

# WARWICKSHIRE COUNTY RECORD OFFICE

## USER'S GUIDE NO. 3

### MICROFILM AND MICROFICHE



#### **Introduction**

The Record Office holds information on both microfiche and microfilm. Some material is available on a self service basis. Some has to be ordered from the strongrooms.

#### **Self-service (Microfilm and microfiche)**

There are indexes for microfilms in the self-service microfilm area (see separate Search Room Plan) to enable you to find the reel number and relevant drawer of the cabinet. Self-service material includes parish registers, census material, OS maps and newspapers. A microform reference would usually be MF or MI.

**MICROFILM** (in cabinets, see separate Search Room plan)

**Census Returns** 1841-1881 for Warwickshire

**Parish Registers** for Warwickshire

**Electoral Registers** 1885-1915 for Warwickshire (see also under microfiche)

**Newspapers** - for other newspapers see the Index in a black binder (see Search Room plan):

Coventry Mercury

English Labourer

Warwick Advertiser

**Maps** - OS First Edition 25" for Warwickshire, reference number MI 377/1-3,

#### **Microform by request**

There is a vast amount of material that is not on open access. Microfilmed information will be found in the Indexes and the same procedure should be followed as for any other document. You need to find the reference number and then consult the catalogues in the Twinlock binders for details. One request slip should be filled in for each item and up to three items can be ordered at one time.

**MICROFICHE** (in cabinet, see separate Search Room plan)

IGI (International Genealogical Index) for the whole of England, Wales, Scotland, Northern Ireland and Eire, compiled by the Church of Jesus Christ of Latter Day Saints. (This is also available on the internet at [www.familysearch.org](http://www.familysearch.org).)

**Census**

1891 and 1901 Census returns for Warwickshire

1881 Census Index for Gloucestershire, Leicestershire, Northamptonshire, Oxfordshire, Staffordshire and Worcestershire. (This is also available for the whole country on CD Rom.)

1851 and 1881 Census Index for Warwickshire

1981 and 1991 Census - locally based statistics

**Directories**

1883-1974 Spennels/Kellys

**Electoral Registers**

1986-1993 Registers of Electors (see also under microfilm)

**Other Microfiche records**

Warwickshire County Library Non-Fiction Catalogue

MF 3-94 contains separate collections eg. Coventry London Road Cemetery, Workhouse registers and PCC Wills. For details consult the Microfiche List.

**How to read microform**

Directions for use will be found on the machines but if you have any difficulty please consult the staff.

When using microfilm please only take one film at a time. When removing a microfilm reel from the cabinet replace it with the red dummy box which you will find on top of the machine. When you have finished please wind the film back onto its original reel and put back in the drawer, then replacing the red dummy box on the top of the machine.

When using microfiche please replace the individual sheet with the numbered marker to be found at each machine.

**The reader printer machine**

This will print out copies of documents from either microfilm or microfiche. You will need coins which can be purchased at the reception desk. If you need help with the machine, please ask the staff.