

Guide to using D8564 - Ordnance Survey: Aerial Photographs

Introduction

These instructions are designed to accompany the catalogue which can be accessed on our online catalogue or in hard copy in the searchroom. This collection can seem complicated to use but these instructions will guide you through the steps involved.

In brief, the steps are:

- identify which key sheet you need
- identify the film and photograph number required
- check the catalogue to see if a small contact print is available and, if so, consult it to establish which photograph best shows the area required
- request the large photograph

Please be aware that, as with all photographic material, it will be necessary to wait for the photographs and contact prints to acclimatise before they can be handled. In order to save you time during your visit, we recommend pre-ordering the contact prints if possible.

Step-by-step instructions

Step one Identify which key sheet you need

If you know which ten-kilometre square covered by a two-figure OS reference your area falls into (for example SO89 or SP02), you can identify the key sheet by its reference. Each key sheet covers two 10 kilometre squares; for example, D8564/SO82/92 covers SO82 and SO92. Key sheets are held for SO60/70, SO61/71, SO62/72, SO80/90, SO81/91, SO82/92, SO82/83, SP01/11, SP02/12, SP03/13, SP21/31, ST69/79, ST89/99.

If you are not sure which key sheet you need please consult the guide to the key sheets which can be found at the end of this guide. Alternatively, it is possible to search the online catalogue for the collection by place and the entries for each photograph will direct you to the appropriate key sheet.

Step two Use the key sheet to identify the most relevant photograph

The key sheets show the flight path for each sortie marked with the locations at which each photograph was taken. For some areas there may be several key sheets showing overlapping flight paths. Gloucestershire Archives only holds a large photograph where the marker point has been highlighted.

The reference for each photograph is as follows: D8564/[film number]/[photograph number].

The film number will be written at the bottom of the key sheet and highlighted in the same colour as the marker point.

The photograph numbers are not written next to every marker and it may be necessary to look at the surrounding markers to find the photograph number. Bear in mind that the photograph numbers will run in whatever direction the plane was flying!

Step three Find out if there is a small contact print for your photograph

Using the reference found in step two, find the entry for the photograph in the catalogue. This will state whether or not we hold a small print of the photograph and give you the reference for the correct bundle.

Step four Consult the contact print (move to step five if there is no contact print)

If there is a small contact print, please order it using the reference given. Verify which photograph you want to see; check the contact prints for the adjacent photographs as they may give a better coverage.

Step five: Request the large photograph

Please use the reference found in step two. Please be aware that the photographs may need to acclimatise before you are able to view them.

Example: Finding an aerial photograph of Arlingham

Step one Identify which key sheet you need

Using the guide to the key sheets on the next page, Arlingham is on key sheet SO61/71.

Alternatively, searching the online catalogue for 'Arlingham' in 'AnyText' and 'D8564*' in 'FindingRef' brings up the entry for SO61/71. Please note that this search will not always bring up the key sheet; if this is the case the entries for the photographs will direct you to the right key sheet.

Step two Use the key sheet to identify the most relevant photograph

The closest highlighted symbol to Arlingham is coloured pink, as is the film number (93/518) in the table at the bottom of the key sheet.

The number beneath the symbol is 92; this is the photograph number.

The reference for the large photograph is therefore D8564/93/518/92.

Step three Find out if there is a small contact print for your photograph

Find the catalogue entry for the photograph either by searching for 'D8564/93/518/92' in 'FindingRef' on the online catalogue or by looking at the paper catalogue.

This entry states that a contact print is available in the bundle D8564/23. Order this item.

Step four Consult the contact print

Check the bundle to verify that photograph number 92 covers the most relevant area.

Step five: Request the large photograph

Now that we have verified which photograph is required, we can request the photograph using the reference D8564/93/518/92.

Guide to the key sheets

SO60/70 Forest of Dean (South), Stroud District

Aylburton, Lydney, Blakeney, Sharpness, Slimbridge, Frampton-on-Severn, Eastington

SO61/71 Forest of Dean (East), Gloucester (South West)

Ruardean, Upper Lydbrook, Drybrook, Ruspidge, Cinderford, Mitcheldean, Huntley, Westbury-on-Severn, Chaxhill, Arlingham, Bollow, Longney, Minsterworth, Hardwicke

SO62/72 Forest of Dean (North)

Gorsley, Newent, Kempley, Tibberton, Hartpury

SO80/90 Stroud District

Stonehouse, Pitchcombe, Whiteshill, Woodchester, Amberley, Brimscombe, Bussage, Chalford, Oakridge, Frampton Mansell

SO81/91 Gloucester City, Gloucestershire (East), Stroud District

Stonehouse, Pitchcombe, Whiteshill, Woodchester, Amberley, Brimscombe, Bussage, Chalford, Oakridge, Frampton Mansell

SO82/92 Cheltenham, Gloucestershire (North East)

Maisemore, Longford, Twigworth, Innsworth, Churchdown, Cheltenham, Charlton Kings, Prestbury, Stoke Orchard, Bishops Cleeve, Woodmancote

SO83/93 Gloucestershire (North West), Worcestershire Border

Corse Lawn, Forthampton, Tewkesbury, Northway and Teddington and South Worcestershire parishes

SP01/11 Cotswolds

Andoversford, Withington, Hazelton, Hampnett, Northleach, Farmington,
Eastington, Sherborne, The Rissingtons

SP02/12 Cotswolds

Winchcombe, Guiting Power, Naunton, The Slaughters, Stow-on-the-Wold,
Bourton-on-the-Water, Wyck Rissington

SP03/13 Cotswolds

Alderton, Dumbleton, Gretton, Toddington, Stanton, Broadway (Worcs),
Chipping Campden, Blockley, Batsford, Bourton-on-the-Hill

SP21/31 Gloucestershire / Oxfordshire Border

Great and Little Barrington, Westcote and Taynton and West Oxfordshire
parishes

ST69/79 Gloucestershire (South)

Oldbury-on-Severn , Falfield, Charfield, Berkeley, Dursley, Wotton-under-
Edge

ST89/99 Gloucestershire / Wiltshire Border

Leighterton, Kingscote, Nailsworth, Avening, Tetbury