



# POLICY

## MANX MUSEUM AND NATIONAL TRUST

### Isle of Man Historic Environment Record (IOMHER)

#### Access and Charging Policy Statement

##### **Purpose of the Isle of Man Historic Environment Record (IOMHER)**

The Isle of Man Historic Environment Record (IOMHER) is the primary information service for the historic environment of the Isle of Man.

It aims to inform the understanding, management and enjoyment of this unique asset by providing information for colleagues within the Manx Museum and National Trust, Government Departments, members of the public, community and local heritage groups, students and others engaged in academic research, archaeological contractors and consultants, developers, landowners, land-managers and tenants.

##### **Charging for Services**

Charges will generally be made for commercial inquiries. Commercial users of the IOMHER will be charged for its use where the HER Officer's time is required. Charges are normally waived for enquiries for non-commercial, academic, educational or personal research, except where searches require extensive work. The costs of paper, printing and any other incidental expenses are charged to all users.

The IOMHER is managed in accordance with recognised standards of good practice and aims to continue its development as an accurate, comprehensive and actively maintained resource.

The policy will be published and reviewed from time to time, at least once every two years.

Date at which this policy is due for review: March 2023

**Approved** by the Manx Museum and National Trust Policy, Performance & Development Committee on: **16<sup>th</sup> March 2021**

**Signed** by Chairman, Manx Museum and National Trust:

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Prepared By	Andrew Johnson
Reviewed By	JD, AF, MNH Exec
Approved By	Jonathon Hall
Date of Approval	16 <sup>th</sup> March 2021

Manx National Heritage (referred to in the policy as 'MNH')

# **POLICY & PROCEDURE**

**MANX MUSEUM AND NATIONAL TRUST**

**Isle of Man Historic Environment Record (IOMHER)**

**Access and Charging Policy & Procedure**

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## 1. Purpose

The Isle of Man Historic Environment Record (IOMHER) is maintained by Manx National Heritage ('MNH') to function as the primary source of information about the historic environment of the Isle of Man.

The purpose of the IOMHER is inform the understanding, management and enjoyment of the historic environment of the Isle of Man by providing information for colleagues within the Manx Museum and National Trust, Government Departments, members of the public, community and local heritage groups, students and others engaged in academic research, archaeological contractors and consultants, developers, landowners, land-managers and tenants.

## 2. Content

The IOMHER comprises a database of sites, findspots and events from the prehistoric period to the present day, together with supporting printed, manuscript and archive assets, both published and unpublished ('grey literature'). These data provide information on both nationally designated and undesignated heritage assets.

Every reasonable effort is made to ensure the accuracy of IOMHER data however the record is not definitive and the accuracy of any particular piece of information should be verified from the original source or otherwise. The absence of data in certain areas should not be taken as an absence of archaeological features, cultural remains or historic data; by its nature an HER can never be a complete record and there will always be a backlog of data awaiting entry onto the database, and sites that have yet to be discovered.

## 3. Access & Delivery

The IOMHER is held at the Manx Museum in Douglas. The database is linked to a digital mapping system; it will be progressively placed online starting in March 2021 at <https://isleofmanher.im/>. Supporting printed and archive information is available to visitors in person at the Manx Museum Library & Archive (MML&A).

### Opening times

The IOMHER archive is available for public consultation at the Manx Museum Library and Archives (MML&A) at the following times (the HER Officer can assist in establishing whether a visit is advisable):

Wednesday	10.00-16.00 (by prior appointment with HER Officer)
Thursday	10.00-16.00 (by prior appointment with HER Officer)
Friday	10.00-16.00 (by prior appointment with HER Officer)

The IOMHER is closed on public holidays and occasionally at other times for operational reasons. Please refer to [www.manxnationalheritage.im](http://www.manxnationalheritage.im) for current information before planning a visit.

## Service Address

Manx National Heritage,  
Curator: Field Archaeology,  
The Manx Museum,  
Kingswood Grove,  
Douglas,  
Isle of Man IM1 3LY

## Contact Details

Contact Phone	+44 (0)1624 648025
Contact Email	<a href="mailto:iomher@mnh.im">iomher@mnh.im</a>

## Facilities

Access to the HER in person is through the facilities of the Manx Museum Library & Archive at the opening times noted above. There is work space available in the library reading room, which is equipped with laptops, and staff will assist with familiarisation. Personal laptops may also be used and wifi is available.

A range of additional resources are available to visitors, including hard copy maps, archaeological reports, local journals and grey literature. Staff can make a limited and reasonable amount of photocopies on request, subject to the condition of original materials, copyright restrictions and staff availability: details of charges for photocopying and printing can be found below. Personal photographic equipment may also be used subject to staff approval.

## Searching the HER

Searches provide information selected from the record, normally for a defined geographical area, although bespoke searches can also be undertaken for particular periods or types of records. The IOMHER includes both digital and hard copy information and references to other sources held outside the HER. It is constantly being enhanced and the absence of a record should not be relied upon as indicating a lack of heritage interest. Other sources may contain information not held or indexed.

## 4. Conditions of Use

MNH is statutorily responsible for the protection, conservation and enhancement of the historic environment. Information from the IOMHER must only be used responsibly. MNH therefore reserves the right to refuse or limit access to detailed material not included in the online database.

## Guidance for Users

i. Commercial users of the IOMHER are required to inform MNH of:

- (a) the subject and purpose of their enquiry;
- (b) the use to which the information will be put; and
- (c) the names of any other bodies or individuals outside their organisation to whom it is intended to pass IOMHER information.

ii. Commercial users of the IOMHER will be charged for its use where the HER Officer's time is required. Charges are normally waived for enquiries for non-commercial, academic, educational or personal research, except where searches require extensive work. The costs of paper, printing and any other incidental expenses are charged to all users. See below for rates which are subject to review.

iii. The IOMHER database is the copyright of MNH, and reserves all rights in the content of that database.

iv. Some information held in the IOMHER is also the copyright of others. It is the user's responsibility to ensure that copyright law is not breached.

v. Users should inform and make their research available to the IOMHER where new archaeological sites or data are discovered as a result of their work.

vi. IOMHER must be acknowledged as part of any publication or report which uses its data.

vii. While reasonable efforts have been made to verify the data held in the IOMHER, MNH cannot accept responsibility for the accuracy of any particular data and its source. Reliance should not therefore be placed on the information without separate due diligence and validation.

viii. MNH accepts that there may be a requirement to treat certain enquiries in confidence. MNH requires that users will not pass on information in an irresponsible or unethical manner.

ix. Access to all or part of the information requested may be refused at MNH's sole discretion including in certain circumstances, if:

- (a) it relates to the subject matter of any legal or other proceedings, actual or prospective (including Local Planning Inquiries);
- (b) it relates to confidential, internal communications of MNH;
- (c) it is contained in a document or other record which is still in the course of completion
- (d) it was supplied to MNH by another party who was under no legal obligation to do so and could not have been put under any legal obligation to supply it and has not consented to its disclosure;
- (e) disclosure would increase the likelihood of damage to the environment affecting directly or indirectly anything to which the information relates.

x. MNH will not provide information where it breaches the rights of individuals under the Isle of Man Data Protection Act.

xi. A request for information may be refused if it is manifestly unreasonable or is formulated in too general a manner.

xii. Every reasonable endeavour is made to respond to enquiries in a timely manner, usually within 10 working days.

## **5. Charges**

Charges only apply for commercial use, to cover staff time taken to process an enquiry - whether by post, email or office visit.

There will normally be no charge for students, academics, members of the general public and local archaeological and historical societies. However charges will apply for large, multiple or complex enquiries which require more than two hours of staff time. If such a charge applies, we will contact you before processing your enquiry.

### **Scale of charges for commercial enquiries**

Standard enquiries are charged at the rate of £60 per staff-hour.

Priority searches, where information is required within two working days of receipt of a written request or email, are charged at the rate of £120 per staff-hour, although we shall inform you beforehand should it not be possible to meet such a deadline and indicate the estimated time it is expected to take for your written approval. We will update you if the time required exceeds our estimate for further approval.

Charges are based on half-hour units with part units being rounded up.

A charge for staff time may be made in cases of late cancellation (less than 24 hours' notice) or failure to cancel a pre-arranged appointment.

### **Photocopying and printing charges**

Photocopying and printing charges apply to all enquiries: 50p per A4 sheet, and 80p per A3 sheet.