

Media Use Policy

Our vision

Working with partners to be the physical and virtual heart of Suffolk's past, present and future archives and to encourage all those interested in the county's history in their journeys of discovery.

Our mission

Suffolk Archives helps residents and visitors engage with our county's rich heritage. It collects, conserves and communicates the recorded history of Suffolk from the 12th century to the present day, empowering people in exploring their roots, remembering their past, and planning their future.

1. Purpose of Policy

This policy covers requests for the use of resources held by Suffolk Archives (SA) by the media, including press, radio and television.

2. Scope

This policy explains how media use of archives and local studies material is reviewed and regulated. It should be read in conjunction with the Rights Management Policy and Suffolk County Council's Social Media Policy.

3. Research

SA seeks to collect and preserve unique records which reflect the history of Suffolk and its people. We make these available to members of the public in person or in a copied format (digital or physical) for private study and non-commercial research.

Media researchers are welcome to visit SA to undertake research at any time during normal opening hours. Staff can provide basic help in explaining catalogues and indexes but are unable to undertake detailed research themselves. SA offers a paid research service, which can undertake work for commercial companies.

All users must abide by the Searchroom Guidelines, including providing identification to obtain a reader's ticket to see original archive material and some local studies materials. Copies or a self-service photography permit can be provided at the usual costs for private study or non-commercial research. If the item is to be used further, the rules in Section 4 of the policy must be followed.

4. Rights Management

To discuss your requirements for publication, or to obtain permission to publish in a printed or online resource, email the relevant branch of SA. Please contact us, giving us as much notice as possible, and note we may not always be able to respond to requests immediately.

The use or reproduction of any resources by the media requires the permission of SA and, if appropriate, the owner of the material. Copyright will also need to be cleared before any use or reproduction. It will normally be the responsibility of the media company to clarify this. SA will

provide details of the rights owner where it is able to do so or will facilitate contact on behalf of the media company. A fee will be charged for this.

Reproduction fees may be charged – see the Rights Management Policy for further details. If appropriate, a license agreement will be completed between SA and the media company. The media company will be responsible for ensuring that future use of the material does not infringe rights.

SA and, if necessary, the owner of the documents, must receive due acknowledgment in the publication or programme. SA should be provided with a copy of the final press item or programme and be advised of its intended date of transmission or publication.

5. Filming

Filming requirements should be discussed and confirmed with Screen Suffolk. It is advisable for a member of the production team to visit SA / the venue to assess its suitability as a location for filming. It is the responsibility of the production team to confirm such suitability.

Discussions should take place as soon as possible, and at least two weeks before the date of filming. Filming will take place during normal opening hours. In exceptional circumstances out-of-hours filming may be arranged, for an additional fee, dependent upon the availability of staff.

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.

Fees will vary depending on when and where filming is required and if original material is needed. Details of the fees to be charged and invoice details must be agreed before any filming takes place.

Filming of archives and local studies material

- Accurate references for the final selection of documents to be used during filming are required at least two days in advance of the intended filming
- Resources must be supervised by SA staff at all times
- Ensuring the security and preservation of material is the priority for the service
- Material should not be subject to unacceptable risk, including excessive heat from lighting
- Handling of material should meet SA guidelines
- Filming featuring documents will normally only take place in SA
- All filming must stop at the request of SA staff
- SA staff reserve the right to withdraw a document from filming if it appears to be at risk
- Standard searchroom regulations apply during filming
- SA emergency procedures apply - if the fire alarm sounds, filming will cease immediately, and everyone will evacuate the building
- Handling of material by the production team must be kept to a minimum if it cannot be avoided. If extensive handling is required, SA staff reserve the right to insist on the use of "dummies", which can be supplied for a charge by SA with sufficient notice
- Use of the material as artistic props must be avoided. Positioning of the documents will be undertaken by SA staff only. Documents will not be laid on top of one another for artistic

effect. If such artistic effect is required, SA staff reserve the right to insist on the use of "dummies" (see above)

- Any weights, rests, or protective materials provided by SA for the safety of the material must be used during filming

6. Fees

General filming fees will be agreed and payments processed by Screen Suffolk.

The SA fee will include the cost of any research, staff invigilation time, the use of documents and/or "dummies", the cost of any preliminary conservation assessment, any relevant reproduction charges and an acknowledgement of the professional expertise of the archivist.

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

7. Related documents

This policy links to information in the Access, Charging and Rights Management policies.

8. Review period

This policy will be reviewed every three years. The associated procedures will be reviewed every year.

Last reviewed July 2025

Suffolk Archives, The Hold, 131 Fore Street, Ipswich, IP4 1LR

01473 296666

archives@suffolk.gov.uk

www.suffolkarchives.co.uk

If you need help to understand this information in another language please call **03456 066 067**.

Se precisar de ajuda para ler estas informações em outra língua, por favor telefone para o número abaixo. 03456 066 067

Portuguese

Jeigu jums reikia šios informacijos kita kalba, paskambinkite 03456 066 067

Lithuanian

Jeżeli potrzebujesz pomocy w zrozumieniu tych informacji w swoim języku zadzwoń na podany poniżej numer. 03456 066 067

Polish

Dacă aveți nevoie de ajutor pentru a înțelege această informație într-o altă limbă, vă rugăm să telefonați la numărul 03456 066 067

Romanian

إذا كنت بحاجة إلى المساعدة في فهم هذه المعلومات بلغة أخرى، الرجاء الاتصال على 03456 066 067

Arabic

Если для того чтобы понять эту информацию Вам нужна помощь на другом языке, позвоните, пожалуйста, по телефону 03456 066 067

Russian

If you would like this information in another format, including audio or large print, please call **03456 066 067**.



Designed and printed by **vertas** Design & Print
Phone: 01473 260600