
County Archives Research Network

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 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.

Anglesey Record Office
Berkshire Record Office
Birmingham City Archives
Bury Archives Service
Caernarfon Record Office
Cambridgeshire Archives
Canterbury Cathedral Archives
Carlisle Record Office
Centre for Buckinghamshire Studies
Centre for Kentish Studies
Ceredigion Archives
Cheshire Record Office
Conwy Archive Service
Cornwall Record Office
Coventry History Centre
Cumbria Record Office, Kendal
Cumbria Record Office, Whitehaven
Denbighshire Record Office
Devon Record Office
Dorset History Centre
Dudley Archives & Local History
East Kent Archives Centre
East Riding of Yorkshire Archives Service
East Sussex Record Office
Essex Record Office

Lancashire Record Office
Lincolnshire Record Office
Medway Archives
Meirionnydd Record Office
Norfolk Record Office
North Devon Record Office
North Yorkshire Records Office
Northamptonshire Record Office
Nottinghamshire Archives
Oxfordshire Record Office
Plymouth & West Devon Record Office
Portsmouth City Museum & Records Office
Record Office for Leicestershire, Rutland & Leicester
Sandwell Community History & Archives Service
Southampton Archives
Suffolk Record Office, Bury St Edmunds
Suffolk Record Office, Ipswich
Suffolk Record Office, Lowestoft
Surrey History Centre
Teeside Archives
Tyne & Wear Archives Service
Walsall Local History Centre
Warwickshire County Record Office
West Sussex County Records Office
West Sussex Records Office

Flintshire Record Office
Gloucestershire Archives
Greater Manchester County Record Office
Gwent Record Office
Hampshire Record Office
Herefordshire Record Office
Hertfordshire Archives & Local Studies
Hull History Centre
Huntingdon Library & Archives
Isle of Wight Record Office

West Yorkshire Archive Service, Wakefield
West Yorkshire Archive Service, Bradford
West Yorkshire Archive Service, Calderdale
West Yorkshire Archive Service, Kirklees
West Yorkshire Archive Service, Leeds
Wolverhampton Archives & Local Studies
Worcestershire Library & History Centre
Worcestershire Record Office
Wrexham Archives & Local Studies Service

Bury Record Office

77 Raingate Street, Bury St Edmunds, IP33 2AR
Telephone: 01284 741212
Email: 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

Lowestoft Record Office

Clapham Road, Lowestoft, NR32 1DR
Telephone: 01502 405357
Fax: 01502 405350
Email: 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>

If you need help to understand this information in another language please call **08456 066 067**

Se precisar de ajuda para ler estas informações em outra língua, por favor telefone para o número abaixo.

Portuguese

Jeżeli potrzebujesz pomocy w zrozumieniu tych informacji w swoim języku zadzwoń na podany poniżej numer.

Polish

এই লেখাটি যদি অন্য ভাষাতে বুঝতে চান তাহলে নিচের নম্বরে ফোন করুন

Bengali

بەم زانیاریەشی تەنێ ئێ بە ت گەییەتی هە یارمەر پ ویستی بەگەئە بکە. وە ی خوارەم ژمارەندی بەی وە بەزمان کێ نتر تکایە

Kurdish

如果你需要其他語言來幫助你了解這些資訊，請撥以下電話。

Chinese

اگر شما نیاز دارید که این اطلاعات را به زبان دیگری دریافت کنید لطفاً به شماره زیر تلفن کنید.

Farsi

If you would like this information in another format, including audio tape or large print, please call **08456 066 067**.

