



# Northumberland Collections Service

## Introduction to Northumberland Collections Service

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The main functions of the Collections Service are to ensure the preservation of historic artefacts, records and Local Studies material relating to the County of Northumberland and to make these available for consultation by the public. The largest element of our holdings is the Archives. We acquire (by deposit or gift) a wide range of archives from both official and private sources that relate to almost all aspects of the history of Northumberland and hold in excess of four linear miles of records. We also hold in the region of eight thousand 3-D objects and the Local Studies Reference and Master Collections that were previously held at Morpeth Library. All of our holdings are kept in secure environmentally controlled strongrooms to ensure their long term preservation.

Our collections are available to view in our public searchrooms unless they are subject to statutory closure periods or restrictions imposed by the owners. Trained staff are on hand within the searchrooms to advise users. Catalogues and indexes are available to consult within the searchrooms and details of some of our collections are available to consult via our electronic catalogue which is accessible via our website.

Our Archive holdings are split between two offices – Woodhorn and the Berwick-upon-Tweed Record Office. The latter holds records relating to the geographical area held by Berwick-upon-Tweed Borough Council which extends from Berwick, south to Ellingham and across to the Cheviots. Records relating to the remainder of the present County of Northumberland are held at Woodhorn. However, there is some duplication of holdings between the two offices and users are advised to consult with staff who will be pleased to advise further. We also produce a leaflet that sets out the main classes of record relating to family history held at the Berwick-upon-Tweed Record Office.

Many of our most well-used records, particularly those sources used by family historians are available to view on microfilm only. We do not operate a booking system at Woodhorn. However, if you wish to view microfilm copies of records at our Berwick-upon-Tweed office it is essential that you reserve a microfilm reader in advance of your visit.

Users of our Woodhorn service must register prior to using The Study Centre or (Searchroom). Registration can be done in person at the Woodhorn Welcome Desk or via our website. Registered users will be issued with a Woodhorn Card – access to the Study Centre at Woodhorn is not possible without a Woodhorn Card. You will need to bring with

you on your first visit to Woodhorn a form of identification. Full details of the registration scheme are available on our website.

For researchers unable to visit the offices personally we offer a postal Research Service is available. Please contact either office or our website for further details. Photocopies and photographs of archives can be obtained from both offices provided that copyright and other relevant guidelines are observed. Fragile documents cannot be copied. Full details of our Reprographics Service can be found on our website.

Listed below are the addresses, opening hours and contact details of each office.

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### **Berwick-upon-Tweed Record Office**

Borough Council Office  
Wallace Green  
Berwick-upon-Tweed  
TD15 1ED

Tel: 01289 301865

Fax: 01289 330540

E Mail: [lb@berwick-upon-tweed.gov.uk](mailto:lb@berwick-upon-tweed.gov.uk)

### **Opening Hours**

Monday	CLOSED
Tuesday	CLOSED
Wednesday	9.30 – 1.00; 2.00 – 5.00
Thursday	9.30 – 1.00; 2.00 – 5.00
Friday	CLOSED

### **Archives held:**

Berwick-upon-Tweed Borough	Port of Berwick
Berwick-upon-Tweed Quarter Sessions	Family and estate
Pre 1974 Rural District Councils	Business
Civil Parish	Non conformist
Poor Law Unions	Small private collections
Petty Sessions	

The records relate to North Northumberland, the area administered by the current Berwick-upon-Tweed Borough Council. Microfilm copies are held of sources for tracing ancestors in North Northumberland including: Anglican parish registers, Roman Catholic and Non-conformist church records, civil cemetery burial registers, census returns and the IGI. **It is essential to book a microfilm reader in advance to consult these.**

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## **Northumberland Collections Service**

### **Woodhorn**

Woodhorn  
Queen Elizabeth II Country Park  
Ashington  
Northumberland  
NE63 9YF

Tel: 01670 528080

Fax: 01670 528083

E-mail: [collections@woodhorn.org.uk](mailto:collections@woodhorn.org.uk)

### **Opening Hours**

Monday	CLOSED
Tuesday	CLOSED
Wednesday	10 a.m. - 4 p.m.
Thursday	10 a.m. - 4 p.m.
Friday	10 a.m. - 4 p.m.
Saturday	10 a.m. - 4 p.m.
Sunday	10 a.m. - 4 p.m.

### **Archives held:**

Northumberland Quarter Sessions  
Petty Sessions and Magistrates  
Northumberland County Council  
Urban, Rural, District Councils  
Civil Parish  
Poor Law Unions  
Sanitary Authorities and Highway Boards  
Education Records  
Northumberland Constabulary  
Hospital and Health Authority  
Coalmining  
Post 1858 wills

Coroners  
Anglican Diocesan Parish  
Roman Catholic Parish  
Non conformist  
Family and Estate Papers  
Business  
Manorial  
Maps including Enclosure and Tithe  
Photographs  
Society of Antiquaries of Newcastle upon Tyne

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Northumberland Collections Service is committed to providing a quality service to all its users and therefore this information is also available in Large Print and via the Internet. The Internet address is

<http://www.northumberland.gov.uk/collections>

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Introduction/October 2006.