



Argyll Estates Archives Access Guidance

1. Introduction

Argyll Estates Archives are the family and estate archive of the Campbell family, earls and dukes of Argyll, dating from the 14th century to the present day.

The contents of the archive are wide and varied, reflecting the historically important role of the Campbell family in Scottish, British and international affairs. Extensive personal papers, correspondence and accounts document the activities of the extended family in all of its endeavours, offering potential for many important historical themes and events to be explored. Until the mid-twentieth century, the Argyll Estates covered most of Argyllshire, parts of Inverness-shire, Clackmannanshire, Stirling, East Lothian, as well as properties in Edinburgh, London and abroad. In the 18th and 19th centuries successive Dukes invested heavily in agricultural and urban development, providing an unparalleled insight into landscape history and built heritage. Large areas of the estate lie in some of Scotland's most marginal and fragile island environments (Tiree, Mull, Lismore, Kintyre) which endured some of the worst periods of nineteenth century Highland famine, emigration and land agitation.

His Grace the Duke of Argyll is happy to make his archive available to researchers from all over the world, investigating a wide range of subjects including family and local history, Gaelic and Celtic studies, military history, political history, economic and social history, agriculture and industry, architecture and more.

This policy supports the Argyll Estates Archives vision and mission statements, delivering the conditional exemption obligations entered into by Torquhil Ian Campbell 13th Duke of Argyll under Section 30 and 31(1) (b), (c), (d) and (e) of the Inheritance Tax Act 1984 in relation to the death of Ian Campbell 12th Duke of Argyll; the intellectual and physical needs of the archive, and the needs and aspirations of its owner and users

2. Visiting the archive

The archive is located beside the Argyll Estates Office, Cherry Park, in the grounds of Inveraray Castle. Cherry Park is a converted 18th century farm steading set around a cobbled courtyard. Visitors are required to negotiate cobbles and two small steps to access the reading room.

The archive is a ten-minute walk from Inveraray Main Street. The main entrance to the Castle grounds is on the A83, the main road from Glasgow to Campbeltown. It is open to pedestrians all year round and to cars from April–October.

If you are on foot, follow signs from the main entrance to the Castle. Take a left just before you reach the visitors' car park - the Estates Office (Cherry Park) lies straight ahead, at the end of a short avenue of trees



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If you are traveling by car, follow the left-hand fork at the main entrance, signposted to the Estates Office. Free parking is available in the carpark to the north of Cherry Park, with a short walk back to the archive. There is limited access to disabled parking nearer the archive. If you need this, please contact the archivist to confirm whether it will be available on the day of your visit.

During the winter months car drivers can enter the grounds via a second entrance on the Dalmally Road (the A819, signposted for Oban): go through the arches to the right of the Inveraray Inn (former Argyll Arms Hotel) and take the second turning on your right through a large car park; once there turn left onto the estate road.

3. Opening hours

Please get in touch as early as possible to ensure the archives team can accommodate your visit.

The research room is usually open to visitors on Tuesday, Wednesday and Thursday from 10.00am to 1.00pm and from 2.00pm to 5.00pm. Other days and times may be available by prior arrangement.

The research room is small and can only accommodate a very limited number of researchers alongside our regular volunteers. We therefore ask you to provide at least 4 weeks advance notice of your intended visit and to be as flexible as possible over dates and times. We will do our best to accommodate research visits at shorter notice.

Please note that all researchers must be 18 years of age or older. If you are lucky enough to be younger than 18, you will need to bring a responsible adult with you. Children under the age of 12 can only be accommodated as part of an organised educational visit or pre-arranged tour of the archives.

4. Booking an appointment

To book an appointment, please email the archives team at: archives@inveraray-castle.com, with the preferred date and time of your visit but including as many options as possible. The archives team will confirm by email what is possible.

5. Preparing for your visit

When you contact the archives team to arrange the date for your visit, please include as much information as possible about your proposed research. We will advise whether or not there are sources in the collection that may assist you in your research, and will advise you of any potential difficulties in accessing them eg. poor physical condition, language or handwriting.

You can also identify records which you think may be of interest to you by browsing the online catalogue for Argyll Estates Archives at www.argyll-papers.com. Please note that the online catalogue is still in its early stages and does not yet include information about the whole collection.

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Alternatively, you may wish to consult the archive survey lists, NRAS 6 and NRAS 1209. The survey lists are available to consult at:

- The National Register of Archives for Scotland, Edinburgh. You can consult NRAS 1209 online at <http://catalogue.nrscotland.gov.uk/nrasregister/welcome.aspx>, search for 'nras1209'. If you wish to consult NRAS 6, you need to visit the Historical Search Room at General Register House, Edinburgh. You need to e-mail the Registrar in advance of your visit to request access to a hard copy printout (e-mail: nras@nrscotland.gov.uk).
- LiveArgyll Archives, Lochgilphead (www.liveargyll.co.uk/libraries-and-archives/archives). The survey lists are available to consult on the reading room reference shelves during archive opening hours. Please check opening hours with the liveArgyll archivist before you visit (e-mail: archives@liveargyll.co.uk).
- You can also consult copies of the survey lists in our own reading room during your visit, but researchers are advised to consult them prior to visiting in order to make best use of your time with us.

6. On arrival

The archive reading room is on the ground floor of the North-West Tower in Cherry Park. Please report to the reading room (see red arrow on image below) on arrival.



7. Charges

Access to the archive for research purposes is free of charge. Extensive support and additional research delivered by the archivist may be subject to the fees set out in Argyll Estates Archives Research Policy.

There is a separate fee for photography – please see the section 10 below.

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All income raised through fees is used to maintain and conserve the collection.

8. Visitor registration

All visitors must complete a registration form and provide two forms of identification:

- one photographic, for example a passport or driving licence and
- one official letter which confirms your postal address, for example a utilities bill or bank statement.

9. Reading Room Regulations

Visitors must also read and comply with our Reading Room Regulations. A copy of the regulations will be sent to you with the confirmation of your appointment.

Archives are unique and irreplaceable, and some of our records are also very fragile. We, therefore, ask visitors to take great care when using the archives to ensure that they remain available for future generations.

- Please bring as few personal possessions, bags, outdoor garments and umbrellas as possible as there is no secure storage available.
- Smoking is not allowed in the archive.
- Pens and sharp objects must not be used in the archive.
- You may use a pencil and notebook or a laptop for taking notes, but never place notebooks and laptops on top of records.
- When consulting loose papers, please keep them in their original order.
- Do not lean on the records and do not use pressure to flatten loose or rolled items, or to open volumes flat – book weights are available.
- Make use of book rests and weights where appropriate, to provide support for records and to create a comfortable working position for yourself.
- Ask the archivist for assistance if you are uncertain how to handle a record safely, or if you find a fragile or damaged record – if you inadvertently cause damage please let us know straight away so that we can prevent further damage.
- Records which are known to be fragile or damaged may not be available for consultation – most of these records are clearly identified in the archive catalogues, but some may only come to our attention during your visit.

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- You may be asked to wear gloves if you are handling photographs.
- Where digital copies or other surrogates have been created you may be asked to consult the surrogates in order to prevent wear and tear on the original records. Access to the original records may be granted at the discretion of the archives team.
- You may copy records for personal research purposes, using a camera or mobile phone. There is a charge for self-service photography - please see the reprographics section for further details.
- Records must not be removed from the reading room. You are responsible for all records issued to you until these are returned to the custody of a member of staff and checked. Any incidence of wilful damage or theft of the records will be treated as a police matter.

10. Health & Safety

Please note that our archives are very elderly and have survived for many years, often in inappropriate storage conditions – this means that some have been damaged by damp and mould. While the mould is historic and therefore largely inactive, we cannot confirm that documents are completely ‘mould free’ as there may be residual spores and dust. If you have any respiratory issues, we advise you to take appropriate precautions and bring an appropriate quality facemask with you. We can supply nitrile gloves.

11. Photography and reproduction

We permit self-service photography for personal research purposes. Permission is subject to the condition and content of the records and is granted at the discretion of the archives team.

Permission for self-service photography is for the purposes of personal research only and does not grant the researcher permission to quote extensively (more than 2/3 sentences) from documents or to publish the images.

10.1 Self-service photography

With the permission of the archives team, researchers may copy records in the archive for personal research purposes, using a camera or mobile phone. **Please note that no flash may be used.**

The following fees apply:

£10 for the first 10 images (minimum charge) and £5 for every 5 images thereafter.

Charges will be calculated by rounding up the number of images to the nearest five.

Or

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A daily rate of £25 for unlimited self-service images.

10.2 Transcriptions and quotation from documentary sources

Please contact the archives team at the address below for permission to publish transcriptions and quotations from documentary sources contained in Argyll Estates Archives. No fee is charged for the publication, display or broadcast of short quotations. A fee may be charged for publication of long quotations or full transcripts. Please contact the archives team for advice and guidance. Acknowledgments should include the relevant reference number, 'Argyll Estates Archives' and 'by kind permission of the Duke of Argyll'.

10.3 Supply of images by Argyll Estates Archives

High resolution jpg images may be supplied at £15 per image (excluding VAT where applicable).

10.4 Reproduction Licences

If you are taking images for personal use, research and study, you will be asked to sign a free licence. This includes use of image(s) in a thesis submission and its online publication by the University.

If you wish to use images of the records in a publication (print or online, digital or analogue) you will need to apply to Argyll Estates for a licence and a fee may be charged.

Please ensure that you have applied for and paid the appropriate licence fee before publishing images of items from Argyll Estates Archives. Fees are as follows:

Medium	Territory/Language/Term	Fee
Printed books, newspapers and magazines (including e-books), exhibitions and displays.	Single print run or edition, renewable on further application	£50 per image (excluding VAT where applicable)
TV, CD-ROM, DVD, Internet	World/English language	£75 per image (excluding VAT where applicable)

12. Facilities

Toilets in the Estates Office are available for researchers' use.



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When the Castle is open (Thurs-Mon, April–October), light lunches are available in the Castle tea-room which is located a few minutes' walk from the archive. Inveraray also has a good selection of tea shops and restaurants which are open all year round.

13. Further information

Please contact the archives team on archives@inveraray-castle.com or telephone 01499 302698.

We look forward to hearing from you and welcoming you to the archive.

Alison Diamond, Archivist,

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