

WARWICKSHIRE COUNTY RECORD OFFICE

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Website: <http://www.warwickshire.gov.uk/countyrecordoffice>



Open: Tuesday-Thursday 9.00-5.30; Friday 9.00-5.00; Saturday 9.00 - 12.30

Please note we are closed to the public during the first full week of every calendar month to enable staff to catalogue collections. A full list of these collection weeks is available on request and also on our website.

Last orders: Documents/Photocopies 30 minutes before closing.

There is no need to book an appointment, but entry is by CARN ticket so please bring proof of name, address and signature (e.g. driving licence or a combination of other documents) if you do not already have a ticket. There is a small car park with a dropping off zone and disabled spaces. Please telephone us if you would like to reserve a space or discuss your needs in any detail.

TALKS AND VISITS FOR GROUPS AND SOCIETIES

The role of Warwickshire County Record Office is to locate, collect and preserve records relating to all aspects of the history of Warwickshire and its people, and to make these available for research. The archives, which date from the 12th century to the present day, are kept in air-conditioned strongrooms and can be used by the public in our searchroom. Catalogues of the collections are available at the Record Office and, increasingly, on the internet at www.a2a.pro.gov.uk

The Record Office is funded by Warwickshire County Council and no charge is made for the basic service. The office was substantially enlarged in 2002/3 with the aid of a grant from the Heritage Lottery Fund. Part of our role is to raise awareness of Warwickshire's written heritage and the wide range of subjects for which archives can be used, and our programme of talks and visits are offered with this in mind.

Details of our programme of talks are given below, as are details of visits to the record office. If you wish to arrange any of these talks or a visit, please use the enclosed booking form and send it to the record office.

Talks

We can give talks in Warwickshire or at the record office either during the day or in the evenings. They are usually illustrated and cover the following subjects:

❖ THE WORK OF THE COUNTY RECORD OFFICE

- ❖ FAMILY HISTORY – SOURCES IN THE COUNTY RECORD OFFICE
- ❖ WARWICKSHIRE CASTLES
- ❖ DATING YOUR FAMILY PHOTOGRAPHS
- ❖ CARING FOR OLD DOCUMENTS, MAPS AND PHOTOGRAPHS
- ❖ HOUSE HISTORY FROM DOCUMENTS IN THE RECORD OFFICE
- ❖ THE WORK OF THE FRIENDS OF WARWICKSHIRE COUNTY RECORD OFFICE (Given by a member of the Friends committee)
- ❖ PEN, PAPER, PARCHMENT: A WRITING AND PRINTING WORKSHOP

The charge for a standard talk is **£50**

Talks are not normally given about a specific place as this involves a considerable amount of preparatory work and research. It may be possible occasionally to provide such a talk for a specific event and this can be discussed with the Head of the Archive Service.

Evening and Monday daytime visits

As part of a visit we provide a general talk about the work of the service, the types of documents which we hold and a chance to see some documents relating to your particular area or the subject your group is interested in. We also offer the chance to see 'behind the scenes' in the strongrooms and conservation department.

There is a minimum requirement of 8 people for a visit and a maximum number of 15. The fee per group for a visit is **£50**.

If you are interested in a visit please fill in the attached booking form and send it to the record office.

The Record Office also offers regular courses lasting 90 minutes including Behind the Scenes at the County Record Office, Family History for Absolute Beginners and Family History – Next Steps, the ticket price is £5.00. For further details of all courses and events at the record office please pick up a copy of the 'Outlook' leaflet available at the record office and all libraries in the county or follow the link from our web site at www.warwickshire.gov.uk/countyrecordoffice.

BOOKING FORM FOR TALKS AND VISITS

NAME OF ORGANISATION:

CONTACT NAME:

CONTACT ADDRESS:

CONTACT TELEPHONENUMBER:

EMAIL:

TITLE OF TALK 1.
(Please indicate an alternative in
case your first choice is not available) 2.

EVENING OR MONDAY DAYTIME VISIT

PREFERRED DATES 1.
(Please give a choice of two
dates if possible) 2.

VENUE:
(Please send directions/map
nearer the date of the talk)

TIME:

IF NECESSARY CAN YOU PROVIDE: SCREEN/PROJECTOR/OHP/
(Please tick as appropriate) EXTENSION CABLE

FOR OFFICE USE ONLY

CONFIRMED:

ARCHIVIST'S INITIALS:

DIARY:

FEE:

RECEIPT NUMBER: