



### Derbyshire Record Office’s online finding aids

A series of leaflets to introduce two complementary resources: the Derbyshire Record Office guide, and the online catalogue. To view the guide, visit [www.derbyshire.gov.uk/recordoffice](http://www.derbyshire.gov.uk/recordoffice) and click “our collection”, then “record office guide”. For the online catalogue, click “our collection”, then “search collection”.

## How to search the online collections guide

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### What’s in the guide?

The guide contains brief descriptions of the archive collections held at Derbyshire Record Office, from schools and voluntary organisations to businesses and religious groups. The guide aims to be comprehensive. We take this ambition seriously, so if you are aware of omissions, please let us know. But “brief” means *summary* only: detailed descriptions are in the catalogues (and, in the case of parish registers, in the separate guide on the “our collection” section of the website). The guide allows researchers to get a bird’s-eye view, and allows us to include all collections. Whenever we finish listing a new collection, we add a summary to the guide, which is instantly visible via the web. We also periodically update a paper copy for the search room. But you need more than just a summary before you can order documents (or photocopies), and this is where the online catalogue comes in.



## How to search the guide

There are three ways to search the guide:

**By type of record:** Picking a type of record from the “select a record type” drop-down menu, and clicking “submit” generates a complete list of collections of that type. When the drop-down menu is open, you can type the first letter of the category to avoid having to scroll all the way down. Sometimes there are also sub record types, which you can select to narrow your focus, before you click the “submit” button (pressing Enter will result in an error message, so always use the mouse). For instance, if we select “Business records: transport” as the record type and click “submit”, we see the first of 8 pages of results. If we prefer, we can narrow the focus by selecting a sub-type such as “tramways”, to get a single page, like this:

### Search Collection

Select a Record Type

Select a Sub Record Type

Select a Place

Search the collection

#### Results:

Record Type: **Business Records Transport**  
Sub Record Type: **Tramways**

Collection Ref: **D365**

Chesterfield, Brampton and Whittington: papers relating to starting tramway 1878-1879 (D365)

Record Type: **Business Records Transport**  
Sub Record Type: **Tramways**  
Place: **Ilkeston**  
Collection Ref: **D1998 - [View more information on this Collection](#)**

Ilkeston Corporation Electric Tramway: souvenir booklet on opening, 1903 (D1998)

Two things to note about the results:

- The first result, D365, concerns **more than one place**: Chesterfield, Brampton and Whittington. We were therefore unable to fill the “place” field, so there is a gap between “Sub Record Type” and “Collection Ref”. **A search by place alone would not return this result.**
- The second, D1998, must have some relevant entries on the online catalogue, because the reference appears as a [hyperlink](#) to them. In cases where the guide refers to **more than one collection**, the link is **omitted** (because we cannot link to more than one collection at a time).





**By place:** Selecting the name of a town or village from the “select place” menu, and clicking “submit” generates a list of collections indexed under that place name. If we chose Derby, the list would be 63 pages long, so it might be better to limit the search by record type or keyword. On the other hand, a search for a small place like Williamthorpe returns only one result:

### Leisure & culture

[Home](#) > [Leisure & culture](#) > [Record Office](#) > [Our collection](#) > [Record Office Guide](#) > [Search Collection](#)

### Search Collection

Select a Record Type

Select a Sub Record Type

Select a Place

Search the collection

#### Results:

Record Type: [Family, Estate and Personal Papers](#)

Place: **williamthorpe**  
Collection Ref: **D258/40/19/23**

Chaworth of Williamthorpe: pedigree 17th cent (D258/40/19/23), probate of William Chaworth 1823 (D258/41/8)

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DCC Ref No. DJ026XE

Remember, though, collections referring to more than one place are not indexed in this way, so try using the place name as a keyword if you can't find what you want. In the case of Williamthorpe, leaving the “place” field blank but typing it into the “Search the collection” box brings further results:

Record Type: [Family, Estate and Personal Papers](#)

Place: **Wingerworth**  
Collection Ref: **D4972**

Hunloke of Wingerworth: estate survey 1779 (D4972), family, estate and personal accounts inc trees planted 1652-1660 (D258/34/4), estate maps 1864 (D6161/1 and D6212/1/1); Darley title deeds 1744-1856 (D504/125); estate sale catalogue 1821 (D5673); settlement of Hunloke estates including manors of Wingerworth, Woodthorpe, etc, 1835 (D205); plan inc. coal on estates at Wingerworth, **Williamthorpe** and Walton, 1867 (D864); estate sale catalogue 1920 (D460/5); deeds re coal and iron working interests, furnace and mineral agreements and leases, Wingerworth, 1681-1889 (D2690/SC 1); leases of coal seams at Walton, Wingerworth, Tupton and Haslad 1894-1913 (D2693) See also D5241

Record Type: [Maps and Plans](#)

Place: **Ault Hucknall**

Ault Hucknall: Hunloke estates including lands in **Williamthorpe**, Heath and Hasland 1864 (D5266/3/1)



**By keyword:** If you are looking for something specific you can search for it by name using the box marked “Search the collection”. As we have seen above, it is possible to use this to search for place names. But you can use it to narrow down a search in other ways. For instance, if you were researching branches of the Women’s Institute and did not mind where they were based, you might type “Institute” and leave all other fields blank.

Why not type “women’s institute” in full? The problem, which we are working on, is that the database fails to recognise apostrophes consistently. Instead, we can weed out other types of institute (educational, charitable etc.) by selecting “societies and voluntary bodies” as record type and “interests and activities” as sub-type. The result looks like this:

**Search Collection**

Select a Record Type

Select a Sub Record Type

Select a Place

Search the collection

**Results:**

- 
- Record Type: [Societies and Voluntary Bodies](#)  
Sub Record Type: [Interests and Activities](#)
- Collection Ref: [D6499 - View more information on this Collection](#)
- Bolehill Men's **Institute**: minutes 1889-1996; Subscription list 1946; account books 1889-1955; other financial records 1889-1973 (D6499)
- 
- Record Type: [Societies and Voluntary Bodies](#)  
Sub Record Type: [Interests and Activities](#)
- Collection Ref: [D3254](#)
- Bolehill Women's **Institute**: minutes 1924-1980, accounts 1928-1938, 1953-1983, attendance 1949-1965, correspondence 1949-1975 (D3254)
- 
- Record Type: [Societies and Voluntary Bodies](#)  
Sub Record Type: [Interests and Activities](#)
- Collection Ref: [D5356 - View more information on this Collection](#)
- Dale Women's **Institute**: minutes 1970-1987 (D5356)
- 
- Record Type: [Societies and Voluntary Bodies](#)  
Sub Record Type: [Interests and Activities](#)
- Collection Ref: [D3705 - View more information on this Collection](#)
- Freetown Working Men's **Institute**: rules and other 1864-1865 (D3705)
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The hitlist does include some other organisations, such as working men’s institutes, but selecting record types has reduced it from 6 pages to 4. This shows how the guide works best if you can combine different types of search.

