

Association of Scottish Genealogists and Researchers in Archives

Code of Practice (Probationers & Members)

It is expected of professional genealogists and researchers in archives that they will adhere strictly to recognised research procedures, always seeking to maintain the highest standards of accuracy.

In their research work and in their dealings, they will seek to uphold the integrity of the profession and to enhance its best interests.

The professional genealogist and researcher in archives has obligations to clients, to other professional genealogists, and to the public.

Duties to Clients

In dealings with clients, the genealogist or researcher in archives must:

- a) endeavour to answer all inquiries from clients or prospective clients promptly;
- b) offer candid advice, when appropriate, concerning the possible or probable results of any projected research;
- c) present reports clearly, accurately and logically, with such information as is necessary to justify the genealogical conclusions;
- d) if unable to resolve a client's problems, clearly explain why, and if possible suggest alternative avenues of research;
- e) take care to present as fact only such information as has been proved from adequate documentation, drawing a clear distinction between what is proven and what is probably or possibly correct;
- f) take care to cite only authoritative sources;
- g) take care to quote relevantly as well as accurately from any document;
- h) always include reference to any data which do not support the conclusions of the research;

- i) respect the confidential nature of the client's work, and not publish the results of the research without the client's consent;
- j) keep an accurate record of financial transactions relating to the client's account.

Duties to Professional Colleagues

The genealogist or researcher in archives must:

- a) respect the professional reputation of other genealogists and researchers in archives, never consciously injuring or attempting to injure the prospects or practice of colleagues;
- b) be prompt in remitting payments for services rendered.

Duties to the Public

The genealogist or researcher in archives should:

- a) seek to promote greater public interest in genealogy and a fuller understanding of the subject;
- b) be careful to refrain from exaggerated, misleading or false publicity, especially when advertising for commissions.

Inability to complete a commission

If a genealogist or researcher in archives is unable to complete his/her current workload, due to unforeseen circumstances, the Chairman or a Member of Council should be advised of this, to enable assistance to be arranged.

Complaints

On a complaint being received by the Association, in relation to the work of a member concerning:

- a) the quality of the work;
- b) the failure to complete a search in reasonable time;
- c) any activity of the genealogist or researcher in archives which, in the opinion of the Council, is likely to bring the Association into disrepute;

the ASGRA Complaints Procedure will be implemented.