



ACCESS POLICY

1. Introduction

1.1 Brief introduction to MACE

MACE (The Media Archive for Central England) was formally established by the registration of the company in 1995 and became active on the appointment of its first Director in February 2000. MACE's high level mission statement reads:

MACE is an accessible organisation connecting people with the preserved moving image heritage of the Midlands.

1.2 Objectives of collecting

The public sector moving image archives are defined as *“repositories for the custody and preservation of, and access to, the history of our times as recorded on film, videotape and other moving image formats. Such archives contain works made by amateur and professional producers for cinema, television and other purposes. These archives encompass the history and culture of moving image media and respect the integrity of the works above any commercial or short-term exploitation. These institutions operate for the public good on a ‘not for profit basis’.”* (Moving History: Towards a Policy for the UK Moving Image Archives; The UK Film Archive Forum, 2000)

Thus MACE's primary objective is the promotion of greater understanding and appreciation of the moving image culture and heritage of the Midlands by building a collection of Midlands related moving images, ensuring its preservation, and creating the widest possible range of access opportunities to it for the benefit of the people of the Midlands and beyond.

1.3 Purpose of the policy

The policy is produced to provide guidelines within MACE and to promote a professional approach by its staff and to engender a wider understanding of our work. All publicly funded organisations should aspire to meet the standards set for the management of public collections. Consequently this document together with policies for preservation, documentation and access form a collection management policy document against which standards MACE can be measured thus providing confidence in MACE for depositors and stakeholders.

These documents are publicly available on MACE's website.

2. Access policy

- **Audiences**

MACE is a public archive and therefore exists to serve the whole population. However we recognise that there are some audiences that we serve in particular:

- HE – and especially our partners at the University of Lincoln
- TV and the wider production sector
- Cinema and other exhibitors
- Local history and community organisations
- Special interest groups

MACE is always seeking to extend its audience by encouraging the engagement of people and organisations with the resources we hold

- **Access to images**

The purpose a public moving image archive is to bring together a collection of moving images and, whilst ensuring their long-term preservation, to 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.

MACE's guiding principle is that all material is, or can be made, accessible for any lawful and appropriate purpose.

- MACE will explore the access potential of developing technologies to provide new access opportunities.
- MACE understands that, whilst resources in the archive can be subject to re-purposing and the development of new contexts, a fundamental understanding of the collections is informed by recognising original context and utilising original technologies and therefore will maintain the capacity to experience projected film where appropriate.
- MACE will be proactive in developing and maximising audiences for its collections
- MACE will maximise access potential in agreements negotiated with depositors and rights owners.

- **Access to information**

MACE will make its catalogues available at its premises and via its web site.

- **Access to services**

MACE is an accessible organisation and will make all its services available to potential users of the regions' moving image archive facility where appropriate

3. Limitations to access

No item in MACE's care will be used in any way if it is deemed that such use will endanger the long-term preservation of the item in question.

Whereas every effort will be made to make all material accessible, its physical nature may in some cases limit access.

Whereas MACE will endeavour to negotiate the widest possible use of deposited material there may be access limitations imposed by the depositor or the rights owner.

Any required copyright clearances must be achieved or indemnities agreed prior to the use of material in the collection.

3. Education

MACE will particularly seek to ensure that its resources are available for use in education at all levels and will work proactively to achieve their use

4. Places of Access

Digital surrogate copies can be made available (subject to conditions) anywhere. Access to master materials (where appropriate) will be restricted to MACE premises and approved venues

5. Charges for access

MACE may charge for access to the collection

6. Cultural diversity, equal opportunity and social inclusion.

MACE will not discriminate in making its collections accessible.

7. Relationships with other bodies

MACE will work with partners locally, regionally and nationally to maximise the accessibility of collections