

## Guidance notes for students

- Try and find out what we have for your research before you finalise the subject with your tutor.
- Use our [catalogue](#). Start with secondary sources - search our online local studies catalogue, before using the online archives catalogue for primary sources. Having catalogue numbers will help us help you organise your visit.
- Reading and understanding old documents takes time. Some pre-17<sup>th</sup> century documents may be written in an unfamiliar hand or language (Latin).
- Allow plenty of time. We recommend making an appointment.
- If you bring official ID with your name, address and signature (eg driving licence), we can give you a 4 year reader's ticket. Without ID we can issue a temporary ticket for a maximum of 3 visits.
- Documents are often held off site and we may not be able to produce them on the same day they are ordered – this may take up to 10 days.
- You can buy a permit to take your own photos for £5 for a day. Not everything can be copied for a variety of reasons, for example, copyright, condition of document. Do ask.
- Remember data protection – not everything is available to look at, especially if under 100 years old, for example, hospital records.

### Some of the records we hold

- Local authorities
- Churches
- Businesses
- Organisations
- Local political parties
- Local families and estates
- Medical facilities
- Workhouses
- Police and prisons

Check our [Useful Links webpage](#)

Our [Tithe Maps Online](#) website has lots of historical mapping information comparing modern maps with tithe and Ordnance Survey maps from the 19<sup>th</sup> and 20<sup>th</sup> centuries

Our [Cheshire Image Bank](#) gives you access to historical photographs of places, people and events

### Free resources at Cheshire Archives and Local Studies

We offer free access in the search room to:

- Ancestry – includes census returns 1841-1911; civil registration indexes; asylum records; criminal records; military records
- Find My Past – includes the Cheshire Collection of parish registers (Church of England and Nonconformist); electoral registers; wills; workhouse registers and 1939 census