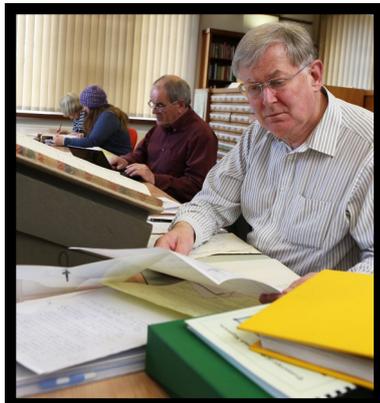


# West Sussex Record Office



## Searchroom Leaflet No 1: How To Use The Searchroom

**This leaflet aims to help you to familiarise yourself with the searchroom and to make the best use of the various lists, catalogues, indexes and books that are available. The staff in the searchroom are there to assist, so please do not hesitate to ask for help.**

### Who do I ask for help?

When first entering the searchroom, please go to the appropriate desk: if you are beginning the history of your house, or wish to look at maps, please ask at desk A on the plan. If you are researching your family history, or have a GRO enquiry, or wish to collect or request a photocopy, please ask at the desks marked B. To request or return documents, please go to point C. All other enquiries will be dealt with by the Searchroom Supervisor at desk D.

### Microform (fiche and film)

The microform area operates under a self-service system (see Searchroom leaflet no 2), but please ask if you have any difficulty finding or using a film or fiche.

### Original documents

Please choose a table before you start, and note the seat number (in the middle at the top of the table).

### Finding a document

The area at the end of the searchroom by the Supervisor's desk D is set aside for the consultation of original documents. There are two ways to find the document you require: either by using our online catalogue *Search Online* or by referring to the card indexes.

These indexes to original documents are situated at no 16 on the searchroom plan. They are arranged by name, subject, and parish. Take a note of the reference number and the name of the collection.

Then in both cases, to find out more about the document, you need to look up the reference number in the relevant catalogue (no 26 on the plan). These catalogues are arranged alphabetically.

### Ordering a document

In order to look at a document in the searchroom, you need to fill out a request slip for the document to be brought out of the strongrooms. The request slips are kept in boxes on the tables.

Please fill in the reference number of the document, your seat number, the number on your CARN (reader's) ticket, and sign and date the request slip. A separate slip is needed for each document you order, and you may order up to three at a time. Place your slips in the 'Document Production' box at desk C on the plan, together with your reader's ticket. The documents will be brought to your table. Documents are produced all day, except during the lunch break, between 12.15 pm and 1.30 pm., and not after 4.15 pm (4 pm on Saturdays).



When using the documents, please follow the Guidelines (see list next to

