

Rambert Archive: Collection Access Policy**Rambert Archive: Collection Access Policy**

This document describes how the Rambert Archive documents its collections, and how it makes information about the collections available.

Name and address of the Rambert Archive:

Rambert Archive
99 Upper Ground
London
SE1 9PP

Governing Body:

Ballet Rambert Limited

Context:

The Rambert Archive was set up in 1982 to ensure a complete and accurate record of the work of Britain's longest established and most innovative dance company. It both serves the Company's needs and provides a window into the Company's history and activities for the public.

The Rambert Archive seeks to be aware of and to comply with all current relevant legislation and archival best practice.

Standards

This collection access policy has been prepared in accordance with:

PAS 197: 2009, Code of Practice for Cultural Collection Management

BS EN 16893:2018, Conservation of Cultural Heritage. Specifications for location, construction and modification of buildings or rooms intended for the storage or use of heritage collections

Code of Practice for Archivists and Records Managers under section 51(4) of the Data Protection Act 1998: 2007

ISO 15489 Records management 2016

UK GDPR 2018

Data Protection Act 2018

PSQG Standard for Access to Archives 2008

Rambert Equality, Diversity and Inclusion Action Plan 2020 – 2021

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Internal users

The Rambert Archive's primary users are the staff and dancers of Ballet Rambert Ltd. It is used to support the creation, promotion and administration of Rambert's activities.

Staff and dancers of Ballet Rambert Ltd are able to access the collections via the Rambert Archivist, who will respond to their enquiries as promptly as possible.

Archive collections in physical formats, for example technical paper files or costume items, may be consulted in the ICAP Reading Room, or if judged to be robust then they may be loaned to the relevant department. If the items are too fragile to be loaned they may be consulted in the ICAP Reading Room or the Rambert Archivist may create surrogate copies for loan to the departments.

Archive collections in digital formats may be viewed in the ICAP Reading Room, via the Rambert Media Library desktop application or via surrogate copies created by the Rambert Archivist to which the Archivist will provide a link.

Associate users

Rambert has a number of relationships that are being gathered into this category:

- People commissioned to create or to re-stage works. This includes choreographers, resident artists, composers, designers, assistants.
- People commissioned to work in various or specific roles. This includes animateurs, technical team members, musicians, costume makers, temporary office staff.
- Associate companies and individuals.

Associates may use the collections by arrangement with the Rambert Archivist.

Archive collections in physical formats, for example technical paper files or costume items, may be consulted in the ICAP Reading Room under the supervision of the Rambert Archivist.

Items will not normally be loaned out of the building unless in exceptional circumstances where the loan is necessary to the use. An example of the latter is loaning a costume item to a maker so that a replica can be created.

Archive collections in digital formats may be viewed in the ICAP Reading Room, via the Rambert Media Library desktop application or via surrogate copies created by the Rambert Archivist to which the Archivist will provide a link.

Commercial users

Due to the multiple rights present in most of the Rambert Archive collections, and the confidential nature of some of the collections, commercial use is limited.

The Rambert Archivist, Chief Executive/Executive Producer and Director of Producing together will enable commercial use of the collections where possible.



Academic users

The Rambert Archive is used by independent researchers as young as 16 with no upper age limit. Their needs are diverse both in terms of the material they would like to use and the support they require from the Rambert Archivist.

Multiple rights issues again present a barrier to enabling immediate online access to collections.

Researchers are able to consult collections by prior arrangement with the Rambert Archivist. The catalogue is available to browse online at the Archives Hub (<http://archiveshub.ac.uk/contributors/rambert.html>), and there are printed catalogues available in the ICAP Reading Room.

Archive collections in physical formats, for example technical paper files or costume items, may be consulted in the ICAP Reading Room under the supervision of the Rambert Archivist. There is no fee for visits to the ICAP Reading Room.

Archive collections in digital formats may be viewed in the ICAP Reading Room or via surrogate copies created by the Rambert Archivist to which the Archivist will provide a link. This incurs a nominal fee, benchmarked to the fee charged by comparator service the National Resource Centre for Dance at the University of Surrey. The fee represents the cost to Rambert for providing the service.

Reproduction of the collections is subject to rights clearance, fragility of the items, data protection and business sensitivity. There is a fee for reproducing items by photocopying, scanning or photographing which is benchmarked as before and represents the cost to Rambert for providing the service.

Other users

The Rambert Archive is keen to contribute to the Company's mission to engage people in contemporary dance and the work of the Company, and in addition the Archive will proactively identify and cultivate new audiences for Rambert's heritage.

The ICAP Reading Room is accessible to people with limited mobility.

The ICAP Reading Room contains display cabinets and a screen for moving image, allowing curated viewing of the collections.

The Rambert Archive contributes to the Rambert participation and community programme through special projects, schools workshops and one-off events. These projects, workshops and events are aimed at engaging children, young people, adults and older people from all backgrounds, with or without physical or learning disabilities. Learning programmes are evaluated for impact and improvement.

The Rambert Archive contributes to the Rambert Audiences and Development teams by providing displays, tours and talks to their guests.

The Rambert Archive may collaborate with other archive services, museums, galleries, libraries or venues to mount exhibitions, or may loan items from the collections for

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exhibition purposes providing that rights are cleared and the items are conserved to exhibition standard.

What is accessible

The Rambert Archivist is only able to provide access to records in line with data protection legislation, depositor restrictions, and as stated above at the discretion of the Rambert Archivist, Chief Executive/Executive Producer and Director of Producing. Records that require conservation may not be accessible, or may only be accessible via surrogate copies.

The Rambert Archive will employ qualified archivist(s) to manage the cataloguing of the collections it holds. Volunteers, when properly trained by qualified archivist(s) or participating in master's degree level study towards an archive qualification, will also contribute to the cataloguing of collections. Cataloguing may include appraisal for those records obtained before appraisal procedures were in place.

The Rambert Archive will maintain a reference library and information files to support the archival collection. The Rambert Archivist is responsible for maintaining the reference collection which does not set out to be a comprehensive dance library, but exists to provide additional context to the archival collections. Information generated by users of the collections is collected by the Rambert Archivist and may be added to descriptions or to the reference library with the agreement of the user.

The Rambert Archive may also distribute and make its finding aids available to other networks as the opportunity arises; an example of this is the London Screen Archives which may receive the finding aid(s) for the moving image collection.

The policy statement will be reviewed at intervals of not more than five years.

Date of issue current version: March 2023

Date of review: March 2028

Associated documents:

- Finding aids (pdf files, database)
- Researcher regulations (word doc, hard copy in ICAP Reading Room)
- Researcher registration form (word doc, hard copy in ICAP Reading Room)
- Copying for publication agreement (word doc, hard copy in ICAP Reading Room)
- Schedule of fees (word doc, hard copy in ICAP Reading Room)

