

Woodhouse Eaves Heritage Project



St. Paul's Heritage
WOODHOUSE EAVES

Record Office for Leicester, Leicestershire and Rutland

To enter the record office and order documents, you will need to obtain a Country Archive Research Network (CARN) ticket from reception. Once you have you have this ticket, you will not need to apply for another one for 4 years, but remember to take it with you on every visit.

To get a CARN ticket, proof of your name and address is required. Accepted forms of identification include:

- Driver's Licence
 - Medical Card (with address)
 - Bank statement
 - Household bills
 - Official letter
 - Pension Book
 - Disabled Person's Registration
 - Vehicle Registration Documents
 - Foreign Passports (if they have address, must also provide address in this country)
 - Official ID cards (with indication as to how you may be contacted and address)
- ❖ Your ticket will be made for you straight away and will feature a ticket number on it, which you will need when ordering documents on the document request slips

There are lockers to store bags and coats – you cannot take bulky material into the actual search rooms. Also, you can only take notes in the record office in pencil.

The first room past the barrier is a 'self-serve' room containing microfilm readers, as well as documents you do not have to order, such as parish registers.

The second room is the 'search room', where you order original documents. The online catalogue is on a pc in front of the desk, with the card indexes and paper records on the side as you go in. It is best to use a combination of the two – the online search can be very sensitive and may not show all the material relating to your search. Also, not all entries have been digitised. The staff at the desk can also help to point in the right direction if you are looking for a particular set of sources.

When you have found the material you want to order, this is the slip you will need to fill in with the reference number of the document; a brief description of the document as listed on the catalogue; the village/town it relates to, if applicable. On the left hand side, there is space to write your name, the number from your ticket and the table number you are sitting at. Once you have handed this to a member of staff at the search room desk, they will let you know when it is ready to collect. If the search room is busy and it could take some time for your document to arrive, you do not have to wait – you can use material in the first ‘self-serve’ room, or go off for coffee/lunch. A slip will be left on your desk to advise that your material is ready to collect if you are not there.

Try to keep all of your material in the order it was delivered and use the page weights to weight your document down if needed. Return your material to the desk when you have finished and ask for your card back when you have finished for the day.

ROLLR Requisition Slip – One Document Per Slip					
Pencils Only – BLOCK CAPITALS - Please Press HARD					
Today's Date		Reference Number of the Document/Book			
Reader's Name					
Ticket Number		Document Description / Title and Author of Book			
Table Number		Name of Village or Town			
FOR OFFICE USE ONLY					
Storage					
Date Returned		Weight		Other	
County		City		Rutland	N/K