

# OXFORDSHIRE COUNTY COUNCIL HISTORIC ENVIRONMENT RECORD

## Policy on Access and User Guidelines

The County Historic Environment Record (HER), previously known as the Sites and Monuments Record, is the primary source of information on the historic environment in Oxfordshire, and is used as the main source of archaeological advice and information in respect of development and other land use change. The HER is maintained by the Historic Environment Record Officer in the County Archaeology team. This policy statement defines the conditions of access and requirements of use of the HER.

### Conditions of Access

Members of the public, students and other professional archaeologists can consult the HER online or request information from the HER Officer. Consultation of limited HER sources is also possible, but rooms must be found within Speedwell House or County Hall. Notice is needed for booking these rooms, available between 9am and 5pm weekdays.

Some of the information contained in the HER is regarded as sensitive and may be withheld from public inspection at the discretion of the HER Officer.

Oxfordshire County Council maintains copyright of many of the resources within the HER, and certain restrictions in terms of copying data apply.

### User Guidelines

- All HER users will inform the HER Officer in writing of the purpose and location of their inquiry and the use to which the information is to be put (see **User Declaration**).
- Users will respect the HER Officer's right to withhold information, either because it is deemed confidential or because of the requirements of the Data Protection Act. However, the HER Officer will not withhold information without reasonable cause.
- Where an enquirer requests that the HER Officer treat an inquiry in confidence, this will be respected (subject to the Freedom of Information Act). Similarly, HER users will not pass on information in an irresponsible or unethical manner.
- Although every reasonable effort is made to verify information contained with the HER, it is accepted that such records are not definitive since the HER is compiled from a variety of often-unchecked sources. The Oxfordshire HER is enhanced and corrected as new information becomes available, but cannot be accountable for the accuracy of all information contained within it.
- All users have a responsibility to inform the HER Officer of new sites or information that comes to light as a result of their research. Copies of/access to the completed research should be made available to the HER Officer.
- **Oxfordshire County Council reserves all rights of copyright, which are owned in the material provided. Dissemination to a third party without the written consent of the HER Officer is a breach of that copyright and subsequent requests for information may be refused. Information supplied shall be used for the purposes specified only, and shall not be retained after that use has finished.**
- All users of the HER will agree in writing to abide by these guidelines using the **User Declaration** form, whether the request is made in person, by telephone, email, or by letter.



**OXFORDSHIRE  
COUNTY COUNCIL**

[www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk)

## User Declaration

*I, the undersigned, in using the HER understand and accept that:*

- The User Guidelines above must be complied with. In particular, Oxfordshire County Council holds copyright of the compiled HER information. No further reproduction of the information will be allowed from any copy of the original supplied. Dissemination to a third party without the written consent of the HER Officer is a breach of that copyright and subsequent requests for information may be refused. Information supplied shall be used for the purposes specified only, and shall not be retained after that use has finished.
- It is accepted that the HER is not definitive since it is compiled from a number of sources, often unchecked. Information provided reflects the state of the records on the date the information was extracted. Oxfordshire County Council cannot be accountable for the accuracy of all information contained within; information on any errors or enhancements are welcomed by the HER Officer.
- There may be information concerning sites of archaeological interest that is not yet recorded in the HER. Users need to inform the HER Officer of new sites or information that they uncover from their research.
- Oxfordshire County Council HER Officer shall have the right to withhold any information because of its confidentiality or because of the requirements of the Freedom of Information Act (2000).
- HER information may not be reproduced in reports and if HER information is used to produce reports or publications (including dissertations), the Oxfordshire County Council HER must be acknowledged as a source.
- The information obtained from the HER will be used only for the purpose stated in the User Declaration (see above).

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Phone No:** \_\_\_\_\_

**Organization:** \_\_\_\_\_ **Pur Order No:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Purpose of enquiry:** \_\_\_\_\_

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**Preferred OUTPUTS:** \_\_\_\_\_

**(Office Use only): HER Consultation No:** \_\_\_\_\_

**\*\* Please note that mapped data received through this request CANNOT be reproduced because of OS copyright and license restrictions.**

Please return completed form to:  
County Archaeology, County Hall, New Road, Oxford OX1 1ND