



Conservative
PARTY ARCHIVE



Bodleian Libraries
UNIVERSITY OF OXFORD

Promoting the educational study of Conservative Party history 1867–the present
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Information for readers consulting the Conservative Party Archive

[Please note: it is important that you follow the guidelines below; failure to do so may mean that you are refused entry into the Library]

❖ Appointments, Opening Hours, and requesting material:

- The Conservative Party Archive is consulted in the **Rare Books & Manuscripts Reading Room** on the 1st floor of the Weston Library – formerly known as the New Bodleian Library (see below for a map).
- The Rare Books & Manuscripts Reading Room is open between 9am-7pm, Mon-Fri and 10am-4pm on Saturdays.
- **Appointments are only required in order to consult restricted or closed material** for which prior permission has already been obtained from the Conservative Party (i.e, all unpublished material over 30 years' old as well as certain other series regardless of date). For advice on the permissions process and/or to book an appointment to consult such material, please contact the Conservative Party Archivist (Email: conservative.archives@bodleian.ox.ac.uk).
- All other material may be requested in person from the reading room, although as there is a turnaround time of 2 hours for requests **it is advisable to pre-order some material before you arrive**. You can pre-order a maximum of 10 items in advance. You should send the list of files that you would like to consult during your visit to the reading room (Email: specialcollections.bookings@bodleian.ox.ac.uk), giving the shelfmark references as listed in the online catalogue, which can be found at: www.bodley.ox.ac.uk/dept/scwmss/wmss/online/modern/cpa/catalogue.html.
- Please note: reader's cards and manuscripts are issued to readers on an individual basis; joint working is not permitted. If for reason of disability you require assistance with your research during your visit, it is essential that you advise us of this need in advance of your visit.
- If for any reason material is no longer required, or you need to cancel your appointment, please let us know.

- For security purposes, any requested material will remain in the Reserve for no longer than one week from the date it is requested, and will automatically be returned to storage after that time *unless* you notify us that it is still required.
- A useful guide to the Conservative Party Archive can be downloaded at:
www.bodleian.ox.ac.uk/cpa/using-the-archive/guide-to-the-conservative-party-archive

❖ **Becoming a Reader of the Bodleian Libraries:**

- To enable you to become a Reader of the Bodleian Libraries *and* use special collections material such as the Conservative Party Archive, you will need to go to the Admissions Office on the day of your first visit in order to obtain a category A reader's card. **Please be sure to provide the correct documentation as without it you will not be issued with the correct type of reader's card which will prevent you from having access to the papers.**
- To be issued with a reader's card you will need to bring with you:-
 - Completed Admissions' application form (please fill in Part A and Part B), available for download here:
<http://www.bodleian.ox.ac.uk/bodley/using-this-library/getting-a-readers-card>
 - Personal identification (e.g. passport);
 - Proof of current address (e.g. UK driving licence, utility bill)
- On presenting your documentation to the Admissions Office, your photograph will be taken and your reader's card will be issued there and then. The barcode of your reader's card will also be the key to placing hold requests for printed books across the University of Oxford's libraries via SOLO:
<http://solo.bodleian.ox.ac.uk/primolibweb/action/search.do>
- The Admissions Office is located off the Weston Library's Blackwell Hall, which is accessed via the public entrance to the Library on Broad Street (open 9.00-4.30 weekdays, 10.15-1.30 Saturdays). If you need further details of the admissions procedure, go to www.bodleian.ox.ac.uk/services/admissions from where you can download an application form for a reader's card which also provides a plan showing the layout of the Library buildings.

❖ **Reading Room rules and Handling of Manuscripts:**

- When consulting special collections material such as manuscripts and rare book collections, including material from the Conservative Party Archive, readers **must use only pencil, and bags and cases may not be taken into the reading room**. Other security measures may also be enforced.
- The Conservative Party Archive consists primarily of files of often-fragile, loose papers, bound up with archival tape to keep papers in order. **Much of the material within the CPA is fragile and its ongoing availability depends upon its careful handling by readers;** several files have already been withdrawn from use on conservation grounds as the result of poor handling. Please allow extra time when consulting this material over other printed books to ensure that you have time to follow the simple rules outlined below:
 - Do not lean on the manuscripts when consulting them, and do not remove loose papers. If copying is requested, please place a marker within a file to mark the location of the item to be copied;

- Loose papers should be returned to their file tidily and in good order, in the same condition as that in which they were issued, with no-overhanging sheets which could get damaged;
 - Files should be carefully re-tied with archival tape before returning to the Reserve Desk to ensure that their contents are secure during transit. Please do not knot the tape as this will inconvenience subsequent readers.
- If you are unable to comply satisfactorily with these rules then you will be referred to microfilm surrogates (where these exist) and be refused any further access to original material.

Access restrictions and procedures for requesting permission:

- Only material up to 31st December 1985 is freely available for consultation. Most unpublished and manuscript material in the CPA is subject to a 30-year rule. The conditions as of 1 January 2016 are as follows:
 - Material dated up to 31 December 1985 is available for research.
 - Material from 1 January 1986 to 31 December 2000 can be viewed only with permission from Conservative Campaign Headquarters (please note however that this is rarely, if ever, given).
 - Material dated after 31 December 2000 is closed.
- In addition to files closed under the '30-year rule', certain file series in the CPA are closed, regardless of date, but permission to access them is considered on a file-by-file basis. This includes:-
 - Papers of the **1922 Committee** [Series: 1922]
 - **Whip's Office** papers [Series: WHIP]
 - **Party Chairman's Office** [Series: CCO 20]
 - **Keith Joseph's papers** [Series: KJ].
- If you require access to any of these series please contact the Conservative Party Archivist (Email: conservative.archives@bodleian.ox.ac.uk , Tel: +44 (0) 1865 277181) for advice.
- Please ensure that you have arranged any necessary permission to view restricted access files **before** you visit the Library, as they cannot be produced until this permission has been received.
- It is advisable to make applications for permission several weeks in advance of your intended visit in order to guarantee that it can be considered in good time. Please note that, owing to the demands on staff time in processing restricted file access requests, **a maximum of 5 restricted files only may be requested** at any one time.
- Readers consulting restricted files from the Conservative Party Archive are asked to sit at the tables designated for close-invigilation. Reading room staff will advise.

❖ Copying services:

- Except for material excluded on grounds of conservation, most Conservative Party Archive material may be copied, and mediated photocopying/scanning services are available; please ask the reading room staff for details.

- Use of personal digital cameras is also permitted; please check with reading room staff before going ahead. Please note: **copying of restricted access files consulted by permission, is not permitted.**

❖ Undergraduate restrictions:

- Undergraduates should follow the steps outlined in the section, 'Becoming a Reader of the Bodleian Libraries', above.
- Please note: the Admissions Office will only issue a standard category-'S' reader's card to undergraduates, providing entitlement to consult printed books but not manuscript material such as the Conservative Party Archive. The Conservative Party Archivist's authorisation is therefore also required in order for the reading room staff to override the restrictions of your reader's card and enable you to consult manuscript material.
- ***In addition to*** the steps listed above, you need to arrange for an email or letter of recommendation from your dissertation supervisor to be sent to the Conservative Party Archivist well in advance of your first visit.
- Undergraduates from Oxford University who already hold a category-'S' Bodleian Libraries' Reader's Card must ask their supervisor to complete the *Application for Undergraduate Access to Research Collections* form and present this to the reading room staff on their first visit (copies can be provided upon request to the Conservative Party Archivist: Email: conservative.archives@bodleian.ox.ac.uk, Tel: +44 (0) 1865 277181).
- Undergraduates from other universities are not usually allowed to visit the Weston Library during Oxford term time (for which, see: http://www.ox.ac.uk/about_the_university/university_year/dates_of_term.html). Depending on the availability of space in the reading room, the above restriction can be waived, but you will first need to check with the Conservative Party Archivist whether it is possible to accommodate you on your selected day, and **your supervisor must contact the Admissions Office on your behalf, in advance of your visit, to explain why it is essential that you visit during term time.** Failure to do this may mean that you are refused entry into the Library.
- Undergraduates, and those who are consulting manuscript material for the first time, should pay particular attention to the need to handle CPA material with care, as set out in the section 'Reading Room Rules and Opening Hours', above. If you are unsure of any aspect of handling manuscript material then please contact the Conservative Party Archivist who will be very happy to offer guidance.

❖ Theses and articles:

- Where research using the Conservative Party Archive results in a thesis or article, readers are asked to provide a copy, preferably in electronic format, to the Conservative Party Archivist.
- Details of any thesis or article held by the Archive will be added to our catalogues and made available for research by subsequent readers.
- No copying of any kind will be allowed without the consent of the author.