Copyright and Data Protection/FOI considerations, no photocopying, scanning or any other form of reproduction may be carried out without prior permission from the archivist or Fellow archivist.
- Researchers may request copies to be made of documents in the archives for the purposes of private research, subject to the physical condition of the records and any owners' rights, preservation, Copyright and Data Protection/FOI restrictions. Digital cameras may be used to make personal research copies, with the prior permission of the archivist and on completion of a self-photography form.
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### **Charges**

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