

GUIDELINES FOR RESEARCHERS BOOKING AN ONLINE APPOINTMENT

Heritage Quay offers online appointments for researchers who are unable to access our research room for an in-person appointment or who only wish to view a couple of items from our collection.

What we offer

- An hour-long appointment with one of the archives team, conducted using Microsoft Teams where you can view items from our collections.
- You can view up to 5 items, no larger than A4 in size. You can look at each item for as long as you wish during the hour-long appointment.
- An Archive Assistant will be on hand to assist with any questions or queries during the appointment.
- You will need to decide on what you want to view in advance and include this information on the online booking form so we can have it ready for your online appointment.

Technical bits

For the session, you will need a device with a microphone and webcam. It is possible to join a Teams meeting via a web browser such as Chrome, but we recommend using the dedicated app if possible. If you know you are viewing portrait items, you may wish to use a device like a tablet to maximise what you can see.

As you may have already experienced in online meetings and events, there may be technical issues during the session. If things do go a little askew, please be patient and we promise to do the same.

Appointment etiquette

We look forward to welcoming you to our online research room. We have found that both researchers and our team get a lot from these sessions.

Broadly speaking, the same rules apply on Teams as if you were visiting Heritage Quay in person. We are committed to making our online events as inclusive and safe as our physical ones. This means that any anti-social, rude or unlawful behaviour will result in you being asked to leave and may limit your opportunities to attend future events. Some examples of these behaviours are listed on the following page.

Taking copies

Please do not take screenshots or images of any items, unless otherwise arranged with Heritage Quay (see <https://heritagequay.org/research/> for more information about obtaining copies of our collections). This to make sure that you, and us, comply with Copyright Legislation.

The link to book your appointment is <http://hud.ac/jyq>



Heritage Quay statement on safe spaces

We are dedicated to providing a harassment-free experience for everyone, regardless of gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, religion (or lack thereof), or technology choices. We do not tolerate harassment of participants in any form. Sexual language and imagery is not appropriate in any workshop or event, including Teams. Participants violating these rules may be sanctioned or expelled from the event at our discretion. Harassment includes, but is not limited to:

- Verbal comments that reinforce social structures of domination related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, religion, or technology choices.
- Sexual images in public spaces.
- Deliberate intimidation, stalking, or following.
- Harassing photography or recording.
- Sustained disruption of talks or other events.
- Unwelcome sexual attention.
- Advocating for, or encouraging, any of the above behaviour.

Attribution Parts of this Code of Conduct were adapted from www.confcodeofconduct.com

