

## **HOW TO USE DERBYSHIRE RECORD OFFICE FOR EDUCATIONAL PROJECTS**

Derbyshire Record Office provides the archive service for the County of Derbyshire and City of Derby. We welcome visits from teachers and education professionals planning sessions based on original archive material. The Office holds a large amount of material that can be used to help meet National Curriculum requirements in **History, Geography, Science and Citizenship** topics.

### **What kind of information do you have?**

Derbyshire Record Office holds historical documents from the Middle Ages to the present day relating to the City of Derby and County of Derbyshire including

- School records from 1870
- Parish registers of baptisms, marriages and burials from 1538
- Poor Law records from the 17<sup>th</sup> to the 20<sup>th</sup> centuries
- Records of landed estates and major families 16<sup>th</sup>-20<sup>th</sup> centuries
- Maps and plans 18<sup>th</sup>-20<sup>th</sup> centuries

### **How can I access this information?**

You need to visit the Office in person to view the material. You cannot access original documents over the Internet. Please remember that original documents are often complicated to use and difficult to read and may need interpretation before they can be used in the classroom.

Documents are not on open shelves in the Record Office. They are kept in strongrooms and produced, item by item, at set times during the day. It is important that you leave enough time for your research – a minimum of two-three hours is recommended. If you expect to use microforms, you will need to book a reader in advance (Tel.01629 585347). When you visit for the first time, please bring identification for reader registration and a pencil with which to make notes.

## **I don't want to make a wasted journey – how do I know that you have what I want?**

We recommend that you write (Derbyshire Record Office, County Hall, Matlock, DE4 3AG) or email [record.office@derbyshire.gov.uk](mailto:record.office@derbyshire.gov.uk) in advance explaining the type of information you require and the dates covered by your study. Staff will then be able to advise you if a personal visit is likely to be worthwhile.

Because of the nature of archives, we cannot always be certain you will find the information you need but we can suggest source material and give you our opinion on whether your proposed topic is practicable.

## **Will I be able to make photocopies?**

Archives are unique and often fragile and so staff undertake all photocopying. In some cases it may not be possible to photocopy an item as this would damage it. In general, we cannot copy records in bound volumes or items larger than A3 size. Sometimes archives are in copyright and may not be copied.

Copies are charged at 47p per sheet. Where originals have been microfilmed, printouts may be available for purchase. In addition, scanned images can be provided on some material. Staff will be happy to advise you further.

## **Are there any publications I can buy?**

The Record Office publishes an extensive series of *beginners' guides to archives* (see publications list: free on request). These provide a brief introduction to a wide range of subjects and summarise relevant material in the archives. There are other leaflets for users and we produce new guides to archives regularly - please ask staff for details.

## **Can my class visit the archives?**

Derbyshire Record Office is happy to arrange for a group to visit the archives to see original source material. For reasons of space and supervision, such visits are only possible by prior arrangement and considerable notice is necessary. We can accommodate up to 12 people and all under 18s must be accompanied by their teacher or tutor.