

COLLECTIONS ACCESS APPLICATION FORM

English Heritage Trust (EHT) welcomes applications to study its collections for research, interest and inspiration.

Objects held at our historic properties or regional collection stores can usually be made accessible to researchers by appointment. Any request for access should be received at least **four weeks** before the proposed visit.

Please note that some sites or collections may need a longer period of notice, and access to vulnerable, sensitive, hazardous or heavily used items may be restricted.

Additional approvals are required where the request involves human remains, proposes destructive sampling of artefacts, or necessitates moving collections away from their current location. These are likely to take longer to facilitate.

The [Collections Access Application Form](#) will help determine the practicalities surrounding each request, and how best to support the projected research needs. Please complete all relevant sections of the form including as much information as possible. If anything is unclear or further assistance is required in order to progress the request, please get in contact using the email address below.

Following receipt of the form, any restrictions surrounding access to collections will be clearly communicated. Individual visitor access requirements can also be taken into consideration.

EHT may create database records relating to the research/use of its collections which will include a summary of the collections access request.

Completed forms should be sent to: collections@english-heritage.org.uk

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37 Tanner Row, York YO1 6WP
Telephone: **01904 601 901** Website: english-heritage.org.uk

1. <u>Researcher contact details</u>
1.1 Name(s):
1.2 Address:
1.3 Telephone:
1.4 Email:
1.5 University or affiliated institution (if applicable):
1.6 Supervisors name and contact address / researcher references (if applicable): <small>[EHT reserves the right to contact academic supervisors, or request references from researchers depending on the nature of the proposal]</small>
1.7 Name(s) of any accompanying people during research visits:

2. Outline of project or research proposal

Please use this space to describe the nature of the project or research and/or the reason why access to the collections is required. If available, you can attach a project brief, research proposal or methodological statement. It would be helpful to specify if identification, photography, measurement, testing or sampling will be undertaken.

3. Proposed dates

Please note that we may not be able to guarantee access on specific chosen dates, but we need to know if there are any fixed dates that limit when your research can take place e.g. project start/end dates; expiry of funding; submission deadlines.

3.1 Collections access dates	Start:
	End:
3.2 Project or research dates	Start:
	End:

4. Object details			
4.1 English Heritage site or collection(s) required for research.			
4.2 Description and amount of material Quantity/type of material required. e.g. paper archive; metal; pottery; faunal remains etc. Include inventory numbers where applicable. For archaeological collections, please indicate if there are specific excavations, years, or contexts required. An appendix can be added to this access application for further information.			
4.3 Is destructive sampling required? Please note that destructive sampling must be justified, and permission is granted on a case-by-case basis. If answering yes, please make sure you have included a detailed outline of the sampling strategy, methodology, types of analysis and justification for the approach (either in Section 2, above, or as an attachment).	YES	NO	UNSURE
4.4 Does the proposed research involve access to human remains? Requests for access to human remains will be assessed in line with EHT Human Remains Policy. [see: https://www.english-heritage.org.uk/about-us/our-priorities/collections-policies-and-governance/]	YES	NO	UNSURE

5. Research outcomes

For example: Thesis, Publication, Artistic response, Exhibition.

Please note that EHT will require a copy of any raw data and results obtained through sampling or analysis undertaken on collection items. We also require a copy of any final publications citing our objects or collections. EHT may create database records relating to the research/use of the collections which will include a summary of the collections access request.

5.1 Are you happy to consent to sharing these research outcomes?	YES	NO
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6. Data Protection

English Heritage Trust will hold, and may process, any personal information obtained from institutions or individuals in the course of managing this access request. It may pass personal information on to the Historic Buildings and Monuments Commission for England (HBMCE) and to any successors to HBMCE or English Heritage for the same purposes.

6.1 By signing the [Collections Access Application Form](#) you are agreeing to consent to EHT holding and processing personal information as outlined in the statement above.

7. Signature

7.1 Signed by researcher or on behalf of the research institute:	Name:
Signed:	
Date:	