

# **NAEA Access Policy 2025**

## **1.0 Statement of Purpose**

The mission of the National Arts Education Archive (NAEA) is to ensure ‘the establishment, maintenance, development and extension of the Archive for the purpose of the promotion of the advancement of the education of the public in the Arts.’ It is only through enabling access to its material that the NAEA can achieve its mission, and this policy sets out how that access is provided. It covers relevant legislation, the means of access provided and any restrictions on access.

1.1 The NAEA is constituted to serve any member of the public interested in arts education. Defined communities served by the NAEA include but are not limited to academics, educators, artists, students, researchers and historians.

## **2.0 A Culture of Customer Care**

2.1 The NAEA is committed to promoting a culture of customer care, ensuring stakeholders are treated with dignity and respect during any form of engagement with the archive.

2.2 The NAEA adheres to the Equality, Diversity and Inclusion Policy of YSP, its parent organisation, sharing its commitment to inclusion, diversity, and equity in all its activities.

2.3 The NAEA works to ensure that its collections and services are relevant and accessible to all.

## **3.0 Legislation**

3.1 The NAEA’s collections and information are subject to the following legislation:

- General Data Protection Regulation (GDPR), as supplemented by the Data Protection Act 2018
- Freedom of Information Act, 2000
- Copyright, Designs and Patents Act, 1988

3.2 In order to comply with the Data Protection Act, the NAEA may declare material that contains information about living individuals closed. Access to closed material can be provided on signing a form indicating compliance with data protection legislation.

## **4.0 Online Access**

4.1 The starting point for many users wishing to access the NAEA will be its page on the YSP website: <https://ysp.org.uk/learn/national-arts-education-archive>. Here, users can find information about the NAEA and how to find the Lawrence Batley Centre. The page also contains information about past exhibitions, and a link to

further detail about the collections. The purpose of this information, which is accompanied by images of the collection, is to provide an engaging overview of the material, particularly for new users.

4.2 Through the YSP website, users can access the NAEA's online catalogue: <https://www.artsedarchive.org.uk>. This website contains collection level descriptions of most collections, and links to individual records for most collections catalogued to item level. It is fully searchable and contains images where material has been digitised.

4.3 Both the YSP and NAEA websites contain contact details for phone and email enquiries. The NAEA is staffed on two days per week and aims to respond to enquiries as soon as possible on staffed days.

## **5.0 The Bramley Reading Room**

5.1 The NAEA provides free access to its Reading Room which is open by appointment for the consultation of original material. Opening times are Tuesdays 10am – 4pm.

5.2 The Bramley Reading Room is located on the first floor of the Lawrence Batley Centre, a short walk from the Learning Centre at YSP. Parking is available outside the building.

5.3 There are steps down to the main entrance of the Lawrence Batley Centre, however a step-free entrance is available. There is a lift to the first floor, however due to fire policy those who cannot use the stairs will be provided with access to material in the ground floor gallery space.

5.4 Reading Room bookings can be made via phone or email. Users are encouraged to use the NAEA's online catalogue to identify material they would like to consult in advance of their visit, however staff will endeavour to provide access to material requested on the day.

5.5 Users are required to sign the visitor's book on arrival, complete an evaluation form and read and adhere throughout their visit to the NAEA's handling guidelines.

5.6 All visits to the Bramley Reading Room are invigilated.

5.7 Access to original material will be provided unless:

- there is a statutory exemption prohibiting access
- the owner of the collection has placed a restriction on access
- access is likely to cause physical harm to the archives
- there is a surrogate or other alternative copy available

5.8 Where a surrogate exists but a specific request is made for the original item, the original will be made available at the Archive Coordinator's discretion.

5.9 Facilities available include free Wi-Fi and accessible toilets.

## **6.0 Copying and Reproduction**

6.1 Orders for digital or hard copies of material can be placed by email or during a visit to the Bramley Reading Room.

6.2 Copies are provided subject to payment of the NAEA's handling charges and the completion of a 'Request for Permission to Copy Archival Material' form. A daily fee is charged for camera use. Copies supplied by the NAEA may only be used for non-commercial research or private study, and/or other exceptions to copyright, as outlined within the Copyright Designs and Patents Act 1988. Other uses of copies must be licenced separately.

6.3 Requests for copies may be refused if:

- there is a statutory exemption prohibiting copying
- the owner of the collection has placed a restriction on copying
- copying is likely to cause physical harm to the material
- copying is likely to cause an infringement of copyright legislation

## **7.0 Engagement and Outreach**

7.1 The NAEA is an integral part of YSP's educational programme with the Head of Programme responsible for the activity of YSP Learning, Curatorial and the NAEA.

7.2 NAEA programming for teachers is developed in collaboration with YSP Learning, allowing teachers to benefit from a joint offer.

7.3 The NAEA's offer includes giving talks and offering handling sessions to booked groups, contributing to YSP Learning's annual Teacher Study Day and hosting events for Friends of YSP. NAEA staff also present at conferences, both internal and external to YSP.

7.4 Group bookings are usually subject to a fee. Details are available on request.

7.5 The NAEA will support MA and PhD work by facilitating access to collections and offering advice and guidance where resources allow.

7.6 The NAEA will support outreach projects devised by other organisations with access to the archive and staff time, where those projects align with the mission of the NAEA and are seen to be of mutual benefit.

## **8.0 Exhibitions**

8.1 Exhibitions of NAEA material are developed and mounted with the support of the Head of Programming and Curatorial department at YSP.

8.2 The NAEA mounts exhibitions of material from its collections on the ground floor of the Lawrence Batley Centre, on the walls and in display cases. The exhibitions usually relate to a theme or anniversary and are changed periodically.

8.3 Access to onsite exhibitions is possible on Tuesdays by appointment. Exhibition tours can be provided to booked groups.

8.4 Online content is developed alongside onsite exhibitions to widen access to and engagement with the material on display.

8.5 Opportunities for off-site exhibitions will be considered in the context of wider programming and in consultation with the Head of Programming and Curatorial department at YSP.

8.6 The NAEA recognises that loans of material to external exhibitions and displays widens access to that material and will seek out opportunities and respond to loan requests in line with YSP procedure.

## **9.0 Developing Access and Engagement**

9.1 The NAEA Advisory Board and Working Group meet annually. Members include representatives from universities in the region who are invited to discuss opportunity for partnership work and advise on improving access to the NAEA.

9.2 As stated in the NAEA Collections Development Policy, partnership work with record creators, such as teachers and other educationalists, informs collections development activity for the purpose of enabling the NAEA to better serve its users.

9.3 The NAEA welcomes the views of all its stakeholders. Feedback forms are provided to event attendees and Researchers Evaluation Forms to users of the Bramley Reading Room. All feedback is monitored and evaluated to improve service delivery.

9.4 NAEA staff have access to results of YSP visitor surveys and evaluation by YSP Visitor Experience for the purpose of making improvements to access.

9.5 NAEA staff have access to web analytics reports which chart engagement with collections at item level, enabling staff to effectively prioritise collections information work to improve access.

9.6 Researcher Evaluation and web analytics reports are used by the NAEA to shape its digitisation programme, which sees artwork from the most frequently accessed collections photographed and made available in its online catalogue.

**10.0 See NAEA Forward Plan and Access Plan for planned activity to improve stakeholder access.**

Date on which this policy was approved by governing body: March 2025

Date at which this policy is due for review: March 2027