

HOLKHAM ARCHIVES

CONDITIONS FOR ACCESS AND RESEARCH

The Holkham Archives are privately owned records generated and amassed by the Earl of Leicester and the Trustees of the Holkham Estate. They are located within the Hall and the Archives Office is reached by a staircase of about forty steps.

Access rarely will be granted for internal administrative records created less than thirty years ago, or personal records of the Earls of Leicester and their families created less than fifty years ago. Records relating to staff working at the Holkham Estate are closed for 100 years. Additionally, uncatalogued material remains closed to researchers.

Every effort is made to give access for research at various levels, providing it can be arranged in accordance with the security requirements of both the Archives and the Hall, and in accordance with the work of the Archivist, which is part-time, with a principal commitment to sorting and cataloguing the Archives. Access can be given only when the Archivist is present.

Access is **by appointment only**, on Mondays, 10 am to 4 pm. No researchers will be accommodated in the period of 2 January–31 March. Space in the study room is limited to one researcher per day, applications for access are required at least two weeks prior to any proposed visit. Requests to consult archival material should be sent by email or in writing to the Archivist.

Access is restricted to documents that are in poor physical condition or that may be damaged by handling. There is no access to uncatalogued material. Documents are produced by reference to the catalogue: researchers do not have access to the storerooms. Up to six documents should be identified and requested prior to arrival.

All existing finding aids can be accessed in the Archives Office. The various finding aids are in different formats and are of varying quality and ease of use. There is an ongoing cataloguing programme which is adding material to the finding aids in the Archives Office. Additionally, some items are included on DISCOVERY, the search facility at The National Archives.

Full-time registered students working on a thesis. Normally access is allowed on condition that a copy of the completed thesis is given to the Archives. The initial enquiry should be sent by email or post, stating institution attended and level of study (undergraduate, MA, PhD, etc.) with precise details of the research subject, and enclosing a letter of introduction from the supervising tutor. Students and their supervisors should note that as much preparatory work as possible should be done before any visit to the Archives.

Other academic researchers. There is an access fee of £25 per hour, £60 per half day (3 hours) or £120 per day (includes VAT). The initial enquiry should be in writing, giving details of the proposed study, and enclosing a letter of introduction from an appropriate referee.

Genealogy/ history of houses. Access is at the discretion of the Archivist, as the time that can be made available is necessarily limited. The initial enquiry must be in writing or by email; in most cases this can be answered by a brief initial search by the Archivist. In cases where a personal visit appears to be appropriate, the Archivist will specify the relevant documents, and normally only those documents will be produced. An access fee of £25 per hour, £60 per half day (3 hours) or £120 per day (includes VAT) is charged.

Access fees need to be paid to the Ticket Office at the end of the visit.

On entry to the Archives, researchers must thoroughly wash their hands with soap and water. Hand sanitizer is not to be used. Frequent hand washing is encouraged.

- Researchers may not drink, chew, eat, smoke (or vape) inside the Archives Office.
- Bags and coats cannot be taken into the Archive Office
- Pens or coloured pencils may not be used.
- Laptop computers may be used
- The greatest care must be taken in handling documents. Researchers must not mark, tear, crease or lean on documents. Any accidental damage to a document must be reported at once.
- Archival documents may not be removed from the reading room
- Only one box should be opened at one time and one folder at a time should be removed from its box for study and returned before the next folder is removed.

All items used such as weights and cushions should be left on the workspace at the end of the visit.

Photography is permitted. The use of flash photography or handheld scanners is not allowed. Researchers must complete a photography form detailing images taken. Photographs must be used for non-commercial research or private study only and may not be reproduced or published without prior permission.

From 1 April to late December the Courtyard Café is available to researchers wishing to take a break during their visit.

Searches by the archivist. The enquiry must be in writing or by e-mail. Searches are charged at £50 per hour (includes VAT), to a maximum normally of one hour per client. The fee covers the time spent on the search, not the results. There is no guarantee the information that is requested will be found. Small lookups in clearly defined sources may be possible and no charge will apply. Digital images can be requested and charged as below.

Searches by professional researchers. Researchers paid by a client should discuss their commission with the Archivist, with a view to determining fees and length of access.

Digital images. Arrangements can be made for digital images to be taken of some documents; the copyright will be retained by Holkham. Images must be used for non-commercial research or private study only and may not be reproduced or published without prior permission. No digital images can be taken immediately. Documents up to A3 size can be scanned in house, charges start at £12 (includes VAT) per digital image.

Copyright. Copyright of all material is retained by the Earl of Leicester and the Trustees of the Holkham Estate. Application for permission to publish information and illustrations from the Archives should be made to Lord Leicester, through the Archivist, and acknowledgement should be made in the text that publication is 'By permission of the Earl of Leicester and the Trustees of the Holkham Estate'.

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