

## Musical Instrument Museums Edinburgh Access Policy Statement

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This Policy is to be read in conjunction with the Musical Instrument Museums Edinburgh Playing Policy (below) and the University of Edinburgh Collections Management Policy 2015-2020.

[http://www.ed.ac.uk/files/atoms/files/uc\\_collections\\_management\\_policy\\_final\\_approved\\_22\\_june\\_2015-.pdf](http://www.ed.ac.uk/files/atoms/files/uc_collections_management_policy_final_approved_22_june_2015-.pdf)

This brings together in one place the policies of the University which relate to the management of the collections that are owned or cared for by the University of Edinburgh.

The University of Edinburgh encourages access to its collections, staff expertise, and resources by visiting scholars, students, performers, instrument builders, and other interested individuals. This includes access to objects on display and in store. You are welcome to get in touch before your visit to ask advice on any aspect of the MIMEd Access Policy and Playing Policy Statements [mimed@ed.ac.uk].

MIMEd Collections are on display at St Cecilia's Hall Music Museum and Concert Hall (SCH) or accessible through the Centre for Research Collections (CRC). For the CRC User Guide please see

[http://www.ed.ac.uk/files/atoms/files//user\\_guide\\_final.pdf](http://www.ed.ac.uk/files/atoms/files//user_guide_final.pdf).

1. St Cecilia's Hall Music Museum and Concert Hall and the Centre for Research Collections are open to all researchers, including staff, students, visiting academics and members of the public. Please see websites <http://www.ed.ac.uk/information-services/library-museum-gallery/crc/visitor-information/opening-times-location> and <http://www.ed.ac.uk/information-services/library-museum-gallery/museums-and-galleries/musical-instrument-museums> for up-to-date visitor information.
2. How to request research access to instruments: Due to the nature of the instruments and specialist staff expertise required to move them, requests to see items must be made in advance by emailing mimed@ed.ac.uk. Staff will then get in touch to confirm a date for your visit. Researchers should provide at least 2 weeks' notice where possible.
3. Access to instruments not on display is provided through the Centre for Research Collections Reading Room, located within the University's Main Library.
4. Access to instruments on display: Instruments on exhibit may not be moved, nor cases opened, during regular Museum opening hours. Where possible, the instruments can be removed from the exhibit and otherwise be made available for study. Instruments on exhibit will be removed *only for compelling reasons*.

5. Occasionally it may be necessary to provide access to an instrument in a study, store or conservation area. Only a small number of people can be accommodated at one time in these areas. Children are not allowed in the study areas, stores or conservation suites. A member of staff must be present at all times when visitors are in study, storage or conservation areas. Instruments may not be handled, except under the supervision of a member of staff.
6. Researchers should provide their own measuring or analytical instruments (non-metal) which will be inspected by a member of staff on arrival to ensure there is no undue risk of damage to the instruments. Instruments for which there is a technical drawing or measurements already available on file will not be measured again, unless there are compelling reasons to do so. No instrument may be disassembled or otherwise adjusted except with permission of the curator or staff member acting under such authority. For preservation and security reasons, instruments may not be removed from designated areas. Due to staff limitations, the time a visitor may spend in the storage areas may be limited.
7. Requests to play instruments, either for research purposes such as the determination of pitch and/or tuning, or for performance (public, recording or research) are subject to the MIMEd Playing Policy Statement.
8. We encourage and support partnerships in research projects and ask those applying for project grants which propose using the collections in any significant way to consult with MIMEd staff at an early stage in the development of the project. Staff time, use of equipment and other input above and beyond our usual level of research support can then be costed accordingly.
9. Anyone using MIMEd collections for the accumulation of research information will be asked to sign an agreement specifying and delineating the purposes for which said information may be used. Utilization of MIMEd resources for commercial purposes and/or for personal gain, such as the sale of technical drawings, without specific written permission from the curator, is forbidden. We fully support of makers copying MIMEd instruments and facilitate access to instruments for such purposes.
10. Copies of all research information, data, and measurements accumulated during a research visit *must* be deposited with MIMEd at the conclusion of the visit. Subsequent researchers may be shown copies of measurements on file to avoid repeatedly re-measuring instruments.
11. Photography for personal research is allowed subject to the completion of a photography request form. Requests to publish photographs of instruments should be directed to the CRC. Full guidance can be found online: <http://www.ed.ac.uk/information-services/library-museum-gallery/crc/services/copying-and-digitisation/image-licensing>
12. Identification and registration: researchers are required to register on arrival and agree to abide by the regulations for collections access as specified in the registration form. Researchers using the CRC are also required to register as a member of the University Library, which is free of charge. Identification requirements, registration guidelines and a copy of the registration form (with

regulations) are available online: <http://www.ed.ac.uk/information-services/library-museum-gallery/crc/visitor-information/registration>.

Within limits imposed by safety and security regulations, staff size and availability, Musical Instrument Museums Edinburgh will accommodate as many requests as possible. Infractions of regulations will result in the revocation of research privileges. The regulations are subject to change only at the discretion of a member of curatorial staff.

## Musical Instrument Museums Edinburgh Playing Policy Statement

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This Policy is to be read in conjunction with the Musical Instrument Museums Edinburgh Access Policy Statement and with the UoE Collections Management Policy 2015-2020. This brings together in one place the policies of The University of Edinburgh which relate to the management of the collections that are owned or cared for by the University of Edinburgh.

Many instruments in the collection are in playable condition. Decisions on the playing of collection items depend on many factors and we strongly encourage those wishing to play an instrument (for performance or recording purposes) to contact a member of the MIMEd curatorial staff as early as possible in the planning stage. Access to instruments for playing purposes must satisfy the MIMEd Access Policy Statement.

1. Individuals who wish to sound an instrument from the MIMEd collection, for whatever reason, must include this information when making the initial Access request. The reasons for making such a request should be clearly explained.
2. Each request is judged on an individual basis.
3. Any instrument for which playing access is requested will be examined by the MIMEd conservator who will advise the curators on whether the instrument is in a condition that would allow it to be played without undue risk. In the event the conservator concludes that the instrument is not playable, such request will be denied. Wind instruments made fully or predominantly of ivory will not be considered in playable condition due to the high risk of cracking.
4. Any request to play the instruments should include a CV or resume. The decision of eligibility rests with a member of MIMEd curatorial staff, who will make the decision on a case-by-case basis. Individuals may be asked to provide further information such as references in order for curatorial staff to establish their credentials.
5. The Collection reserves the right to record any performance using objects from the Collection for documentation purposes.
6. The playing of any object will, except in exceptional circumstances, take place in St Cecilia's Hall or in the building in which the instrument is stored.

7. Any playing of MIMEd instruments may be halted at any time at the discretion of museum staff. This is regardless of any prior agreement.
  
8. No one playing a MIMEd instrument may make an audio or video recording without express permission of the curator. In the event that permission is given any such recording cannot be made publicly available, including on social media, without prior and further permission given by the curator in writing. Professional recordings are permitted by special arrangement. Due to the need to undertake such work out of hours, it is likely that a charge will be made to cover costs relating to staffing and security outside normal staffing hours.