Royal College of Surgeons of England: Museums Research Access Guidance

1. **Scope**
	1. This guidance covers requests for research access to, and information related to, the Museums and Museums collections of the Royal College of Surgeons (RCS England).
	2. It should be used in conjunction with *RCS England Museums Research Policy*, and when relevant, *RCS England Human Remains Policy*, and *RCS England Museums Invasive Research Request Procedure*.
2. **Definitions**
	1. **Item**: is used here to refer to any item in the museum collections.
	2. **Research methods are** defined as:
		1. **Non-contact**: Method of examination does not need to make any contact with the item.
		2. **Non-invasive or non-destructive**: No sample is taken from an item, but the instrument may touch it. There is usually no damage to the area examined.
		3. **Invasive or destructive**: Method of examination will cause alteration to the item. This includes, for example, the application of any material to an item that can leave a residue, such as silicone moulding materials, or the removal of a sample for analysis. Sampling may be for destructive analysis (the sample is destroyed in the process), or the sample is not destroyed during analysis and thus available in future.
		4. **Non-collections based:** No items from the museums collections are involved, other information related to the museums or collections is being requested (i.e. interpretation text)
3. **Requesting research access to, or information related to, the Museums and/or collections**
	1. Read *RCS England Research Policy* before requesting research access
	2. Identify any items you wish to view in advance using the online catalogue **SurgiCat**: <http://surgicat.rcseng.ac.uk>. HTA covered specimens are not listed on SurgiCat, please contact us if you need details of these.
	3. **Complete and submit a research access request form** (see below)
	4. Give at least **eight weeks**’ **notice** when arranging a visit (we will try to accommodate visits to fit with project timescales, but these are reliant on staff availability and access to Collections stores).
	5. Human remains which are less than 100 years old are covered by the Human Tissue Act (2004) and have further restrictions on their use, please contact us for more information.
	6. RCS England reserves the right to refuse researchers access to material for conservation reasons.
	7. Invasive research, research loans and major research projects (i.e. long-term research) is subject to the permission of the Library, Museums and Archives Committee (LMAC) and when relevant, the Board of Trustees for the Hunterian Collection. Applications should be made following Invasive Research requests procedure.
4. **Terms and conditions of access**
	1. **Onsite research and fees**
		1. The Museums’ collections are held at several different institutional venues with differing rules on access. You may be required to sign an agreement with whichever institution you will be working at to guarantee the safety of the collections and site security.
		2. All onsite research is subject to bench fees for each day of research access you undertake**. Bench fees are charged at £50.00 +VAT (total £60.00) per day**\*
		3. Payment of bench fees is required in advance of your visit.
		4. Please provide details for an invoice to be raised (name, address and email address) at least 10 working days in advance of your visit.
		5. Fees can be paid over the phone.
		6. **If a research appointment is cancelled with less than 10 working days’ notice you will still be charged.**

\*As independently funded Museums, these help to cover costs involved in facilitating access and support care and management of the collections. If you require collections to be sent to other sites for access, please be aware that costs may be higher to cover the transport and packing required. Please contact us if your research is not funded and you have difficulties paying these.

* 1. **Photography and imaging**
		1. Photographs and other imaging cannot be taken by researchers without prior agreement.
		2. Any approved photography or other imaging will require an agreement form to be completed.
		3. The Museums hold a bank of existing images, fees may apply for reproduction of these. Please contact us for further information on this.
	2. **During your visit**
		1. Research hours are 10am- 5pm, Monday to Friday.
		2. Food and drink are not allowed in any of the workspaces. Public lockers are available for storage.
		3. Only pencils and paper or laptops may be used to take notes.
		4. Only equipment which has been agreed prior to your visit may be used, i.e. measuring callipers, camera.
		5. Researchers accessing museum stores will be required to sign an Agreement of Use before entry to these areas.
		6. Researchers working with human remains are required to treat these respectfully and ethically in line with *RCS England Human Remains Policy* and procedures. Any failure to do this will result in the termination of your access to the collections.
		7. Researchers will be given a short health and safety orientation when necessary and required to read and agree to a risk assessment and handling procedure in advance of working with the collections.
	3. **After your visit**
		1. RCS England must be properly credited in any publication.
		2. All museum reference numbers used must be referenced in published/unpublished reports.
		3. A copy of any publication or dissertation (preferably in electronic format), or the relevant parts of it, must be supplied to RCS England upon completion. The Museums will be permitted to add a reference of the work to the collections management database and online catalogue (SurgiCat).
		4. This data will be made available to future researchers and used to enhance collections information.
		5. Failure to comply with this request may result in refusal of access in the future.

**Contact details:**

The Royal College of Surgeons of England

38-43 Lincoln’s Inn Fields

London WC2A 3PE

Telephone: 020 7869 6560 / Email: museums@rcseng.ac.uk

**Request form for access to research RCS England Museums**

Please complete all sections below with as much detail as possible so that your request can be fully assessed. Once completed please return to museums@rcseng.ac.uk

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| 1. **Details of the objects/specimens you are requesting access too.**

Please refer to [SurgiCat](http://surgicat.rcseng.ac.uk/home) for collections information. For HTA licenced material (human tissue less than 100 years old) please discuss with RCS England Museums Collections staff before completing this form. If your research is not related to specific items in the collection please skip to section 2. |

| **RCS Reference number** | **Description** | **Taxon (if applicable)** |
| --- | --- | --- |
| *e.g. RCSOM/A 84.22* | *e.g. Skull of a juvenile rhesus macaque, sex not recorded, from the captive state* | *e.g. Macaca mulatta* |
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| Your Details |
| Name: |  |
| Institution and department: |  | Affiliation to Institution: |  |
| Address: |  |
| Telephone number: |  | Email address: |  |
| Names of other members of the research team if applicable: |
| Details of your research |
| Research Project title: |  |
| Aims of research: |  |
| Planned outcomes: | *e.g. thesis, journal publication, book, presentation* |
| Timeframe for research completion | *Please include key dates and your completion date* |
| Methodology |
| Is your method: | [ ]  Non-contact[ ]  Non-Invasive[ ]  Invasive/Destructive- this requires a separate application form please contact museums@rcseng.ac.uk for this[ ]  Non-collections based (please provide as much detail on your data collection and analysis methods below) |
| Method: | *Method details, including your reasons for choosing this method* |
| Equipment: | *Detail any equipment you will be using and power / space requirements**A risk assessment and approval of equipment use will need to take place in advance* |
| Imaging: | *Are you planning to take images of requested items, or of the museum?* *An Imaging declaration form, and/or a Photography copyright form will need to be completed in advance of any images being taken. Any images provided by RCS England may be subject to a fee.*  |
| **When arranging research access to RCS England Museums Collections you agree to the terms and conditions of use as detailed in this document.**  |