

User Guide No. 2

Library

The main strength of the Record Office library is its collection of works relating to Warwickshire local history. It cannot claim to be comprehensive and readers may also need to refer to the relevant collections held by Warwickshire County libraries. Most books are shelved around the searchroom and are for reference only; unfortunately, no books may be borrowed. Please handle the books carefully and never write in or press on them.

The Library Card Index

This is classified under

- Places
- Authors
- Subjects

A reference number followed by a (P) indicates a pamphlet. These need to be ordered by completing a document request slip.

Frequently used works of reference:

- The Victoria County History
- Dugdale's Antiquities of Warwickshire
- Warwickshire Place Names
- Guides for family historians
- Dictionary of National Biography
- Who Was Who
- Crockford's Clerical Directory
- Burke's Peerage
- Debrett's.
- Language dictionaries

We also hold a selection of directories of Warwickshire from 1828/9 and Kelly's (every four years up to 1940). These contain useful lists of residents and trades people and local information.

Class of Records

- **A General works on Warwickshire:** generally followed by the first three letters of the author's name. For example *The History of the County of Warwick* by William Smith is classified under **A SMI.**
- **B Places in Warwickshire:** arranged alphabetically from Alcester to Wroxall. For example, *The Book of Rugby School* by E.M. Goulburn is classified under **B.RUG.Gou**.
- **C Warwickshire works arranged by subject:** numbered according to a simplified Dewey Decimal system. For example, *The Flora of Warwickshire* by Bagnell is classified under **C.580.Bag**This includes biographies, autobiographies, and also sermons, songs, stories and plays by Warwickshire people.
- **D General works arranged by subject:** Subjects covered include law, agriculture, architecture, economics and medicine.
- **E Other counties and overseas**: Includes guides to other record offices.
- **F Periodicals** such as publications of the Dugdale Society, Local Population Studies and also local history society publications.