



Conditions of access

The V&A Museum of Childhood aims to make its collections as widely accessible as possible, whilst ensuring long-term preservation of the material in its care. To help us achieve this, we ask that researchers follow the following procedures and guidelines.

Access to the collections not currently on display (the reserve collection), the archives and the library, is by prior appointment only. Access to the reserve collection, archives and library is normally available from Monday to Friday, 09.30 to 16.30, and is free of charge. The reserve collection, archives and library are closed at weekends and on public holidays. Should you wish to access these, please contact the Collections team at www.museumofchildhood.org.uk/contact-us

Researchers visiting for the first time are required to complete the Researcher registration form and to read and to agree to observe the conditions of access explained below. Download the Researcher registration form at www.museumofchildhood.org.uk/researcher-registration-form

When registering, researchers will need to provide proof of identification and address. If a single document provides both personal identification and proof of address then this is acceptable. If not, you will need to provide one form of documentation from each of the lists below.

Acceptable forms of personal identification (must include your photograph or signature)

- Passport
- Driving licence with photo
- Student identity card

- Official identification card from recognised place of work (provided it includes a photograph or signature)
- Bank or credit card
- British Library ticket

Acceptable forms of proof of address (must include your name and address)

- Recent utility bill (within last 3 months)
- Council Tax bill (valid for current year)
- Recent bank statement (within last 3 months)
- Reader Tickets, issued by the V&A for access to the Blythe House Reading Room are also acceptable proof of address.

Guidelines for the security and protection of the collections

- All collection items are for consultation within the study room only, and may not be removed from the Museum.
- Researchers are responsible for all materials issued to them until they are returned to a member of the Collections team. Researchers must, at all times, treat the material with great care, and follow any instructions given regarding the handling of material. If in doubt, please ask. Researchers must bring to the attention of a member of the Collections team any damaged or missing material.
- Readers will be asked to leave all bags, coats and files not essential to their research in a room separate from where they are consulting the archive material, and they may be asked to show the contents of their file / bags on leaving the Museum.
- No food or drink or any other substances or equipment liable to harm the material is permitted in the study room. This includes bottles of water, chewing gum, cough sweets, pens, crayons, paints, ink, correction fluid, glue and other adhesives, post-it notes, scissors and staplers. Other substances or equipment may not be permitted at the discretion of a member of the Collections team. Researchers are requested to ensure that their hands are clean before handling material.
- Only pencils and portable computers may be used for taking notes. The tracing of objects and archive material is not permitted.
- Archive or reserve collection material must not be rearranged, marked or altered in any way.

Restrictions to access

At times, access to parts of the reserve collection may be restricted due to the undertaking of improvement work to storage facilities. Where this is the case, the Museum will notify researchers when the material will be available, and will endeavour to make the material available as soon as possible.

Although the archives are generally available for public consultation, some information in them, such as personal data or information supplied to the V&A in confidence, may be restricted under the terms of the Data Protection Act 1998 and the Freedom of Information Act 2000.

Where the archivist determines that archive material, due to its physical condition, would be put at risk from access, it will be closed and deemed as unfit for production. Where this is the case, the Museum will endeavour to make the item accessible as quickly as possible.

Access to uncatalogued archive collections is at the discretion of the Archivist, and must be considered against the concerns of security, possible breaches of the Data Protection Act and the need to preserve the original order of the collection. All requests for access will be considered carefully. Should you wish to consult an uncatalogued collection, please provide as much detail as possible about the subject of research and the material of interest.

Copying and photocopying

- Researchers are permitted to take photographs using hand-held cameras for the purpose of non-commercial private study only, by prior arrangement. The use of tripods, hand-held photocopiers and scanners is not permitted.
- Photocopying of archive and library material, for the purpose of non-commercial private study only, is permitted at the discretion of the Collections team. Photocopying will not be permitted where there is a risk of damage to the material. The charges for photocopying are listed below.
- All copying from the collections must comply with current UK copyright legislation.

Charges for photocopying for non-commercial use are as follows

A4 or A3, colour or b/w photocopy £0.20 per copy for the first 10 copies

£1.00 per copy for subsequent copies

Scans £5.00 per scan

Postage and packing will be charged as applicable

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