

Facilities



Access for all

All public areas are accessible to users with a disability. An adapted toilet is provided. Please let us know if special arrangements (including parking) are required. A hearing loop is fitted in the Searchroom reception desk and in the meeting room.

Lockers

All coats, bags and other personal belongings must be left in the cloakroom. Lockers are provided for a refundable deposit.

Refreshments

You are welcome to bring your own food and drinks to consume in the cloakroom, where hot drinks can also be purchased.

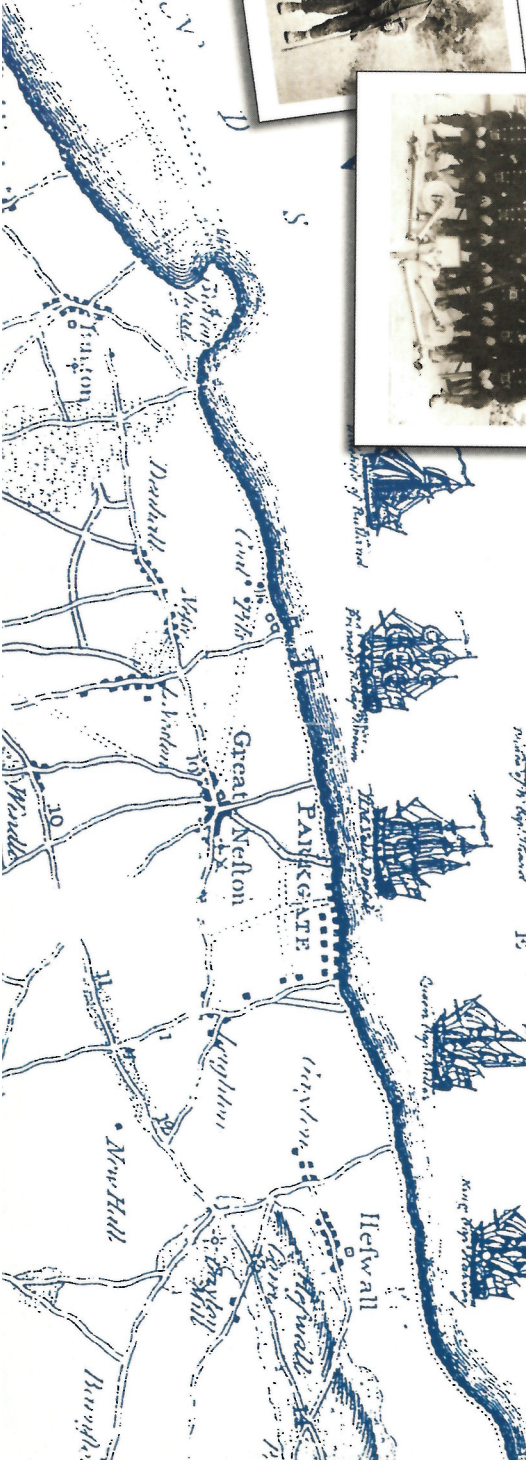


We hope you enjoy your visit and welcome any comments about the Service that you may wish to make.

Our *Service Charter* sets out the standards of service you can expect from us.

New Records

We are always interested to hear of any documents, maps, illustrations or photographs relating to the County which are of historical interest, particularly those which might be at risk (see *Depositing Archives* leaflet).



Welcome to

Cheshire and Chester

ARCHIVES AND LOCAL STUDIES



CHESHIRE
COUNTY COUNCIL
Community Development



Chester
City Council

Who are we?

We preserve and provide access to many thousands of records and printed items. These relate to the history of Cheshire, dating as far back as the twelfth century.

Everyone is welcome to consult the sources we hold free of charge.

More than 8,000 people visit us each year. Others use sources such as census returns and parish registers in Cheshire's local libraries. Many more use the Service through their postal, telephone and e-mail enquiries.

Cheshire Record Office

Duke Street
CHESTER

Cheshire CH1 1RL

Tel: 01244 602574 Fax: 01244 603812

E-mail: recordoffice@cheshire.gov.uk

www.cheshire.gov.uk/recoff/home.htm



INVESTOR IN PEOPLE

We can help you with you

What do we hold?

We hold three main types of archive:

Official and Public: including

- Local authorities
- Hospitals
- Schools
- Quarter Sessions
- Probate records

Church: including

- Church of England parish records and diocesan records
- Catholic records
- Non-conformist records

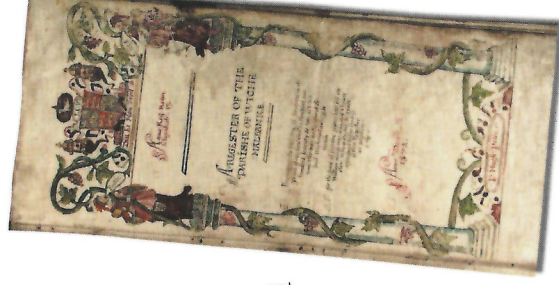
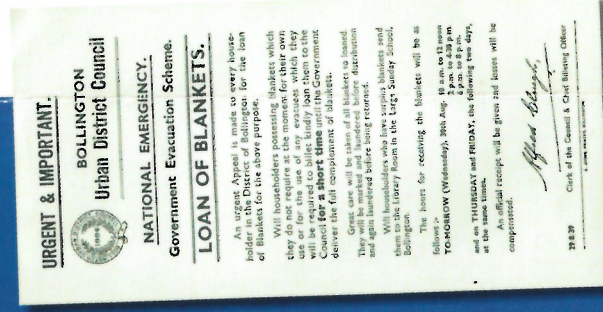
Private individuals and organisations: including

- Estate and family
- Solicitors
- Businesses
- Societies

We also have

microform copies of some Cheshire records (such as the census) which are held elsewhere.

The records we hold are unique. They relate to people who

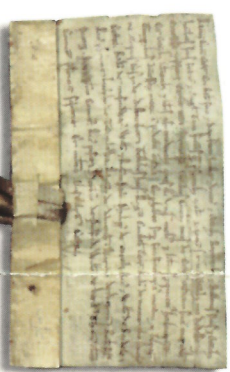


have lived and worked in the County. They can inform you about their home lives and working lives, and the way Cheshire was administered.

We also hold the County's local history collection of books, local newspapers, printed maps and photographs.

How do we care for the records?

- **The records are stored** in over 10 kilometres of shelving in strongrooms with atmospheric controls.
- A specialist team of conservators **monitor and repair** them.
- **Microfilming** enables increased access and saves wear and tear on the documents.
- We ask our users to observe a few simple rules to help **protect** original documents. In particular you are required to use only pencils.



What do we provide?

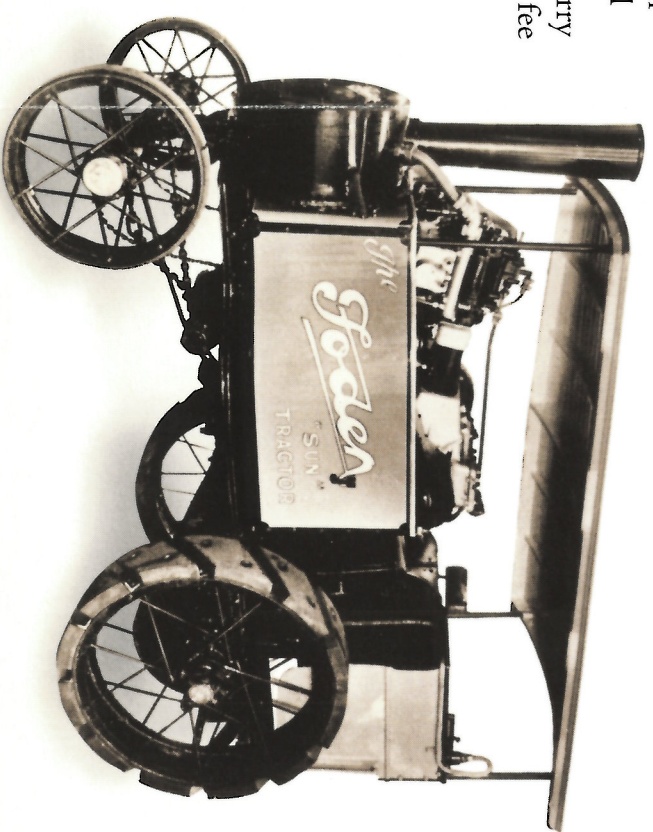
- a public Searchroom with facilities for lap top computers
- microfilm and microfiche readers, including a printer for making your own copies
- computers for public access to our image bank of photographs and a range of CD-ROMs
- indexes, catalogues and guides to the collections

- a copying service (see *Reprographics* leaflet)
- assistance with your enquiry, whether this is made in person, in writing, by telephone or by e-mail
- a research consultant who will carry out searches on your behalf for a fee (see *Research* leaflet)

- a range of publications for sale (see *Publications* leaflet)
- a meeting room where group visits can be accommodated
- talks about the work of the Service and the sources we hold (by prior arrangement)
- a website with further information about the Service:
www.cheshire.gov.uk/recoff/home.htm

Opening Hours

Monday	1.00pm - 5.00pm
Tuesday	9.00am - 5.00pm
Wednesday	9.00am - 5.00pm
Thursday	9.00am - 5.00pm
Friday	9.00am - 5.00pm
3rd Saturday in every month	9.00am - 4.00pm
Office closed on all Public Holidays. Searchroom usually closed first full week in December.	



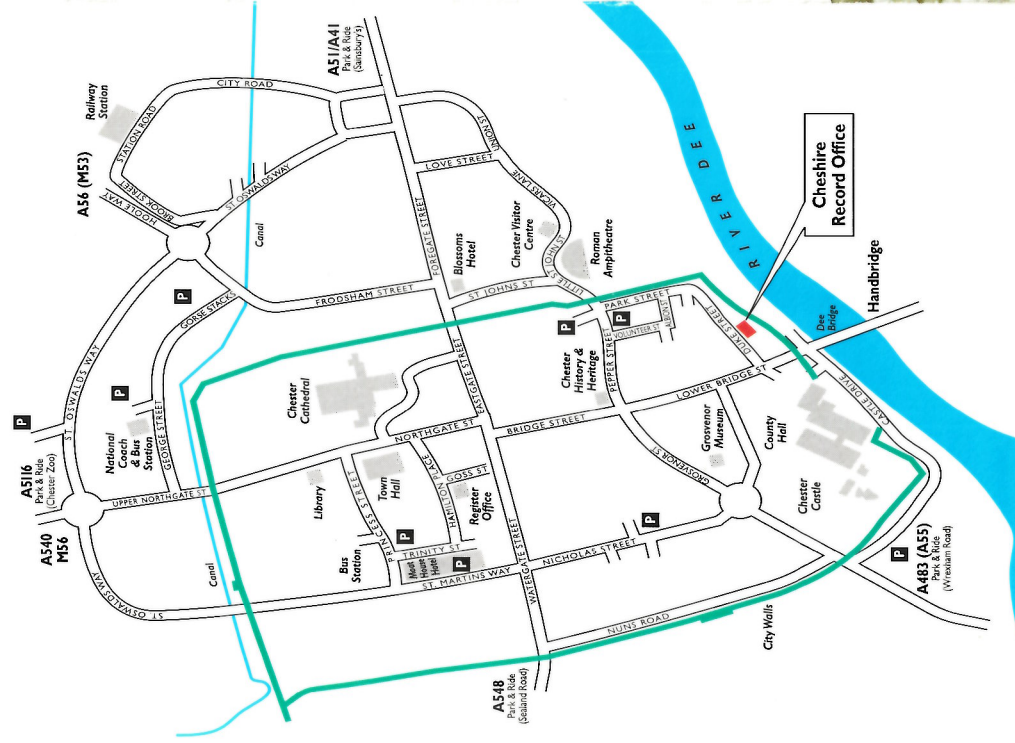
How to find us

The Service is based at the Cheshire Record Office in Duke Street, Chester.

Please note that there is no **car parking** at the Record Office except for users with a disability. Some nearby sites and Park and Ride Services are marked on the location map.

For **Cheshire Bus Services** ☎ 01244 602666.

Free **Rail Link** buses run from the railway station to the city centre.



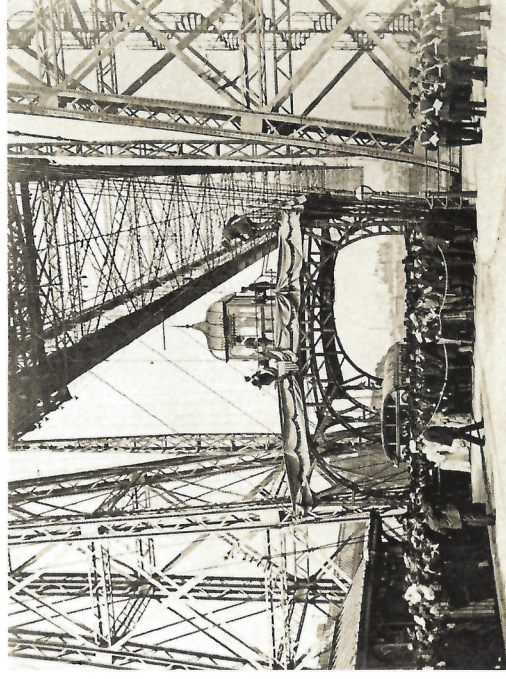
Visiting the Record Office

Before you come

- Contact us to **make an appointment.** Allow as much time as possible for your visit. Staff will advise whether you need a table or a microfilm/microfiche reader.



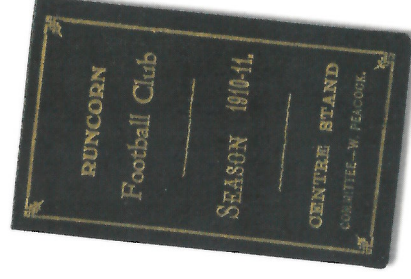
- **Ensure that the documents you require are available.** You can order documents in advance, but we require our full document reference.



Some records are stored off-site and we will require extra notice to produce them.

- **Gather as much information as possible** before your visit.

Our leaflet *Using the Searchroom* will help you make the most of your visit.



Reader's Ticket

We subscribe to the CARN (County Archive Research Network) reader's ticket scheme.

If you have a CARN ticket, please bring it with you; if not, bring official proof of your name, address and signature eg. driving licence (see *CARN* leaflet).

