

How to use the Gloucestershire Archives and Cheltenham Local History Catalogue

How do I find the Catalogue?

Firstly go to: <http://www.gloucestershire.gov.uk/libraries>

Click on the link to **“Archives, Local and Family History”**

Then choose **“Online catalogue”** and again, on the next page choose **“Online catalogue”**.

From here you will see the following screen:

Gloucestershire Archives

Gloucestershire COUNTY COUNCIL

Text only Quick Catalogue Search

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FAQs
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Welcome to Gloucestershire Archives Online Catalogue

This catalogue contains brief details of all archive collections held by Gloucestershire Archives and full details for all catalogued collections. It also holds details of the local studies material held in seven centres across the county.

Please note that the catalogue undergoes daily maintenance between 21:55 and 00:30 GMT. You may have difficulty accessing it during this time.

[Return to the Gloucestershire Archives website](#)

Quick links: Site Map Privacy Policy

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Click on **“Advanced Search”**

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Advanced Search

Keyword

Refine Search Criteria

FindingRef

Author

Refine Search Criteria

Date

Level

HeldAt

Search

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And this screen will appear.

How do I search the Catalogue?

You can use one or more fields at a time. The more information you can enter about your enquiry, the more precise an answer you will get.

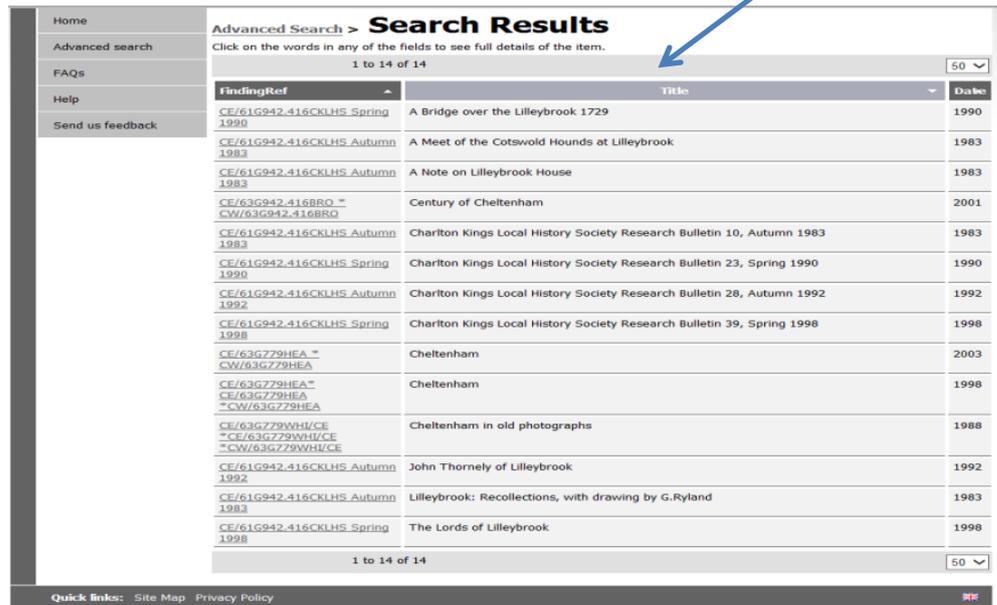
- **Keyword** - search for a word or words in any field in the catalogue. If you want to search for a phrase use double quotation marks **e.g. "The Gales of Charlton Kings"** or enter the publication name **e.g. Charlton Kings Local History Society Research Bulletin**
- **FindingRef** - if you know the reference for the item or collection that you wish to look at, enter it in this field **e.g. CE/61G942.416CKLHS**
- **Author** - search for authors of published works. Type in the surname and first name if known (no punctuation required) **e.g. David O Connor**
- **Date** - this enables you to define your search more precisely. You can enter dates in several different ways:
 - **a particular year: 1879**
 - **a range of years: 1850-1900**
 - **a century: 19th century**
- **Level** - as well as finding detailed descriptions for single items, you will find descriptions of entire collections, as well as smaller sub-divisions like sections and series. Use the pull down arrow to choose from the available options.
- **HeldAt** - search for items held in a particular location. Use the pull down arrow to choose from the available options.

See image.

Once you have filled in all the relevant details **click "search"**

How do I sort and view my results?

You can sort the results by clicking on the subject heading at the top - i.e. "Finding Ref", "Title" or "Date".

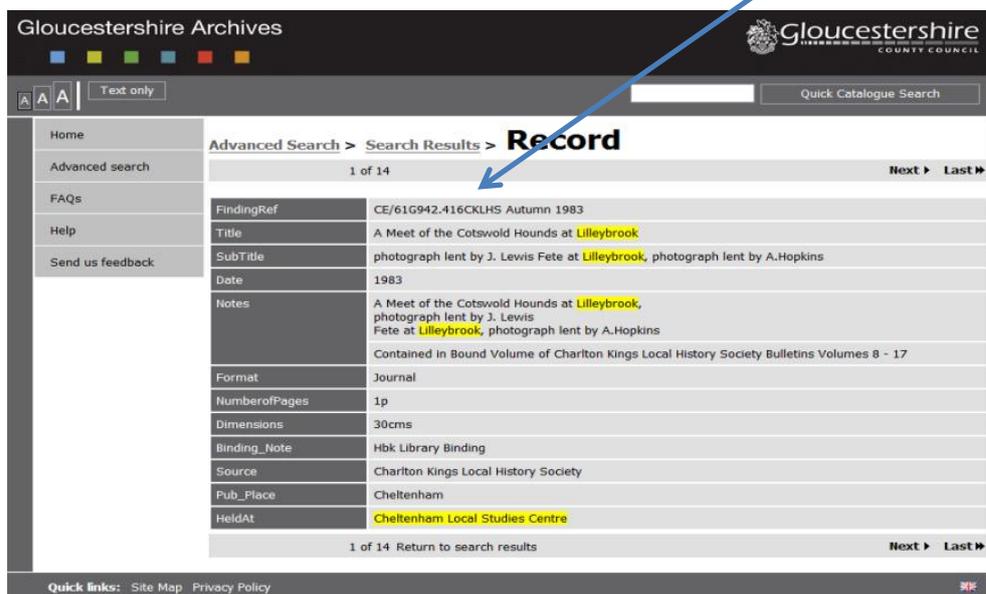


Home		Advanced Search > Search Results	
Advanced search		Click on the words in any of the fields to see full details of the item.	
FAQs		1 to 14 of 14	
Help		50	
Send us feedback			
FindingRef	Title	Date	
CE/61G942-416CKLHS_Spring_1990	A Bridge over the Lilleybrook 1729	1990	
CE/61G942-416CKLHS_Autumn_1983	A Meet of the Cotswold Hounds at Lilleybrook	1983	
CE/61G942-416CKLHS_Autumn_1983	A Note on Lilleybrook House	1983	
CE/63G942-416BR0 ""CW/63G942-416BR0	Century of Cheltenham	2001	
CE/61G942-416CKLHS_Autumn_1983	Charlton Kings Local History Society Research Bulletin 10, Autumn 1983	1983	
CE/61G942-416CKLHS_Spring_1990	Charlton Kings Local History Society Research Bulletin 23, Spring 1990	1990	
CE/61G942-416CKLHS_Autumn_1992	Charlton Kings Local History Society Research Bulletin 28, Autumn 1992	1992	
CE/61G942-416CKLHS_Spring_1998	Charlton Kings Local History Society Research Bulletin 39, Spring 1998	1998	
CE/63G779HEA ""CW/63G779HEA	Cheltenham	2003	
CE/63G779HEA ""CE/63G779HEA ""CW/63G779HEA	Cheltenham	1998	
CE/63G779WHI/CE ""CE/63G779WHI/CE ""CW/63G779WHI/CE	Cheltenham in old photographs	1988	
CE/61G942-416CKLHS_Autumn_1992	John Thornely of Lilleybrook	1992	
CE/61G942-416CKLHS_Autumn_1983	Lilleybrook: Recollections, with drawing by G.Ryland	1983	
CE/61G942-416CKLHS_Spring_1998	The Lords of Lilleybrook	1998	
		1 to 14 of 14	50

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If the result you are looking for appears in the list just click on it and view the details.

An example entry will look something like this. There should always be a finding number so a member of staff can locate the materials.



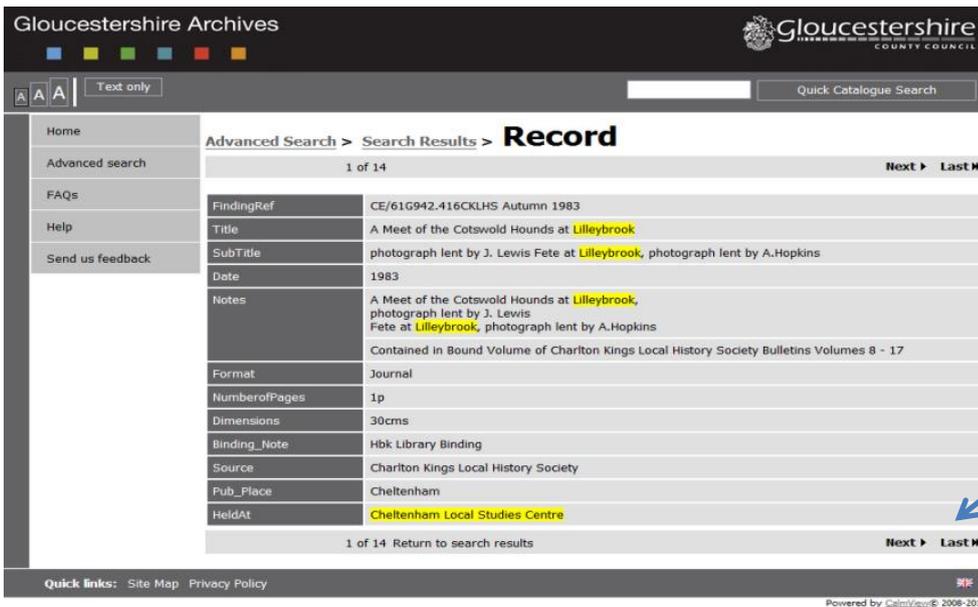
Home		Advanced Search > Search Results > Record	
Advanced search		1 of 14	
FAQs		Next > Last >>	
Help			
Send us feedback			
FindingRef	CE/61G942-416CKLHS Autumn 1983		
Title	A Meet of the Cotswold Hounds at Lilleybrook		
SubTitle	photograph lent by J. Lewis Fete at Lilleybrook, photograph lent by A.Hopkins		
Date	1983		
Notes	A Meet of the Cotswold Hounds at Lilleybrook, photograph lent by J. Lewis Fete at Lilleybrook, photograph lent by A.Hopkins		
Format	Journal		
NumberOfPages	1p		
Dimensions	30cms		
Binding_Note	Hbk Library Binding		
Source	Charlton Kings Local History Society		
Pub_Place	Cheltenham		
HeldAt	Cheltenham Local Studies Centre		
		1 of 14 Return to search results	Next > Last >>

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Viewing results

If you are not sure which one you want, click on any record and then scroll backwards and forwards through all the results.



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Advanced Search > Search Results > **Record**

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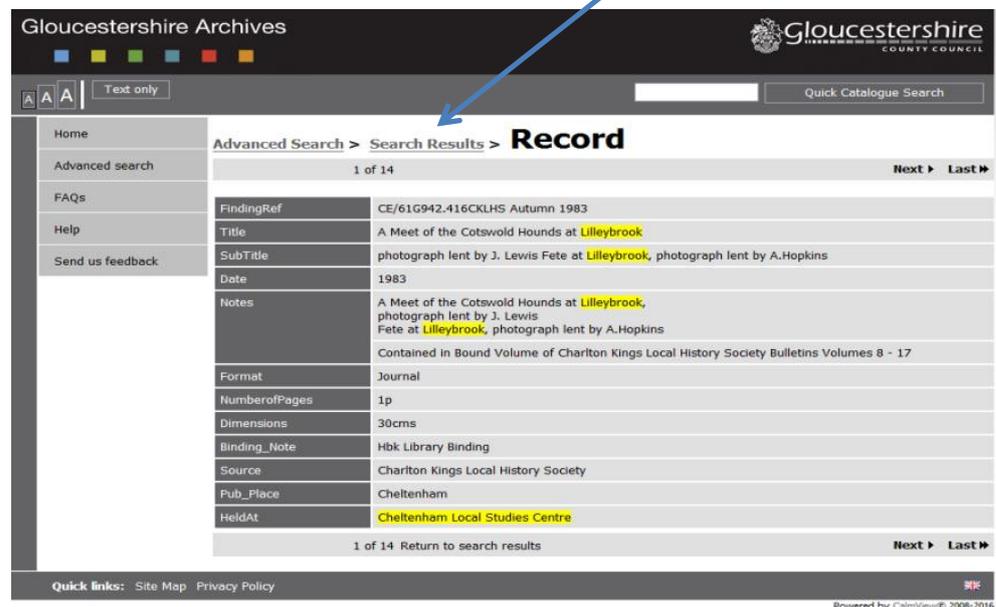
FindingRef	CE/61G942.416CKLHS Autumn 1983
Title	A Meet of the Cotswold Hounds at Lilleybrook
SubTitle	photograph lent by J. Lewis Fete at Lilleybrook , photograph lent by A.Hopkins
Date	1983
Notes	A Meet of the Cotswold Hounds at Lilleybrook , photograph lent by J. Lewis Fete at Lilleybrook , photograph lent by A.Hopkins Contained in Bound Volume of Charlton Kings Local History Society Bulletins Volumes 8 - 17
Format	Journal
NumberOfPages	1p
Dimensions	30cms
Binding_Note	Hbk Library Binding
Source	Charlton Kings Local History Society
Pub_Place	Cheltenham
HeldAt	Cheltenham Local Studies Centre

1 of 14 Return to search results Next ▶ Last ▶▶

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When you have finished you can click on “**Search Results**” to go back to the list of results.



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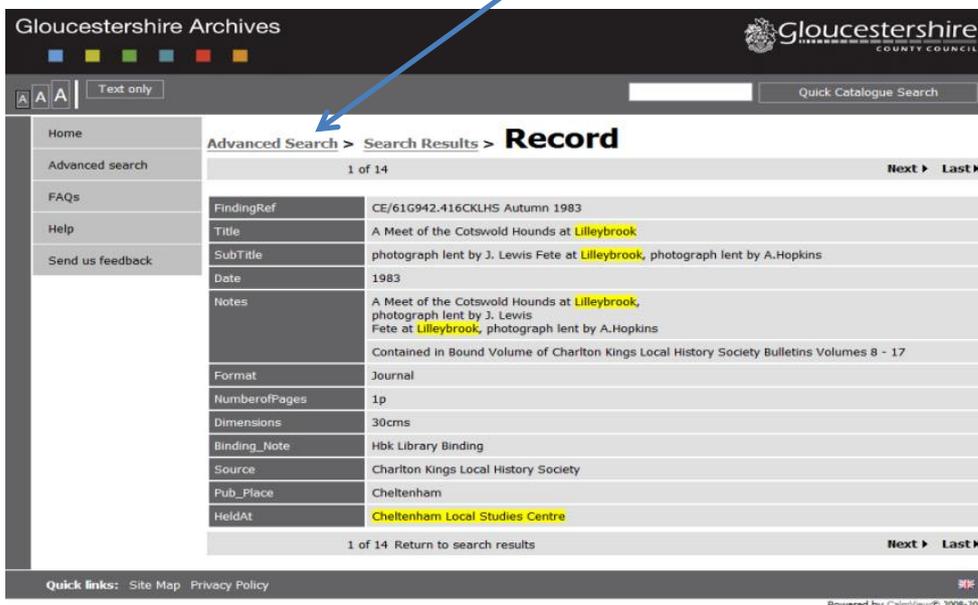
FindingRef	CE/61G942.416CKLHS Autumn 1983
Title	A Meet of the Cotswold Hounds at Lilleybrook
SubTitle	photograph lent by J. Lewis Fete at Lilleybrook , photograph lent by A.Hopkins
Date	1983
Notes	A Meet of the Cotswold Hounds at Lilleybrook , photograph lent by J. Lewis Fete at Lilleybrook , photograph lent by A.Hopkins Contained in Bound Volume of Charlton Kings Local History Society Bulletins Volumes 8 - 17
Format	Journal
NumberOfPages	1p
Dimensions	30cms
Binding_Note	Hbk Library Binding
Source	Charlton Kings Local History Society
Pub_Place	Cheltenham
HeldAt	Cheltenham Local Studies Centre

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Or alternatively click on “**Advanced Research**” to go back to the first search page.



The screenshot shows the Gloucestershire Archives website interface. At the top, there is a search bar and a 'Quick Catalogue Search' button. Below the search bar, a breadcrumb trail reads 'Advanced Search > Search Results > Record'. A blue arrow points to the 'Advanced Search' link. The main content area displays a record for a photograph with the following details:

FindingRef	CE/61G942.416CKLHS Autumn 1983
Title	A Meet of the Cotswold Hounds at Lilleybrook
SubTitle	photograph lent by J. Lewis Fete at Lilleybrook , photograph lent by A.Hopkins
Date	1983
Notes	A Meet of the Cotswold Hounds at Lilleybrook , photograph lent by J. Lewis Fete at Lilleybrook , photograph lent by A.Hopkins Contained in Bound Volume of Charlton Kings Local History Society Bulletins Volumes 8 - 17
Format	Journal
NumberOfPages	1p
Dimensions	30cms
Binding_Note	Hbk Library Binding
Source	Charlton Kings Local History Society
Pub_Place	Cheltenham
HeldAt	Cheltenham Local Studies Centre

At the bottom of the record, there are navigation links: '1 of 14 Return to search results' and 'Next > Last >>'. The footer includes 'Quick links: Site Map Privacy Policy' and 'Powered by CalmView© 2008-2016'.

If the item is only available at Gloucestershire Archives

Please make a note of the “**FindingRef**” for the material to be retrieved and place your order with the Archives on the day before your intended visit.

Contact Details

Gloucestershire Archives
Clarence Row
Alvin Street
Gloucester
GL1 3DW

Tel: 01452 425295

Please see below the link to their “**Plan Your Visit**” page.

<http://www.gloucestershire.gov.uk/archives/visit>