

Consultancy Services

Northumberland Archives is pleased to offer consultancy services to individuals and community groups. These services are summarised below. **Costs are inclusive of VAT unless otherwise stated** and relate to established sessions. We are pleased to work with groups to develop bespoke sessions for which preparation time will be charged. We can offer venues for training or deliver training within the local community. Evening sessions are available. Where training takes place in community venues mileage is charged at 45p per mile.

General Research

We offer a professional Research Service using our own collections and other web-based resources. We can also provide guidance on sourcing collections held elsewhere. Our standard research charge is £35 per hour.

Image Sourcing

We are able to source images from within our collections for use in exhibitions, project publicity, website design, commercial reproduction etc. Our hourly charges and royalty fees apply [inclusive of VAT].

Digitisation Training

We offer workshops setting out best practice and technical advice with specialist training around digital conversion of archives, audio etc. We also offer advice on equipment / software purchase and long-term digital preservation issues. Standard rates are £216 for a morning or afternoon (up to three hours) session. A full day session costs £360.

Oral History Training

We offer training in oral history methods and techniques and associated IPR issues. We also offer advice on equipment purchase and long-term digital preservation issues and can assist projects to develop user packs for interviewers. There are two sessions to this training at £216 per session. Supplementary training can be offered.

Archive Search Room Tours

We offer use of our search rooms at Woodhorn and Berwick-upon-Tweed on closed days with dedicated staff providing guidance on research techniques, behind the scenes tours and one to one mentor advice up to a maximum of 10 people. Groups of over 10 people can be accommodated by special arrangement, but require the support of an additional member of staff. Standard rates are £216 for a morning or afternoon session (up to 3 hours), full day sessions costs £360. These rates apply to sessions with a single member of staff. These rates may differ if more staff are required.

On the 2nd Saturday of each month, you can book a tour of the Archives for your organisation. The minimum group number is 8, maximum 20. Cost per head is £6.00. Duration of the session is 90

minutes. At the end of the tour there will be a selection of original material for your group to view and discuss. We will endeavour to tailor the visit to the organisations interest.

Volunteer Management

We have extensive experience in volunteer management and are able to offer training around this. The guidance that we can offer includes volunteer recruitment and retention, assignment of tasks, creating role descriptions, record keeping for projects and writing volunteer agreements.

Workshops

We can develop workshops or short courses around palaeography (reading old handwriting), research techniques for family and local history and sources. Workshops can be developed to project requirements. Standard rates are £216 for a morning or afternoon session (up to three hours) or £360 for a full day session. Additional charge for development of new workshops.

Project Support

We offer a range of support to ensure your project succeeds from the point of conception right through to delivery. Many of the services already noted can be provided as a complete package. Support can be on-going during the lifetime of the project with as much or as little consultancy time as required. Standard rates are half day sessions (up to three hours) £216; full day sessions £360.

These services are offered to support community groups to meet their project aims. We are pleased to discuss the possibility of being a project partner and of providing letters of support for potential projects. We encourage groups to discuss project requirements with us prior to the submission of a full application.

For further details and an informal discussion please contact:

Sue Wood, Head of Archives.

E-mail: consultancy@northumberland.gov.uk

Linda Bankier, Archivist, Berwick-upon-Tweed Record Office

E- mail: lbankier@northumberland.gov.uk

[For projects in North Northumberland]

Paul Ternent, Commercial Development Manager

E-mail: pternent@northumberland.gov.uk

Reviewed June 2025