



## Northumberland Estates

### GUIDE TO SEARCHERS

#### **The Archives of the Duke of Northumberland at Alnwick Castle**

1. The Duke of Northumberland's Archive is privately owned and administered. Access to the archive is by appointment only.
2. Searchers are expected to use microfilms of manuscripts if these are available. Microfilms are held at the British Library. A permission form for use of the microfilms, along with catalogue numbers and microfilm numbers can be supplied by the Archivist.
3. Applications to search manuscripts at Alnwick Castle should be made in advance, giving notice of no fewer than 14 days.

Please contact Mr Christopher Hunwick:

[Christopher.Hunwick@northumberlandstates.co.uk](mailto:Christopher.Hunwick@northumberlandstates.co.uk)

Collections and Archives Department,  
Estates Office,  
Alnwick Castle,  
Alnwick,  
Northumberland.  
NE66 1NQ

4. Any new searcher should send a letter or email of reference before making arrangements to visit. This is in order to establish his/her identity as well as his/her ability to handle manuscripts with the requisite level of care. Any post-doctoral searcher should send a letter of introduction from the head of faculty before arranging a visit. Likewise, any student registered with a university for a post-graduate or undergraduate degree should send a letter of introduction from his/her supervising tutor before making arrangements to visit. For those without a university affiliation, an Archivist from a repository previously visited by the searcher would be a suitable source for a reference.

**5. Search facilities:**

**There is no access to the Archives during the period 24 October to 31 March.**

Search facilities are available at Alnwick Castle during the period 1 April to 23 October on Wednesdays and Thursdays by appointment. A fee of **£55** per searcher is charged for a day's or part of a day's search. An invoice will be issued and payment should be made in advance of any visit. The number of attendances allowed by a searcher in the course of a 12 month period is strictly limited.

Search facilities are open to a maximum of two searchers per day from 10.00am to 4.30pm. There are two deliveries of manuscripts to the search room in the day: at 10.00am and 2.00pm. A maximum of 10 items can be produced per searcher per delivery.

Where possible, archival references for material to be viewed should be given well in advance of the visit.



Uncatalogued papers and papers less than one hundred years old are not available for search.

Only pencils should be used for note taking.

Owing to the location of the Reading Room within the castle, access is only possible via several flights of stairs. Any reader not able to use stairs should make this known when booking a research visit so that alternative arrangements can be put in place.

Bags and coats cannot be taken into the Search Room; a locker is provided. Laptops may be used. Food and drink are not allowed within the building. There is a café on the castle site which is open to the public from Easter until the end of October.

The reading room is monitored at all times using CCTV. For details of the Estates approach to privacy and data protection you may ask to view the Estates Privacy Policy and CCTV Policy.

#### **6. Reprographics:**

Up to five image captures of material viewed during a research visit can be supplied, included as part of the daily Search Fee. Only items below A3 size and in a binding and condition suitable for scanning can be processed. Extra captures or outsized requests are chargeable as described in our '*Image Requests*' document.

Searchers may use their own cameras by prior arrangement with the Archivist, for a daily fee of **£50** in addition to the search fee.

#### **7. Your Contact Details (please tick below – optional):**

The Education Department at Alnwick Castle host both the Alnwick Castle Podcast and regular events in the Alnwick Castle Guest Hall. We can share your contact details with the Education Department if you are happy for us to do so.

The Education Department would only use your contact details should they wish to contact you in relation to appearing either on the podcast or at an in-person event. Your contact details would not be used for any other purpose.

If you would be happy for us to share your contact details with the Education Department, please tick here.

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### PUBLICATION DECLARATION

To be completed, scanned and emailed to the Archivist, or posted to: Estates Office, Alnwick Castle, Alnwick, Northumberland, NE66 1NQ before visiting the archive.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

I declare that I will not publish any material from the Archives of the Duke of Northumberland without obtaining permission beforehand. Application for permission to publish will be made to the Archivist.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_