

## RESEARCH AT THE REME MUSEUM ARCHIVES

Visitor and research rules and arrangements are necessary to help us ensure the preservation of our heritage for present and future generations.

### RESEARCH ENQUIRIES

We prefer to receive research enquiries by email, although we do accept enquiries submitted by telephone or letter. It is not always possible to respond to enquiries immediately. We will acknowledge receipt of your enquiry within 5 working days and try to provide a final response within 20 working days where possible. Enquiries are usually answered in order of receipt. ***Please note that due to the Covid-19 pandemic, responses may take significantly longer than usual.***

Please contact [archives@rememuseum.org.uk](mailto:archives@rememuseum.org.uk) to submit your research request.

### PERSONAL RECORDS OF SERVICE

The Museum does not hold service records for current or past members of the Corps. These records are looked after by the Army Personnel Centre (APC) in Glasgow. The UK Government website provides instructions on requesting records on their guidance page: [Get a Copy of Military Service Records](#). If you are struggling to complete the application please [Contact](#) us for assistance.

Official records of service are filled with military jargon and abbreviations, making them confusing and difficult to understand. The Museum provides a service to decode and interpret these documents. Our Corps Historian analyses the records and draws on our extensive archive and his own expertise to create a written report that contextualises the subject's time in the Army. These reports can help you understand where your relative served and the sort of work they were doing.

Once you have received records from the APC please [Contact](#) us if you would like to take advantage of this service.

A fee of £69 is charged for this service.

***Please note that there are service delays at the APC, particularly due to working according to COVID-19 restrictions. There are also delays with the Museum's interpretation service due to its popularity and the time-consuming nature of the work.***

### RESEARCH VISITS

You are also welcome to visit the Museum Archives to do your own research.

Our archives are open to all and anyone is welcome to visit and use our archives. We are now able to accept research visits in person. COVID-secure guidelines are included in the relevant information sections below. Our visits are by appointment, to help us prepare for and manage your visit. Please contact [archives@rememuseum.org.uk](mailto:archives@rememuseum.org.uk) for further information or to book your visit. We require 5 working days advance notice of your visit.

Opening hours: Tuesday to Friday from 10:00 – 16:30

## VISITOR AND RESEARCH FEES

Admission and research fees are used to assist the REME Museum, a registered charity, to fund the continued care and conservation of the collections for use by future generations.

Research visits in person: £10 half day, £20 full day.

Research by Museum Staff:

Research fees are charged at £20 per hour. If a research fee is applicable, we will agree the cost and a research plan before proceeding.

If your visit is for a commercial purpose we will require a full description of the project prior to research being done. A consultancy fee may apply.

### On the day of your visit

*Arrival at the Museum:*

Please announce yourself at reception, where you will pay your research visitors' fee. A member of our team will collect you.

*Research Room Procedures:*

Reader visits are accommodated in our Conference / Research Room, where your visit will be supervised.

You will be required to confirm your identity, which will be checked by the archives staff. **Please bring with you a form of identity giving name and address.** The kinds of identity which we will accept are:

- driving licence; recent official bill or invoice; passport

It is a requirement for face coverings to be worn by readers and staff for the duration of the visit, unless exempt.

Please wash your hands thoroughly with soap and water prior to entering and after leaving the research room.

The seating is arranged in order to enable 2m social distancing, hygienic use of archival materials and supports and a safe and hygienic research visit.

Lockers are available for storage of coats, bags and umbrellas.

We require the use of pencils only for taking notes. **No pens or highlighters are allowed.** This is to ensure that the archives are not inadvertently damaged. You are welcome to photograph material, subject to copyright and condition of the material. Please check with the archivist before taking any images. A flat rate fee of £10 will be charged per visit.

No eating or drinking (including sweets and gum) is allowed; there is a refreshment area, situated just off the research area which is available for breaks. Alternatively, you are welcome to use the museum café.

Camera flash must be turned off.

### **HANDLING ARCHIVES**

You may find that you need to consult several different types of material during your visit, such as books, files, photographs and maps. Please read our advice on how to handle archives, which is provided in a separate information sheet. Wearing of nitrile gloves will only be required for the handling of photographic material, in line with long-standing guidance relating to the preservation of paper material. Please ensure that you wash your hands thoroughly before and after your visit.

### **REPRODUCTIONS**

Please see our reproduction services information which is provided in a separate information sheet. Reproductions cannot be provided on the day but can be ordered.

### **ISSUE AND RETURN OF ARCHIVAL DOCUMENTS**

All archival materials will be quarantined before and after your visit.

We may not be able to issue larger quantities of material than can be comfortably consulted during one visit. You may therefore need to book a return visit.

Unfortunately we will not be able to accommodate requests for additional items on the day.

You are being granted access to historical documents and photographs. Please take the utmost care when handling the material to ensure that is returned in the same condition as received.