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## Suffolk Record Office County Archives Research Network

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### WHAT DOES REGISTRATION MEAN?

Registration is the central recording of the names and addresses of visitors using the Suffolk Record Office and other Record Offices, backed up by the issue of identity tickets.

### WHY IS IT NECESSARY?

In recent years, the number of visitors using Record Offices has increased dramatically; in Suffolk, the figures have grown from 6,537 in 1974/5 to c.30,000 in 2003/4, at our three branches. Readers have access to thousands of collections of unique archives, most of which are in private ownership and are made available for research only through the public-spiritedness of the owners. Registration of readers is part of a range of security measures which Record Offices have adopted to safeguard this documentary heritage for future generations, without (it is hoped) putting undue obstacles in the way of today's users.

### HOW DO I REGISTER?

Application forms are available at the Bury St Edmunds, Ipswich and Lowestoft searchrooms. To obtain the ticket you will simply need to bring the completed form to the searchroom with an acceptable proof of your identity. This should be a document issued by an official body bearing your name and current address (such as a driving licence or medical card) or a **current** reader's ticket at the British Library, Bodleian Library or Cambridge University Library. A current Suffolk County Libraries card is also acceptable proof, provided that the address on the computer data-base matches that given on the CARN registration form. The ticket will then be issued and you can use it straight away. Tickets will normally be valid for 4 years.

### WHAT WILL IT COST ME?

In Suffolk, absolutely nothing. However, in some other counties a small charge is being made, on issue of a ticket, to recoup the stationery costs.

### WHERE CAN I USE MY CARN TICKET?

In about 50 Record Offices (see list below): you will be welcomed as a fully accredited reader without further formalities. The actual searchroom procedures may vary from place to place.

## **HOW DOES IT WORK IN SUFFOLK?**

When you visit the searchroom, you will sign the visitors' register, in which there is a space for your ticket number to be entered: this may be checked by the searchroom supervisor. On collecting your first documents, your ticket should be handed to the supervisor who will retain it with your request slips until all the archives, books etc. which you order have been returned and checked.

## **CAN CHILDREN OBTAIN A CARN TICKET?**

Yes. Pupils working individually will be issued with a ticket on production of a written request from their parent/guardian supported by identification (as above). Such tickets will be valid for a maximum of 3 years.

A full 4 year ticket may be obtained if an acceptable form of identity as listed in section 3 is provided.

## **CAN I USE THE RECORD OFFICE WITHOUT A CARD?**

Yes, to some extent. You may consult microfilms, microfiche, or books and maps **on open access** in the searchroom without a ticket. If you are registered at any branch of Suffolk Record Office and forget to bring your **CARN** ticket with you, a one-day ticket will be issued to you if you can produce any evidence of identification or are known to the staff on duty.

## **WHAT IF MY TICKET IS LOST OR STOLEN?**

You should report the loss without delay to the Suffolk Record Office or to any other office in the Network. The ticket is an important document: it must be used only by the holder in person and must never be lent to another reader. A charge will be made when a lost ticket is replaced by a new one.

If you have any queries, please discuss with the searchroom supervisor or - in case of difficulty - ask for the Archivist.

## **PARTICIPATING OFFICES**

A current ticket issued from any of these offices or branches will be accepted by Suffolk Record Office. Suffolk tickets will be accepted in return.

- 1 Berkshire
- 2 Buckinghamshire
- 3 Cambridgeshire (Cambridge & Huntingdon)
- 4 Teeside Archives
- 8 Gwent
- 9 Hampshire
- 11 Kent (Maidstone, Canterbury & Strood)
- 12 Lancashire
- 13 Wolverhampton
- 14 Greater Manchester
- 15 Norfolk
- 16 Nottinghamshire
- 17 Suffolk (Bury St Edmunds, Ipswich & Lowestoft)
- 18 East Sussex
- 19 Wiltshire
- 20 Hertfordshire
- 21 Oxfordshire
- 22 Birmingham
- 23 H Flintshire
- 23 R Denbighshire
- 24 Gwynedd (Caernarfon & Dolgellau)
- 25 Isle of Wight
- 26 Portsmouth
- 27 West Sussex
- 28 Somerset
- 29 Leicestershire
- 30 Surrey
- 31 Powys
- 32 Coventry
- 33 Anglesey/Ynys Mon
- 34 Ceredigion
- 35 Bury
- 36 Cheshire
- 37 Chester
- 38 Devon (Exeter & Barnstaple)
- 39 Plymouth
- 40 Hereford
- 41 Worcester (County Hall & St Helens)
- 42 East Riding
- 43

Derbyshire, Dorset, Shropshire and Warwickshire: these offices do **not** issue **CARN** tickets, but will accept them as proof of identity under their own schemes.

Gloucestershire and Sheffield Record Offices operate separate schemes.

**Bury Record Office**, 77 Raingate Street, Bury St Edmunds, IP33 2AR

Telephone: 01284 741212

Email: [bury.ro@suffolk.gov.uk](mailto:bury.ro@suffolk.gov.uk)

**Ipswich Record Office**, Gatacre Road, Ipswich, IP1 2LQ

Telephone: 01473 584541

Fax: 01473 584533

Email: [ipswich.ro@suffolk.gov.uk](mailto:ipswich.ro@suffolk.gov.uk)

**Lowestoft Record Office**, Clapham Road, Lowestoft, NR32 1DR

Telephone: 01502 405357

Fax: 01502 405350

Email: [lowestoft.ro@suffolk.gov.uk](mailto:lowestoft.ro@suffolk.gov.uk)

Suffolk Record Office web site: <http://www.suffolk.gov.uk/sro>

Suffolk Heritage Direct website: <http://www.suffolkheritagedirect.org.uk>