

WARWICKSHIRE COUNTY RECORD OFFICE

USER'S GUIDE NO. 1

INDEXES AND CATALOGUES



Introduction

Indexes and **catalogues** are the finding aids that you can use to gain access to the information held at the Record Office. **The series of card indexes are a good way to start your search.** These contain basic information which can then be expanded by consulting the catalogues in the maroon **Twinlock binders**. These contain more detailed lists and descriptions of the contents of collections and should always be consulted before ordering documents. For location see separate Search Room plan.

CARD INDEXES

The most useful indexes are:

GENERAL INDEX This is arranged mainly under **Places**, with some **Names** and **Subjects**. It is fairly comprehensive and a good place to start research.

SUBJECT INDEX This covers about half our catalogued collections.

PROPERTY INDEX This is closely related to the General Index. **P**

MAPS INDEX, Manuscript and Printed, also names of surveyors. **PN/P**

PHOTOGRAPHIC INDEX The Record Office holds a large photographic collection. **P/PN/S**

WILLS INDEX. This only covers wills in our collection; the vast majority of Warwickshire wills before 1858 are kept at Worcester and Lichfield Record Offices. **PN**

Other indexes available in the searchroom include:

Apprentices Indexes: for Warwick, 17th, 18th and 19th century **PN**

Census Index for Warwick, 1841, 1861, 1871 **PN**

Index of Warwickshire records in other record offices **PN/P**

Library Index **P/PN/S**

Microfilm Index of Parish and Diocesan Archives **P/PN/S**

Non-conformist Index **PN/P**

Poor Law Indexes for Warwick **PN**

Portraits Index **PN**

Prints and Views Index, also contains an artists/engraving index at the end **P**

Schools Index **P**

Warwick Borough Records Index **P/PN/S**

Warwick Burials: St Mary 1712-1992 **PN**

Warwick Castle Archives Index **P/PN/S**

Warwickshire Newspapers Index **P/PN/S**

The following indexes need to be ordered as they are held in the strong rooms:

Apprentices Indexes: for Coleshill, Kenilworth, Nuneaton, Wootton

Wawen, 17th, 18th and 19th century **PN**

Census Index for Harbury and Knowle, 1861; Leamington 1861 **PN**

Enclosure Commissioners Index **PN/P**

Feilding Manuscript Index **PN/P**

Hearth Tax Index **PN/P**

Index of Warwickshire printed works not in the W.C.R.O. **PN/P**

Leamington Courier Index of Deaths and Marriages (1833, 1837, 1846-47, 1850-52 only) **PN**

Occupations Index **PN**

Pennant Manuscript Index **PN/P**

PERSONAL NAMES INDEX (before 1535 and after 1535). This covers only a small fraction of our catalogued collection.

Poor Law Indexes for Coleshill, Kenilworth and Wootton Wawen **PN**

Press Cuttings Index **P**

Warwick Burials: St Nicholas 1813-1986, St Paul 1849-1899, All Saints, St Mary, Baptisms, Marriages and Burials, 1651-1711 **PN**

(Key to classification: P = Places; PN = Personal Names; S = Subjects)

Index Cards give a reference number, a brief description and a date. The reference number is made up as in the example below:

CR 580/36/13. CR = Accession Prefix, 580 = collection number, 36 = box or bundle in strong room, 13 = individual item. This reference relates to the collection CR 580, from solicitors in Banbury, regarding Gist of Barcheston and the individual item is a letter written in 1680 from the Bishop of Worcester to the vicar of Brailes about the schoolmaster.

NB Always include all the reference details when ordering your document.

CATALOGUES will supply further information; they are contained in the maroon **Twinlock Binders**. Catalogue entries give descriptions in greater detail. The main series are **CR** (County Records), **DR** (Diocesan (or Parish) Records), and **QS** (Quarter Sessions Records). Other catalogues include Early Deeds, Parish and Estate Maps and Printed Maps, Landed Estate Records, Warwick Charities Union, Microfilm of Warwickshire documents in other offices, Parish Records other than Registers. There are also catalogues of microfiche and audio-visual material.

When you have gathered together all the necessary information, please fill in a **separate request slip for each document** you want to see (up to a maximum of three). See *Guide No. 2* for further information on ordering documents.