

Gloucestershire Archives

Research key dates & events • Discover your family history • Group visits & talks
Explore the history of your house or area • Teacher resources • On-line services

**FREE
ENTRY**



Who's at the Hub?

Welcome to the **Heritage Hub**, home to **Gloucestershire Archives** and our on-site partners including Gloucestershire Family History Society, Gloucestershire Police Archives, the Victoria County History for Gloucestershire and the copy certificates team of the County Registration Service.

About us

Gloucestershire Archives aims to gather, keep and share historic archive collections and local and family history resources relating to Gloucestershire and South Gloucestershire, making them available for research.

We hold the records of:

- County, district and parish councils
- Landed estates and families
- Hospitals, asylums and workhouses
- Gloucester Diocese (created 1541) and parishes
- Non-denominational organisations and other faiths
- Schools, prisons and courts
- Commercial and manufacturing companies based locally
- Military and political organisations
- Clubs and societies
- Legal records via solicitors' collections, deeds and orders
- Local news agencies and media outlets
- Prominent local authors, poets and composers, for example, Ivor Gurney

And so much more besides! Our earliest document dates from the 1100s but we also hold up-to-the-minute material created in a digital format.

FREE ADMISSION



Are you a first-time visitor?

Everyone is welcome at Gloucestershire Archives, from complete beginners to experienced researchers. To get started on your journey of discovery, you will need to apply for an ARA Archives Card, before your visit, by going to www.archivescard.com

Bring two forms of ID with you (just on your first visit) so we can validate your application. We will then issue you with a card, which can be used at all participating ARA card scheme offices throughout the UK.

Ordering your documents and making an appointment

You can see descriptions of what we hold and make an appointment to visit via our online catalogue at www.gloucestershire.gov.uk/archives/online-catalogue

Help on using our online catalogue is available on our website.

Can I just turn up?

We recommend that you pre-order the documents you wish to see. However, documents can be requested on the day. Live document collections take place at 10am and 2pm. Please speak with staff on the day if you require this service. There may be a wait of up to 45 minutes whilst we retrieve your items.

New to research or unable to access a computer?

Don't worry! Our friendly staff can point you in the right direction before your arrival. Speak to us directly on **01452 425295**.

Why not book a one-to-one session onsite so we can assist you in getting registered and show you how to get started.

Public computers are available, free of charge. If you wish to use one, please let us know so we can reserve a space for you.

Making copies

If you wish to take copies of any document viewed in our Research Room, please ask staff to check whether copyright restrictions apply. You will also need to purchase a camera pass from Reception to use your own camera or smartphone.

We do have an in-house copying service – by prior arrangement only. We are unable to do same day copy requests but are happy to take orders. Please ask staff for details.

Digital resources for free

During your visit, why not make use of free access to a wide variety of digital resources via Gloucestershire Archives and our heritage partners. These include:

- **Know Your Place West of England** – a digital mapping resource with images of key historic maps for Gloucestershire and South Gloucestershire including tithe and inclosure maps and the first three editions of the Ordnance Survey
- **Research guides** on a wide range of topics and in-depth guides on topics such as military history, resources for South Gloucestershire and Black, Asian and Minority Ethnic communities
- Our **online exhibitions** featuring gems from our collections
- The **Gloucestershire Heritage Hub YouTube channel** which showcases our popular Secrets Revealed talks, Passport to the Past fun sessions for children and some of our fabulous moving image material
- **Gloucestershire Police Archives** – capturing and sharing Gloucestershire's police history and heritage
- **Fielding & Platt History** – gathering & sharing memories of Gloucester's great engineering firm
- **Dowty Heritage** – the history of Gloucestershire's global engineering group
- **Barton & Tredworth Community History** – recording and celebrating this area's past and present
- **Gloucester Rugby Heritage** – preserving and sharing the history of Gloucester Rugby Club
- **Gloucestershire Traditions** – one stop website for songs and tunes collected in Gloucestershire
- **Oxford University's First World War poetry digital archive** featuring Ivor Gurney and F W Harvey, two of our most important literary collections
- **Online training** – Community and family archivists can now access a mine of information and advice from our new web resource at **www.heritagehub.org.uk/heritage-hub-online-training**

Events and Activities

We can provide schools, students, adult learners and groups with:

- Resources and guidance for learning
- Group visits and workshops
- Talks (face to face or virtual) and document displays
- Behind the scenes tours

Please contact us to discuss options.

With our partners, we also have a programme of special themed events on the first Saturday of each month. For details see www.heritagehub.org.uk/events

Want to get more involved?

You are welcome to join a thriving community of volunteers involved with Gloucestershire Archives and Heritage Hub partner led activities. All vacancies are advertised on the Heritage Hub website.

If you would like to support the Archive Service, why not join **Friends of Gloucestershire Archives**. Visit www.foga.online for more information or contact us via email or telephone.

Facilities

- Car park on site – there is a daily charge. Tokens are available from Reception
- Refreshment area with tea and coffee making facilities
- Lockers for bags and coats
- Hearing loop available at Reception
- Full access for wheelchair users
- Toilets (accessible for all)
- Community garden – a beautiful place to relax in the heart of the City
- Meeting rooms for hire (see the Heritage Hub website for details)
- Community exhibition space

Want to add to our collections?

If you would like to add to our collections, please book an appointment to speak with a member of the Collections Management Team. See our contact details below.

If you are in possession of archival material, as an individual or as part of a group, we can provide advice on which records to keep and for how long, as well as guidance on how to look after them properly.

For details on our collecting and associated policies, please see our website.

Location and opening hours

Monday: Volunteer session only
Tuesday - Friday: 9.00am - 4.30pm

We are also open on the first Saturday of each month, for special events only.



Contact details

Gloucestershire Archives at the Heritage Hub
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Alvin Street
Gloucester GL1 3DW

E: archives@gloucestershire.gov.uk
T: 01452 425295

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www.gloucestershire.gov.uk/archives