

Research Access Policy

The Trust expects to look favourably on requests for research access which relate to post-graduate or undergraduate studies accompanied by relevant letters of support. Requests for research access relating to commercial or public activities will include an assessment of their ability to assist the activities of the Trust. The Trust does not have the resources to facilitate research access for private purposes.

Research access requests should be made in writing to the Museum Director who will evaluate and respond within one month of receiving them. The Museum Director's decision is final. Where a request is refused brief reasons may be given but the Trust will not engage in correspondence over the reasons given or the decision.

Remote enquiries

The Trust receives a considerable number of enquiries and relies on part time volunteer researchers to carry out the work. We aim to respond to all enquiries within one month, but at busy times a reply may take longer. For detailed research enquiries carried out by staff on behalf of enquirers, a fee of £10.00 (inc VAT) per half hour's research conducted may apply. This covers the time spent on the search, not the results. We cannot guarantee that the information you have requested will be found. If a fee is applicable payment will be requested following receipt of an enquiry.

The scope of the collection:

1. The Munnings Collection includes c650 oil paintings. Approximately one third of these are on public display at any one time. Paintings in the collection can be identified through the Public Catalogue Foundation Essex volume and online through BBCs 'Your Paintings' website. Paintings not on display but held in store at Castle House can be made available for inspection at Castle House.
2. The Collection includes several hundred drawings, watercolours and sketchbooks. These are in the process of being catalogued and photographed and we are currently unable to provide pro forma details or images. However, staff may be able to advise whether there are any drawings, watercolours and sketchbooks which might be relevant to your work and will make these available for inspection where possible.

3. Photographs and photograph albums are currently being catalogued. Some of these are on public display at Castle House. Photographic material not on display is not currently available for researchers but it may be possible to answer specific queries about the content of the photographic material and copies made where possible.
4. The Museum possesses correspondence to and from Sir Alfred Munnings which is being catalogued and transcribed. This is not currently available for researchers but it may be possible to answer questions relating to the content and scope of the correspondence.
5. Press cuttings, race cards and other ephemera are currently being catalogued and repacked and are not generally available for research. However, staff may be able to advise whether there is any material in this category relevant to your work and make it available for inspection where possible.
6. Sale catalogue information relating to Sir Alfred Munnings paintings dating from 1980-the present day has been compiled but is not yet fully indexed. A copy of the details for specific paintings can be sent on request if the information is held on file. A small charge will be made for copying.
7. There is a small library of publications relating to the life and works of Sir Alfred Munnings. Publications can be made available for inspection at Castle House but as yet an index of publications is not yet available.

Please note

Access to parts of the collection not on display is strictly by advance appointment only. Appointments are usually made on Tuesdays 11am-3pm and Fridays (ex Bank Holidays), 10.30am – 12.30pm

A fee of £37.50 (inc VAT) is charged per person per visit. The Trust reserves the right to vary this fee. Payment must be made at the beginning of the visit.

On your first research visit, you must provide photographic identification, such as a driving licence or passport, so that your application can be validated.