



# MAGDALEN COLLEGE SCHOOL

INDEPENDENT DAY SCHOOL FOR BOYS 7 - 18 AND SIXTH FORM GIRLS

## **MCS Archive Access Policy**

The MCS Archive is available for access to stakeholders from the MCS pupils, staff parents, friends, alumni and the wider public by appointment with the Archivist on Mondays and Tuesdays during term-time. The archivist will undertake short pieces of research in the collections for those not able to access the archive in person. Surrogate copies of records will be provided upon request.

Consulting certain items in the collections may not be possible due to its physical condition or content of the items according to guiding legislation, namely the Freedom of Information Act 2000 and the Data Protection Act 2018. There is a risk-management approach to releasing any information not subject to statutory access restrictions.

The Archive Room is on an accessible site, and researchers with particular access requirements will be accommodated. Visitors need to make an appointment so parking and other access arrangements can be made. Quieter spaces can be booked in school if required. Digital collections are available in large print, and magnifying glasses and other tools are available for use during research visits. Carers and support workers are welcome, and other access requirements can be accommodated, such as reading documents aloud or bringing in additional lighting or furniture. Assistance dogs are welcomed on the premises. Visitors from outside the MCS staff and pupil community will need to comply with school safeguarding procedures.

The archivist will give guidance on the use and handling of originals and surrogates. MCS is committed to providing access to its collections via its programme of activities, exhibitions for the MCS community and the public, its website and its social media accounts. The archivist works part-time during term-time, but endeavours to provide a thorough and timely response.

The MCS Archive provides access in the following ways:

- School and alumni social media
- School website
- School publications: The Lily, The Bridge, termly Newsletter
- Magdalen College, Oxford information on website
- Digital catalogue available on-site
- Export of catalogue records on request
- Information and advice provided by email, letter and telephone
- Digitised analogue collections
- Dedicated Archive Room featuring historic collections on display, with space for researchers and school groups
- School projects and lectures
- Reprographics facilities
- Viewing facilities for AV material
- Oxford Arts Festival events, hosted at MCS

Please contact the archivist to arrange access: [lmccormack@mcsoxford.org](mailto:lmccormack@mcsoxford.org).