



MEDIA ARCHIVE FOR CENTRAL ENGLAND

ACCESS POLICY

1. Purpose of the policy

This policy is produced to provide guidelines within MACE, to promote a professional approach by its staff and to engender understanding of its work in the regions that are served by the archive.

Like all publicly funded organisations MACE aspires to exceed the standards set for the management of public collections. This policy document, along with similar documents for preservation, documentation and access, forms part of a wider collection management policy which establishes standards that MACE can be measured against.

2. Access policy

Introduction

One of MACE's primary goals is to bring together a collection of moving images and, having ensured their long term preservation, make them as widely accessible as possible.

MACE recognises that there are many different potential audiences for the materials it collects and preserves and that for each of these audiences there are many different opportunities for the delivery of its collections.

New technologies offer a multiplicity of new access opportunities for moving image archivists via the development of digital delivery systems. The speed of developing technology means that new access opportunities will continue to open up. MACE will explore the access potential of these new formats.

In addition, traditional exhibition venues, such as cinemas, offer an effective way of reaching particular audiences and MACE is committed to using them where appropriate.

It is recognised that many of MACE's audiences actively seek out the services that MACE offers. It is the policy of MACE to respond to these audiences. There are, however, many potential users of the collection who will not be pro-active in using the collection. MACE encourages new audiences by working

with partners regionally and nationally as well as communities across the regions that MACE serves to ensure that its collections are used to the greatest possible public benefit.

Part of this commitment includes the recognition that MACE must engage with all communities across the East and West Midlands to develop social cohesion.

In addition to providing access to the collections it cares for MACE is committed to providing access to information about all matters concerning the moving image.

MACE is guided by the Moving Image Archive Framework: Policies, Standards, Guidelines, Version 1 – July 2005 (see www.bufovc.ac.uk/faf/MIAFv1.pdf).

Limitations on access

- Whereas every effort will be made to make all titles accessible, the physical nature of the material may limit access. In other words, an item in MACE's care will not be made available if it is thought that the specified use will endanger its long term preservation.
- Access to MACE materials will be denied where insufficient or unsuitable film/video/digital technology is present.
- Though MACE will endeavour to negotiate the widest possible use of deposited material, it is recognised that there may be access limitations imposed by the depositor or the rights owner.
- Copyright must be cleared before any commercial use is made of materials in the collection.

Types of access MACE will undertake:

1. Commercial access

Where the above mentioned limitations on access are not apparent MACE will respond positively to enquiries concerning the use of material held by the archive in commercial productions. Charges for this form of access are published in MACE's commercial rate card.

2. Non commercial access

Where the above mentioned limitations on access are not apparent MACE will, wherever possible, provide access to depositors and copyright holders; private and academic researchers; as well as other cultural organisations wanting to use material in exhibitions. Charges will apply in certain circumstances.

3. Education

MACE is committed to working with educators at all levels of formal and informal education. Charges will apply in certain circumstances.