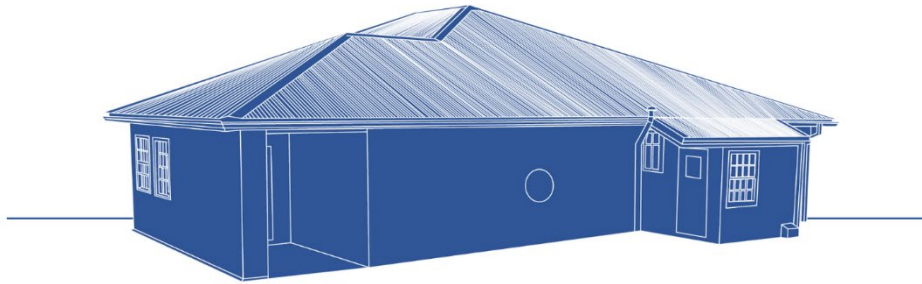


Filming at the Archives: Terms & Conditions



Jane Cameron National Archives

MARCH 2024 | VERSION 0.1

Corporate Records & National
Archives Manager



March 2024 | Version 0.1

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1 Introduction

- 1.1 As a working archive the Jane Cameron National Archives' priority must be our service in delivering documents to the public and responsibility to the care and conservation of our unique and irreplaceable documents. Filming is not permitted in the building for the security and protection of the records and staff unless otherwise arranged with the service.
- 1.2 Written permission of the Jane Cameron National Archives must first be obtained before filming or using any archival material for commercial publication, exhibition or broadcast.
- 1.3 If permission is granted then the contents of this document must be adhered to.
- 1.4 The film company/producer must agree to:
 - Credit the Jane Cameron National Archives, Falkland Islands, as the source of the records on screen and in the script (not just in the closing credits) during the film/programme itself.
 - Respect and adhere to the Jane Cameron National Archives, Falkland Islands, conservation and care requirements for document handling.

2 How to film

- 2.1 All filming on the premises is supervised by JCNA staff. The JCNA reserves the right to terminate filming at any time if the officer in charge is concerned that the terms and conditions are not being met or that the filming is deviating from the agreed schedule or context.
- 2.2 Filming is only to take place within publicly accessible areas.
- 2.3 No archival material is to be removed from the Reading Room or building
- 2.4 The crew should stay with a staff member at all times.
- 2.5 Smoking is not permitted anywhere inside The National Archives' buildings.
- 2.6 No drinks or food of any kind, including chewing gum or sweets, are allowed near the documents.
- 2.7 When filming a shot, in which someone appears to be studying a document, the rules of the Reading Room (use of supports, pencils only etc) must be observed.
- 2.8 A staff member will be on hand throughout filming. Their priority is to ensure the documents are handled correctly and archival best practice is followed in the repositories. They cannot serve as a presenter in the programme or be interviewed about the documents. We encourage crews to bring their own presenters or researchers.

3 Filming and care of documents

- 3.1 Documents are easily damaged and so they must be handled as little as possible. We will supply book-rests, backboards and other materials necessary for the display of documents. Our documents are valuable and irreplaceable so we impose restrictions on how they are handled.



- 3.2 Excessive exposure to light is also detrimental, and the lighting levels and periods of exposure are kept to a minimum. Whilst filming every effort must be made to ensure that documents are not exposed to strong lighting for extended periods of time.
- 3.3 Documents must not be marked in any way and the use of adhesives, such as Post-it notes is prohibited. Pages must not be removed from documents.

4 Identifying records to be filmed

- 4.1 You are responsible for identifying document(s) you wish to film. The National Archives cannot undertake research on your behalf.
- 4.2 All documents have a catalogue reference and these must be submitted to the JCNA staff via email at the point of requesting filming.
- 4.3 We will make arrangements to have requested records ready to be viewed and ensure they are ready for your arrival. No additional documents can be ordered on the day of filming.
- 4.4 Documents ordered should be used for their content and not used only as a background prop setting.
- 4.5 As per Reading Room requirements, only one volume, one box, or a limited number of folders at a time will be issued.

5 Additional Information

- 5.1 While we will make every effort to accommodate your filming needs, please be aware that these are working areas, and in some instances filming/recording may be interrupted intermittently.
- 5.2 Any damage arising out of filming of the Jane Cameron National Archives material either of persons or objects will be the responsibility of the client.
- 5.3 Copies of government records may be used freely for private research and educational purposes. Whenever material from the Jane Cameron National Archives is reproduced in any form or in any medium, the user must acknowledge the Jane Cameron National Archives as the source and give all document references. For non-government records it is your responsibility as the user to ensure that copyright is not infringed and any infringement that does occur is your responsibility.

6 Crediting source material

- 6.1 The Jane Cameron National Archives, Falkland Islands, must be credited on screen, during the broadcast as the source of the records.
- 6.2 Please inform the Jane Cameron National Archives of the date and time of the proposed broadcast.

7 References

The National Archives. *Terms and Conditions for Filming at The National Archives, Kew.*



8 Declaration

I confirm that I have read and agree to the terms and conditions listed in this document in respect to filming at the Jane Cameron National Archives

Name (Print):

Signature:

Date: