

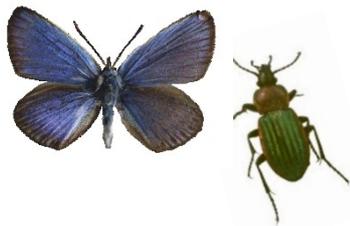


## Shropshire Museums' Collections Centre

# Using our Collections for Research

*Our museum collections are an important resource for personal and academic study. You may be researching your home, a family tree or simply want to know more about a aspect of Shropshire's past. Scholars and students also use our material to further their studies.*

*Our staff may ask you to share your research with us to help develop the services we offer and to help make our collections more accessible to other users.*



As an Accredited museum we are obliged to ensure the safety of our collections and ensure that any special conditions regarding access and usage set by our depositors are honoured. Therefore, there are set procedures for arranging and undertaking research. Our main research facilities are located at our Collections Centre in Ludlow, but some items can be accessed at Art Gallery in Shrewsbury by arrangement.

### Arranging Access

If you wish to arrange an appointment to view part of our collection; our library of books and journals or consult one of our databases, please contact a member of our Curatorial and Collections Team. At least two weeks' notice is needed for any proposed appointment. Further visits can be arranged by making an appointment with a member of staff during your initial visit.

Access to some sensitive data may be restricted. In such cases we may request further information about why the data is needed and how it will be used.

### Recording Research

All researchers are asked to complete a **Research Record Form**. This allows us to keep track of what parts of the collection people are most interested in. It also ensures we know who has had access to our collection and for what purpose. In some cases, we may ask for the form to be completed prior to your visit so that we can take up references before allowing access to certain items.

### Security Arrangements

Please bring some photographic proof of identify with your when you visit (such as a passport or drivers' licence). During your visit you will be asked to leave your coat and any bags in the cloakroom or lockers provided. A member of staff will always supervise your visit. CCTV is in operation at all our sites and Shropshire Museums may photograph you before allowing access to certain items.

## Copyright Issues

Deliberate copyright infringement will be prosecuted. Copyright over all the material you access will remain with Shropshire Museums or the copyright owner. In cases where copyright has not expired, Shropshire Museums endeavours to ensure that they possess copyright licence to use and share that information. However, Shropshire Museums cannot guarantee that information supplied for purposes other than private study or research do not infringe copyright legislation.



Acknowledgement of Shropshire Museums is required in any publication linked to your research work. Any commercial use of information obtained during your research must be agreed in writing with Shropshire Museums.

Photographs may only be used for research purposes. Photographs can only be published with written permission from Shropshire Museums. If photographs of any objects are required for publication, a request should be made to Shropshire Museums in writing. For certain items, arrangements will be made by us to copy items and digital copies will be supplied at cost. Please see our ***Requesting Use of an Image*** factsheet for further information.

To find out more about ***Using our Collections for Research*** please contact our Curatorial and Collections Team:

**Shropshire Museums Collections Centre**

7-9 Parkway  
Ludlow  
SY8 2PG

[smcc@shropshire.gov.uk](mailto:smcc@shropshire.gov.uk)

**Shrewsbury Museum and Art Gallery**

The Square  
Shrewsbury  
SY1 1LH

[shrewsbury.museum@shropshire.gov.uk](mailto:shrewsbury.museum@shropshire.gov.uk)

Further details of our collections management procedures can be found within Shropshire Museums' current Collections Policy.

A copy of this document may be downloaded at [www.shropshiremuseums.com](http://www.shropshiremuseums.com)