



Information for researchers

We hope this guide provides all the information you need to plan your research using St George's Chapel Archives & Chapter Library. If you have any questions please see our contact details at the bottom of the sheet.

Catalogues and Finding Aids

The Archives catalogue is available online, hosted by CalmView. It can be accessed through our website: <https://www.stgeorges-windsor.org/archives/catalogues-and-guides/>

The contents of the Chapter Library are not included in our online catalogue, but they are registered on National Bibliographic Knowledgebase.

Additional published catalogues are available for the Archives and Chapter Library and music collection.

Research guides and published materials are also available online: <https://www.stgeorges-windsor.org/archives/resources/>

Where possible, we recommend you consult the relevant catalogue before arranging a visit to the Search Room. If you are unable to find reference to the information you are looking for, or would like guidance on our holdings, please contact us for assistance.

On-Site Access

Arranging a visit

The Archives and Chapter Library welcomes enquiries sent by letter or email. If your enquiry requires detailed research or the use of original material, you may be advised to visit our Search Room. Our Search Room is available for use by appointment only. Please contact us in order to book an appointment. We must then register your visit with the Windsor Castle Pass Office, who will contact you directly to arrange for a visitor's day pass. This process takes a minimum of 2 working days.

Normal opening hours

Monday-Friday, 9.30am – 4.45pm. The Search Room closes for lunch, 1pm – 2pm. Please note that access may be restricted between 10.30am and 11.30am due to the changing of the guard in the Castle. Researchers are advised to avoid arriving at this time.

Transport

The Archives and Chapter Library is a short walk from either of the Windsor train stations and Windsor is well served by buses.

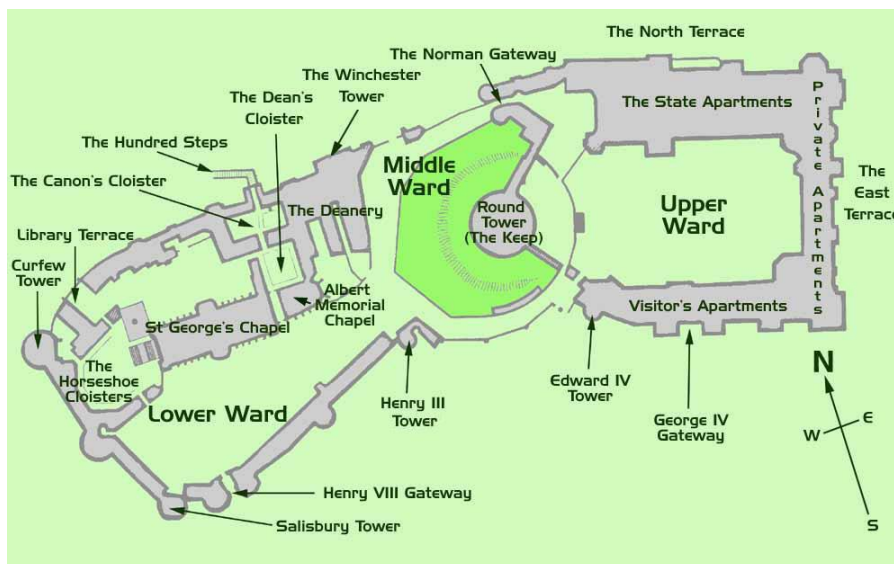
If you are travelling by car, limited parking is available within the Castle by prior appointment only. Alternatively there are a number of car parks in the town which are within easy walking distance of our Search Room.

What to do when you arrive

When you arrive at Windsor Castle you can collect your day pass from the Pass Office which is located at 3 St Albans Street. In order to receive your day pass and enter the Castle you must bring with you two forms of identification, including one photographic, which confirm your full name, date of birth and current address.

Location within Windsor Castle

Our Search Room is situated in the Vicars' Hall Undercroft in the Lower Ward of Windsor Castle. The entrance is by the Library Terrace, marked on the map overleaf. Once you have collected your day pass from the Pass Office on St Alban's Street, you can enter the Castle through the Henry VIII Gateway. To reach our Search Room, cross the yard and go through both arches of the Horseshoe Cloister. The Vicars' Hall is on the left hand side as you come through the second archway. There are small steps that lead down to the Search Room. The intercom is situated on the right hand side of the door.



Accessibility

We are committed to providing access to the Archives and Chapter Library for users with disabilities. Step-free, wheelchair accessible entry to the public areas of the building is available. Disabled parking spaces and disabled toilet facilities are located nearby. Staff are on hand to assist with research and to offer alternative facilities to aid in your work. If you have any questions about our facilities please contact us in advance of your visit.

Search Room photography

Photography is permitted in the Search Room, provided the camera is used without flash. You must first purchase and sign a photography licence, which for £10 allows you to take as many photographs as necessary on the day of your visit.

Remote Access

Scanning service

The St George's Chapel Archives and Chapter Library recognises that not all researchers are able to visit the Search Room. If you are unable to visit, a scanning service is available for a fee to provide digital images of relevant documents for your research. This is available by post or email.

Research services

If your enquiry requires detailed research using original material we encourage you to visit to our Search Room in person. If you are unable to visit, we can arrange for a member of staff to conduct research on your behalf at a charge of £10 per half-hour.