



GUIDELINES FOR USING RECORDS IN THE TATA CENTRAL ARCHIVES

Tata Central Archives (TCA) located at Pune, is a repository of Historical Records which consist of documents, notes, photographs, awards, trophies, medals, citations, paintings, audio and video recordings and other Records relating to the genesis and development of the Tata Group, its leading personalities and its manifold activities.

TCA holds a sizeable number of documents on Indian industrialisation, the Tata Family and other Records of use and interest to researchers and the public.

Records in TCA require careful handling and storage, both to prevent deterioration and to preserve it for future generations.

You, as a user, and TCA, as custodians, play essential roles in their preservation and security.

Smoking

Smoking is strictly prohibited in TCA.

Eatables

Eating and drinking is restricted in TCA. The Researcher is, however, permitted to eat and drink in the designated areas specially earmarked for the purpose.

Exhibition Hall

The Exhibition Hall and the Replica of J. R. D. Tata's Office is open for public viewing from 10.00 am to 5.00 pm from Monday to Friday and from 10.00 am to 1.00 pm on Saturdays. TCA will also remain closed on all Public Holidays.

The Research Scholar is requested to switch off the mobile phone on entering TCA.

Availability of Records

The Records in TCA are available to the Research Scholar from 10.00 am to 5.00 pm from Monday to Friday. The Research Room will also remain closed on all Public Holidays.

Getting Started at TCA

The Research Scholar is requested to contact TCA either by mail, fax or e-mail to confirm visit and availability of Records.

The Research Scholar should submit a bona-fide certificate on a proper

letterhead from his/her guide, departmental head identifying the person and the purpose for which the Records are to be consulted.

A Registration Form will have to be completed by the Research Scholar .

A Search Fee would be charged for the specific Research Topic which would be valid for a period of six months.

When Research Scholars are unable to visit TCA a Search Fee will be charged on a daily basis for the work that is undertaken on behalf of the Research Scholar.

All archival reproductions are available at a cost which will be intimated to you by the TCA staff. Payment is collected in advance and prior approval is taken from the Research Scholar before commencement of the work.

Only reproductions of Records with the appropriate TCA stamp will be permitted to be carried out of the premises.

We request you to maintain "Silence" while you are in TCA.

Security

Inspection of your personal belongings will take place when you enter and leave the building.

Personal Belongings

The Research Scholar is requested not to carry any personal belongings in TCA. Lockers are provided to store personal belongings – mobile phones, pens, purses, coats, umbrellas, etc. No cameras, scanners, and recording equipment is allowed in TCA.

Laptops

Research Scholars may carry a laptop to take notes after obtaining prior permission from TCA. A power outlet for the use of laptop will be provided.

Filming, Photography, Videotaping

Filming, photography and videotaping is prohibited in TCA.

Taking Notes

Pencils are provided for taking notes as ink poses a risk to Records. All types of pens are prohibited in TCA.

Paper for taking notes is supplied by TCA.

Handling the Records

Research Scholars should exercise every care in handling the Records. Request for only one box/file or one book at a time.

When using archival materials, maintain the exact order of folders in a box and of items within a folder. Remove only one folder at a time from an archival box and do not remove materials from the

folder.

Please place the Records in their original order within each file/folder/box. Loose Records require careful handling to keep them in order and to prevent damage when placing them back in the folder/box.

Exercise care to prevent damage to Records. Records must not be written on, leaned on, altered, folded anew, traced, or handled in any way likely to inflict damage.

Whenever you leave your desk, or when not in use, place the Records back in the file/folder/box.

Access to Records

Access to the Records will be available only after scrutiny by the necessary TCA personnel.

Assistance in Locating Records

TCA will assist you in providing Finding Aids to enable you to locate the Records.

Legal Issues / Copyright

Any Record consulted is to be used solely for the purpose of research specified. TCA reserves the right to accept or reject requests for Records/copies without assigning reasons.

Any use of the Records for purposes other than research or private study

may require the authorisation of the copyright owner of the work in question.

TCA has not determined copyright status for the Records - including images, audio-visual, cartographic, textual, or electronic Records - found in its holdings. Therefore, TCA is acting only as an owner of the physical copy in its possession. TCA is not responsible for either determining the copyright status of the information provided or for securing copyright permission in respect of such Records.

TCA must be credited for the Records used in the project with the following by-line: ***"From the Collection of the Tata Central Archives"***. The Research Scholar undertakes to submit a final copy of the Project to TCA.

All permissions to reproduce documents or images is granted on a one-time basis only and any subsequent use of the Records will require a second letter of permission.

TCA does not subscribe to the views and ideas concluded in the Research. The Records obtained from TCA shall not be used against national interest, against public policy and not in violation of any prevalent legislation.

The Records obtained from TCA must not be altered in any way. Records must not be duplicated, reproduced for resale, sub-loaned to or deposited with another individual or repository and should be used solely for the purpose for which the Records have been issued.

Requesting for Copies of Records

Photocopying will be carried out by the TCA Staff.

The Records to be photocopied should be tabbed in their place in the file/folder.

Only 30% of the file/folder can be given for photocopying. Small amounts of photocopying may be carried out immediately if staff time permits. When a large amount of photocopying is requested, the TCA staff shall schedule the work in consultation with the Research Scholar making every effort to meet their requirements.

The TCA reserves the right to refuse to accept a copying order if, in its judgement it would involve infringement of copyright or would be damaging to the Tata Organisation.

We would like your visit to TCA to be successful and will be pleased to advise you on our facilities should you require further assistance.