B R I T I S H

ARCHIVES

A GUIDE TO ARCHIVE RESOURCES IN THE UNITED KINGDOM

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A GUIDE TO ARCHIVE RESOURCES IN THE UNITED KINGDOM

JANET FOSTER &
JULIA SHEPPARD

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CONTENTS

Introduction	vii
Acknowledgements	xi
Arrangement	xi
List of Useful Addresses	xi
Institutions not Included	xiii
Alphabetical List of Repositories	xv
County List of Repositories	xxi
Main Entries	1
Select Bibliography	521
General Index to Collections	523
Key Subject Word List	531

Introduction

Archival holdings available for research of all kinds in the UK are among the most rich and extensive in the world. They range over the records of medieval and modern government, both central and local, the archives of the Church and universities, the papers of great dynastic landed families, and collections made from various sources by scholarly or aristocratic antiquarians, collections which often form the basis of the modern national libraries of England, Scotland and Wales. The rescue of much 19th- and 20th-century archival material, usually on a subject basis, has been undertaken by recently established specialist repositories.

Despite, or perhaps because of, this wealth of historical source material, there has never been an attempt to provide an exhaustive list of repositories which hold archives and manuscript collections of historical interest. In this Guide, county and city record offices, national, university and polytechnic libraries, local government libraries, institutions and so-called specialist repositories have all been covered.

Concept of the book

The book was originally conceived as a guide to the specialist repositories which have proliferated over the past two decades, excluding national and local authority repositories. However, while the interests of many repositories are obvious, the wealth and scope of their holdings are frequently underestimated since no general guide exists to archive resources as a whole in the UK. It was therefore decided that *British Archives* would be most useful if it embraced all types of repository. Thus it consolidates information for the historian and the archivist and provides a starting point for the first-time user of archives. Archives are not normally arranged or catalogued on a subject basis; for this reason it can be difficult to trace records held in unlikely or lesser-known repositories. Therefore, another primary aim was to give a subject approach to the information in the Guide by means of a key subject word list. It was also decided that a general index to the names of individuals, bodies and collections appearing in the entries would be useful.

Criteria for selection

'Archives', in the purest sense, are documents which have been created in the normal course of the life of an institution or an individual and contribute to their historical record. Thus, an archive is a body of material produced over a period of time which has its own coherence and related interest. Recently, the usage of the word has been stretched to cover any primary documentary material, including individual pieces gathered into artificial collections, photographs and other non-manuscript material. Moreover, it is also used to describe the physical place where public records or historical documents are held.

Inevitably this Guide cannot be comprehensive, since any organization holding its own non-current records selected for preservation can claim to have an archive. Our approach has been to cover as many places as we could learn of where archives, in the widest sense of the word, are held and are made relatively accessible. Our sources have been *Record Repositories in Great Britain* (5th–7th editions); British Records Association additional list in *Archives* vol. xiv, no.63 (1980); membership list of the Specialist Repositories Group of the Society of Archivists; *Libraries in the United Kingdom and the Republic of Ireland*; reference works on library special collections; responses to requests for information in *The Local Historian*, *Museums Bulletin*, the

Newsletter and Calendar of the Council for British Archaeology. The many local history, archaeology, literary and philosophical societies have not been systematically included, both because of the numbers involved and because information about them is normally available from the local authority record office. We also decided to exclude businesses, which are the specific concern of the Business Archives Council (see List of Useful Addresses). Privately held collections of estate and family records have not been extensively covered, since many of these collections have been listed by the Historical Manuscripts Commission.

Methods

The main problem with a reference work of this kind is that its contents are frequently out of date by the time of publication. But the editors decided that, if the Guide could be produced quickly, the advantages would outweigh the disadvantages. Restrictions on time and finance made it necessary to use questionnaires to obtain the information required and, with hindsight, a tight schedule proved helpful in eliciting responses. Approximately 750 questionnaires were sent out between September and December 1981, requesting information as outlined below. Sample entries were provided for guidance, with a checklist of key subject words. Briefer information was requested from local authority record offices, the Public Record Office and larger national libraries, for reasons explained later in this introduction. Where no reply was received a reminder card was sent and, if this failed, it was followed by telephone enquiries. The Guide is essentially based on information received, since the editors had not the resources to make visits to repositories. Returns obviously varied, and although editorial persistence achieved a substantial measure of improvement in many cases, there remain differences in the quality and detail of entries. Of course the larger the office the more sweeping and general will be the description of its holdings. In other cases a slight return may reflect lack of knowledge of the archives held, impatience with filling in questionnaires, or fear of encouraging an influx of researchers. In some cases 'minimal' entries have been given where it was impossible or inappropriate to have a full entry. We have included lists of those places which did not reply and those which declined to contribute to the Guide.

Briefly the information sought, apart from address and phone number, was:

Enquiries: To whom enquiries should be addressed – title and, in most cases, name. Qualifications have not been included.

Open: Opening times. It is assumed that places will be closed on Bank and other public holidays. Academic institutions are normally closed for longer periods over Easter and Christmas. Many smaller places close for lunch. A prior appointment is *always* advisable.

Access: Arrangements regarding availability of the archives, whether the user needs to provide a reference, and details of any restriction or closure periods on material. Since archives are *not* available on loan, 'reference only' is to be understood throughout. Unless otherwise stated, charges are not normally made.

Historical background: Outline history of the organization including details of its predecessor bodies where applicable and/or the background to the collecting of manuscript material.

Acquisitions policy: Aims of the collecting policy where applicable and areas of particular interest.

Major collections: The major archive holdings of the organization and/or its deposited collections, where possible naming significant collections with covering dates.

Non-manuscript material: Any other archival material such as plans, drawings, photographs, maps, sound archives, films and, occasionally, printed material.

Finding aids: Types of aids available in the office which facilitate access to the archives, such as indexes, handlists, catalogues.

Facilities: Reading room provisions, usually specifying the availability of reprographic facilities (charges have not been included). Reading aids and on-site conservation have not been noted.

Publications: Details of guides or information about the repository or its collections which have been published or can be consulted elsewhere.

If any section is not included in an entry, this indicates that no information of relevance was supplied.

Local Authority Record Offices and Libraries

Every county in England and Wales, with the exception of Powys, has at least one record office maintained by a local government authority. In England these began to be formally established by county councils from the 1930s and in Wales from the 1950s. Until local government reorganization in 1974 there were no equivalent repositories in Scotland, thus there and, to a certain extent, in Wales the responsibility for acquiring and housing archives fell to the respective National Libraries.

Local authority record offices, that is county, city and some borough record offices, provide a comprehensive record service to the general public, collecting material, official and unofficial, which is of relevance to the history of the locality. Such record offices can be expected to produce a wide range of lists, indexes and catalogues which may also be available at the National Register of Archives. For these reasons the entries for local authority record offices were modified to save endless repetition of similar information. The formula 'the usual local authority record holdings and deposited collections' has been used, with additional information when necessary on collections which the offices deemed were of wider significance. *Access*, *Acquisitions policy* and *Finding Aids* have been omitted and, for similar reasons, *Major Collections* was omitted from the entries for certain national repositories whose collections by definition cover all types of archival material and subjects.

Usual local authority record office holdings can be categorized as local government and related records (including Quarter Sessions records); family and estate archives (including manorial records); business records; solicitors' and estate agents' records; ecclesiastical, probate, parish and non-conformist records; records of political parties, unions, societies and voluntary organizations; antiquarian collections.

Public libraries may hold a miscellany of documents, but we found that the 'usual local history collection of non-manuscript material' consisted (apart from the books) of some or all of the following: census returns; Ordnance Survey and other maps;

postcards and photographs; drawings; newspapers and cuttings; details of local functions; ephemera including programmes, theatre bills, advertising, etc. Where manuscript material is held this might include rate books; local business records; papers of local residents and celebrities; written and oral memoirs; journals and correspondence.

Advice to the user of archives

Researchers should bear in mind that consulting archives is not the same as looking up information in a book. Archives are unique; the reader cannot assume that they are freely available, easily accessible or even that the originals can be consulted. They are never 'loaned', and copies are not necessarily obtainable. Finding aids – lists and indexes – vary greatly in style and detail; there is no single classification system; in some places finding aids or guides may not exist. All this will depend greatly on the type of repository/library the reader visits, and the facilities and services of, for example, a large and well-staffed county record office cannot be expected everywhere. It will be obvious from consulting the entries in this Guide that some of the archives are administered by librarians, clerks, secretaries, honorary archivists or other individuals whose chief priorities or duties may be elsewhere. Moreover the archives are frequently not stored readily to hand. It is, therefore, always advisable to make a prior appointment.

Background reading and preparation are essential if the reader is to grasp the significance of the archives and the types of documentation likely to be encountered. It must be remembered that records were not normally created with the needs of historical research in mind. It is easy to fall into the trap of assuming that the records will directly answer a specific query; rather it is necessary to understand how and why the records were created before embarking on any research into them. Archivists, being primarily custodians, are not necessarily authorities on all that the records contain, although they will do everything possible to direct the researcher towards the relevant material. If the enquiry is lengthy and a personal visit to the archive is impossible, the services of a professional researcher may be recommended. Some record offices maintain lists of approved professional researchers and the Society of Genealogists publishes a list of members indicating those who are willing to undertake research.

Finally, users are reminded that this Guide is a first step to discovering where to locate archives since the entries do not comprise every place in the United Kingdom where archives and manuscripts are held. Nevertheless the editors hope that the publication of *British Archives* will stimulate interest in expanding and improving the contents of the Guide. To this end we would welcome any additions, suggestions or comments.

Note from the editors

Every effort has been made to incorporate changes to addresses and telephone numbers and opening hours but we would be grateful to receive any further amendments or suggestions.

Janet Foster
Julia Sheppard

March 1984

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Arrangement

The Guide contains 708 entries arranged alphabetically by town. The title of each repository has normally been that given by the repository itself. A complete list of repositories with cross references is also included. For local historians interested in the repositories in a wider catchment area than the city or town, a list of repositories within each county has also been included.

To facilitate use of the Guide by the subject or name approach, a list of key subject words and a general index can be found at the end of the book. There are limitations to both of these, and the introductory remarks to each index should be read.

List of Useful Addresses

The Royal Commission on Historical Manuscripts (incorporating the National Register of Archives)

Quality House, Quality Court, Chancery Lane, London WC2A 1HP

Tel (01) 242 1198

The central collecting point for information about manuscript sources; holds catalogues and indexes to records and papers in Great Britain and Northern Ireland. Search room open Mon–Fri 9.30–5.00.

The National Register of Archives (Scotland)

General Register House, Edinburgh EH1 3YY

Tel (031) 556 6585

Counterpart of the NRA in London and forms a branch of the Scottish Record Office.

The Principal Registry of the Family Division

Somerset House, Strand, London WC2R 1LP

Tel (01) 405 7641 ext 3097

Holds all wills admitted to probate in England and Wales since 1858. Open Mon–Fri 10.00–4.30.

The British Records Association

Master's Court, The Charterhouse, Charterhouse Square, London EC1M 6AU

Tel (01) 253 0436

A national organization founded to co-ordinate and encourage the work of individuals, authorities, institutions and societies interested in the conservation and use of records.

The Business Archives Council

Denmark House, 15 Tooley Street, London SE1 2PN

Tel (01) 407 6110

Assists in locating business records and also gives guidance with records management and listing.

The Business Archives Council of Scotland

Glasgow University Archives, The University, Glasgow G12 8QQ

Tel (041) 339 8855 ext 7516

Does similar work to the Business Archives Council in England.

List and Index Society

The Secretary, c/o the Public Record Office, Chancery Lane, London WC2A 1LR

Distributes copies of Public Record Office lists and lists from other public archives to subscribing members.

British Association for Local History

43 Bedford Square, London WC1B 3DP

Tel (01) 636 4066

Promotes knowledge and understanding of local history.

Society of Genealogists

37 Harrington Gardens, London SW7 4JX

Tel (01) 373 7045

Information about regional genealogical societies and the work of individuals in this field. Reference library open to non-members on payment of a fee.

The Catholic Archives Society

Hon. Secretary, c/o 4A Polstead Road, Oxford OX2 6TN

Promotes the care and preservation of records and archives of the dioceses, religious foundations, institutions and societies of the Roman Catholic Church in UK and Eire.

Contemporary Scientific Archives Centre

16 Wellington Square, Oxford OX1 2HY

Locates and catalogues papers of distinguished contemporary British scientists, placing collections in appropriate repositories after cataloguing.

Institutions Not Included

We were unable to obtain any reply from the following:

Broadlands Archive Trust, Broadlands, Romsey, Hampshire; Ealing Borough Libraries, Central Library, Walpole Park, Ealing, London W5 5EQ; Haileybury School, Hertford SG13 7NU; Harrow Borough Libraries, Civic Centre Library, PO Box 4, Station Road, Harrow HA1 1UU; Isle of Wight County Libraries, Parkhurst Road, Newport, Isle of Wight PO30 5TX; Leicester Polytechnic, Kimberlin Library, PO Box 143, Leicester LE1 9BH; Liverpool Polytechnic, The Library, Walton House, Tithebarn Street, Liverpool L2 2NG; Loughborough University of Technology, Pilkington Library, Loughborough, Leicestershire LE11 3TU; Motherwell District Council Libraries, Motherwell Public Library, Hamilton Road, Motherwell ML1 3BZ; National Gallery of Scotland, The Mound, Edinburgh EH2 2EL; North East London Polytechnic, Waltham Forest Precinct, Forest Road, London E17 4JB; North Staffordshire Polytechnic, The Library, College Road, Stoke-on-Trent, Staffordshire ST4 2DE; Northampton Libraries, 27 Guidehall Road, Northampton, NN1 1EF; Oxfordshire County Libraries, Headquarters, Holton, Oxford OX9 1QQ; Queen's University of Belfast, University Library, Belfast BT7 1LS; Royal College of Nursing, The Library, Henrietta Place, London W1; Royal Dental Hospital School, The Library, 32 Leicester Square, London WC2H 7LJ; Royal Institution of Chartered Surveyors, 29 Lincolns Inn Fields, London WC2; Royal Photographic Society, The Octagon, Milsom Street, Bath, Avon; St. Bride's Printing Library, Bride Lane, London EC4; Society of Genealogists, 37 Harrington Gardens, London SW7; South Eastern Education and Library Board, Windmill Hill, Ballynahinch, Co. Down BT24 8DH; Southern Education and Library Board, Brownlow Road, Legahory, Craigavon Co. Armagh BT65 8DP; Spanish and Portuguese Synagogue, 8 St. James Gardens, London W11; Stirling District Library, Administration HQ, Spittal Street, Stirling FK8 1DY; Strathkelvin District Council Libraries, 170 Kirkintilloch Road, Bishopbriggs, Glasgow G64; Teesside Polytechnic, Main Site Library, Borough Road, Middlesbrough, Cleveland TS1 3BA; Trinity College, Cambridge; Thames Polytechnic, The Library, Wellington Street, London SE18 6PF; Trafford Borough Council Libraries, Birch House, Talbot Road, Old Trafford, Manchester M16 0GH; Wandsworth Borough Libraries, Battersea District Library, Lavender Hill, London SW11 1JB; Western Education and Library Board, Library Headquarters, Dublin Road, Omagh, Co. Tyrone, BT78 1HG.

The following are known to have archives, but preferred not to provide an entry:

Bedford Estates, Bedford Office, 29A Montague Street, London WC1B 5BL; Drapers' Company, Clerk's Office, Drapers' Hall, London EC2N 2DQ; Middle Temple Library, Middle Temple, London EC4; North Devon Athenaeum, Library and Museum, The Square, Barnstaple, Devon; Northumberland Estates, Estates Office, Alnwick Castle, Alnwick, Northumberland NE66 1NQ; Royal Archives, The Library, Windsor Castle, Berkshire; Trinity House, Tower Hill, London EC3.

Alphabetical List of Repositories

- Aberdeen City District Libraries 2
 Aberdeen University Library 3
 Abingdon Town Council 13
 Air Photo Library, University of Keele 261
 Alan Ramsay Library 53
 Andover Borough Archives 18
 Angus District Council 198
 Arbroath Library and Art Gallery 19
 Arbroath Signal Tower Museum 20
 Archives of the English Province of the Society of Jesus 306
 Argyll and Bute District Council 304
 Armagh County Museum 22
 Army Museums Ogilby Trust (AMOT) 16
 Ashmolean Museum 564
 Avon County Library, Bath 34
 Avon County Reference Library, Bristol 72
 Baillie Library 204
 Balfour Library 576
 Bank of England 307
 Baptist Missionary Society 308
 Baptist Union Library 309
 Barbers' Company see Worshipful Company of Barking and Dagenham Public Libraries see London Borough of
 Barnet Public Libraries 393
 Barnsley Metropolitan District Council 32
 Bath City Record Office 35
 Bath Reference Library 34
 BBC Written Archives Centre 597
 Bearsden and Milngavie District Libraries 39
 Bedfordshire County Library 42
 Bedfordshire Record Office 43
 Belfast Education and Library Board 45
 Belfast Library and Society for Promoting Knowledge 46
 Berkshire County Libraries 598
 Berkshire Record Office 599
 Berwick upon Tweed Record Office 50
 Bethlehem Royal Hospital and the Maudsley Hospital 41
 Bexley Libraries and Museums Department 52
 Birkbeck College 311
 Birmingham Polytechnic see City of Birmingham Polytechnic
 Birmingham RC Diocesan Archives 55
 Birmingham Reference Library 56
 Blackburn Museum 60
 Bodleian Library, Department of Western Manuscripts 565
 Bolton Metropolitan Borough Archives 61
 Borders Regional Library 630
 Northwick Institute of Historical Research 702
 Boston Borough Council 63
 BP Library of Motoring 40
 Bradford Archives Department 65
 Brechin Public Library and Museum 67
 Brian O'Malley Central Library and Arts Centre 612
 Brighton Polytechnic 69
 Bristol Polytechnic 73
 Bristol Record Office 74
 Britannia Royal Naval College 139
 British and Foreign Bible Society 312
 British Antarctic Survey 84
 British Architectural Library 313
 British Institute of Recorded Sound 315
 British Library, Department of Manuscripts 316
 British Library, Department of Oriental Manuscripts 317
 British Library, Library Association Library 318
 British Library of Political and Economic Science 319
 British Museum (Natural History) 320
 British Steel Corporation, Cardiff 103
 British Steel Corporation, Deeside 140
 British Steel Corporation, Glasgow 205
 British Steel Corporation, Middlesbrough 530
 British Steel Corporation, Wellingborough 687
 British Telecom Museum 321
 Bromley Public Library, Archives Section 76
 Brotherton Collection, University of Leeds 279
 Brotherton Library, University of Leeds 280
 Bruce Castle 400
 Brunel University 678
 Brynmor Jones Library, University of Hull 250
 Buckinghamshire County Libraries 25
 Buckinghamshire Record Office 26
 Burnley District Library 78
 Burton Library 79
 Bury Central Library see Metropolitan Borough of Bury
 Business Statistics Office Library 545
 Calderdale Metropolitan Borough Archives Department 230
 Cambridge County Record Office, Cambridge 85
 Cambridge County Record Office, Huntingdon 252
 Cambridge University Library 87
 Cambridgeshire Collection 86
 Camden see London Borough of
 Canterbury Cathedral, Library and Diocesan Record Office 99
 Cardiff Central Library see County of South Glamorgan Libraries
 Carlisle Cathedral Library 112
 Castle Howard 703
 Central Regional Council Archives Department 651
 Centre for English Cultural Tradition and Language 632
 Centre for South African Studies, University of York 704
 Centre of South Asian Studies 88
 Charing Cross Hospital Medical School 322
 Charity Commission for England and Wales 294, 323
 Charterhouse 220
 Chelsea College Library 324
 Cheshire County Council, Libraries and Museums Department 118
 Cheshire Record Office 119
 Chester City Record Office 120
 Chesterfield Central Library see Derbyshire Library Service
 Chetham's Library 517
 Christ's College Archives 89
 Christ's Hospital 14
 Church Commissioners 325
 Church House Record Centre 326
 Church Missionary Society 327
 Churchill College Archives Centre 90
 City and Hackney Health Authority 328
 City of Birmingham Polytechnic Library 57
 City of London Polytechnic 329
 City of London School 330
 City of Manchester Archives Department 518
 City University 331
 Clackmannan District Library 17
 Cleveland County Archives Department 531
 Clothworkers' Company 332
 Clwyd Library Service 533
 Clwyd Record Office, Hawarden 238
 Clydebank District Libraries 124
 Clydesdale District Libraries 275
 College of Arms 333
 College of Librarianship Wales 8
 Commonwealth Institute Library and Research Centre 334
 Congregational Library 335
 Contemporary Medical Archives Centre 336
 Cornwall County Library 675
 Cornwall County Library, Redruth 604
 Cornwall County Record Office 676
 Corporation of London Record Office 337
 Costume and Fashion Research Centre 36
 Council for the Care of Churches 338
 Country Life Archive 167
 County of South Glamorgan Libraries, Cardiff 104
 Courtauld Institute of Art 339
 Coventry (Lanchester) Polytechnic Library 129
 Coventry City Record Office 128
 Cranfield Institute of Technology 44
 Cromwell Museum 253
 Croydon Public Libraries 131
 Cumbernauld and Kilsyth District Council 132
 Cumbria County Library, Carlisle 113
 Cumbria County Record Office, Barrow-in-Furness 33
 Cumbria County Record Office, Carlisle 114
 Cumbria County Record Office, Kendal 265
 Cumnock and Doon Valley District Library Headquarters 133
 Cunningham District Library Headquarters 21
 Cusworth Hall Museum 145
 Cynon Valley Borough Libraries 1
 Darlington Library 137
 Dartford Central Library see Kent County Library
 David Owen Centre for Population Growth Studies 105
 Department of Educational Studies Library, University of Oxford 580
 Derby Central Library see Derbyshire Library Service
 Derbyshire Library Service, Chesterfield 121
 Derbyshire Library Service, Derby 141
 Derbyshire Record Office 528
 Devon Library Services, Exeter 192
 Devon Library Services, Plymouth 587
 Devon Record Office 193
 Devonshire Collection 28
 Dick Institute 266
 Doncaster Archives Department 143
 Doncaster Metropolitan Borough Council, Central Library 144
 Dorchester Reference Library see Dorset County Libraries
 Dorset County Libraries Local Studies Collection 146
 Dorset Record Office 147
 Douai Abbey 600
 Dr William's Library 340
 Duchy of Cornwall Office 341
 Dudley Archives and Local History Department 150
 Duke of Norfolk's Library and Archives 23
 Dumbarton District Libraries 151
 Dumfries and Galloway Regional Council Library Service 152
 Dumfries Burgh Archives 153
 Duncan of Jordanstone College of Art 155
 Dundee College of Technology 156
 Dundee District Archive and Record Centre 157
 Dundee District Libraries 158
 Dunfermline District Library 160
 Durham City Reference Library 162
 Durham County Record Office 163
 Durham Dean and Chapter Library 161
 Durham University, Department of Palaeography and Diplomatic 164
 Dyfed Archives Service, Aberystwyth 9

- Dyfed Archives Service, Carmarthen 115
Dyfed Archives Service, Haverfordwest 237
Dyfed County Library Headquarters 116
- East Asian History of Science Library 91
East Lothian District Council Library Headquarters 228
East Sussex County Library, Hove Area 247
East Sussex Record Office 290
Eastwood District Libraries 202
Edinburgh City Libraries 168
Edinburgh College of Art 169
Edinburgh District Archives 170
Edinburgh Room and Scottish Library 168
Edinburgh University Library, Special Collections Department 171
Enfield *see* London Borough of
English Faculty Library, University of Oxford 566
English Organ Archive 262
Essex County Libraries 125
Essex Record Office 117
Essex Record Office, Southend Branch 642
Eton College Records 693
Exeter Cathedral Library and Archives 194
Exeter Central Library *see* Devon Library Services
Exeter University Library 195
- Falkirk District Council 196
Falkirk Museums *see* Falkirk District Council
Fawcett Library 329
Fettes College 172
FitZWILLIAM Museum 92
Folklore Society 342
Foreign and Commonwealth Office, Library and Records Department 343
Forfar Public Library 199
Franciscan Archives English Province 344
Free Church College 173
- Gateshead Public Libraries 201
General Register Office for Scotland 174
General Register Office, Northern Ireland 47
General Registry, Isle of Man 148
Geological Society 345
Gilbert White Museum 629
Gillingham Central Library 203
Glamorgan Archive Service 106
Glasgow School of Art 206
Glasgow University Archives 207
Glasgow University Library 208
Gloucester Cathedral Library 217
Gloucestershire Collection 218
Gloucestershire Record Office 219
Goethe Institute Library 346
Goldsmiths *see* Worshipful Company of
Gonville and Caius College 93
Gordonstoun 191
Grampian Regional Archives 4
Grange Museum of Local History 347
Gravesend Central Library *see* Kent County Library, Gravesham Division
Greater London Record Office 348
Greater Manchester Record Office 519
Greenwich *see* London Borough of
Greffe, The 622
Guildford Muniment Room 225
Guildhall Library Manuscripts Department 349
Guy's Hospital Medical School 350
Gwent County Library 546
Gwent County Record Office 135
Gwynedd Archives Service, Caernarfon 82
Gwynedd Archives Service, Dolgellau 142
Gwynedd Archives Service, Llangefni 303
Gwynedd County Council, Library Headquarters 83
- Haberdashers' Aske's School 62
Hackney *see* London Borough of
Hamilton District Libraries 231
Hammersmith *see* London Borough of
- Hampshire County Library 689
Hampshire Record Office 690
Harrow School 233
Haringey *see* London Borough of
Hastings Museum and Art Gallery 234
Hatfield House Library 235
Hatfield Polytechnic Library 236
Haverling *see* London Borough of
Hay Fleming Reference Library 615
Hereford and Worcester County Libraries 698
Hereford and Worcester Record Office 699
Hereford Cathedral Library 240
Hereford Record Office 241
Heriot-Watt University Library 175
Hertfordshire Local Studies Collection 242
Hertfordshire Record Office 243
Heythrop College 351
Heywood Area Central Library *see* Rochdale Libraries
Highland Regional Archives 255
Hillingdon Borough Libraries 679
HM Customs and Excise 352
HM Land Registry 353
Holborn Library 394
Holloway Collection of Modern Cultural Records 557
Hounslow *see* London Borough of
House of Lords Record Office 354
Huddersfield Local Studies and Archives Department 249
Huddersfield Polytechnic Library 248
Hudson's Bay Company 355
Huguenot Library 356
Humburside County Record Office, Beverley 51
Hydrographic Department, MOD 667
- Imperial College Archives 357
Imperial War Museum 358
India Office Library and Records 359
Indian Institute Library, University of Oxford 567
Inner Temple Library 360
Institute of Advanced Legal Studies Library 361
Institute of Agricultural History and Museum of English Rural Life 601
Institute of Archaeology, University of London 362
Institute of Astronomy Library, University of Cambridge 94
Institute of Classical Studies *see* Library of the Hellenic and Roman Societies
Institute of Commonwealth Studies, University of London 363
Institute of Education Library, University of London 364
Institute of Education, University of Cambridge 95
Institute of Geological Sciences 365
Institute of Germanic Studies, University of London 366
Institute of Historical Research, University of London 367
Institute of Latin American Studies Library, University of London 368
Institute of United States Studies Library, University of London 369
Institution of Civil Engineers 370
Institution of Electrical Engineers 371
Institution of Mechanical Engineers 372
Institution of Mining and Metallurgy 373
Institute of Heraldic and Genealogical Studies 100
Inverclyde District Council 222
Ironbridge Gorge Museum 259
Isle of Wight County Record Office 547
Islington Libraries Archives and Local History Collection 374, 375
Jewish Museum 376
- Jews' College Library 377
John Allwood International Exhibition Collection 631
John Rylands University Library of Manchester 520
Judicial Greffe 619
- Keats House 378
Keele University Library 263
Kensington and Chelsea Borough Libraries 379
Kent Archives Office 515
Kent Archives Office, North-East Kent Branch 596
Kent Archives Office, South-East Kent Branch 197
Kent Biological Archives and Records Centre 516
Kent County Library, Dartford Division 138
Kent County Library, Gravesham Division 221
Kew Gardens *see* Royal Botanic Gardens
Kidderminster Library 265
Kilmarnock and Loudon District Council Cultural Services 266
King's College Hospital Medical School Library 380
King's College London Archives 381
King's College London *see also* Liddell Hart Centre
Kingston Polytechnic 268
Kingston upon Hull City Record Office 251
Kirkcaldy District Libraries 271
Kirkcaldy Museum and Art Gallery 272
Kirklees Metropolitan Council Libraries and Arts Division 249
Knowsley Library Information Services 295
Kyle and Carrick District Libraries and Museums 27
- Labour Party Archives 382
Lambeth Archives Department 383
Lambeth Palace Library 384
Lancashire Record Office 594
Lancaster District Library 276
Lancing College Archives 278
Leadhill Miners' Library 53
Leathersellers *see* Worshipful Company of
Leeds Archives Department 281
Leeds Diocesan Archives 282
Leeds Polytechnic Library 283
Leeds University Archives 284
Leeds University *see also* Brotherton Library and Brotherton Collection
Leicestershire County Libraries 285
Leicestershire Record Office 286
Leighton Library, Dunblane 154
Leith Nautical College 176
Leo Baeck College 385
Lewisham Library Service, Archives and Local History Department 386
Liberal Jewish Synagogue 387
Library of the Hellenic and Roman Societies and Institute of Classical Studies 388
Lichfield Joint Record Office 291
Liddell Hart Centre for Military Archives 390
Lincoln's Inn Library 391
Lincolnshire Archives Office 292
Lincolnshire County Library 293
Lindsay Institute *see* Clydesdale District Libraries
Linen Hall Library 46
Linnean Society of London 392
Liverpool City Libraries 296
Liverpool School of Tropical Medicine 297
Llanelli Public Library 302
London Borough of Barking and Dagenham Public Libraries 136
London Borough of Camden, Holborn Library 394
London Borough of Camden, Swiss Cottage Library 395

- London Borough of Enfield Libraries
Department 396
- London Borough of Greenwich, Local History
and Archives Library 397
- London Borough of Hackney, Archives
Department 398
- London Borough of Hammersmith Public
Libraries, Archives Department 399
- London Borough of Haringey Libraries,
Museums and Arts Service 400
- London Borough of Havering, Romford
Central Library 611
- London Borough of Hounslow Local History
Collection 246
- London Borough of Merton Library 401
- London Borough of Newham, Local Studies
Library 402
- London Borough of Redbridge, Libraries
Department 254
- London Borough of Richmond-upon-Thames
Libraries Department 605
- London Borough of Tower Hamlets, Local
History Library 403
- London Festival Ballet 404
- London Hospital Medical College Library 405
- London Library 406
- London School of Economics 319
- London School of Hygiene and Tropical
Medicine 407
- Louth Naturalists' Antiquarian and Literary
Society 514
- Lynn Museum 267
- Magdalen College Archives 568
- Manchester Archives Department *see* City of
Manchester Polytechnic Library 521
- Manx Museum Library 149
- Margate Library Local History Collection 526
- Mark Longman Library 408
- Marx Memorial Library 409
- Marylebone Cricket Club Library 410
- Marylebone Library *see* Westminster City
Libraries
- Mass-Observation Archive *see* Tom Harrison
Mass-Observation Archive
- Meffan Institute 199
- Mercers *see* Worshipful Company of
Merchant Taylors' Company 411
- Merchant Taylors' School 553
- Merseyside County Archives Service 298
- Merthyr Tydfil Central Library 529
- Merton *see* London Borough of
- Methodist Archives and Research Centre 522
- Methodist Missionary Society 412
- Metropolitan Borough of Bury, Central Library
80
- Metropolitan Borough of Stockport Archives
Service 653
- Mid Glamorgan County Library, Bridgend 68
- Middle East Centre, University of Oxford 569
- Middlesex Hospital 413
- Middlesex Polytechnic 414
- Middleton Area Central Library *see* Rochdale
Libraries
- Middlethian District Library 537
- Ministry of Agriculture, Fisheries and Food
415
- Ministry of Defence, Library Service 416
- Ministry of Defence *see also* Hydrographic
Department and Naval Historical Library
- Mitchell Library 209
- Mocatta Library 417
- Modern Records Centre 130
- Monklands District Local Collection 15
- Montrose Museum 534
- Montrose Public Library 535
- Moray District Council, Record Office 200
- Morden College Archives 418
- MRC Medical Sociology Unit 5
- Museum of English Rural Life 601
- Museum of London 419
- Museum of the History of Science 570
- National Army Museum 420
- National Book League 408
- National Coal Board Archive Centre 525
- National Council for Voluntary Organizations
421
- National Farmers' Union 422
- National Film Archive 423
- National Gallery 424
- National Library of Scotland 177
- National Library of Wales 10
- National Maritime Museum 435
- National Meteorological Archive 64
- National Monuments Record 426
- National Monuments Record of Scotland 182
- National Monuments Record, Wales 11
- National Museum of Labour History 427
- National Museum of Wales 107
- National Portrait Gallery Archive and Library
428
- National Railway Museum Library 705
- National Trust 429
- National Trust for Scotland 178
- Naval Historical Library 430
- Neath Antiquarian Society 538
- New College Library 179
- New University of Ulster Library 127
- Newark District Council Museum 539
- Newcastle-upon-Tyne City Libraries 540
- Newcastle-upon-Tyne Polytechnic 541
- Newham *see* London Borough of
- Norfolk County Libraries Headquarters 554
- Norfolk Record Office 555
- Normal College 30
- Norris Library and Museum 621
- North East Fife District Library 134
- North East of Scotland Library Service 6
- North Western Museum of Science and
Industry 523
- North Yorkshire County Library, Scarborough
628
- North Yorkshire County Library, Southern
Division 706
- North Yorkshire County Record Office 549
- North-Eastern Education and Library Board 29
- Northampton Museum 550
- Northamptonshire Record Office 551
- Northumberland Record Office 542
- Norwich Cathedral 556
- Nottinghamshire County Council Leisure
Services 558
- Nottinghamshire Record Office 559
- Nuffield College Library 571
- Oates Memorial Library and Museum and
Gilbert White Museum 629
- Office of Population Censuses and Surveys 431
- Oldham Local Interest Centre 562
- Order of St John, Library and Museum 432
- Orkney Archives Office 273
- Overseas Development Institute Library 433
- Oxford Polytechnic Library 572
- Oxford University Archives 575
- Oxfordshire County Record Office 573
- Oxfordshire Health Authority 574
- Paisley College of Technology Library 581
- Perth Museum and Art Gallery 583
- Peterborough Cathedral 585
- Peterborough Museum and Art Gallery 586
- Peter Liddle's 1914-18 Personal Experience
Archives 658
- Pharmaceutical Society 434
- Pitt Rivers Museum 576
- Plymouth Central Library *see* Devon Library
Services
- Plymouth Polytechnic 588
- Polish Library 435
- Polytechnic of Central London 436
- Polytechnic of North London Archive 437
- Polytechnic of the South Bank 438
- Polytechnic of Wales Library 590
- Poole Borough Council 591
- Port of London Authority 439
- Portsmouth City Records Office 592
- Portsmouth Polytechnic Library 593
- Post Office Archives 440
- Powys County Library 301
- Preston Polytechnic 595
- Public Record Office 441
- Public Record Office of Northern Ireland 48
- Pusey House Library 577
- Queen Elizabeth College Library, University of
London 442
- Queen Mary College, University of London
443
- Queen's College, Glasgow 210
- Radcliffe Science Library, University of Oxford
578
- Redbridge *see* London Borough of
- Redditch Public Library 603
- Religious Society of Friends 389
- Renfrew District Libraries Archives Service
260
- Rhodes House Library 579
- Richmond College 606
- Richmond upon Thames *see* London Borough
of
- Robert Gordon's Institute of Technology
Library 7
- Rochdale Libraries, Heywood 244
- Rochdale Libraries, Middleton 532
- Rochdale Libraries, Rochdale Area Central
Library 608
- Rochester Bridge Trust 609
- Rochester Diocesan Registry 610
- Roehampton Institute of Higher Education
506
- Romford Central Library 611
- Rothamsted Experimental Station 232
- Rotherham Libraries, Museums and Arts 612
- Royal Agricultural Society 444
- Royal Air Force Museum 445
- Royal Anthropological Institute of GB and
Ireland, Manuscript and Archives 446
- Royal Anthropological Institute of GB and
Ireland, Photographic Collection 447
- Royal Army Medical College Muniment Room
448
- Royal Artillery Institution 449
- Royal Asiatic Society Library 450
- Royal Astronomical Society 451
- Royal Borough of Kingston upon Thames 269
- Royal Botanic Garden Library, Edinburgh 180
- Royal Botanic Gardens, Kew 607
- Royal College of Art 452
- Royal College of Music 453
- Royal College of Physicians and Surgeons of
Glasgow 211
- Royal College of Physicians of Edinburgh 181
- Royal College of Physicians of London 454
- Royal College of Surgeons of England 455
- Royal College of Veterinary Surgeons 456
- Royal Commission on Ancient and Historical
Monuments in Wales 11
- Royal Commission on the Ancient and
Historical Monuments of Scotland 182
- Royal Commonwealth Society 457
- Royal Faculty of Procurators' Library 212
- Royal Free Hospital School of Medicine 458
- Royal Geographical Society 459
- Royal Greenwich Observatory 229
- Royal Historical Society 460
- Royal Holloway College Library, College
Archives 190
- Royal Horticultural Society 461
- Royal Institute of British Architects *see* British
Architectural Library

- Royal Institute of International Affairs 462
 Royal Institution of Cornwall 677
 Royal Institution of Great Britain 463
 Royal Institution of South Wales 661
 Royal Marines Museum 644
 Royal Opera House Archives 464
 Royal Scottish Academy of Music and Drama 213
 Royal Scottish Museum 183
 Royal Society 465
 Royal Society of Arts 466
 Royal Society of Chemistry 467
 Royal Society of Edinburgh 184
 Royal Society of Medicine 468
 Royal United Service Institute for Defence Studies 469
 Royal Veterinary College, University of London 470
 Rugby School 613
 Saffron Walden Town Council 614
 St Andrews University Library, Manuscript Department 616
 St Andrews University Muniments 617
 St Augustine's Library 101
 St Bartholomew's Hospital *see* City and Hackney Health Authority
 Saint David's University College 274
 St Deiniol's Library 239
 St George's Chapel, Windsor 694
 St George's Hospital Archives Department 471
 St George's Hospital Medical School 472
 St Helens Local History Library 618
 St Helen's Record Office 700
 St John's College 96
 St Mary's Hospital Medical School Library 473
 St Paul's Cathedral 474
 St Paul's School Archives 475
 St Thomas's Hospital Medical School 476
 Salford City Archives 258
 Salford Museum of Mining 624
 Salisbury Cathedral 626
 Salisbury District Council Muniment Room 627
 Salters' Company 477
 Sandwell Public Libraries 688
 Scarborough Central Library *see* North Yorkshire County Library
 School of Oriental and African Studies, University of London 478
 School of Pharmacy Library, University of London 479
 School of Slavonic and East European Studies, University of London 480
 Science Museum Library 481
 Scott Polar Research Institute 97
 Scottish Brewing Archive 185
 Scottish Catholic Archives 186
 Scottish Film Archive 214
 Scottish National Portrait Gallery 187
 Scottish Record Office 188
 Seeley Historical Library 98
 Sefton Metropolitan Borough, Libraries and Arts Service 643
 Shakespeare Birthplace Trust Records Office 656
 Sheffield City Libraries Archives Division 633
 Sheffield City Polytechnic Library 634
 Sheffield University Library 635
 Sheffield University *see also* Centre for English Cultural Tradition
 Shetland Archives 289
 Shropshire Libraries, Local Studies Department 637
 Shropshire Record Office 638
 Silver Studio Collection 414
 Sir John Soane's Museum 482
 Skinners' Company 483
 Société Guernesiaise 623
 Société Jersiaise 620
 Society for Promoting Christian Knowledge 484
 Society of Antiquaries 485
 Society of Friends *see* Religious Society of Friends
 Society of Jesus 306
 Solihull Metropolitan Borough Public Libraries 639
 Somerset County Council Local History Library 668
 Somerset Record Office 669
 South Humberside Area Record Office 223
 South Tyneside Central Library 645
 South Wales Miners' Library 662
 South Yorkshire County Record Office 636
 South Yorkshire Industrial Museum 145
 Southampton City Record Office 640
 Southampton University Library 641
 Southwark Local Studies Library 486
 Southwell Minster 646
 Spalding Gentlemen's Society 647
 Staffordshire Record Office 648
 Stationers *see* Worshipful Company of Stationers
 Stockport Archives Service *see* Metropolitan Borough of Stockport
 Strathclyde Regional Archives 215
 Sudan Archive, University of Durham 166
 Suffolk County Library Headquarters 256
 Suffolk Record Office, Bury St Edmunds 81
 Suffolk Record Office, Ipswich 257
 Sunderland Libraries Department 657
 Sunderland Polytechnic Library 659
 Surrey County Libraries 224
 Surrey Record Office 270
 Surrey Record Office, Guildford Monument Room 225
 Sutton Central Library 660
 Swansea Central Library 663
 Swansea City Council, City Archives 664
 Swiss Cottage Library 395
 Sydney Jones Library, University of Liverpool 299
 Tameside Local Studies Library 650
 Tank Museum 683
 Tate Gallery Archives 487
 Telford Development Corporation 670
 Thames Water Authority 488
 The Greffe 622
 Theatre Museum 489
 Theological College 189
 Times Newspapers Ltd 490
 Tom Harrison Mass-Observation Archive 70
 Tonbridge Central Library 671
 Tower Hamlets *see* London Borough of
 Trafford Borough Council 563
 Trent Polytechnic 560
 Treorchy Library and Administrative Centre 672
 Trinity College Library, Perth 584
 Tyne and Wear Archives Department, Newcastle upon Tyne 543
 Tyne and Wear Archives Department, North Shields 552
 Ulster Folk and Transport Museum 245
 Ulster Museum 49
 Ulster Polytechnic Library 548
 UMIST 524
 UWIST 109
 United Kingdom Atomic Energy Authority 491
 United Reformed Church History Society 492
 United Society for Christian Literature 226
 United Society for the Propagation of the Gospel 493
 University College at Buckingham 77
 University College Library, Swansea 665
 University College London Library 494
 University College of North Wales 31
 University College of Wales Library 12
 University College, Cardiff 108
 University Library, Dundee 159
 University Library, Durham 165
 University of Aston in Birmingham 58
 University of Bath Library 37
 University of Birmingham Library 59
 University of Bradford 66
 University of Bristol Library 75
 University of Canterbury at Kent Library 102
 University of Durham, Sudan Archive 166
 University of East Anglia Library 557
 University of Essex 126
 University of Hull *see* Brynmor Jones Library
 University of Lancaster 277
 University of Leicester Library 287
 University of Liverpool Archives 300
 University of Liverpool *see also* Sydney Jones Library
 University of London Library, Palaeography Room 495
 University of London *see also* individual colleges and institutes
 University of Manchester Institute of Science and Technology (UMIST) 524
 University of Newcastle upon Tyne Library 544
 University of Nottingham Library, Manuscripts Department 561
 University of Oxford *see* Oxford University Archives and individual colleges
 University of Reading, Department of Archives and Manuscripts 602
 University of Reading *see also* Institute of Agricultural History
 University of Salford Library 625
 University of Stirling Library 652
 University of Strathclyde, University Archives 216
 University of Surrey Library 227
 University of Sussex Library 71
 University of Wales Institute of Science and Technology (UWIST) 109
 University of York *see* Borthwick Institute and Centre for South African Studies
 Upper Norwood Public Library 496
 Valence Reference Library 136
 Victoria and Albert Museum 497
 Wakefield Metropolitan District, Department of Archives and Local Studies 680
 Walsall Metropolitan Borough Archives Service 682
 Waltham Forest Libraries 498
 Warburg Institute 499
 Warrington Library 684
 Warwick County Record Office 685
 Warwickshire County Library 686
 Wellcome Institute for the History of Medicine 500; *see also* Contemporary Medical Archives Centre
 Welsh Folk Museum 110
 Welsh Industrial and Maritime Museum 107
 Welsh National School of Medicine Library 111
 West Devon Record Office 589
 West Lothian District Library 38
 West Sussex County Council, Library Headquarters 122
 West Sussex Record Office 123
 West Yorkshire Record Office 681
 Western Isles Islands Council 654
 Western Isles Libraries 655
 Westfield College 501
 Westminster City Libraries Archives Department 502
 Westminster Diocesan Archives (Roman Catholic) 503
 Westminster Medical School 504
 Westminster School Archives and Library 505
 Whitelands College 506
 Wiener Library and Institute of Contemporary History 507

Wigan Record Office 288
William Salt Library 649
Wiltshire Library and Museum Service 666
Wiltshire Library and Museum Service
 Headquarters 673
Wiltshire Record Office 674
Winchester Cathedral Library 691
Winchester College Archives 692
Windsor Muniment Rooms 695
Wirral Archives 54

Wolseley Collection 247
Wolverhampton Borough Archives 696
Wolverhampton Polytechnic 697
Worcester Cathedral Library 701
Worshipful Company of Barbers of London
 508
Worshipful Company of Goldsmiths 509
Worshipful Company of Leathersellers 510
Worshipful Company of Mercers 511
Worshipful Company of Stationers and

 Newspaper Makers 512
Wye College 24

York Central Library see North Yorkshire
 County Library
York City Archives 707
York Minster Archives 708

Zoological Society of London 513

County List of Repositories

Antrim

North-Eastern Education and Library Board 29
Ulster Polytechnic Library 548

Armagh

Armagh County Museum 22

Avon

Avon County Library, Bath 34
Avon County Reference Library, Bristol 72
Bath City Record Office 35
Bath Reference Library 34
Bristol Polytechnic 73
Bristol Record Office 74
Costume and Fashion Research Centre 36
University of Bath Library 37
University of Bristol Library 75

Bedfordshire

Bedfordshire County Library 42
Bedfordshire Record Office 43
Cranfield Institute of Technology 44

Belfast

Belfast Education and Library Board 45
Belfast Library and Society for Promoting Knowledge 46
General Register Office, Northern Ireland 47
Linen Hall Library 46
New University of Ulster Library 127
Public Record Office of Northern Ireland 48
Ulster Museum 49

Berkshire

BBC Written Archives Centre 597
Berkshire County Libraries 598
Berkshire Record Office 599
Douai Abbey 600
Eton College Records 693
Institute of Agricultural History and Museum of English Rural Life 601
National Meteorological Archive 64
St George's Chapel, Windsor 694
University of Reading, Department of Archives and Manuscripts 602
Windsor Muniment Rooms 695

Borders

Borders Regional Library 630

Buckinghamshire

Buckinghamshire County Libraries 25
Buckinghamshire Record Office 26
University College at Buckingham 77

Cambridgeshire

British Antarctic Survey 84
Cambridge County Record Office, Cambridge 85
Cambridge County Record Office, Huntingdon 252
Cambridge University Library 87
Cambridgeshire Collection 86
Centre of South Asian Studies 88
Christ's College Archives 89
Churchill College Archives Centre 90
Cromwell Museum 253
East Asian History of Science Library 91
Fitzwilliam Museum 92
Gonville and Caius College 93
Institute of Astronomy Library, University of Cambridge 94
Institute of Education, University of Cambridge 95
Norris Library and Museum 621
Peterborough Cathedral 585
Peterborough Museum and Art Gallery 586
St John's College 96
Scott Polar Research Institute 97
Seeley Historical Library 98

Central

Central Regional Council Archives Department 651
Clackmannan District Library 17
Falkirk District Council 196
University of Stirling Library 652

Channel Islands

Judicial Greffe 619
Société Guernesiaise 623
Société Jersiaise 620
The Greffe 622

Cheshire

Cheshire County Council, Libraries and Museums Department 118
Cheshire Record Office 119
Chester City Record Office 120
Metropolitan Borough of Stockport Archives Service 653
Warrington Library 684

Cleveland

British Steel Corporation, Middlesbrough 530
Cleveland County Archives Department 531

Clwyd

British Steel Corporation, Deeside 140J
Clwyd Library Service 533
Clwyd Record Office, Hawarden 238
St Deiniol's Library 239

Cornwall

Cornwall County Library 675
Cornwall County Library, Redruth 604
Cornwall County Record Office 676
Royal Institution of Cornwall 677

Cumbria

Carlisle Cathedral Library 112
Cumbria County Library, Carlisle 113
Cumbria County Record Office, Barrow-in-Furness 33
Cumbria County Record Office, Carlisle 114
Cumbria County Record Office, Kendal 265

Derbyshire

Derbyshire Library Service, Chesterfield 121
Derbyshire Library Service, Derby 141
Derbyshire Record Office 528
Devonshire Collection 28

Devon

Britannia Royal Naval College 139
Devon Library Services, Exeter 192
Devon Library Services, Plymouth 587
Devon Record Office 193
Exeter Cathedral Library and Archives 194
Exeter University Library 195
Plymouth Polytechnic 588
West Devon Record Office 589

Dorset

Dorset County Libraries Local Studies Collection 146
Dorset Record Office 147
Poole Borough Council 591
Tank Museum 683

Down

Ulster Folk and Transport Museum 245

Dumfries and Galloway

Dumfries and Galloway Regional Council Library Service 152
Dumfries Burgh Archives 153

Durham

Darlington Library 137
Durham City Reference Library 162
Durham County Record Office 163
Durham Dean and Charter Library 161
Durham University, Department of Palaeography and Diplomatic 164

Sudan Archive, University of Durham 166
University Library, Durham 165

Dyfed

College of Librarianship, Wales 8
Dyfed Archives Service, Aberystwyth Office 9
Dyfed Archives Service, Carmarthen 115
Dyfed Archives Service, Haverfordwest 237
Dyfed County Library Headquarters 116
Llanelli Public Library 302
National Library of Wales 10
National Monuments Record, Wales 11
Saint David's University College 274
University College of Wales Library 12

East Sussex

Brighton Polytechnic 69
East Sussex County Library, Hove Area 247
East Sussex Record Office 290
Hastings Museum and Art Gallery 234
Royal Greenwich Observatory 229
Tom Harrison Mass-Observation Archive 70
University of Sussex Library 71
Wolsley Collection 247

Essex

Essex County Libraries 125
Essex Record Office 117
Essex Record Office, Southend Branch 642
Saffron Walden Town Council 614
University of Essex 126

Fife

Dunfermline District Library 160
Hay Fleming Reference Library 615
Kirkcaldy District Libraries 271
Kirkcaldy Museum and Art Gallery 272
North East Fife District Library 134
St Andrews University Library, Manuscript Department 616
St Andrews University Muniments 617

Gloucester

Gloucester Cathedral Library 217
Gloucestershire Collection 218
Gloucestershire Record Office 219

Grampian

Aberdeen City District Libraries 2
Aberdeen University Library 3
Gordonstoun 191
Grampian Regional Archives 4
Moray District Council, Record Office 200
MRC Medical Sociology Unit 5
North East of Scotland Library Service 6
Robert Gordon's Institute of Technology Library 7

Greater London

Archives of the English Province of the Society of Jesus 306
Bank of England 307
Baptist Missionary Society 308
Baptist Union Library 309
Barnet Public Libraries 393
Birkbeck College 311
British and Foreign Bible Society 312
British Architectural Library 313
British Institute of Recorded Sound 315
British Library, Department of Manuscripts 316
British Library, Department of Oriental Manuscripts 317
British Library, Library Association Library 318
British Library of Political and Economic Science 319
British Museum (Natural History) 320
British Telecom Museum 321
Bruce Castle 400
Brunel University 678

- Charing Cross Hospital Medical School 322
 Charity Commission for England and Wales 323
 Chelsea College Library 324
 Church Commissioners 325
 Church House Record Centre 326
 Church Missionary Society 327
 City and Hackney Health Authority 328
 City of London Polytechnic 329
 City of London School 330
 City University 331
 Clothworkers' Company 332
 College of Arms 333
 Commonwealth Institute Library and Research Centre 334
 Congregational Library 335
 Contemporary Medical Archives Centre 336
 Corporation of London Record Office 337
 Council for the Care of Churches 338
 Courtauld Institute of Art 339
 Dr William's Library 340
 Duchy of Cornwall Office 341
 Fawcett Library 329
 Folklore Society 342
 Foreign and Commonwealth Office, Library and Records Department 343
 Franciscan Archives English Province 344
 Geological Society 345
 Goethe Institute Library 346
 Grange Museum of Local History 347
 Greater London Record Office 348
 Guildhall Library Manuscripts Department 349
 Guy's Hospital Medical School 350
 Harrow School 233
 Heythrop College 351
 Hillingdon Borough Libraries 679
 HM Customs and Excise 352
 HM Land Registry 353
 House of Lords Record Office 354
 Hudson's Bay Company 355
 Huguenot Library 356
 Imperial College Archives 357
 Imperial War Museum 358
 India Office Library and Records 359
 Inner Temple Library 360
 Institute of Advanced Legal Studies Library 361
 Institute of Archaeology, University of London 362
 Institute of Commonwealth Studies, University of London 363
 Institute of Education Library, University of London 364
 Institute of Geological Sciences 365
 Institute of Germanic Studies, University of London 366
 Institute of Historical Research, University of London 367
 Institute of Latin American Studies Library, University of London 368
 Institute of United States Studies Library, University of London 369
 Institution of Civil Engineers 370
 Institution of Electrical Engineers 371
 Institution of Mechanical Engineers 372
 Institution of Mining and Metallurgy 373
 Islington Libraries Archives and Local History Collection 374, 375
 Jewish Museum 376
 Jews' College Library 377
 Keats House 378
 Kensington and Chelsea Borough Libraries 379
 King's College Hospital Medical School Library 380
 King's College London Archives 381
 Labour Party Archives 382
 Lambeth Archives Department 383
 Lambeth Palace Library 384
 Leo Baeck College 385
 Lewisham Library Service, Archives and Local History Department 386
 Liberal Jewish Synagogue 387
 Library of the Hellenic and Roman Societies and Inst of Classical Studies 388
 Liddell Hart Centre for Military Archives 390
 Lincoln's Inn Library 391
 Linnean Society of London 392
 London Borough of Barking and Dagenham Public Libraries 136
 London Borough of Camden, Holborn Library 394
 London Borough of Camden, Swiss Cottage Library 395
 London Borough of Enfield Libraries Department 396
 London Borough of Greenwich, Local History and Archives Library 397
 London Borough of Hackney, Archives Department 398
 London Borough of Hammersmith Public Libraries, Archives Department 399
 London Borough of Haringey Libraries, Museums and Arts Service 400
 London Borough of Havering, Romford Central Library 611
 London Borough of Hounslow Local History Collection 246
 London Borough of Merton Library 401
 London Borough of Newham, Local Studies Library 402
 London Borough of Redbridge, Libraries Department 254
 London Borough of Richmond-upon-Thames Libraries Department 605
 London Borough of Tower Hamlets, Local History Library 403
 London Festival Ballet 404
 London Hospital Medical College Library 405
 London Library 406
 London School of Economics 319
 London School of Hygiene and Tropical Medicine 407
 Mark Longman Library 408
 Marx Memorial Library 409
 Marylebone Cricket Club Library 410
 Merchant Taylors' Company 411
 Merchant Taylors' School 553
 Methodist Missionary Society 412
 Middlesex Hospital 413
 Middlesex Polytechnic 414
 Ministry of Agriculture, Fisheries and Food 415
 Ministry of Defence, Library Service 416
 Mocatta Library 417
 Morden College Archives 418
 Museum of London 419
 National Army Museum 420
 National Book League 408
 National Council for Voluntary Organizations 421
 National Farmers' Union 422
 National Film Archive 423
 National Gallery 424
 National Maritime Museum 435
 National Monuments Record 426
 National Museum of Labour History 427
 National Portrait Gallery Archive and Library 428
 National Trust 429
 Naval Historical Library 430
 Office of Population Censuses and Surveys 431
 Order of St John, Library and Museum 432
 Overseas Development Institute Library 433
 Pharmaceutical Society 434
 Polish Library 435
 Polytechnic of Central London 436
 Polytechnic of North London Archive 437
 Polytechnic of the South Bank 438
 Port of London Authority 439
 Post Office Archives 440
 Public Record Office 441
 Queen Elizabeth College Library, University of London 442
 Queen Mary College, University of London 443
 Religious Society of Friends 389
 Richmond College 606
 Roehampton Institute of Higher Education 506
 Royal Agricultural Society 444
 Royal Air Force Museum 445
 Royal Anthropological Institute of Great Britain and Ireland, Manuscripts and Archives 446
 Royal Anthropological Institute of Great Britain and Ireland, Photographic Collection 447
 Royal Army Medical College Muniment Room 448
 Royal Artillery Institution 449
 Royal Asiatic Society Library 450
 Royal Astronomical Society 451
 Royal Botanic Gardens, Kew 607
 Royal College of Art 452
 Royal College of Music 453
 Royal College of Physicians of London 454
 Royal College of Surgeons of England 455
 Royal College of Veterinary Surgeons 456
 Royal Commonwealth Society 457
 Royal Free Hospital School of Medicine 458
 Royal Geographical Society 459
 Royal Historical Society 460
 Royal Horticultural Society 461
 Royal Institute of International Affairs 462
 Royal Institution of Great Britain 463
 Royal Opera House Archives 464
 Royal Society 465
 Royal Society of Arts 466
 Royal Society of Chemistry 467
 Royal Society of Medicine 468
 Royal United Service Institute for Defence Studies 469
 Royal Veterinary College, University of London 470
 St George's Hospital Archives Department 471
 St George's Hospital Medical School 472
 St Mary's Hospital Medical School Library 473
 St Paul's Cathedral 474
 St Paul's School Archives 475
 St Thomas's Hospital Medical School 476
 Salters' Company 477
 School of Oriental and African Studies, University of London 478
 School of Pharmacy Library, University of London 479
 School of Slavonic and East European Studies, University of London 480
 Science Museum Library 481
 Silver Studio Collection 414
 Sir John Soane's Museum 482
 Skinners' Company 483
 Society for Promoting Christian Knowledge 484
 Society of Antiquaries 485
 Society of Jesus 306
 Southwark Local Studies Library 486
 Tate Gallery Archives 487
 Thames Water Authority 488
 Theatre Museum 489
 Times Newspapers Ltd 490
 United Kingdom Atomic Energy Authority 491
 United Reformed Church History Society 492
 United Society for the Propagation of the Gospel 493
 University College London Library 494
 University of London Library, Palaeography

- Room 495
Upper Norwood Public Library 496
Victoria and Albert Museum 497
Waltham Forest Libraries 498
Warburg Institute 499
Wellcome Institute for the History of Medicine 500
Westfield College 501
Westminster City Libraries Archives Department 502
Westminster Diocesan Archives (Roman Catholic) 503
Westminster Medical School 504
Westminster School Archives and Library 505
Whitelands College 506
Wiener Library and Institute of Contemporary History 507
Worshipful Company of Barbers of London 508
Worshipful Company of Goldsmiths 509
Worshipful Company of Leathersellers 510
Worshipful Company of Mercers 511
Worshipful Company of Stationers and Newspaper Makers 512
Zoological Society of London 513
- Greater Manchester**
Bolton Metropolitan Borough Archives 61
Chetham's Library 517
City of Manchester Archives Department 518
Greater Manchester Record Office 519
John Rylands University Library of Manchester 520
Manchester Polytechnic Library 521
Methodist Archives and Research Centre 522
Metropolitan Borough of Bury, Central Library 80
Metropolitan Borough of Stockport Archives Service 653
North Western Museum of Science and Industry 523
Rochdale Libraries, Middleton 532
Salford City Archives 258
Salford Museum of Mining 624
Tameside Local Studies Library 650
Trafford Borough Council 563
University of Manchester Institute of Science and Technology (UMIST) 524
University of Salford Library 625
Wigan Record Office 288
- Gwent**
Business Statistics Office Library 545
Gwent County Library 546
Gwent County Record Office 135
- Gwynedd**
Gwynedd Archives Service, Caernarfon 82
Gwynedd Archives Service, Dolgellau 142
Gwynedd Archives Service, Llangefni 303
Gwynedd County Council, Library Headquarters 83
Normal College 30
University College of North Wales 31
- Hampshire**
Andover Borough Archives 18
Army Museums Ogilby Trust (AMOT) 16
BP Library of Motoring 40
Hampshire County Library 689
Hampshire Record Office 690
Oates Memorial Library and Museum and Gilbert White Museum 629
Portsmouth City Records Office 592
Portsmouth Polytechnic Library 593
Royal Marines Museum 644
Southampton City Record Office 640
Southampton University Library 641
Winchester Cathedral Library 691
Winchester College Archives 692
- Hereford and Worcester**
Hereford and Worcester County Libraries 698
Hereford and Worcester Record Office 699
Hereford Cathedral Library 240
Hereford Record Office 241
Kidderminster Library 265
Redditch Public Library 603
St Helen's Record Office 700
Worcester Cathedral Library 701
- Hertfordshire**
Haberdashers' Aske's School 62
Hatfield House Library 235
Hatfield Polytechnic Library 236
Hertfordshire Local Studies Collection 242
Hertfordshire Record Office 243
Rothamsted Experimental Station 232
- Highland**
Highland Regional Archives 255
- Humberside**
Brynmor Jones Library 250
Humberside County Record Office, Beverley 51
Kingston upon Hill City Record Office 251
South Humberside Area Record Office 223
- Isle of Man**
General Registry, Isle of Man 148
Manx Museum Library 149
- Isle of Wight**
Isle of Wight County Record Office 547
- Kent**
Bethlem Royal Hospital and the Maudsley Hospital 41
Bexley Libraries and Museums Department 52
Bromley Public Library, Archives Section 76
Canterbury Cathedral, Library and Diocesan Record Office 99
Gillingham Central Library 203
Institute of Heraldic and Genealogical Studies 100
John Allwood International Exhibition Collection 631
Kent Archives Office 515
Kent Archives Office, North East Kent Branch 596
Kent Archives Office, South East Kent Branch 197
Kent Biological Archives and Records Centre 516
Kent County Library, Dartford Division 138
Kent County Library, Gravesham Division 221
Margate Library Local History Collection 526
Rochester Bridge Trust 609
Rochester Diocesan Registry 610
St Augustine's Library 101
Tonbridge Central Library 671
University of Canterbury at Kent Library 102
Wye College 24
- Lancashire**
Blackburn Museum 60
Burnley District Library 78
Lancashire Record Office 594
Lancaster District Library 276
Oldham Local Interest Centre 562
Preston Polytechnic 595
Rochdale Libraries, Heywood 244
Rochdale Libraries, Rochdale Area Central Library 608
University of Lancaster 277
- Leicestershire**
Leicestershire County Libraries 285
Leicestershire Record Office 286
University of Leicester Library 287
- Lincolnshire**
Boston Borough Council 63
Lincolnshire Archives Office 292
Lincolnshire County Library 293
- Louth Naturalists' Antiquarian and Literary Society 514**
Spalding Gentlemen's Society 647
- Lothian**
Country Life Archive 167
East Lothian District Council Library Headquarters 228
Edinburgh City Libraries 168
Edinburgh College of Art 169
Edinburgh District Archives 170
Edinburgh Room and Scottish Library 168
Edinburgh University Library, Special Collections Department 171
Fettes College 172
Free Church College 173
General Register Office for Scotland 174
Heriot-Watt University Library 175
Leighton Library, Dunblane 154
Leith Nautical College 176
Midlothian District Library 537
National Library of Scotland 177
National Monuments Record of Scotland 182
National Trust for Scotland 178
New College Library 179
Royal Botanic Garden Library, Edinburgh 180
Royal College of Physicians of Edinburgh 181
Royal Commission on the Ancient and Historical Monuments of Scotland 182
Royal Scottish Museum 183
Royal Society of Edinburgh 184
Scottish Brewing Archive 185
Scottish Catholic Archives 186
Scottish National Portrait Gallery 187
Scottish Record Office 188
Theological College 189
West Lothian District Library 38
- Merseyside**
Charity Commission for England and Wales 294
Knowsley Library Information Services 295
Liverpool City Libraries 296
Liverpool School of Tropical Medicine 297
Merseyside County Archives Service 298
St Helens Local History Library 618
Sefton Metropolitan Borough, Libraries and Arts Service 643
Sydney Jones Library, University of Liverpool 299
University of Liverpool Archives 300
Wirral Archives 54
- Mid Glamorgan**
Cynon Valley Borough Libraries 1
Merthyr Tydfil Central Library 529
Mid Glamorgan County Library, Bridgend 68
Polytechnic of Wales Library 590
Treorchy Library and Administrative Centre 672
- Norfolk**
Holloway Collection of Modern Cultural Records 557
Lynn Museum 267
Norfolk County Libraries Headquarters 554
Norfolk Record Office 555
Norwich Cathedral 556
University of East Anglia Library 557
- North Yorkshire**
Borthwick Institute of Historical Research 702
Castle Howard 703
Centre for South African Studies, University of York 704
National Railway Museum Library 705
North Yorkshire County Library, Scarborough 628
North Yorkshire County Library, Southern Division 706
North Yorkshire County Record Office 549

York City Archives 707
York Minster Archives 708

Northamptonshire

British Steel Corporation, Wellingborough 687
Northampton Museum 550
Northamptonshire Record Office 551

Northumberland

Berwick upon Tweed Record Office 50

Nottinghamshire

National Coal Board Archive Centre 525
Newark District Council Museum 539
Nottinghamshire County Council Leisure Services 558
Nottinghamshire Record Office 559
Southwell Minster 646
Trent Polytechnic 560
University of Nottingham Library, Manuscripts Department 561

Orkney

Orkney Archives Office 273

Oxfordshire

Abingdon Town Council 13
Ashmolean Museum 564
Balfour Library 576
Bodleian Library, Department of Western Manuscripts 565
Christ's Hospital 14
Department of Educational Studies Library, University of Oxford 580
English Faculty Library, University of Oxford 566
Indian Institute Library, University of Oxford 567
Magdalen College Archives 568
Middle East Centre, University of Oxford 569
Museum of the History of Science 570
Nuffield College Library 571
Oxford Polytechnic Library 572
Oxford University Archives 575
Oxfordshire County Record Office 573
Oxfordshire Health Authority 574
Pitt Rivers Museum 576
Pusey House Library 577
Radcliffe Science Library, University of Oxford 578
Rhodes House Library 579

Powys

Powys County Library 301

Shetland

Shetland Archives 289

Shropshire

Ironbridge Gorge Museum 259
Shropshire Libraries, Local Studies Department 637
Shropshire Record Office 638
Telford Development Corporation 670

Somerset

Hydrographic Department, MOD 667
Somerset County Council Local History Library 668
Somerset Record Office 669

South Glamorgan

British Steel Corporation, Cardiff 103
County of South Glamorgan Libraries, Cardiff 104
David Owen Centre for Population Growth Studies 105
Glamorgan Archive Service 106
National Museum of Wales 107
University College, Cardiff 108
University of Wales Institute of Science and Technology (UWIST) 109
Welsh Folk Museum 110
Welsh Industrial and Maritime Museum 107

Welsh National School of Medicine Library 111

South Yorkshire

Barnsley Metropolitan District Council 32
Brian O'Malley Central Library and Arts Centre 612
Centre for English Cultural Tradition and Language 632
Cusworth Hall Museum 145
Doncaster Archives Department 143
Doncaster Metropolitan Borough Council, Central Library 144
Rotherham Libraries, Museums and Arts 612
Sheffield City Libraries Archives Division 633
Sheffield City Polytechnic Library 634
Sheffield University Library 635
South Yorkshire County Record Office 636
South Yorkshire Industrial Museum 145

Staffordshire

Air Photo Library, University of Keele 261
Burton Library 79
English Organ Archive 262
Keele University Library 263
Lichfield Joint Record Office 291
Staffordshire Record Office 648
William Salt Library 649

Strathclyde

Alan Ramsay Library 53
Argyll and Bute District Council 304
Baillie Library 204
Beardsden and Milngavie District Libraries 39
British Steel Corporation, Glasgow 205
Clydebank District Libraries 124
Clydesdale District Libraries 275
Cumbernauld and Kilsyth District Council 132
Cumnock and Doon Valley District Library Headquarters 133
Cunninghame District Library Headquarters 21
Dick Institute 266
Dumbarton District Libraries 151
Eastwood District Libraries 202
Glasgow School of Art 206
Glasgow University Archives 207
Glasgow University Library 208
Hamilton District Libraries 231
Inverclyde District Council 222
Kilmarnock and Loudon District Council Cultural Services 266
Kyle and Carrick District Libraries and Museums 27
Leadhill Miners' Library 53
Mitchell Library 209
Monklands District Local Collection 15
Paisley College of Technology Library 581
Queen's College, Glasgow 210
Renfrew District Libraries Archives Service 260
Royal College of Physicians and Surgeons of Glasgow 211
Royal Faculty of Procurators' Library 212
Royal Scottish Academy of Music and Drama 213
Scottish Film Archive 214
Strathclyde Regional Archives 215
University of Strathclyde, University Archives 216

Suffolk

Suffolk County Library Headquarters 256
Suffolk Record Office, Bury St Edmunds 81
Suffolk Record Office, Ipswich 257

Surrey

Charterhouse 220
Croydon Public Libraries 131
Guildford Muniment Room 225
Kingston Polytechnic 268
Royal Borough of Kingston upon Thames 269

Royal Holloway College Library, College Archives 190

Surrey County Libraries 224
Surrey Record Office 270
Surrey Record Office, Guildford Muniment Room 225
Sutton Central Library 660
United Society for Christian Literature 226
University of Surrey Library 227

Tayside

Angus District Council 198
Arbroath Library and Art Gallery 19
Arbroath Signal Tower Museum 20
Brecchin Public Library and Museum 67
Duncan of Jordanstone College of Art 155
Dundee College of Technology 156
Dundee District Archive and Record Centre 157
Dundee District Libraries 158
Forfar Public Library 199
Meffan Institute 199
Montrose Museum 534
Montrose Public Library 535
Perth Museum and Art Gallery 583
Trinity College Library, Perth 584
University Library, Dundee 159

Tyne and Wear

Gateshead Public Libraries 201
Newcastle-upon-Tyne City Libraries 540
Newcastle-upon-Tyne Polytechnic 541
Northumberland Record Office 542
Peter Little's 1914–18 Personal Experience Archives 658
South Tyneside Central Library 645
Sunderland Libraries Department 657
Sunderland Polytechnic Library 659
Tyne and Wear Archives Department, Newcastle-upon-Tyne 543
Tyne and Wear Archives Department, North Shields 552
University of Newcastle-upon-Tyne Library 544

Warwickshire

Rugby School 613
Shakespeare Birthplace Trust Records Office 656
Warwick County Record Office 685
Warwickshire County Library 686

West Glamorgan

Neath Antiquarian Society 538
Royal Institution of South Wales 661
South Wales Miners' Library 662
Swansea Central Library 663
Swansea City Council, City Archives 664
University College Library, Swansea 665

West Midlands

Birmingham RC Diocesan Archives 55
Birmingham Reference Library 56
City of Birmingham Polytechnic Library 57
Coventry (Lanchester) Polytechnic Library 129
Coventry City Record Office 128
Dudley Archives and Local History Department 150
Modern Records Centre 130
Sandwell Public Libraries 688
Solihull Metropolitan Borough Public Libraries 639
University of Aston in Birmingham 58
University of Birmingham Library 59
Walsall Metropolitan Borough Archives Service 682
Wolverhampton Borough Archives 696
Wolverhampton Polytechnic 697

West Sussex

Duke of Norfolk's Library and Archives 23

Lancing College Archives 278

West Sussex County Council, Library

Headquarters 122

West Sussex Record Office 123

West Yorkshire

Bradford Archives Department 65

Brotherton Collection, University of Leeds 279

Brotherton Library, University of Leeds 280

Calderdale Metropolitan Borough Archives

Department 230

Huddersfield Local Studies and Archives

Department 249

Huddersfield Polytechnic Library 248

Kirklees Metropolitan Council Libraries and

Arts Division 249

Leeds Archives Department 281

Leeds Diocesan Archives 282

Leeds Polytechnic Library 283

Leeds University Archives 284

University of Bradford 66

Wakefield Metropolitan District, Department

of Archives and Local Studies 680

West Yorkshire Record Office 681

Western Isles

Western Isles Islands Council 654

Western Isles Libraries 655

Wiltshire

Salisbury Cathedral 626

Salisbury District Council Muniment Room

627

Wiltshire Library and Museum Service 666

Wiltshire Library and Museum Service

Headquarters 673

Wiltshire Record Office 674