

West Sussex Record Office



Searchroom Leaflet No. 2: How To Use Microfiche and film

This leaflet explains how to use microfiche and microfilm. We hold documents in this way because it saves wear and tear on the originals, and allows access to material held elsewhere, such as the census returns. The following list gives a brief guide to the documents on microfiche and film which are most frequently used. For a full list see the summary at the beginning of the microfiche and microfilm catalogue, and our family history guide 'Who Are You?'. Large-lens readers are available.

Documents available on microfiche

Parish registers for West Sussex 16th century – 1900
International Genealogical Index (IGI) for England 1992
GRO indexes of births, marriages and deaths 1837-1997

Census returns for West Sussex 1841-1901
Census returns for East Sussex 1891, 1901
Index to the 1881 census returns for Sussex, Surrey, Kent and Hampshire

Chichester Archdeaconry wills and administrations 1479-1858
Dean of Chichester's Peculiar wills and administrations 1553-1858
Archbishop's Peculiar wills and administrations 1516-1858
National Probate Calendars, 1858-1943
PCC Wills index 1853-1857
West Sussex Probate inventories 1521-1834

Sussex Poll Book 1734

Musters of Sussex militia 1781-1782

Sussex county directories 1792-1938

Bognor directories 1900-1972
Brighton directories 1890-1974
Chichester directories 1797-1974
East Grinstead directories 1872-1963
Horsham & Crawley directories 1816-1975
Littlehampton directories 1871-1970
Mid-Sussex directories 1883-1967
Worthing directories 1946-1975
London directories 1823-1824

Criminal register index for Sussex 1805-1816

Ordnance Survey Maps for West Sussex, 1870s and 1890s, 1909-1915, 1929-1948

Using the GRO indexes

Please see *Searchroom Leaflet no. 7*, as the GRO indexes are organised under a separate system.

Documents available on microfilm

Parish registers for West Sussex 16th-20th centuries
Bishops' transcripts for West and East Sussex 16th-19th centuries
Nonconformist registers 17th-19th centuries

Monumental inscriptions for mainly West Sussex parishes



Parish rate books c.1600-1900
Some school admission registers
Census returns for West Sussex 1841-1881
Land Tax returns for West Sussex 1780-1832
Hearth Tax for Sussex 1670
Poor Law records for West Sussex 17th-19th centuries
Chichester Archdeaconry wills and administrations 1479-1858
Dean of Chichester's Peculiar wills and administrations 1553-1858
Archbishop's Peculiar wills and administrations 1516-1858
Chichester District Probate Registry wills 1858-1900
Archdeaconry of Lewes wills 1518-1857
Probate inventories for West Sussex 1521-1834

West Sussex Manorial Records 14th-19th centuries

Electoral Registers for West Sussex 1832-1903

Quarter Sessions Order Books 1642-1850

Marriage licence registers, bonds, affidavits for West and East Sussex c.1700-c.1900

Some Newspapers, including
Sussex Weekly Advertiser & Lewes Journal 1746-86
West Sussex Gazette 1860-87
Chichester Observer 1887-1950 and 1992-September 2005
East Grinstead Observer 1886-March 1946
Horsham Times & West Sussex Courier 1884 -August 1941
Littlehampton Gazette 1923-1956

Some records in other collections, have been microfilmed, including Goodwood Archives, Cobden papers and Petworth House Archives.

How to use microfiche and microfilm

A large area of the searchroom is set aside for the use of microfilm and microfiche readers. You do not need to book a

machine. There is a self-service system for all microform. If in doubt, ask searchroom staff for assistance; they will be pleased to help.

Using microfiche

The microfiche are to be found in drawers: nos. 7, 11 and 12 on the searchroom plan – see *Searchroom Leaflet no.1*. There are lists to help you on the tables next to the drawers.

Select the fiche you want, using the lists and indexes provided. If in doubt ask the staff. Remove the fiche from the drawer, leaving the marker in its place. Please handle the microfiche with care, making sure to hold them by the heading strip.

When you have finished using the microfiche, leave it in the relevant Microfiche Return Tray, on top of the microfiche cabinets. Please don't replace it in the drawer.

Using Microfilm

The microfilms are to be found on the shelves numbered 15 on the searchroom plan – see *Searchroom Leaflet no. 1*. Microfilm catalogues and lists are at no. 7 and 12 on the plan. Take a Box Marker and select the film you want, using the lists provided. If in doubt ask the staff. Remove the film from the shelf, leaving the marker in its place.

To use the microfilm reader, put the reel on the left-hand side of the machine. For most of the readers, the film will lead from the bottom of the reel. (If in doubt, please ask staff.) Ensure that the empty reel receiving the film is of the appropriate size (16mm or 35mm). Please wind the film back when you have finished, and replace the film in its correct place on the shelf, and retrieve your marker. Please handle with care.

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