



# KELMSCOTT MANOR

SOCIETY OF ANTIQUARIES OF LONDON

## Research Visits to Kelmscott Manor

The Society of Antiquaries of London is committed to making its collections and archives at Kelmscott Manor accessible to researchers. However, limitations of resources mean that it is not possible to meet all requests. Priority is given to serious researchers and to those who have a special interest in the material at the Manor. Whilst every effort is made to accommodate the needs of researchers, there are practical constraints of space, time, and staff to assist.

## Objects and archives at Kelmscott Manor

In addition to the objects on display, there are some in store at the Manor. Many of the carpets and some items of furniture are in an off-site storage facility. Documents relating to the collection, and a small archive of correspondence, ephemera and photographs, are at Kelmscott Manor, but archives relating to the Manor itself and its estate are held at the Society of Antiquaries Burlington House site. Application to consult material at Burlington House should be made to the Society's Head of Library and Collections ([hrowland@sal.org.uk](mailto:hrowland@sal.org.uk)).

## Access arrangements

From early April to the end of October, the Manor is open to general visitors every Saturday and Wednesday and to booked groups on Thursdays.

Research visits can be made on days when the Manor is not open to the public and during the closed season. Please note that many objects are taken off display during the closed season. Unfortunately, it is not possible for research visits to be made when the Manor is open to visitors. An appointment must be arranged beforehand for all research visits; we cannot provide research visits at short notice or without an appointment.

The Society does not charge researchers for access to its archives and collections, but fees for photocopying of non-historic archive material, reproduction and publication permission are applicable.

## Making an appointment

Please provide as much notice as possible, preferably three to four weeks, as this will enable us to reserve study space and staff time for your visit, and to retrieve objects and materials.

Please contact the Heritage Manager (Visitor Experience and Collection) at the Manor ([admin@kelmscottmanor.org.uk](mailto:admin@kelmscottmanor.org.uk)) with as much detail as possible about your research and what you wish to see. Recognising that researchers may travel long distances to consult our collections, we want to make every effort to maximise the effectiveness of your visit. As staff may not always be available, please give two or three alternative dates for your proposed visit. We will endeavour to provide you with access to the objects you request. Occasionally, however, it may not be possible, for example, if an object is too fragile to be handled, or it is on temporary loan.

Those proposing to undertake a large research project on Kelmscott Manor or its collections are advised to discuss their research with the Society before making any grant proposals or beginning their project.

### **The research visit**

All researchers must bring with them formal identification that includes their postal address and photo ID. Students, including PhD researchers, must provide a letter of introduction.

Bags cannot be taken into the main house. Only materials needed for research, including pencils, papers and research notes may be kept with you. Laptops may be used. No food or drink may be taken into the main house. Researchers must follow instructions from staff regarding the handling of objects and archival documents.

### **Photography**

It is usually possible to take reference photographs (without flash) of objects and archives for private study only. Permission to take photographs should be sought before your visit. The Society can provide high-quality photographs for publication purposes for a fee.

### **Publication and Copyright**

Permission to consult materials or take photographs for research purposes does not convey the right to reproduce or publish.

The reproduction or publication of objects, archival documents and other images from Kelmscott Manor requires both copyright permission from the Society and payment of a fee or other costs, and an appropriate acknowledgement.

Extensive quotation from archival documents with appropriate acknowledgement to the Society is allowed.

Researchers will be asked to provide the Society with a complimentary copy of their completed work or any publication on Kelmscott Manor and its collections.

### **Facilities at Kelmscott Manor**

The restaurant is only open on general public opening days. The Plough Inn in the village offers meals; otherwise, researchers are advised to bring their own refreshments with them. There is bed & breakfast accommodation in the village at the Plough Inn and Manor Farm.

### **How to get to Kelmscott Manor**

Unfortunately, there is no public transport to Kelmscott. Driving directions and suggestions for getting here without a car can be found at [www.kelmscottmanor.org.uk/visiting](http://www.kelmscottmanor.org.uk/visiting).

### **Disabled access**

Only the ground floor of the Manor is accessible to wheelchair users or those who cannot manage stairs. There are adapted toilet facilities.

### **Support Kelmscott Manor**

The Society is committed to securing the future of the Manor's historic buildings and collections. We have begun a £6m conservation-led development project to secure William Morris's "heaven on earth" for future generations. Our plans include a £100,000 research and study space in the Manor house. If you would like to help us with this aspect of our plans, please speak to the Property Manager or go to [www.kelmscottmanor.org.uk/support](http://www.kelmscottmanor.org.uk/support).

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