

# West Sussex Record Office



## Searchroom Leaflet No 9: Resources on the Public Access Computers

This leaflet is a guide to some of the most popular sources available on the Public Access Computers in the Searchroom.

### Public Access Computers

There are 11 public access computers connected to the internet for you to use in the Searchroom. The **Ancestry** and **Find My Past** websites are available free of charge on all of these computers and can be accessed via desktop icons.

If you have any difficulties or would like some help, or if you would like a print-out (for which there is a small fee), please ask staff.

Further information can be found on the West Sussex Record Office website at [www.westsussex.gov.uk/ro](http://www.westsussex.gov.uk/ro)

### Search Online

Our catalogues can be searched online at <http://185.121.204.173/searchonline/>, via the homepage on our website, or from a desktop icon on the Searchroom computers.

'Search Online' lists most of the material held in the Record Office – documents, photographs, maps and books – and can be searched by typing in a keyword such as a name, place or subject.

It is updated on a weekly basis so that material will become available almost as soon as it is catalogued.

Please ask staff if you need help. See also **Searchroom Leaflet No 8** for guidance.

### West Sussex Past

West Sussex Past is a portal website hosted by the Library Service and includes:

- Record Office Photographic Database (see below)
- West Sussex Past Pictures (see below)
- Great War West Sussex 1914-1918
- West Sussex at War 1939-1945
- Military Voices (audio interviews covering wars 1914-2000 - see below)
- Seaside Holidays
- Victorian West Sussex

They can be accessed at [www.westsussexpast.org.uk](http://www.westsussexpast.org.uk)

## Ancestry

The Record Office provides **free access** to an ever-expanding range of databases on Ancestry, including:

- **Parish registers** of East and West Sussex, recording baptisms, marriages, burials, and banns from as early as 1538
- GRO indexes of **births, marriages and deaths** for England & Wales 1837-2005 (births & deaths to 2007)
- **Census returns** for England & Wales, and transcripts of census returns for Scotland, from 1841 to 1911
- British Army WWI **service records** 1914-1920, British Army WWI pension records 1914-1920, British Army WWI medal rolls and index cards 1914-1920, UK 'Soldiers Died in the Great War 1914-1919', and UK Army Roll of Honour 1939-1945
- Prerogative Court of Canterbury (PCC) **Wills** (England & Wales) 1384-1858
- **National Probate Calendar** (Index of Wills and Administrations, England & Wales) 1858-1966, 1973-1995
- British **Phone Books** 1880-1984
- And much more besides...

## Find My Past

The Record Office also provides **Find My Past** without charge, giving access to another huge set of databases, including:

- GRO indexes of **births, marriages and deaths** for England & Wales 1837-2005 (births to 2006, deaths to 2007)
- **Census returns** for England and Wales from 1841 to 1911
- The '**1939 Register**': taken at the outbreak of WWII in September 1939, it contains the personal details of 41 million people in England & Wales (also available on Ancestry)
- **National Burial Index** for England & Wales
- **Military records**, including British Army service records 1760-1939 and medal rolls
- **Local newspapers**, including the Bognor Regis Observer, Chichester

Express & West Sussex Journal, Chichester Observer, Crawley & District Observer, Mid Sussex Times, Sussex Advertiser, Sussex Agricultural Express, West Sussex Gazette, West Sussex County Times, Worthing Gazette and Worthing Herald—check date coverage with staff before you visit

- And much more besides...

## FamilySearch

The equivalent of the International Genealogical Index (IGI) is online at **www.familysearch.org** and can be accessed on the Public Access Computers. It is an index to births, baptisms and marriages from as early as 1538.

## Parish register transcripts

Most of the transcripts of **baptisms, marriages and burials**, arranged by parish, have been produced by the Parish Register Transcription Society and usually include a name index.

## Sussex Marriage Index

The Sussex Family History Group's Sussex Marriage Index 1538-1837 is not available on the internet but it has been installed on our Public Access Computers and can be accessed from a desktop icon.

## Poor Law Database

This database is extracted from records of the Parish Overseers of the Poor. Information from settlement certificates and removal orders help identify the parishes to or from which the paupers moved. Other documents record the fathers of illegitimate children and the apprenticing and boarding out of poor children and orphans. The database contains 14,000 records, mostly from documents of settlement and removal 1662-1835. It is available on the Sussex Record Society website at **www.sussexrecordsociety.org**

## Local newspapers

The following local newspapers have been digitised and can be viewed as searchable PDF files:

- **Bognor Observer** 1914-1925, 1939-1945
- **Chichester Observer** 1914-1925, 1939-1945
- **East Grinstead Observer** 1914-1916, 1918-1925 (NB not 1917 as there is no hard copy of that year's paper)
- **Horsham Times** 1914-1925
- **Littlehampton Observer** 1914-1925
- **Midhurst & District Times** 1939-1945
- **Mid Sussex Times** 1914-1925, 1939-1946
- **Sussex & Surrey Courier** 1914-1925, 1939-1943
- **West Sussex County Times** 1914-1926, 1939-1946
- **West Sussex Gazette** 1914-1925, 1939-1945
- **Worthing Gazette** 1901-1925, 1939-1945

## Directories

A selection of directories for West Sussex 1828-1938 are available on computer.

## Record Office Photographic Database

The database holds details of 35,000 photographs held at WSRO and can be accessed from our website at [www.westsussex.gov.uk/ro](http://www.westsussex.gov.uk/ro) (go to 'Record Office sources & collections', then 'Photographs, prints & drawings', then select link for 'Photographic database').

## West Sussex Past Pictures

A database of **photographs, prints, drawings and paintings** provided by local museums and the Library Service. Over 13,000 images from the 1640s to the present can be viewed, downloaded and printed free of charge. Visit [www.westsussexpast.org.uk](http://www.westsussexpast.org.uk)

## Online Picture Gallery

Thousands of images from the collections are available to view at [www.sussexpictures.co.uk](http://www.sussexpictures.co.uk) from which you can order prints or gifts.

## Postcards

More than 10,000 postcards of West Sussex, arranged by place.

## Aerial photographs

RAF aerial photographs of West Sussex 1947-1949 (APH 1).

## Screen Archive South East (SASE)

SASE is a film archive serving West Sussex, East Sussex, Surrey and Kent. You can search the archive catalogue or browse by theme; you can find out about key collections within the archive and watch over 1,200 films online at [screenarchive.brighton.ac.uk](http://screenarchive.brighton.ac.uk)

## Oral history recordings

'Military Voices': recordings of interviews with **local veterans** who served in WW1, WW2 and post-1945 conflicts.

## Tithe maps

Tithe maps for West Sussex, mostly from the late 1830s and 1840s, are available with the accompanying schedules or 'apportionments', giving the names of owners and occupiers of land and buildings. The documents are presented in an 'Archangel' package.

## Estate and enclosure maps

A selection of estate and enclosure maps for West Sussex, dating from 1597 to 1856, are available (presented in an Archangel package).

## Archaeological Reports

This database is a huge resource, containing scanned copies of over 800 site investigation reports deposited with the WSCC Historic Environment Team.

## Petworth House Archive

- Harriot Papers, including 'Moon maps' (PHA/HMC/241)
- Map of Petworth, Northchapel, Tillington and Lurgashall 1610 (PHA 3574)
- Map of Petworth, Sutton and Duncton by Platt c.1630 (PHA 3577)
- 'Catalogus Librorum Bibliothecae Petworthianae' [A catalogue of the books of the Library of Petworth] c.1690 (PHA 5377)
- Book of Maps, Ireland 1703 (PHA 6500)

## Sir Patrick Moore Archive

Observation notebooks compiled by the astronomer, author and broadcaster who lived at Selsey.

## Other items

Will of **Admiral George Murray** 1812, 1819 (AM 760/3/9)

**Balcombe** marriage registers 1837-1969 (Par 234/1/3/2-6)

Photographs taken by **Walter Kevis**

**East Grinstead** cemetery records 1869-1885

Male case book, **Graylingwell Hospital**, Chichester, Aug-Sep 1897 (HCGR/9/1/1)

Illuminated manuscript version of order of service for **churching of women**, undated (Par 56/7/9)

**Shippam's** minute book 1913-1928 (Shippams 1/2/1/1)

**Shippam's** visitors' book 1913-1924 (Shippams 1/9/30)

Diaries of **Ralph Ellis**, 7th Battalion, Royal Sussex Regiment (1914-1917) (Add Mss 25001-25006)

**Lurgashall** Air Raid Precaution book 1939-1944 (AM 797/1)

Diary of evacuation by Croydon schoolchildren to **Sompting** 1939-1940 (AM 1104/1)

**Royal Observer Corps** Log Books 1940-1945 (selection from Add Mss 35410-35421)

The **Nuthurst** Society Millennium Review 2001 (MP 5542)

Condolence books (4), **Shoreham Air Crash** 2015 (SCA 1/2, 1/3, 1/5, 1/7)

**TIP:** To exit from an Archangel package (e.g. tithe maps), on the keyboard **hold down the 'Alt' button and press F4.**

*A large-print version of this leaflet is available in a special folder in the searchroom.*