

# WARWICKSHIRE COUNTY RECORD OFFICE

## USER'S GUIDE NO. 4

### THE RECORD OFFICE LIBRARY



#### **Introduction**

The main strength of the Record Office library is its collection of works relating to Warwickshire local history. It cannot claim to be comprehensive and readers may also need to refer to the relevant collections held by Warwickshire county libraries. The library is for reference only; unfortunately, no books may be borrowed. Most books are shelved around the Search Room. You may help yourselves to these but when you have finished the books should be taken to the document return box at the Enquiry Desk. Please handle the books carefully and never write in or press on them.

**We also have a large number of pamphlets, which need to be ordered using document request slips.**

**The Library Card Index** (see separate Search Room plan) is classified under Places, Personal Names and Subjects. To identify a pamphlet the reference will be followed by a (P).

We hold a number of frequently used works of reference. These include language dictionaries, the *Victoria County History*, Dugdale's *Antiquities of Warwickshire*, a guide to Warwickshire place names, guides for family historians and the *Dictionary of National Biography*. We also have *Who Was Who*, *Crockford's Clerical Directory*, *Burke's Peerage* and *Debrett's*.

We also hold a selection of directories of Warwickshire from 1828/9 and Kelly's (every four years up to 1940). These contain useful lists of residents and trades people and local information. Parish Register Transcripts and Monumental Inscriptions are also held in the Search Room.

**Finding a book** (see Search Room plan for the location of each of the following categories):

**A - general works on Warwickshire** generally followed by the first three letters of the author's name. For example *The History of the County of Warwick* by William Smith is classified under **A SMI**.

**B - relating to individual places in Warwickshire** arranged alphabetically from Alcester to Wroxall. For example, *The Book of Rugby School* by E.M. Goulburn is classified under **B RUG GOU**.

**C - Warwickshire works arranged by subject** and numbered according to a simplified Dewey Decimal system. *The Flora of Warwickshire* by Bagnell is classified under **C 580 BAG**. If you have any difficulties, please consult the staff. This includes biographies and autobiographies, including those of Joseph Arch, Walter Savage Landor, The Mordaunts of Walton and Daisy, Countess of Warwick. In this section there are also sermons, songs, stories and plays by Warwickshire people. Some examples are *Poems* by Lord Leigh **C 821 LEI** and *Works of Dr. Samuel Parr* **C 820 PAR**

**D - general works arranged by subject** Subjects covered include law, agriculture, architecture, economics and medicine. There are also books offering practical help on the understanding of documents and early handwriting.

**E - other counties and overseas.** Of interest may be *Lists of Emigrants to America 1600-1700* by Hotten **D929 HOT** and guides to other record offices.

**F - periodicals** such as publications of the Dugdale Society, Local Population Studies and also local history society publications.