

# Welcome to Hampshire Record Office



An accessible guide



[www.hants.gov.uk/archives](http://www.hants.gov.uk/archives)



Hampshire  
County Council

[www.hants.gov.uk](http://www.hants.gov.uk)

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You will need to go into the search room to do your research.

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It is well lit with even carpeted flooring throughout.

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Staff are always on hand to help.

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Please use pencils only in the search room.

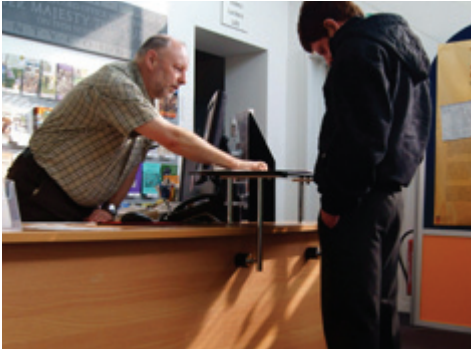
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The search room is a quiet area so phones need to be switched to silent.

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## On arrival

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When you arrive you must sign in at Reception. It is a low desk with a hearing loop. You will be given a ticket which you must show to get in and out of the search room.



You must place bags in a locker. Please do not take pens or food and drink into the search room because of risk to the important documents kept there. Ask the Receptionist for a key to a locker at a convenient height for you.



You must show your ticket to the Receptionist to get in to the search room. The Receptionist will then open the automatic door for you.

## On leaving

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When you have finished, to exit the search room, press the button – then show your ticket to the Receptionist.

## In the search room

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Staff at the Help Desk in the centre of the search room are there to help you and will show you how to start your research. It is a low desk with a hearing loop.



Staff are happy to show you how to use the computers, to search family history websites and our online catalogue of documents, sound and film.



A wide range of local and family history books are available for browsing in the search room. Ask staff if you wish to look at books on the top library shelves.



We have lots of manual microfilm and microfiche readers. There is no need to book a machine in advance. Staff are on hand to show you how to use the machines.



We have two large automatic microfilm machines which are good for looking at old newspapers.



You can watch archive films and listen to sound recordings. Staff will show you how to use the machine.

# Doing your family tree

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Researching your family tree can be fun but may take some time. Staff are very happy to help, but as the sources and equipment are self-service, you may need to bring a helper with you.



The most popular sources are on microfilm and microfiche including parish registers, census returns and newspapers. Staff can help you get out microfilm and microfiche and show you how to use the machines.



The headings on the microfiche are quite small and can be difficult to find in the drawers. Please ask staff if you need assistance. Indexes to microfilm and microfiche are kept near the drawers.



We have an automatic rise and fall table. It is usually set up to use a fiche machine, but can be used for other purposes too. Staff can reserve this table for you if you wish.



We have larger lenses which we can put into the microfiche machines. Please ask staff if you would like a bigger lens. A range of other visual aids are available, including magnifying glasses and sheets.



You can print out entries from film and fiche on our two self-service printers. You will need to buy a voucher to use the machine [costs apply]. Staff are on hand to help you.

# Searching the archives

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The strongrooms at Hampshire Record Office hold over a million documents relating to people and places in Hampshire. You can look at them in our search room, after ordering them from the strongrooms. It can take up to 20 minutes for them to arrive.

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We also have printed catalogues you can look at. If any are on high shelves, staff will be happy to get them down for you. These contain similar information as the online catalogue.

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When your documents are ready for collection at the Help Desk your name will appear on a TV screen high up on the wall. You must give staff your ticket in order to look at documents. When you return your document(s) the Help Desk staff will give you your ticket back. You need to show this to the Receptionist when you leave.

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We may ask you to use a document cushion to protect the document. If this makes the viewing height too high, staff can move the document to the rise and fall table. If you would like a copy of a document or map please ask staff for costs and whether they can be copied or photographed.

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We have lots of old maps available. Ask staff if you would like to look at a map of a particular place. You can view maps on our special Map Table but it is quite a high table. Smaller maps can be viewed at the lower document tables.

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There is a CCTV viewer which can be used to enlarge text and photographs in black and white. We also have an ultra violet lamp that makes faint writing easier to read.

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Our staff are helpful and friendly and will be happy to help you.

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If you would like to come to a Beginners Evening on family history you can book in advance [costs apply].

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This information may also be made available in large print.

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See our web site for information about our services:

[www.hants.gov.uk/archives](http://www.hants.gov.uk/archives)

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