

POLICY ON THE USE OF ARCHIVES BY THE MEDIA

1. Context of this policy

West Glamorgan Archive Service (WGAS) is a joint service for the Councils of the City and County of Swansea and Neath Port Talbot County Borough, reporting to the West Glamorgan Archives Committee.

WGAS is based in Swansea Civic Centre and operates an additional service point at the Neath Mechanics Institute. WGAS provides a professional service to donors, depositors and users of archives in accordance with national standards of access to archives, in particular the Archives Accreditation Standard.

WGAS publishes information about its performance in the form of an annual report available through its web pages on the Swansea Council website. It also provides annual statistical returns to the Chartered Institute of Public Finance and Accountancy and annual lists of its accessions to The National Archives.

This policy forms part of a suite of Archive Service policies as published on the Archive Service web pages on the Swansea Council website. Hard copies are also made available in the archive searchrooms

2. Media research

Media researchers are welcome to visit the Archive Service to undertake research at any time during normal opening hours. All media researchers must register for a reader's ticket and abide by the searchroom regulations like other service users.

While WGAS staff can provide help in highlighting collections and relevant indexes, they are unable to undertake research themselves other than through the advertised research service. Details of this service can be found on the WGAS web pages on the Swansea Council website.

WGAS welcomes discussion of ideas for future projects, be they printed articles, online resources, or radio and television programmes. These initial enquiries should be made as far in advance as possible.

WGAS requires advance notice of the intended use of original documents in filming. It is advisable for the production team to discuss requirements at least 2 weeks prior to the intended date of filming. Accurate references for the documents to be filmed are required at least two days in advance.

3. On-site filming in the archives

Onsite filming in the archives should be undertaken during normal office hours. If filming needs to be undertaken outside office hours, permission should be sought from the County Archivist and an additional out-of-hours facility fee will be charged. Out-of-hours filming will be dependent on the availability of staff.

The security and safety of the documents is a priority. Documents will only be produced for filming where risk of damage is minimal. Handling of documents should be kept to a minimum and documents should be handled with care before and while filming takes place. The documents should not be subjected to excessive heat, and cold lights should be used wherever possible.

Filming will be supervised at all times by WGAS staff. All filming must be stopped if requested by Archive Service staff, and WGAS staff reserve the right to withdraw documents from filming if they believe them to be at risk of damage.

In the case of onsite filming, it is advisable for a member of the production team to visit the archives premises in advance of filming in order to ascertain its suitability as a location. Accurate references for the documents to be filmed are required at least two days prior to filming. These can be ascertained by liaising with Archive Service staff.

Permission of the owners of the documents to be filmed must be obtained in writing prior to filming. WGAS will seek the necessary permissions on behalf of the company. The charge for this will be included in the facility fee. It is the responsibility of the media company to ensure that subsequent use of the material filmed does not infringe any copyright conditions.

Where researchers visiting WGAS may be shown on film, relevant permissions must be obtained from the individuals concerned.

It is the responsibility of the media company to ensure it has adequate insurance to cover filming / photography on WGAS premises.

An agreement to abide by the conditions outlined in this policy must be signed in advance of filming. Filming will not be permitted without a signed agreement.

4. Fees and acknowledgements

A facility fee will be charged to media companies or bodies undertaking filming at WGAS. Details of fees and charges are advertised on the WGAS web pages on the Swansea Council website.

The facility fee includes the cost of hiring the premises, staff time, use of utilities, the use of documents and the professional expertise of staff. Invoice payment details must be provided in advance of filming. The facility fee must be agreed in advance.

Local radio or newspapers will not normally be charged a facility fee, unless requests have a significant commercial application or require extensive staff input.

Correct acknowledgement of WGAS is required in the resulting regardless of whether a fee is charged. WGAS should be informed of the intended date/s of transmission of the programme.

Policy dated March 2020, for review by March 2025