



NATIONAL MONUMENTS RECORD
PART OF ENGLISH HERITAGE FROM APRIL 1 1999

Search room addresses and opening hours

What's new

Services

Swindon

NMR Customer Services
National Monuments Record Centre

Publications

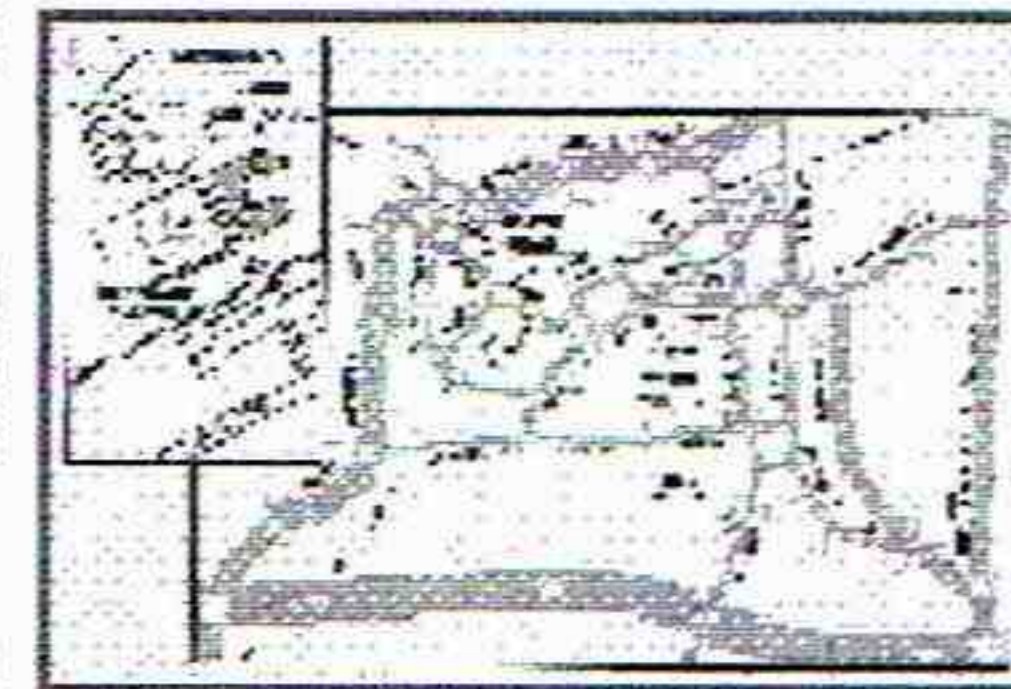
Kemble Drive
Swindon SN2 2GZ

Message Page

Tel: 01793 414600
Fax: 01793 414606

Heritage Links

NMR Education



(88K image file)

RCHME
Survey

Opening hours:
Tuesday to Friday: 9.30am to 5.00pm

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RCHME

Saturday Opening: The Public Search Room will be open on the following Saturdays in 1999 fromm 10.00pm to 4.00pm: January 16, February 20, March 20, April 17, May 15, June 19, July - No Saturday Opening, August 21, September 11, October 16, November 20, December 11.

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Saturday visitors are strongly advised to telephone in advance to ensure that the search room will be open and that relevant records are fetched out of store and made available to them on the day.

The Swindon Chamber of Commerce has a page devoted to [Swindon](#).

London

NMR Customer Services
55 Blandford Street
London W1H 3AF

Tel: 0171 208 8200
Fax: 0171 224 5333



(55K image file)

Opening hours:

Tuesday to Friday: 10.00am to 5.00pm

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The bulk of the NMR's records are held at the National Monuments Record Centre in Swindon. Records relating to the buildings of Greater London are held in the NMR's London office. Personal visits to both offices are warmly welcomed. At Swindon, there is free on-site parking and facilities for disabled people are provided throughout the building. Experienced specialist staff are on hand to introduce first-time visitors to the NMR and to help all visitors get the most out of the record. Visitors are also welcome to use the catering facilities available at our Swindon office.

We operate an open-access policy wherever possible. Because of the sensitive nature of some of the information we hold, however, we reserve the right to refuse access to it in certain cases. These restrictions are relatively few and are not likely to hamper legitimate users of the NMR.

You are welcome to browse the files and reference works that are on open access at will, without needing to ask for the assistance of staff. Some materials are fragile, however, and kept in environmentally controlled conditions, so they have to be retrieved for you by NMR staff. If this is the case, we aim to retrieve materials as quickly as possible. You can eliminate even this small delay by telephoning *at least* 24 hours in advance and letting us know of your interests, so that material can be made available to you on arrival (advance warning is also vital if you are planning to visit on a Saturday).

However, please note that searches of our computerised database of aerial photographs need to be requested well in advance of your visit. For more information please see our [public services section](#).



(41K image file) **NMR009**

Specialist staff are on hand to explain the facilities of the NMR to first-time visitors. Fuller introductory tours for groups are also available, for further information please contact the Gallery Manager on 01793 414735

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As of 1st April 1999 the new NMR price list and service definitions are operational, replacing the price list and service standards currently shown on our web site. We aim to update our web pages as soon as possible, but it may take a few weeks. If you would like a copy of our new service standards and price list please e-mail us quoting your full postal address and we will send them to you. We are sorry for any inconvenience caused by the delay in updating the SERVICES element of our web site.

The NMR Public Services section can answer your questions about historic buildings, archaeological sites and the historic landscapes of England. Around fifteen public services staff work full-time answering enquiries from the public.

We can supply photocopies, laser copies and photographic prints of most of the images in our collection. Computer print-outs, photocopies of survey drawings, plans and text extracts are also available, as are copies of maps and other records held on microfiche.

You can make enquiries by telephone, fax, letter or e-mail. Have a look at our on-line enquiry forms and read our information sheets by clicking on the icons below.

Our Standard Service is free of charge subject to certain limitations. It will take us around 15 working days to reply to you. If you need information urgently you can pay £25.00 (+ VAT) to use our 3-Day Priority Service.

Also available is a free 'NEXT DAY' Listed Building Information Service.

If you are interested in archaeology, historic buildings and air photographs click on the icons below to read and copy our information sheets and complete a form to register your enquiry today.

You can make requests for information from all of our collections:

HELP WITH ENQUIRIES

- a) Archaeology
- b) Air Photography
- c) Listed Buildings
- d) Buildings

ENQUIRY FORMS

- a) Archaeology
- b) Air Photography
- c) Listed Buildings
- d) Buildings

INFO@RCHME.GOV.UK

For any general enquiries please email us.

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NATIONAL MONUMENTS RECORD
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The Collections: Swindon

What's new

The bulk of the NMR's records are held at the National Monuments Record Centre in Swindon. The main types of information that you can consult here are:

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Archaeological and architectural material: this is on open access and consists principally of black and white photographic prints of buildings, gardens, townscapes, landscapes and archaeological sites, photographed at ground level or obliquely from the air. The earliest pictures date back to the 1850s and the first days of photography. The range of subjects covered is very broad, from prehistoric and Roman monuments, churches and country houses, to cinemas, windmills, industrial sites and railway stations.

Reference library: over 32,000 books and periodicals including complete sets of the *Victoria County Histories* and the *Buildings of England* series and a long run of *Country Life* magazine. The archaeology section covers national and county journals and excavation reports. The architecture section covers building types and materials, individual architects and specific buildings.

Vertical air photographs: complete coverage of England, with both recently taken photographs and historic materials taken by the RAF, Ordnance Survey and commercial sources, dating from 1940 onwards.

Statutory Lists and Schedules: we have complete sets of the following:

- the Department of National Heritage Statutory Lists of Listed Buildings
- the English Heritage Ancient Monuments Schedules
- the English Heritage Register of Parks and Gardens of Special Historic Interest

Map collections: an important part of the archive is our reference collection of 19th-century and later Ordnance Survey (OS) maps. These include recent OS maps giving complete coverage of England at 1:10 000 scale and around 80 per cent coverage for the 1:2 500 and 1:1 250 scales. We also have a large

collection of earlier maps, though coverage of England is less complete. These maps include copies of the surveyors' drawings for the OS first edition 1-inch maps, and copies of many first edition 6-inch and first edition 25-inch OS maps.

Reserve collections: materials that require special storage conditions, or that have yet to be catalogued, are kept in the reserve collections. Among the materials held are measured drawings and surveys, field notes and diaries, excavation records, country house sale catalogues, antiquarian books, maps and postcards. Various indexes (both manual and computerised) serve as a guide to these collections and materials can be ordered up by contacting the search room staff.

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- [Location and opening hours of Swindon Collections held at NMRC](#)
 - You can make an [on-line enquiry](#) about our collections or you can contact our Public Services section by phone on 01793 414600, by fax on 01793 414606, or in writing at Public Services, NMRC, Kemble Drive, Swindon SN2 2GZ.
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SERVICES

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As of 1st April 1999 the new NMR price list and service definitions are operational, replacing the price list and service standards currently shown on our web site. We aim to update our web pages as soon as possible, but it may take a few weeks.

What's new

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If you would like a copy of our new service standards and price list please e-mail us quoting your full postal address and we will send them to you. We are sorry for any inconvenience caused by the delay in updating the SERVICES element of our web site.

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Buildings in the National Monuments Record

NMR Education

The Architectural collections of the National Monuments Record (NMR) contain a wealth of information on the buildings of England. The majority of our collection is held in the National Monuments Record Centre in Swindon although enquiries about buildings in London are handled by our London office.

RCHME Survey

About RCHME

Millions of photographs, some dating from the earliest days of photography, are complemented by measured drawings, surveys and written reports. A wide range of buildings are covered from village churches to cathedrals, rural farm buildings to urban industrial complexes, housing estates to Royal Palaces, coal mining cottages to stately homes, statues to fountains, pubs to power stations.

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Of particular value are our detailed archives covering 90 years of architectural survey by staff of the Royal Commission on the Historical Monuments of England (RCHME) who have carried out a wide range of topographical and thematic recording projects as well as recording individual buildings or complexes in depth. Recent examples include our national survey of hospitals, our survey of medieval buildings in Kent and the buildings and structures of London Zoo.

How to ask for information

The most efficient way into our collections is to search by building name, street name, Parish and Ordnance Survey National Grid Reference.

The Services

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Using our Buildings Record

If you want to know more about the historic buildings in your town, village or in London you should consult the National Monuments Record. Our architectural collections are a unique national resource used by a wide range of people.

The study of buildings, their fabric, interior and exterior features and their location complements the more traditional documentary searches of local history. Architectural historians use our collections to work on particular building styles such as Tudor houses, Georgian Terraces, or look at buildings related to a particular architect such as those designed by Edwin Lutyens.

Picture researchers gathering images for the media, books, television and the internet can work alongside family historians searching for images of a particular subject or place. Those involved in the conservation of the heritage make great use of our historic collections, tracing how a building or an area has changed over time and helping to ensure that modern development takes account of historic buildings and structures.

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OTHER SERVICES

If you would like to request a more specialised search that does not fit the standard search criteria, e.g. a thematic search, a closely defined geographical area, or complex Listed Buildings System search, please contact NMR Public Services (see below) for details of available services and relevant fees.

REPROGRAPHIC SERVICES

If a visit is not possible copies of most archive items in the form of additional photocopies, copies of reports, laser copies or photographic prints can be supplied by post, subject to our current price list. We will inform you of any costs in advance and invoice on supply.

VISITS

Once we have completed our search you may wish to arrange to visit Swindon and consult archive material. To ensure that material is available, please contact us in advance to arrange an appropriate date and time.

Public Services - Buildings
National Monuments Record Centre
Great Western Village

Kemble Drive
Swindon
SN2 2GZ
Telephone: 01793 414628
Fax: 01793 414606
Email: info@rchme.gov.uk

London Address
NMR Public Services
National Monuments Record
55 Blandford Street
London
W1H 3AF

Tel: 0171 208 8200
Fax: 0171 224 5333
Email: london@rchme.gov.uk

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Price List

Unless indicated all prices *exclude* VAT.

Valid until 30 September 1999

All prices include first class postage and packing.

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Photocopies

A4/A3 (self service)	£ 0.17
A4/A3 (copied by staff)	£ 0.34

Plans and Drawings

Copies of architectural measured drawings and archaeological surveys are made to order directly from the original, subject to its condition. The paper sizes given below are approximate. Copies can only be made at the same size as the original.

Paper Size	Paper	Permatrace
A4	£ 1.00	not available
A3	£ 2.00	not available
A2	£ 4.00	£ 8.00
A1	£ 6.00	£ 12.00
AO	£ 8.00	£ 16.00

Survey Reports

Copies of specialist archaeological and architectural survey reports from the NMR archive are made to order.

up to 25 pages	£ 5.00
25-50 pages	£ 10.00
over 50 pages	£ 15.00

Laser Copies

Please note that the prices given are applied per image copied. *Reduced prices for additional duplicate copies of any one image are only available when specified with the initial order.

A4/A3 (paper)	£ 3.00	*Additional Copy £ 1.00
A4 film (for OHP)	£ 6.00	*Additional Copy £ 2.00

Photographic Prints

All prints have a quarter inch border. Gloss or matt finishes are available for most paper sizes. Part enlargements will be subject to an additional 25% charge. Higher royalty charges apply to copies taken from some non-NMR air photographs; full details will be given when the order is placed

Paper Size (inches)	Black and White	Colour
7x5	£ 8.50	£ 10.00
8.5x6.5	£ 9.50	£ 12.00
10x8	£ 12.00	£ 14.00
10x10	£ 14.00	£ 16.00
9.5x12	£ 16.50	£ 21.50
16x12	£ 20.00	£ 23.00
20x16	£ 27.50	£ 31.00
20x24	£ 36.00	£ 40.00

Transparencies

35mm	£ 9.00
5x4	£ 30.00

Microfilm/Microfiche Copies

Fiche readers are available in the Public Search Room.

A4 Printout	£ 0.43
A3 Printout	£ 0.83

Database Outputs

Prices given are per entry.

LBS Index Report	£	0.10
MONARCH Index Report	£	0.05
LBS Full List Report	£	0.34
MONARCH Long Report	£	0.34
Activities Index Report	£	0.10

Search Fees

For information about our search services, please consult the leaflet 'Using the NMR'

Priority Search Fee	£	35.00
Research Fee (per hour or part thereof)	£	40.00

Packaged Services

(prices include VAT, where applicable)

Education Pack (Aerial Photographs)	£	15.00
Education Pack (Listed Buildings)	£	5.00
Education Pack (Aerial Photographs/Listed Buildings)	£	18.00

Reproduction Fees

Where NMR material is to be used for purposes other than private study, permission must be sought in advance from the NMR. Those who use materials unlawfully are liable to prosecution. The NMR reserves the right to charge reproduction fees. Unless otherwise specified all charges are for the use of one image only. The reproduction fee does **not** include provision of the material to be reproduced. Should an NMR image be reproduced without prior permission, fees will be charged at double the normal rate.

Book (One Country, Single Language)	£	40.00
Book (World, Single Language)	£	70.00
Book (World, All Languages)	£	100.00
Newspaper (National)	£	65.00
Newspaper (Regional)	£	50.00
Magazine	£	50.00
Television (UK Regional)	£	50.00
Television (One Country)	£	50.00
Television (World)	£	250.00
Video (One Country)	£	75.00
Video (World)	£	250.00
CD-Rom (One Country)	£	50.00
CD-Rom (World)	£	100.00
Internet	£	100.00
All Media World Buy Out (12 Months)	£	500.00
All Media World Buy Out (Perpetuity)	£	2,000.00

Payment

No payment should be sent until an invoice has been received. Payment may be made in cash, by cheque or credit card (Mastercard or VISA only). Cheques should be made payable to English Heritage. Payments from abroad should be made in sterling either by international money order, sterling denominated cheque or credit card (Mastercard and VISA only). A surcharge of £5.00 will be added to bills paid in foreign currency. Payment should be made within 30 working days of receipt of invoice.

VAT at the current rate is charged on all UK orders. Orders from EU countries incur VAT unless a VAT registration number is supplied by the customer at the point of order. VAT is not charged on orders from outside the EU.

For further details please contact:

NMR Enquiry and Research Services,
National Monuments Record Centre, Great Western Village, Kemble Drive, Swindon, SN2 2GZ
Telephone: 01793 414600 Fax: 01793 414606 Email: info@rchme.co.uk
Web: <http://www.english-heritage.org.uk>