



## Bidford & District History Society

### Archive at Bidford Community Library

#### General User Guide

##### Access to the Archive

1. Archive Records are held in a secure cabinet. Access to the cabinet is restricted to Library personnel.
2. Records may be accessed by prior timed appointment which must be agreed with Library staff at least 24 hours in advance. This will ensure that staff are available to withdraw the materials from the cabinet and to reserve table space for their inspection. Bookings should be made by telephone on 01789 773239 during normal library opening hours. Hours are available from the website: [www.warwickshire.gov.uk/bidfordlibrary](http://www.warwickshire.gov.uk/bidfordlibrary)
3. Currently, time slots within which bookings may be made are as follows:
  - Monday: 10.00am to 4pm
  - Tuesday: 10.00am to 4 pm
  - Friday: 10.00am to 4 pm
  - Saturday: 10.00am to 12 noon

##### Documentary Research

4. Researchers can identify potentially useful material by viewing the catalogue online at <https://www.bidfordhistory.org.uk/the-bidford-archive/> Use this code on your mobile device to access the website:
5. In the Local Studies section of the library is a hard copy catalogue.
6. Users should consult the list of Archive materials in order to identify what they require. An **Archive Withdrawal Form** should be completed with the Item details completed on the form.
7. Library staff will indicate a reserved workspace for study of the material.
8. Researchers must use only pencil when working with documents. They should ensure that hands are free of grease or cream.
9. Following completion of research of the archive material the box(es) should be returned to Library staff.



##### Electronic Media Research

10. There is an USB memory stick which holds digital records of some of the documentary material which is listed in the Catalogue. Use the **Archive Withdrawal Form** to access any files.
11. Users are invited to bring their own laptop to read the files and may save copies of them. In the event that a user requires to use a Library computer the Library may levy a charge for this service.
12. There is one accession item regarding Wixford Church held on a CD ROM. Users will need to provide their own CD drive.

##### General

User attention is drawn to the **Terms of Use of the Bidford Archive**, available on the Bidford History Society website. These Terms must be signed prior to access.