

Using Archives

There is so much to discover within archival records that is not available anywhere else (not even online!). Use the unique source material to enliven your work and produce original research.

Archival Arrangement

Archives are created as working documents with a specific purpose. They are retained for the information they contain and their historical value once they are no longer required for their original purpose.

Consequently archival records from a particular creator are catalogued together and arranged in a way that reflects their original use. Unlike library books, they are not organised into subject areas.

Archive catalogues are hierarchical and have different levels of description ranging from the general (the overall collection) to the specific (an individual record). In this way the records are put in context and a researcher can clearly see where a record came from and how it relates to other records in the collection.

Visiting the Archives Centre

The University Archives Centre is open to all students and is free to use. Archival material cannot be borrowed and you access records by making an appointment:
archives@lsbu.ac.uk

Rather than browse shelves order the records you want and they are brought to you. Some archival images can be viewed on the online catalogue.

In order to protect the archives there are certain rules in place such as no eating or drinking and using pencil, not ink. For more information please see our Access Procedures on our website.

**Archives are not created as research sources, so have to be interpreted by researchers.
A single record can serve many research purposes.**

Online Catalogue

Discover the University Archives Centre's holdings through our online catalogue:
www.lsbu.ac.uk/archivescatalogue

To browse a collection, go to Our Collections and select View Record for the relevant collection. You will then see the record for the overall collection. By clicking on the reference number you can browse a tree of the collection and click on titles to view their catalogue records.

Alternatively you can go to Catalogue Search and search for keywords within the 'Title' or 'Description' fields. For the broadest results, search using 'Any Text'. This will search all the information fields in a record.

Some catalogue records include images of the archival records.

If you need further help have a look at the Help section of the webpage or email:
archives@lsbu.ac.uk.