



Isle of Wight Historic Environment Record

Access and Charging Policy

**Isle of Wight County Archaeology and
Historic Environment Service**

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HER Access and Charging Policies

HER Access Policy

Access to the Isle of Wight Historic Environment Record is available by prior appointment only. The HER is open from 10.00 am to 4.00 pm, Monday to Friday. Access may be restricted at times to allow essential maintenance and enhancement to be undertaken.

Enquirers are requested to book visits in advance and should be aware that it will not always be possible to arrange visits at short notice. It is aimed to process straightforward written enquiries within 14 days of receipt, but this may not be possible with complex enquiries. The Service reserves the right to decline to process excessively complex or poorly structured enquiries.

Enquirers must supply the information set out in the HER user's declaration form prior to obtaining access to the HER.

Access may be denied where there is reasonable cause to believe that supplying the information would endanger the archaeological heritage or where there has been a previous failure to comply with these guidelines. Confidential information will not be disclosed.

Users must abide by all copyright restrictions pertaining to data held in the HER. Information supplied shall be used only by the user and for the purposes specified on the HER enquiry registration form. Written consent must be obtained for any other use of the data and for its dissemination to a third party. The Isle of Wight Council reserves all rights of copyright which are owned in the material provided and such copyright must be acknowledged by the user.

Users will be expected to inform the HER of new sites or information which comes to light as a result of their research. Copies of, or access to, the completed research should be made available to the HER within 6 months of completion.

HER Charging policy

Charges may be made both for personal visits to the HER and the provision of information by post or email. The HER does not usually charge for providing information to private researchers, although a contribution towards costs of printing, copying and postage may be requested. Photocopying is currently unavailable.

Charges may be made to profit-making organisations depending on the complexity and scale of the enquiry. Our charges are as follows: £50 for the first hour for an HER search; £20 for every subsequent hour of the HER officer's time, plus VAT.