

Tees Archaeology Sites and Monuments Record (SMR)

User Guidelines

Tees Archaeology maintains a database of known archaeological and historic sites, structures and findspots in the boroughs of Hartlepool, Middlesbrough, Redcar & Cleveland and Stockton-on-Tees. This database is widely consulted by local authorities, developers, archaeological consultants and academic enquirers at all levels. Users of the database are required to follow the guidelines set out below.

- Tees Archaeology is committed to the conservation and preservation of the archaeological heritage. It is expected that the users of the SMR will inform the SMR Officer/Archaeological Officer as to the purpose and location of their enquiry and the use to which information requested is to be put.
- The information requested is supplied pursuant to the provisions of section 141(1) of the 1972 Local Government Act. A charge will normally be made for consulting the SMR. This will vary according to the nature of the enquiry and may be waived in certain circumstances. The range of charges is set out below:-

Initial search fee of £30 (includes first half hour of staff time)
Staff time £50 per hour thereafter (chargeable in half hour units)
Photocopying and other services are charged at current cost:-
A4 black and white photocopy 10p per copy inc. VAT
A3 black and white photocopy 20p per copy inc. VAT
Black and white photographic print (7" x 5") from negative £5 per print inc. VAT
Colour print (6" x4") from 35mm colour slide £5 per print inc. VAT
Colour 35mm slide from 35mm colour slide £10 per slide inc. VAT

As Tees Archaeology is sole supplier of SMR information VAT is not chargeable.
Photocopying and other service charges are subject to VAT. All charges are subject to review

- Tees Archaeology reserves all rights of Copyright which are owned in the material provided. Dissemination to a third party without the written consent of Tees Archaeology is a breach of that copyright.
- Users will be expected to inform the SMR of new sites or information which may come to light as a result of their researches. Copies of, or reasonable access to, the research should also be made available to the SMR, in order to update the record.
- Tees Archaeology accepts that there may be a requirement to treat certain enquiries in confidence. Equally Tees Archaeology expects that users will not pass on information in an irresponsible or unethical manner.
- Because the information in the SMR has been compiled from a variety of sources Tees Archaeology does not accept responsibility for the accuracy of any particular piece of information.
- All enquirers will be expected to abide by the Tees Archaeology Code of Conduct for SMR Users.

Declaration: I have read and agree to comply with the guidelines set out above.

Signed _____ Date _____

Name and Organisation _____

Purpose of enquiry _____

Tees Archaeology Code of Conduct for Sites and Monuments Record (SMR) Users

1. All SMR users will accurately inform the SMR Officer/Archaeology Officer of the purpose of their enquiry and the use to which the information will be put.
2. Users will respect an SMR's right to withhold information either because it is deemed confidential, or because of the requirements of the Data Protection Act. Tees Archaeology will not withhold information without reasonable cause.
3. Where an enquirer requests that an SMR treats its enquiry in confidence, this will be respected. Similarly, SMR users will not pass on SMR information in an irresponsible or unethical manner.
4. Although every reasonable effort is made to verify information within an SMR, it is accepted that such records are not definitive.
5. Users will abide by all copyright restrictions which may apply to data held in an SMR. Where Tees Archaeology reserves rights of copyright owned in the material provided, the material shall be used for the purposes of the user only and shall not be passed to any third party by way of breach of copyright without the written consent of Tees Archaeology.
6. Where specific consent under the copyright provisions governing an SMR has been obtained for dissemination of SMR data to third parties through publications, reports or theses, due acknowledgement of the use of the SMR data will be given.
7. Tees Archaeology may levy a charge for SMR information.
8. Where a charge is levied, the basis and/or level of charging will be clearly stated before information is released.
9. All users will inform the SMR of new sites or information which come to light as a result of their research. Copies of, or access to, the completed research will be made available within a timescale agreed with the SMR Officer/Archaeology Officer.

This code of practice is based upon a model set out in, *Sites and Monuments Records: Policies for Access and Charging*. 2nd Ed. 1993. Association of County Archaeological Officers.