



Glamorgan Archives Policy for Media Use of Archives

Glamorgan Archives requires advance notice of the intended use of original documents during filming. It is advisable for a member of the production team to discuss the proposed filming with the Archives at least 2 weeks in advance of the intended filming date (earlier in the case of large scale filming).

It is advisable for a member of the production team to visit the Archives to assess its suitability as a location for filming. It is the responsibility of the production team to confirm such suitability.

Permission from the owners of any documents to be used must be obtained in writing. Glamorgan Archives will seek such necessary permissions on behalf of the company. A charge for this will be included in the facility fee.

Accurate references for the final selection of documents to be used during filming are required at least 2 days in advance of the intended filming. It is advisable for a member of the production team to consult the catalogue for this purpose.

Practical measures to be adopted during filming or other media use of documents

An agreement to abide by the conditions set out in this document must be signed in advance. Filming will not be permitted without a signed agreement.

The security and physical safety of the documents is the priority of Glamorgan Archives.

Documents will only be produced for filming where the risk of damage is minimal.

Filming will take place during normal Glamorgan Archives opening hours. In exceptional circumstances out of hours filming may be arranged, for an additional fee, dependent upon the availability of staff.

Filming featuring documents will normally only take place in Glamorgan Archives.

An archivist will supervise the filming and use of documents at all times.

All filming must stop at the request of the archivist.

The archivist reserves the right to withdraw a document from filming if it appears to be at risk.

The general rules of Glamorgan Archives on use of archives apply:

- No eating or drinking in public areas of the Archives is allowed
- No pens or writing implements other than pencil allowed near the documents
- No adhesive substances allowed near the documents (including gaffer tape)

Glamorgan Archives emergency procedures apply - if the fire alarm sounds, filming will cease immediately and all persons will evacuate the building.

The documents must not be subjected to excessive heat. Cold lights should be used wherever possible.

Documents must be handled with care and respect. Handling by the production team must be kept to a minimum if it cannot be avoided. If extensive handling of the documents is required, the archivist reserves the right to insist on the use of "dummies", which can be provided by Glamorgan Archives with sufficient notice.

Use of the documents as artistic props must be avoided. Positioning of the documents will be undertaken by the archivist only. Documents will not be laid on top of one another for artistic effect. If such artistic effect is required, the archivist reserves the right to insist on the use of "dummies" (see above).

Any weights, rests or protective materials provided by Glamorgan Archives for the safety of the documents must be used during filming. (Glamorgan Archives accepts that filming cannot take place through polyester protective sleeves, but insists that handling of documents that would otherwise be protected in this way is therefore kept to a minimum.)

Correct acknowledgements must be made on the finished product.

Fees

The facility fee must be agreed in advance.

The facility fee will include the cost of hiring space, staff time, the use of utilities, the use of documents and/or "dummies", the cost of any preliminary conservation assessment and an acknowledgement of the professional expertise of the archivist.

Invoice payment details (where and to whom) must be provided in advance of filming.



Contract of Agreement

With:

Glamorgan Archives
Clos Parc Morgannwg
Leckwith, Cardiff
CF11 8AW

I,

--

Of :

--

- confirm that I have read and understood the terms laid out in the Glamorgan Archives **Policy for Media Use of Archives**
- agree on behalf of my organisation to abide by these conditions, and by any decisions made by the archivist during filming.

I further agree on behalf of my organisation to credit the Glamorgan Archives and the owners of any documents¹ used during filming as follows:

“Acknowledgement is made to the Glamorgan Archives, and to the owners of the documents used in this broadcast.”

Signed :	
for/on behalf of :	
Contact Number(s) :	

¹ If required, the names of the owners of the documents should also appear in the credits. Document references may also be required to appear in the credits.