

North West Kent Family History Society.

Library Master Catalogue.

Aims, Purpose and Method Report.



North West Kent Family History Society.

Library Master Catalogue.

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North West Kent Family History Society.

Library Master Catalogue.

Introduction.

The database of the NWKFHS catalogue has grown over a number of years and under different Librarians and Library helpers. This is an effort to understand the current needs for the catalogue and the use it will be put too and designing a new Catalogue meeting the Society's needs. In doing so we hope to develop and record in this report the system that is finally accept and agreed.

The Library Services.

The library services help to justify the Society as an education charity.

The Library is housed in the KCC Library at Joydens Wood and is rented by the Society from the KCC.

The Society room and store (part, shared with KCC staff) and the main library area (on its closed days) is used to provide the Society Library open to members and the public on Wednesdays from 10.00am to 16.00pm. It also allows committee meetings to be held in the room and provides a convenient store for access of some of the Society's assets.

To pay for the services the Society library seeks donations towards the cost of the facility. It also runs workshops to teach members how to research their family history for which members contribute to costs by donation.

The book, microfiche, CD, film and photograph collections are largely donated by members. The current policy is to accept donations and with the donor's permission sell on the duplicate items to help cover the Library costs.

Purpose.

There are three principal purposes for the catalogue.

1. Administration. To record the stock of the library and where it is held. There are four places the stock may be located:- Summerhouse Drive the library =

Library Master Catalogue system.

SUM, Bromley Branch = BBR, Dartford Branch = DBR and Sevenoaks Branch = SBR.

Once a list is available, it would also be possible to value the stock.

2. Use at Library. To provide a search facility and give a printed copy of the catalogue by 'type' or 'topic' headings.
3. Use on the Web site. To Provide a printable catalogue in a preferred (agreed) order as a pdf file that can be downloaded and searched as necessary without specialist software.

Method Statement.

Database.

The database is written in ACCESS and is currently (2017) is formed by 19 fields that recognise the book, CD, DVD or microfiche and their title, author and publisher. It also recognises its location and records its stock status i.e. 'in stock', 'on loan' or 'missing'.

The fields used for the database in its final form are listed in Appendix 2, sheet 1.

These fields are to be used for the administrator and user search facilities for both administration and research purposes. It is also proposed to be able to sort the catalogue into set series for both the Library printed version and the web site pdf version. The printed editions will follow the established and familiar series and setting out (See appendix 3).

It is anticipated that these series may change as user feedback is received. The database is adaptable to suit these changes within the twenty fields.

Identity and location of each item.

The books and documents are given an individual identity number as the item is entered into the catalogue database. Books are set out in "County" or "Subject" order in the library and for this purpose are given a shelf or box identity, so that their location can be easily recognised. (Field LocationId). Maps and Guides are contained in Box files and follow a slightly different LocationId format to books but are a seven-character reference.

The printed editions.

The printed edition is set out in twenty sections of which sixteen have been allocated at present (Oct 2010) and follow the long established format. See Appendix 1 Sheet 1. The form of these printed editions is as determined by the Librarian and may change with changing Library use.

Each section is further subdivided into groups or types of document. The headings for each group are provided in the printed form. The headings for 'General Research/Reference Books' as a typical example are shown on Appendix 1, Sheet 2.

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The search facility.

The search facilities are to be for general use being based on a 'County' and then 'Parish' order with 'title' and 'Location Id'. The database allows a full search of all the database fields but is only allowed for the Catalogue Administrators. Within the database there is a 'Keyword' field that will allow lists to be produced for research use. There is a searchable Catalogue in pdf form that is freely available to members at the library or on the Web site.

The input.

The input of the main database is carried out in a form on one screen or table format (similar to Excel - spreadsheets) to show the database fields that are available for any entry.

It is anticipated that the input is only carried out by an administrator or recognised assistants and the database fields will not be changeable by users unless given 'administrator' status.

The database fields are listed in Appendix 2 Sheet 1. The proposed query and search routes are shown in Appendix 2 diagram 2.

Target and Aims for the Database.

The main aim is to have a database that can be interrogated and used to report on the Library Stock and its location.

Each book, document or library item will have an identity location code used as the 'Location Id' field which is formed of three alphabetic characters followed by four numeric characters, example KEN0089.

The other aims are to have:-

- i) The facility to produce printed editions of the catalogue for use:-
 - a) In the Library.
 - b) On the web site.
- ii) The facility to find and report on books available for any specified research.

Target and aims for the Library collection and its setting out.

The book collection is set on the shelves from Reference works (Listed in the database as appendix 1 sheet 2) through the County and Country sections. The exceptions are the special collections.

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Special Collections are:-

North West Kent Family History Society Journals. The Society magazine published quarterly is bound in volume number order and is set on a separate shelf. (Code example NWK0105 is for Vol. 1 issue 5). The location Id in this series has been varied by having the numeric number of the code as the volume and issue number, which gives the publication years order for setting them out on their shelf. There are twelve issues per volume in each binder. The early years were produced in an A4 format and the later years (post 19??) in A5 format.

Archaeologia Cantiana volumes published annually which are set on a separate shelf. (Code example KAC1970) The location Id in this series has been varied by having the numeric number of the code as the volume publication year so that they are set out on their shelf by volume and year order.

Arthur Mee's 'The Kings England' produced for most of the Counties of England. A full set of these volumes is in county order (Code example TKE0048).

Browser Files are files of useful information gleaned from magazines, record office guidance notes and other random sources. They are indexed in each lever arch file and the files are on the open shelves. They are located by the usual 7 figure library reference system, see appendix 1 sheet 5.

Bygone Kent the magazine originally published by Meresborough Books (now out of business) are bound in volume number order and are set on a separate shelf. (Code example BGK0045) The location Id in this series has been varied by having the numeric number of the code as the volume publication year so that they are set out on their shelf by volume and year order. There are twelve issues per binder covering three years (???) publications. There may be 6 or 12 issues per binder depending on the thickness of each issue

The CD & DVD Collection are included in the Master Catalogue. The disks are on the open shelves in the Library room or in Boxes stored in the store room (Grey metal Cupboard). The boxed disks are available on request. (See appendix 1 Sheets 3 & 4). The numbering system while following the book collection system the 7 letter location code has a 'C' as the middle character e.g. RFAC001.

The Map Collection is a collection of mainly paper maps folded and stored in box files in the library store room in the Grey steel metal cupboard (No. 2). These box files are numbered and contain the maps split into county or country order. Maps and atlases in book form are on the main library shelves in county or subject order and have a standard book reference number.

The maps are catalogued in Box files numbered firstly by 'English Counties' then UK 'other places' including Ireland and finally by 'Overseas' countries in alphabetic order. (See Appendix 1 sheet 6).

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The map reference number is formed by 'MAP' as the alphabetic first three letters followed by a four digit number. The last one or two number digit refers to the box file number and the other digits are zeros as place fillers to maintain the standard library 7 digit reference system. The box files are labelled by county Chapman code (see appendix 1 sheet 7) order or country international codes (See appendix 1 sheet 7).

Guides. Guides and Church Guides are noted as such in the 'type' field, see Appendix 2 Sheet 1. The 'media' field is usually 'leaflet'. The guides are kept in Box files in the library room on the bookcases at the external wall opposite the entrance door. See Appendix 1 sheet 7.

The microfiche and Microfilm collection are not included in the Master Catalogue as they are slowly being superseded by their publishers onto CD, DVD or online databases (both free and subscription services). A separate catalogue has been produced to recognise the extent of the collection. At present they contain items that are not freely available in any other form. The fiche and films are available on request as they are stored in the storeroom (Wooden drawer cupboards and Grey wooden Cupboard) and require a fiche/film reader to access them. See Appendix ????

The Photographic Collection is not included in the Master Catalogue as these are not public publications. The Photographs have come from private family history collections donated to the Society for the use by members or the Ivan Green 'Kent Parish Church Collection'. The original photographs and slides have been scanned and printed into a standard size (6" x 4", 150mm x 100mm) and format for reference and display in the Library on the open shelves. The original photographs are in their 'as received' size, format and mounting and have been put into the Library store and can be produced if requested. Each photograph has been given an individual reference, which starts with 'PHC' or KPC followed by a four-figure number. See Appendix 4 Sheet 1.

The Newspaper collection is original newspapers included in the Master catalogue and noted as 'newspapers' in the 'type' field. They are kept in archive transfer boxes in the Library store and are available on request. Each Newspaper has a 'LocationID' consisting of three alphabetic characters 'PBX' with four numeric code. Code '1' or '2' denoting the box and the remaining four figures the code. They are boxed by 'National' or 'Provincial' newspapers and by decade. Example PBX1040 is National newspaper for 1910's in one box.

The Old Documents collection is a collection of original documents the society has acquired over a number of years. These documents are not available in other archives or libraries. The collection is stored in archive box files each with its own number, example ODC01. The document number is a two figure number 01 to 99 and is used to create the full seven figure LocationID number. These numbers have been added to the document using a soft lead pencil. The list of documents is a separate database that supersedes the original list produced when the first documents were obtained. The archive box files are stored in the Library storeroom and need to be requested for members to gain access.

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The database does not have the same data fields as the Master Catalogue. The data fields are:-

'ID' [set by the database not part of the catalogue list],
'Drawing or Doc number' [on the original documents], 'Date' [the date of the original document],
'DocYear' [the year only of the document],
'Type' [document type],
'Size' [size of the document],
'Title' [Title and/or substance of the document],
'Picture' [details of any image of the document],
'Surname' [surname of the people involved with the document],
'Forename' [forename of the people involved with the document],
'Witnesses and others' [witnesses mentioned on the document],
'Date of entry' [date the entry is made or updated],
'Parish' [parish of the document],
'County' [county of the document],
'Chap' [Chapman county code],
'State' [country of the document]
'LocationID' [the location of the document in the library].

Other library systems discussed and reviewed.

February & March 2011 contact with Kent Archaeological Society – Library Committee has been made and a meeting to discover their catalogue programming system and gain advice and experience from their system. Some of the ideas have been considered but a specialist software program was not adopted. It was agreed our Library Catalogue is to be modified and updated version of the original library system transferred to an ACCESS database.

On-going. At each input session the method used is discussed as new items are added and the system adjusted to try to maintain its standardisation between items and their type and media.

Updating Master after each cataloguing session.

Ref Email Dec 2013.

The method used to update the 'Master' database file is described in Appendix 7. It involves some administration work prior to the full cataloguing session, at you start of the full session when you load the 'Master' file onto the laptops and change/rename the initials of the operator. After the session download a copy of the file onto the flash drive without changing its name, this will give four or five files on the flash drive each differentiated by the operator's initials. Once the session is over it is necessary to update the 'Master' file and weed out any duplicate entries. The file is then compacted and repaired before the next session, see Appendix 7.

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Web site. The Catalogue pdf data file is issued on a regular basis after the cataloguing team has discussed its format. The pdf file is made available both on the library laptop computers as well as on the Society web site.

Library Master Catalogue system.

Appendix 1 Sheet 1.

Library Catalogue Printed Form, first page. 'TYPE' field format.

- 1 Procedures for using the Library - Contacts for Neighbouring Family History Societies.
 'Aims, Purposes and Method Report'
 New Books, Missing Books and corrections to catalogue.
- 2 CDs AND DVDs (subdivided into 'topics' see Appendix 1, Sheet 3 on separate shelves)
 PUBLICATIONS LIST (NWKFHs) CD's
- 3 ENGLISH COUNTIES (On main library shelves)
- 4 GENERAL REFERENCE (On main library shelves, subdivided into 'topics' see Appendix 1, Sheet 2)
- 5 GUIDES- Town, Church and Places (Pamphlets in box files in store, ask for access)
- 6 IRELAND, SCOTLAND, WALES and the CHANNEL ISLANDS (On main library shelves)
- 7 LARGE BOOKS (In main Library on separate bottom shelves of the bookcase for their same group location).
- 8 MAPS (In box files in store, ask for access)
- 9 MICROFICHE (In store, ask for access)
- 10 MISCELLANEOUS –
- 11 NEWSPAPERS (In store, ask for access)
- 12 NWKFHS JOURNALS (On main library shelves)
- 13 OVERSEAS (On main library shelves)
- 14 BRANCH BOOKS (held at the branch)
 BROMLEY
 DARTFORD
 SEVENOAKS
- 15 OLD DOCUMENTS (held in the store room – ask for access)
- 16 GRO INDEX (In metal filing cabinet in the store room)
- 17 PHOTOGRAPHIC COLLECTION (On bookshelves by the external flank wall)
- 18 BROWSER FILES (On trolley in foyer)
- 19 BOOK COLLECTIONS
 ARCHAEOLOGIA CANTIANA (On bookshelves)
 ARTHUR MEE'S 'THE KING'S ENGLAND (On bookshelves)
 BYGONE KENT (On bookshelves)
- 20 TAPE LIBRARY (Stored in Society lock up)

Branch abbreviations used in the catalogue see section 14:-

DBR = Dartford Branch Books. SBR = Sevenoaks Branch Books.

BBR = Bromley Branch Books.

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Appendix 1 Sheet 2.

Library Catalogue Headings 'Topics' for General Research/Reference Books.

AAG	Legal, Law, Criminals and Quarter Sessions.
AGR	Beginners' Books, Reference, Local History Research and other sources.
BBG	Miscellaneous
BGG	British Geography
BGR	BMD , Births, Marriages, Deaths, Divorce, Marriage Licences and Foundlings.
BHG	British History
CCG	Individual Family histories, ONS (One-name studies), Surnames and Biographies.
CGR	Census Returns
DDG	Social History, Poll Books Electoral Rolls, Charities, Adoption, Dr Barnado and Evacuation.
DGR	Directories, Districts & Indexes
EEG	Church Histories.
EGR	Education
FFG	Map books, Atlas & Plan (Drawings) Books, Place Names, Gazettes (National).
FGR	Freemasons & Friendly Societies
GGR	Heraldry & Armorial Bearings.
GKG	General Kent
HGR	Handwriting
HHG	Houses, Castles, Gardens built environment, and Land.
IGR	Internet and Computer Genealogy
JGR	Latin and other Languages
JJG	Manorial Records including Domesday.
KGR	Medical and DNA
LGR	Military, Naval, Air Force, Coastguards, RNLI and War.
MGR	Newspapers
NGR	Occupations , Trades and Trade Unions, and Apprentices.
OGR	Parishes & Parish Registers.
PGR	Photographs, Aerial Photographs and Films. See also the Photograph Collection.
QGR	Poor Law, Workhouse Publications, and Asylums.
RGR	Publications
SGR	Religion and Clergy
TGR	Repositories & Specialist Indexes.
UGR	Taxes and Insurance
VGR	Title Deeds , Solicitors, Company Histories and Trade Marks
WGR	Weights & Measures.
XGR	Wills, Administrations, Probates and Inventories.
YGR	Monumental Inscriptions & Epitaphs
ZGR	Transport

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Appendix 1 Sheet 3.

Library Catalogue Storage of CDs & DVDs inside and outside the Library Room (Grey Metal Cupboard, Store Room).

Numbering of disks.	Location	Contents.
BX1001 – BX1100 etc.	Box1.	NWKFHS Publications.
BX2001 – BX2100 etc.	Box 2	Riverside Publications.
BX2101 – BX2200 etc.	Box 2	
BX3001 – BX3100 etc.	Box 3	Directories.
BX4001 – BX4100 etc.	Box 4	Dockland Ancestors.
BX5001 – BX5100 etc.	Box 5	NWKFHS Publications.
BX6001 – BX6100 etc.	Box 6	Miscellaneous Kent.
BX7001 – BX7100 etc.	Box 7	Miscellaneous Kent.
BX8001 – BX8100 etc.	Box 8	English Counties
BX9001 – BX9100 etc.	Box 9	Software, Drivers, Operating systems.

Open Shelves.

The CDs and DVDs on the open shelves use a similar numbering system for their location as the books on the open shelves. The 'General reference' and 'English counties' of the database type column is headed is not used in preference to 'CDs and DVDs'. See Appendix 1 Sheet 4 overleaf.

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Appendix 1 Sheet 4.

Library Catalogue 'Topics' headings for CDs & DVDs. General Reference.

The numbering system while following the book collection system the 7 letter location code has a 'C' as the middle character e.g. RFAC001

RAA	Legal, Law Criminals and Quarter Sessions
RBB	Miscellaneous
RBI	British Isles.
RCC	Individual Family Histories / ONS (One name Studies)
RFA	America
RFB	Births, Marriages, Deaths and Burials.
RFC	Census
RFD	Directories
RFE	English Counties
RFF	Social History, Evacuation.
RFG	Geography – Maps etc.
RFH	
RFI	Immigration
RFJ	Journals
RFK	
RFL	Members Interests
RFM	Military, Naval, Air Force and War.
RFN	Occupations and Trades
RFO	Parishes and Parish Registers
RFP	Photographs
RFQ	Poor Law, Workhouses and Asylums
RFR	Publications
RFS	South Africa (ZAF)
RFT	Repositories & Specialist Indexes.
RFU	
RFV	Deeds, Tithes and Conveyances.
RFW	Do not use as this identity location code is the same as a Chapman code.
RFX	Web sites, Internet & Computing. Family Tree Software.
RFY	Monumental Inscriptions and Epitaphs
RFZ	Transport

Note. Counties and other places are identified by the Chapman Code + 'C' and three digit reference i.e. Kent=KENC001. International codes are used for countries i.e. Barbados=BRBC001.

Library Master Catalogue system.

Appendix 1 Sheet 5.

Library Catalogue Headings to Browser Files and the A4 Lever Arch Files on the trolley bookcase moved into Foyer area when Library open.

CAT0001	Black File. Printed Catalogue for Library use.
CAT0002	Books on Loan file.
CAT0003	CD Loan Form.
CAT0003	JNW0001 NWKFHS Journals in A4 format.
ADM0004	Family History Record Sheets, Certificate Template sheets (Blue File)
ADM0005	Book Donations & publicity (Pink File).
ADM0006	Friday projects.
ADM0007	MAB Asylum Board Books 1890-1930.
ADM0008	Spare
ADM0009	spare.

Browser Files. Are in ring or lever arched files using the following volume titles.

NOTE. Location reference without 0001 or 0501 suffix have not been compiled to date.

BAA0001	Legal, Law Criminals and Quarter Sessions.
BBB0001	Miscellaneous – Includes Travellers and Gypsies
BCC0001	Individual Family histories. ONS (One name studies)
BDD0001	Social History includes Poll Books, Electoral Rolls, Charities, Adoption and Dr Barnardo's.
BDT0001	Dartford Local History. Volume 1.
BDT0002	Dartford Local History. Volume 2.
BEE0001	Church Histories.
BFA0001	Beginners' Books, Reference and Directories.
BFB0001	Births, Marriages, Deaths, Divorce and Foundlings.
BFB0002	National Burial Index (NBI) and West Kent Marriage Index.
BFC0001	Census Returns
BFD0001	Directories, Districts & Indexes
BFE0001	Education
BFF0001	Map books, Atlas & Plan (Drawings) Books, Place Names, Gazettes (National).
BFF0501	Freemasons & Friendly Societies
BFG0001	British Geography
BFG0501	Heraldry & Armorial Bearings.
BFH0001	British History
BFH0501	Handwriting
BFI0001	Internet and Computer Genealogy
BFJ0001	Latin and other Languages
BFK0001	General Kent
BFK0501	Medical and DNA.

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Appendix 1 Sheet 5. Browser files cont'd.

BFL0001	Military, Naval Air Force, Coastguards and War.
BFM0001	Newspapers
BFN0001	Occupations, Trades and Trade Unions, Company Histories & Apprentices.
BFO0001	Parishes and Parish Registers. This file includes miscellaneous parish details and Indexes.
BFP0001	Photographs, Aerial photographs and films.
BFQ0001	Poor Law- .and Workhouse Publications
BFR0001	Publications
BFS0001	Religion
BFT0001	Repositories, Archives and Specialist Indexes.
BFU0001	Taxes and Insurance
BFV0001	Deeds and Solicitors documents.
BFW0001	Weights & Measures.
BFX0001	Wills, Administrations, Probates and Inventories.
BFY0001	Monumental Inscriptions & Epitaphs
BFZ0001	Transport
BHH0001	Houses, Castles, Gardens built environment, and Land.
BJJ0001	Manorial Records including Domesday.
BOS0001	Overseas subdivided by country and includes emigration.
BUK0001	Ireland, Scotland, Wales and Channel Islands. Subdivided by Geographic area.

Library Master Catalogue system.

Appendix 1 sheet 6.

Map Collection.

The Map collection is a collection of paper maps folded and stored in box files. They are in the library room bookcases on the external wall opposite the entrance door.

These numbered box files contain the maps split into county or country order.

The map reference number is formed by 'MAP' as the alphabetic first three letters followed by a four-digit number. The last two number digit refers to the box number and the first numbers usually zeros are place fillers to give the standard library 7-letter and digit reference. The maps are catalogued in Box files numbered and alphabetic firstly by 'English Counties' then other UK places including Ireland and finally by 'Overseas' countries also in alphabetic order.

The alphabetic order follows the Chapman code (see appendix 1 sheet 7) and on a similar basis the Other UK places and 'Overseas' maps by their International code (See appendix 1 sheet 7). Germany is unusual; its English name follows the alphabetic order although the international code is DEU (Deutschland).

- MAP0010 has **A – C** English Counties. Example CAM, CON
- MAP0020 has **D – E** English Counties. Example DEV DOR and ESS.
- MAP0030 has **F – H** English Counties. Example, HAM.
- MAP0040 has **Kent**. English County. Example KEN.
- MAP0041 continues **Kent**. English County.
- MAP0050 has **London**. English County. Example LND or MDX.
- MAP0060 has **L – O** English Counties. Example LAN, NFK and OXF.
- MAP0070 has **P – Staffordshire**. English Counties. Example SFK and STS.
- MAP0071 has **Somerset - Sussex**. English Counties. Example SOM, SRY & SSX.
- MAP0080 has **T – Z** English Counties. Example WAR, YKS.
- MAP0090 UK and Great Britain – General Maps.
- MAP0100 Is deliberately left empty for future expansion.
- MAP0110 Is the UK other places. Example IRL and SCT = Ireland and Scotland.
- MAP0120 Is the UK other places. Example WAL = Wales.
- MAP0130 Is the UK other places. Example JSY, CI and IOM. = Jersey, Channel Islands and Isle of Man
- MAP0140 Overseas **A-E** example AUS.
- MAP0150 Overseas **F** example FRA.
- MAP0160 Overseas **G - Z** example Germany DEU, ITA and NLD.
- Note 1.** UK other places are counties or countries in the British Isles i.e. Wales, Scotland and Ireland using the Chapman codes i.e. WAL, SCT, IRE.
- Note 2.** Overseas is anywhere outside the British Isles.
- Note 3.** Local maps are maps for small areas and street plans i.e. a town plan or a guide map to an area are in their respective county box file.
- Note 4.** In an effort to standardise the map title the example of the order of the title for an Ordnance Survey map is O.S. Sheet number, place name, year e.g. O.S. Sheet 26.14 Ely, 1901 the publishers name for example in this case Alan Godfrey is put under publisher not as part of the title.

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Appendix 1 sheet 7.

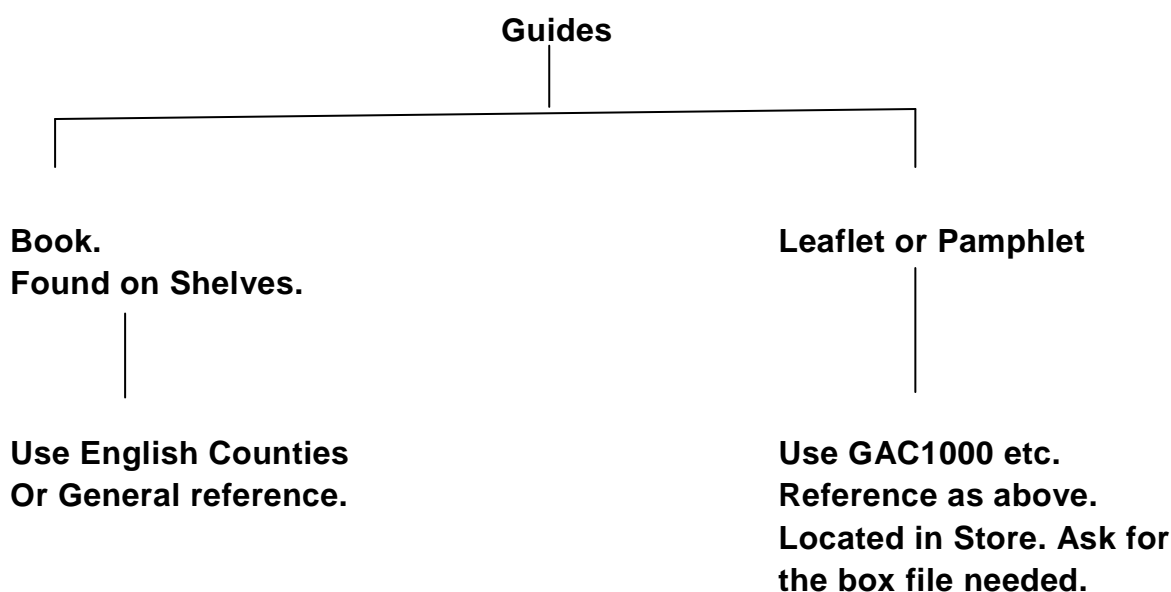
Guides. Guides and Church Guides are noted as such in the 'type' field, see Appendix 2 Sheet 1. The 'media' field is usually 'leaflet'. The guides are kept in Box files in the library room on the bookcases by the external wall opposite the entrance door. The exception being where the 'guide' is a book, in this case it is listed under the 'General Reference' codes and can be found on the open shelves. See diagram below.

These numbered box files contain the guides split into county or country order.

The guide reference number is formed by 'G#C' as the alphabetic first three letters followed by a four digit number. The first number digit refers to the box file number and the item numbers to give the standard library 7 letters and digit reference. The guides are catalogued in Box files numbered and alphabetic firstly by 'English Counties' then other UK places including Ireland and finally by 'Overseas' countries also in alphabetic order.

The alphabetic order follows the Chapman code (see appendix 1 sheet 8) and on a similar basis the Other UK places and 'Overseas' maps by their International code (See appendix 1 sheet 8).

- GAC1000 has **A – H**. English Counties. Example CAM, CON – Box 1.
GAC2000 has **A – H**. English Counties. Example CAM, CON – Box 2
GKC1000,)
GKC2000) has **Kent**. English County. Example KEN – 3 Boxes.
GKC3000)
GLC1000 has **London**. English County. Example LND or MDX.
GNC1000 has **L – Z** English Counties. Example LAN, NFK and OXF – Box 1.
GNC2000 has **L – Z** English Counties. Example LAN, NFK and OXF – Box 2.
- GUK1000 Is the UK other places. Example IRL and SCT = Ireland and Scotland. The other places being Wales, Jersey, Channel Islands and Isle of Man
GOC1000 Miscellaneous and Overseas **A - Z** example AUS.



Library Master Catalogue system.

Appendix 1 sheet 8.

Chapman Codes used for County and Country fields. These codes have been used as stated below and they are available in a separate file for distribution to members.

A

ABD Aberdeenshire, Scotland
AGY Anglesey, Wales
ALD Alderney, Channel Islands
ANS Angus, Scotland
ANT Co. Antrim, Northern Ireland
ARL Argyllshire, Scotland
ARM Co. Armagh, Northern Ireland
AVN Avon, England
AYR Ayrshire, Scotland

B

BAN Banffshire, Scotland
BDF Bedfordshire, England
BEW Berwickshire, Scotland
BKM Buckinghamshire, England
BOR Borders, Scotland
BRE Breconshire, Wales
BRK Berkshire, England
BUT Bute, Scotland

C

CAE Caernarvonshire, Wales
CAI Caithness, Scotland
CAM Cambridgeshire, England
CAR Co. Carlow, Ireland
CAV Co. Cavan, Ireland
CEN Central, Scotland
CGN Cardiganshire, Wales
CHI Channel Islands (Sometimes just "CI")
CHS Cheshire, England
CLA Co. Clare, Ireland
CLK Clackmannanshire, Scotland
CLV Cleveland, England
CMA Cumbria, England
CMN Carmarthenshire, Wales

CON Cornwall, England (see also UK islands)
COR Co. Cork, Ireland
CUL Cumberland and Cumbria, England
CWD Clwyd, Wales

D

DBY Derbyshire, England
DEN Denbighshire, Wales
DEV Devon, England
DFD Dyfed, Wales
DFS Dumfries-shire, Scotland
DGY Dumfries and Galloway, Scotland
DNB Dunbartonshire, Scotland
DON Co. Donegal, Ireland
DOR Dorset, England
DOW Co. Down, Northern Ireland
DUB Co. Dublin, Ireland
DUR Co. Durham, England

E

ELN East Lothian, Scotland.
MOR Elgin = Moray, Scotland
ENG England
ERY East Riding of Yorkshire, England
ESS Essex, England

F

FER Co. Fermanagh, Northern Ireland
FIF Fife, Scotland
FLN Flintshire, Wales.
ANS Forfar (See Angus)

G

GAL Co. Galway, Ireland
GLA Glamorgan, Wales
GLS Gloucestershire, England
GMP Grampian, Scotland

Library Master Catalogue system.

GNT Gwent, Wales
GSY Guernsey, Channel Islands
GTM Greater Manchester, England
GWN Gwynedd, Wales

H

HAM Hampshire, England
HEF Herefordshire, England
HLD Highland, Scotland
HRT Hertfordshire, England
HUM Humberside, England
HUN Huntingdonshire, England
HWR Hereford and Worcester, England

I

INV Inverness-shire, Scotland
IOM Isle of Man
IOW Isle of Wight, England
IRL Ireland

J

JSY Jersey, Channel Islands.

K

KCD Kincardineshire, Scotland
KEN Kent, England
KER Co. Kerry, Ireland
KID Co. Kildare, Ireland
KIK Co. Kilkenny, Ireland
KKD Kirkcudbrightshire, Scotland
KRS Kinross-shire, Scotland

L

LKS Lanarkshire.
LAN Lancashire
LEI Leicestershire
LET Leitrim
LEX Leix (Laois, Laoighis, Queens)
LIM Limerick
LIN Lincolnshire
LND London.
LDY Londonderry (Derry)
LOG Longford.
LOU Louth

M

MAY Co. Mayo, Ireland
MDX Middlesex, England
MEA Co. Meath, Ireland
MER Merionethshire, Wales
MGM Mid Glamorgan, Wales
MGY Montgomeryshire, Wales
MLN Midlothian, Scotland
MOG Co. Monaghan, Ireland
MON Monmouthshire, Wales
MOR Morayshire, Scotland
MSY Merseyside, England

N

NAI Nairn, Scotland
NBL Northumberland, England
NFK Norfolk, England
NIR Northern Ireland
NRY North Riding of Yorkshire, England
NTH Northamptonshire, England
NTT Nottinghamshire, England
NYK North Yorkshire, England

O

OFF Co. Offaly, Ireland
OKI Orkney, Scotland
OXF Oxfordshire, England

P

PEE Peebles-shire, Scotland
PEM Pembrokeshire, Wales
PER Perth, Scotland
POW Powys, Wales

R

RAD Radnorshire, Wales
RFW Renfrewshire, Scotland
ROC Ross and Cromarty, Scotland
ROS Co. Roscommon, Ireland
ROX Roxburghshire, Scotland
RUT Rutland, England

Library Master Catalogue system.

S

SAL Shropshire, England
SCT Scotland
SEL Selkirkshire, Scotland
SFK Suffolk, England
SGM South Glamorgan, Wales
SHI Shetland, Scotland
SLI Co. Sligo, Ireland
SOM Somerset, England
SRK Sark, Channel Islands
SRY Surrey, England
SSX Sussex, England
STD Strathclyde, Scotland
STI Stirlingshire, Scotland
STS Staffordshire, England
SUT Sutherland, Scotland
SXE East Sussex, England
SXW West Sussex, England
SYK South Yorkshire, England

T

TAY Tayside, Scotland
TIP Co. Tipperary, Ireland
TWR Tyne and Wear, England
TYR Co. Tyrone, Northern Ireland

W

WAL Wales
WAR Warwickshire, England
WAT Co. Waterford, Ireland
WEM Co. Westmeath, Ireland

W cont'd

WES Westmorland, England
WEX Co. Wexford, Ireland
WGM West Glamorgan, Wales
WIC Co. Wicklow, Ireland
WIG Wigtownshire, Scotland
WIL Wiltshire, England
WIS Western Isles, Scotland
WLN West Lothian, Scotland
WMD West Midlands, England
WOR Worcestershire, England
WRY West Riding of Yorkshire, England
WYK West Yorkshire, England

Y

YKS Yorkshire, England

Country Codes within the British Isles and Ireland for use with the Library Catalogue.

ENG England.
IRL Ireland, Eire.
NIR Northern Ireland.
SCT Scotland.
WAL Wales.
EAW England and Wales used for administration records.
GBR United Kingdom of Great Britain and Northern Island. (see UN data below)

EUR Europe

WLD World

UK Islands

ALD Alderney (CHI)
BUT Arran (Bute)
GSY Guernsey (CHI)
ARL Islay (Argyll)
IOM Isle of Man
IOW Isle of Wight - part of HAM
JSY Jersey (CHI)
ARL Jura (Argyll)
INV Lewis - part (Inverness)
ROC Lewis - part (Ross & Cromarty)
ARL Mull (Argyll)
INV North Uist (Inverness)
OKI Orkney Isles (SCT)
SRK Sark (CHI)
SCI Scilly Isles - part of Cornwall (CON)
SHI Shetland Isles (SCT)
INV Skye (Inverness)
INV South Quist (Inverness)

Library Master Catalogue system.

Countries or areas, codes and abbreviations (from UN Statistics Division).

(Listing in alphabetical order)

Numerical code	Country or area name	ISO ALPHA-3 code
004	Afghanistan	AFG
248	Åland Islands	ALA
008	Albania	ALB
012	Algeria	DZA
016	American Samoa	ASM
020	Andorra	AND
024	Angola	AGO
660	Anguilla	AIA
028	Antigua and Barbuda	ATG
032	Argentina	ARG
051	Armenia	ARM
533	Aruba	ABW
036	Australia	AUS
040	Austria	AUT
031	Azerbaijan	AZE
044	Bahamas	BHS
048	Bahrain	BHR
050	Bangladesh	BGD
052	Barbados	BRB
112	Belarus	BLR
056	Belgium	BEL
084	Belize	BLZ
204	Benin	BEN
060	Bermuda	BMU
064	Bhutan	BTN
068	Bolivia (Plurinational State of)	BOL
070	Bosnia and Herzegovina	BIH
072	Botswana	BWA
076	Brazil	BRA
092	British Virgin Islands	VGB
096	Brunei Darussalam	BRN
100	Bulgaria	BGR
854	Burkina Faso	BFA
108	Burundi	BDI
116	Cambodia	KHM
120	Cameroon	CMR
124	Canada	CAN

Numerical code	Country or area name	ISO ALPHA-3 code
132	Cape Verde	CPV
136	Cayman Islands	CYM
140	Central African Republic	CAF
148	Chad	TCD
830	Channel Islands	
152	Chile	CHL
156	China	CHN
344	China, Hong Kong Special Administrative Region	HKG
446	China, Macao Special Administrative Region	MAC
170	Colombia	COL
174	Comoros	COM
178	Congo	COG
184	Cook Islands	COK
188	Costa Rica	CRI
384	Côte d'Ivoire	CIV
191	Croatia	HRV
192	Cuba	CUB
196	Cyprus	CYP
203	Czech Republic	CZE
408	Democratic People's Republic of Korea	PRK
180	Democratic Republic of the Congo	COD
208	Denmark	DNK
262	Djibouti	DJI
212	Dominica	DMA
214	Dominican Republic	DOM
218	Ecuador	ECU
818	Egypt	EGY
222	El Salvador	SLV
226	Equatorial Guinea	GNQ
232	Eritrea	ERI
233	Estonia	EST
231	Ethiopia	ETH
234	Faeroe Islands	FRO
238	Falkland Islands (Malvinas)	FLK
242	Fiji	FJI

Library Master Catalogue system.

Numerical code	Country or area name	ISO ALPHA-3 code
246	Finland	FIN
250	France	FRA
254	French Guiana	GUF
258	French Polynesia	PYF
266	Gabon	GAB
270	Gambia	GMB
268	Georgia	GEO
276	Germany	DEU
288	Ghana	GHA
292	Gibraltar	GIB
300	Greece	GRC
304	Greenland	GRL
308	Grenada	GRD
312	Guadeloupe	GLP
316	Guam	GUM
320	Guatemala	GTM
831	Guernsey	GGY
324	Guinea	GIN
624	Guinea-Bissau	GNB
328	Guyana	GUY
332	Haiti	HTI
336	Holy See	VAT
340	Honduras	HND
348	Hungary	HUN
352	Iceland	ISL
356	India	IND
360	Indonesia	IDN
364	Iran (Islamic Republic of)	IRN
368	Iraq	IRQ
372	Ireland	IRL
833	Isle of Man	IMN
376	Israel	ISR
380	Italy	ITA
388	Jamaica	JAM
392	Japan	JPN
832	Jersey	JEY
400	Jordan	JOR
398	Kazakhstan	KAZ
404	Kenya	KNY
296	Kiribati	KIR
414	Kuwait	KWT
417	Kyrgyzstan	KGZ
418	Lao People's Democratic Republic	LAO

Numerical code	Country or area name	ISO ALPHA-3 code
428	Latvia	LVA
422	Lebanon	LBN
426	Lesotho	LSO
430	Liberia	LBR
434	Libyan Arab Jamahiriya	LBY
438	Liechtenstein	LIE
440	Lithuania	LTU
442	Luxembourg	LUX
450	Madagascar	MDG
454	Malawi	MWI
458	Malaysia	MYS
462	Maldives	MDV
466	Mali	MLI
470	Malta	MLT
584	Marshall Islands	MHL
474	Martinique	MTQ
478	Mauritania	MRT
480	Mauritius	MUS
175	Mayotte	MYT
484	Mexico	MEX
583	Micronesia (Federated States of)	FSM
492	Monaco	MCO
496	Mongolia	MNG
499	Montenegro	MNE
500	Montserrat	MSR
504	Morocco	MAR
508	Mozambique	MOZ
104	Myanmar	MMR
516	Namibia	NAM
520	Nauru	NRU
524	Nepal	NPL
528	Netherlands	NLD
530	Netherlands Antilles	ANT
540	New Caledonia	NCL
554	New Zealand	NZL
558	Nicaragua	NIC
562	Niger	NER
566	Nigeria	NGA
570	Niue	NIU
574	Norfolk Island	NFK
580	Northern Mariana Islands	MNP
578	Norway	NOR

Library Master Catalogue system.

Numerical code	Country or area name	ISO ALPHA-3 code
275	Occupied Palestinian Territory	PSE
512	Oman	OMN
586	Pakistan	PAK
585	Palau	PLW
591	Panama	PAN
598	Papua New Guinea	PNG
600	Paraguay	PRY
604	Peru	PER
608	Philippines	PHL
612	Pitcairn	PCN
616	Poland	POL
620	Portugal	PRT
630	Puerto Rico	PRI
634	Qatar	QAT
410	Republic of Korea	KOR
498	Republic of Moldova	MDA
638	Réunion	REU
642	Romania	ROU
643	Russian Federation	RUS
646	Rwanda	RWA
652	Saint-Barthélemy	BLM
654	Saint Helena	SHN
659	Saint Kitts and Nevis	KNA
662	Saint Lucia	LCA
663	Saint-Martin (French part)	MAF
666	Saint Pierre and Miquelon	SPM
670	Saint Vincent and the Grenadines	VCT
882	Samoa	WSM
674	San Marino	SMR
678	Sao Tome and Principe	STP
682	Saudi Arabia	SAU
686	Senegal	SEN
688	Serbia	SRB
690	Seychelles	SYC
694	Sierra Leone	SLE
702	Singapore	SGP
703	Slovakia	SVK
705	Slovenia	SVN
090	Solomon Islands	SLB
706	Somalia	SOM
710	South Africa	ZAF

Numerical code	Country or area name	ISO ALPHA-3 code
724	Spain	ESP
144	Sri Lanka	LKA
736	Sudan	SDN
740	Suriname	SUR
744	Svalbard and Jan Mayen Islands	SJM
748	Swaziland	SWZ
752	Sweden	SWE
756	Switzerland	CHE
760	Syrian Arab Republic	SYR
762	Tajikistan	TJK
764	Thailand	THA
807	The former Yugoslav Republic of Macedonia	MKD
626	Timor-Leste	TLS
768	Togo	TGO
772	Tokelau	TKL
776	Tonga	TON
780	Trinidad and Tobago	TTO
788	Tunisia	TUN
792	Turkey	TUR
795	Turkmenistan	TKM
796	Turks and Caicos Islands	TCA
798	Tuvalu	TUV
800	Uganda	UGA
804	Ukraine	UKR
784	United Arab Emirates	ARE
826	United Kingdom of Great Britain and Northern Ireland	GBR
834	United Republic of Tanzania	TZA
840	United States of America	USA
850	United States Virgin Islands	VIR
858	Uruguay	URY
860	Uzbekistan	UZB
548	Vanuatu	VUT
862	Venezuela (Bolivarian Republic of)	VEN
704	Viet Nam	VNM
876	Wallis and Futuna Islands	WLF
732	Western Sahara	ESH
887	Yemen	YEM

Library Master Catalogue system.

Numerical code	Country or area name	ISO ALPHA-3 code
894	Zambia	ZMB
716	Zimbabwe	ZWE

Library Master Catalogue system.

Appendix 2 Sheet 1.

Database Fields. Book and CD Collection.

- 1. Type.**
 - a. Catalogue Print out name.**
 - i. Church Guides etc. See Appendix 1 Sheet 1.**
- 2. LocationId. NWKFHS Library Location reference. (was known as Box id now renamed) □□□□□□□□, 3 alphabetic characters and 4 numeric characters.**
- 3. Chap. Chapman County Code.**
- 4. County. County Name**
- 5. Parish. Parish name, sometimes place name.**
- 6. Title. Book or reference title.**
- 7. Church. Church name.**
- 8. Author. Authors name as given not by surname. Example Colin D Rogers.**
- 9. ISBN. ISBN or ISSN number entered without spaces or hyphens.**
- 10. Media. Book, Large Book, CD, DVD or Microfiche.**
- 11. Country. Country name or initials i.e. Australia or USA**
- 12. Date Range. Years covered by Book or document.**
- 13. Keyword. A 'memo' field to accept any 'topic' or heading that will allow both cataloguing, print outs or searching. This was the 'topic' field which included descriptions of documents i.e. Newspaper article. Also used for 'Event' topics.**
- 14. Pub year. Publication year.**
- 15. Publisher. Publishers Name.**
- 16. Vol. Volume or microfiche number per set.**
- 17. Location. Branch or main Library location. SUM=Library. DBR=Dartford Branch, SBR=Sevenoaks Branch and BBR=Bromley Branch.**
- 18. Stock. Records 'missing' or 'on loan'. (A blank field indicates the book is in stock)**
- 19. Date entry Date of entry is done automatically but needs to be completed for updated and revised entries.**

Library Master Catalogue system.

Appendix 2 Sheet 2.

Database Fields. Microfiche and Microfilm collection.

1. Type.
 - a. Catalogue Print out name.
 - i. Church Guides etc. See Appendix 1 Sheet 1.
2. LocationId. NWKFHS Library Location reference. (Unlike the Book reference which is 3 alphabetic characters and 4 numeric characters it is 11 characters) Form of Field □□□-□-□□-□□□□ Microfiche or Film – Cabinet 1, 2 or 3, Drawer 1, 2, 3, 4, 5 or 6, plus 3 alphabetic characters and 4 numeric characters. Example FLM-1-3-KEN-1234 is Film in cabinet 1 drawer 3 Kent county item 1234 in the collection.
 - a. There is an exception for Cabinet 3 (Grey Cupboard) which uses microfiche archive boxes. Each box has a number instead of a drawer number. Example MFC-3-22-KEN-4321 is a microfiche in cabinet 3 archive box 22 item 4321 in the collection. The archive boxes are labelled on their ends and top sides. See sample Label below.
3. Chap. Chapman County Code.
4. County. County Name
5. Parish. Parish name, sometimes place name.
6. Title. Book or reference title.
7. Church. Church name.
8. Author. Authors name as given not by surname. Example Colin D Rogers.
9. ISBN. ISBN or ISSN number entered without spaces or hyphens.
10. Media. Book, Large Book, CD, DVD or Microfiche.
11. Country. Country name or initials i.e. Australia or USA
12. Date Range. Years covered by Book or document.
13. Keyword. A 'memo' field to accept any 'topic' or heading that will allow both cataloguing, print outs or searching. This was the 'topic' field which included descriptions of documents i.e. Newspaper article. Also used for 'Event' topics.
14. Pub year. Publication year.
15. Publisher. Publishers Name.
16. Vol. Volume or microfiche number per set.

Library Master Catalogue system.

17. Location. Branch or main Library location. SUM=Library. DBR=Dartford Branch, SBR=Sevenoaks Branch and BBR=Bromley Branch.

18. Stock. Records 'missing' or 'on loan'. (A blank field indicates the book is in stock)

19. Date entry Date of entry is done automatically but needs to be completed for updated and revised entries.

Sample of Archive Box label:-

Microfiche.

M-3-22

Film.

Type	Cabinet	Drawer
FLM		
County/Parish		Item
ALDINGTON		F-1-1-KEN1234
Description: ALDINGTON CMB 1558-1812, C 1813-1892, M+Bns 1754-1813, M 1813-1934 Bns 1823-1904.		

Face Label.

Type	Cabinet	Drawer
FLM		
County/Parish		Item
ALDINGTON.		F-1-1-KEN1234

Top Label.

Library Master Catalogue system.

Appendix 2 Sheet 3.

Microfiche and Microfilm collection.

Box details and locations.

Cabinet – Drawer or shelf	Box No	Heading	Contents. Uses Chapman codes were appropriate
2 - 1	Box 1	IGI 1981	Instructions. BDF - DEV
2 - 1	Box 2	IGI 1981	DOR - KEN
2 - 2	Box 3	IGI 1981	LAN - LIN
2 - 2	Box 4	IGI 1981	MON - SRY
2 - 3	Box 5	IGI 1981	SSX - YKS
2 - 3	Box 6	IGI 1981	London
2 - 4	Box 7	IGI 1992	GBR & CHS - LND
2 - 4	Box 8	IGI 1992	SAL - WOR
2 - 5	Box 1	English Counties	Kent in parish order * A ->
2 - 5	Box 2	English Counties	Kent in parish order *
2 - 6	Box 3	English Counties	Kent in parish order *
2 - 6	Box 4	English Counties	Kent in parish order * <-Z
3 – Shelf 1	Box 1	Census	Pre 1841, 1841, Part 1851
3 – Shelf 2	Box 2	Census	Part 1851, 1861, 1871
3 – Shelf 3	Box 3	Census	1881 A - KEN
3 – Shelf 4	Box 4	Census	1881 LAN - SOM
3 – Shelf 5	Box 5	Census	1881 STS – YKS, WALES, IOM, CHI.
3 – Shelf 6	Box 6	Census	1891 plus Strays. No 1901 or 1911 Census in the fiche collection.
3 – Shelf	Box 14	Non-Conformists	Various Non-Conformists and Roman Catholics
3 – Shelf 10	Box 1	English Counties BDF to OXF	Parish Registers
3 – Shelf 11	Box 2	English Counties OXF to WAR	Parish Registers
3 – Shelf 12	Box 3	English Counties WAR to YKS	Parish Registers
3 – Shelf 13	Box 1	Directories	UK Various by County and year
3 – Shelf 16	Box 1	MIIs and Misc Indexes	Order by Index and County

* Parish filed in the same order as that given in “Phillimore’s Atlas”

Library Master Catalogue system.

Appendix 3

Print Outs.

Note. The headings are field names unless otherwise used by the printout in which case the field is shown as [Title] thus.

Master Report Format							
County,	Parish,	Date Range,	Title,		Media,	Box Id,	Location
Example							
Kent	Bromley	1851	Census		Book	??	SUM
Kent	Bromley	1851	Census		Micro-fiche	??	SUM
Typical Topic Report Format. (See Appendix 1, Sheet 1).							
County,	Parish,	Church	Date Range,	Title,	Media,	Box Id,	Location
3 Church Guides.							
Example							
County,	Place [Parish],	Church	Date Range,	Title,	Media,	Box Id,	Location
Kent	Dartford	Holy Trinity	Varies	Holy Trinity Church G H Porteus, Published 1964.	Book	11	SUM
4 CDs and DVDs							
County,	Parish,	Church	Date Range,	Title,	Media,	Box Id,	Location
5 English Counties.							
County,	Parish,	Church	Date Range,	Title,	Media,	Box Id,	Location
6 General Research.							
Topic	Title	Author	Date		Media,	Box	Location

Library Master Catalogue system.

			Range,			Id,	.
Example							
	Tracing Missing Persons	Colin D Rogers				AG R00 11	SUM
7 Guide Books. All Counties; except Kent and London; and Overseas.							
County,	Place [Parish],	Church	Date Range,	Title,	Media,	Box Id,	Location .
8 Ireland, Scotland, Wales and Channel Islands.							
County,	Place [Parish],	Church	Date Range,	Title,	Media,	Box Id,	Location .
9 Journals							
Journal [Title],	County,		Date Range,	Vol	Media,	Box Id,	Location .
10 Large Books							
Index [County],	Parish,	Church	Date Range,	Title,	Media,	Box Id,	Location .
11 Maps							
County,	Place [Parish],		Date Range,	Title,	Media,	Box Id,	Location .
12 Microfiche Collection – Separate Database							
County,	Parish,	Church	Date Range,	Event [???	No of Fiche [Vol]	Box Id,	Location .
13 Newspapers							
County,	Parish,	Title	Date Range,	Topic	Media,	Box Id,	Location .
14 Overseas							
Country,	Place [Parish],	Title	Author	Date Range	Media,	Box Id,	Location .
15 Docklands Ancestors							
County,	Parish,	Church	Date Range	Title,	Media,	Box Id,	Location .
16 Publication List. This is a direct copy of the Society's publication list.							

Library Master Catalogue system.

17 Dartford Branch Books							
County,	Parish,	Church	Date Range,	Title,	Media,	Box Id,	Location .
18 Sevenoaks Branch							
County,	Parish,	Church	Date Range,	Title,	Media,	Box Id,	Location .
19 Bromley Branch							
County,	Parish,	Church	Date Range,	Title,	Media,	Box Id,	Location .
20 Spare.							

Library Master Catalogue system.

Appendix 4 Sheet 1

The Photographic Collection is not included in the Master Catalogue as these are not public publications. The Photographs have come from private family history collections donated to the Society for the use by members or the Ivan Green 'Kent Parish Church Collection'. The original photographs and slides have been scanned and printed into a standard size (6" x 4", 150mm x 100mm) and format for reference and display in the Library on the open shelves. The original photographs are in their 'as received' size, format and mounting, have been put into the Library store, and can be produced if requested. Each photograph has been given an individual reference, which starts with 'PHC' or 'KPC' followed by a four-figure number. See below.

Section	Prefix	Numeric suffix	Section	Prefix	Numeric suffix
English Counties			General Reference		
A	PHC	0001-0200	U	PHC	4001-4200
B	PHC	0201-0400	V	PHC	4201-4400
C	PHC	0401-0600	W	PHC	4401-4600
D	PHC	0601-0800	XYZ	PHC	4601-4700
E	PHC	0801-1000	Places	PHC	4701-4900
G	PHC	1201-1400	Photo Types	PHC	4901-4909
H	PHC	1401-1600	People	PHC	4910-5400
I	PHC	1601-1800	Social History	PHC	5401-5900
J	PHC	1801-2000	Occupations	PHC	5901-6400
K	PHC	2001-2200	Buildings and Architecture	PHC	6401-6900
L	PHC	2201-2400	Transport	PHC	6901-7500
M	PHC	2401-2600	Sport	PHC	7501-8100
N	PHC	2601-2800	Military	PHC	8101-8500
O	PHC	2801-3000		PHC	8501-9000
P	PHC	3001-3200		PHC	9001-9500
Q	PHC	3201-3400	Europe	PHC	9501-9600
R	PHC	3401-3600	N & S America	PHC	9601-9700
S	PHC	3601-3800	Australia & NZ	PHC	9701-9800
T	PHC	3801-4000	Africa	PHC	9801-9900
			Asia	PHC	9901-9999

Kent Parish Church Collection – Ivan Green.			
KPC0001 to	See KPC folder and description		
KPC0100			

Library Master Catalogue system.

Appendix 5 Sheet 1.

Database Fields. Work to do and progress.

Priority	Field Name	Field Contents	Content condition	Work outstanding
	Type.	Catalogue Print out name.	Must not be empty.	Full-no work
	County	County name	Can be empty	
	Parishes	Parish name	Can be empty	
1	LocationId.	NWKFHS Library Location reference.	Must not be empty.	410 Empty rows with some others in wrong format
	Chap.	Chapman County Code and International codes	Can be empty but ideally will have a code	36 empty rows
	Title.	Book or reference title.	Must not be empty.	5 No missing without titles but have locations, NEED to be checked.
	Church.	Church name.	Can be empty	
	Author.	Authors name as given not by surname. Example Colin D Rogers	Can be empty	
	ISBN.	ISBN or ISSN number entered without spaces or hyphens.	Can be empty	
	Media.	Book, Large Book, CD, DVD or Microfiche	Must not be empty.	12 empty rows
	Country.	Country name or initials i.e. Australia or USA	Must not be empty!	104 empty rows.
	Date Range.	Years covered by Book or document.	Can be empty	

Library Master Catalogue system.

Priority	Field Name	Field Contents	Content condition	Work outstanding
	Keyword.	A 'memo' field to accept any 'topic' or heading that will allow both cataloguing, print outs or searching. This was the 'topic' field which included descriptions of documents i.e. Newspaper article. Also used for 'Event' topics.	Must not be empty.	844 empty rows
	Pub year.	Publication year.	Must not be empty, if unknown put '0'.	1773 rows have '0' or are empty. 1499 are empty.
	Publisher.	Publishers Name.	Can be empty	2248 rows empty
	Vol.	Volume or microfiche number per set.	Can be empty	
	Location.	Branch or main Library location. SUM=Library. DBR=Dartford Branch, SBR=Sevenoaks Branch and BBR=Bromley Branch.	Must not be empty.	Full.
	Stock.	Records 'missing' or 'on loan'.	Can be empty	
2	Date entry	Date of entry or update	Must not be empty. Automatic on new entries but must be filled in on existing entry updates	1674 rows empty. Estimated 16 months' work O/S.

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Appendix 6. Input into an ACCESS File query.

1. In ACCESS select appropriate 'query'
2. Fill in any blank cells of the rows with the new data.
3. Update the rows of existing items with missing or new data.
4. The master table is then automatically updated.

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Appendix 7. Maintenance instructions for Input sessions and full cataloguing sessions using ACCESS. (Original draft 10-12-2013).

1. As the update is being done on one computer by Shirley then there is little and less complicated work to be done.
 - 1.1. When I put the latest version on a laptop I change its initials to the person who is doing the work i.e. Library Master 2-12-2013 DC.mdb is the version on my computers, DT is yours, SC is Shirley's, LK is Lorraine, CS is Cliff and SE is Sheila's.
 - 1.2. I only copy the file back to the flash drive which then gives me a backup if I 'cock' it up. It also means the flash drive has a number of copy versions. I do not move the file onto the flash drive but copy it.
 - 1.3. As I said above so long as you or Shirley are working on only one laptop all you need to do is keep a copy on the flash drive as a backup after each session.
2. This is totally different to a full catalogue session, which is far more complicated.
 - 2.1. Prior to the full session you need to compact and repair the 'master' and then change its file name date (currently 2-12-2013 see above). Because these files are on my computer they start out as 'DC' versions. Before a full session make a note of the file date, file size and number of items in the main table.
 - 2.2. When you Start the full session load this file onto the laptops and change/rename the initials of the operator as described above.
 - 2.3. After the session download the file onto the flash drive without changing its name, this will give you four or five files on the flash drive each differentiated by the initials.
3. Master maintenance.
 - 3.1. Go into each file and find the 'Input & Master Catalogue Query for checking purposes1' query. In its design view change the date of entry to the day before the full session.
 - 3.2. In the datasheet view note the number of items, this is the work done in the session.
 - 3.3. Save the query.
 - 3.4. You now have a list of each operators input and changes (unless they did not change the 'dateentry'.
 - 3.5. Now go into the database you are using as your master (in my case it has the 'DC' initials).
 - 3.6. Change to the 'table' pane.
 - 3.7. Now click on the 'external data' tab and input the data from each file's query 'Input & Master Catalogue Query for checking purposes1' as a table. In doing so you need to check the options box to ensure you save the data as a new table.
 - 3.8. Once you have the new tables from each operators files you are now ready to append them to the master table.
 - 3.9. To do this open a new query inputting all fields. Once you have the query you can confirm the number of items against your original list. Now go back to the design view and change the query to an 'append' query. Confirm all the fields are

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- transferred. You can now change to data view and the number of items should be the same as before. Close view and when asked save it.
- 3.10. Now open the append query. It will confirm the number of rows being appended which should be as before. Click okay and it will confirm the appended items have been added, without any paste error items. If you get paste errors you have a problem.
 - 3.11. Now open the master and the number of items will be the original plus the appended items.
 - 3.12. Now do the same for all the files.
 - 3.13. Once done you will have an increased master table with some duplicates.
 - 3.14. The next action is to clear out the old duplicates.
 - 3.15. There is a query called 'Find duplicates for Master Catalogue', which you should now run.
 - 3.16. It's easy to spot the old items because of the date and delete only the oldest item. Watch out there are a couple of items with the same data but at the branches as well as the main library in which case keep both. The 'locationID' and the 'Location' are the clues to the action you need to take. The same applies for the 'delete' items, but in this case both rows are to be deleted.
 - 3.17. Once that's done you can recheck the number of items in the main table.
 - 3.18. Finally compact and repair the database.
 - 3.19. At this point make sure you copy the database to a flash drive to take to the library and keep a copy on your laptop/pc.

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Appendix 8. Library Contingency Plan – Drafted July 2015.

1. Executive Summary.

- 1.1. The extent of the new venue is as Joydens Wood premises (section 3.1).
- 1.2. Investigate time and costs for each option will vary by location.
- 1.3. Preferred option to Joydens Wood arrangement is a shared venue.
- 1.4. To buy options are not viable at present but need to be considered in the long term.
- 1.5. Draw up agreed specification of NWKFHS needs.
- 1.6. Long term planning needed.
- 1.7. Fund raising and Grant applications to be made.
- 1.8. Set up a sub-committee to investigate contingency plan options'.
- 1.9. Make overtures to KCC Library Trust re-sharing or partnership arrangement

Options for contingency plan.

2. The discussion starting point.

DRC to WE and PG email 25-10-2015.

Years ago, Mike Lucas and David Cufley did an exercise to rent a shop premises at Petts Wood area (geographic Centre of our Area) and had a £11,000 for the first year, plus some set up costs. This includes painting the internal walls and setting up the area with flooring, kitchen facilities, bookcases, tables etc. Removal costs etc. from various locations of our book stock, equipment both of which were very small in those days.

The annual cost was rent of premises, insurance, electricity, heating and maintenance/service charges. We would need to get an alarm system installed and this would have a monitoring cost. Ideally, we should have a shutter to cover the shop front window. Shops are all ground level so access should not be a problem.

DC would also suggest that we need to allow for external signage.

The use of Joydens Wood has shown the size of the premises we need (rather than have). DC would suggest 22 sq. m for Library room/committee room, same for storage (which would mean we do not need the storage unit (£1123 pa) and a main room say about 8m x 10m = 80 sq. m. The other facilities needed are Kitchen 10 sq. m, two toilets, Male and Female with disabled facilities in one. Excluding the toilets, we need an area of approx. 134 sq. m (1442 sq. ft.). It would be useful to check the actual floor areas of Joydens Wood. A quick check on the Internet the rent is £20,000 pa and purchase in Crayford of a shop is approx. £300,000. Locations will dramatically change costs and rents.

We would need a broadband and telephone connection.

We would need a cleaner and access to maintenance other than the externals, which would be the responsibility of the Landlord.

We would need IT equipment and maintenance/service contract. Plus software. Plus FMP and Ancestry access.

We would need to obtain additional tables (couple) and at least 30 more chairs (fold up).

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The current Library we have on one day per week open plus access at other times. The new premises on the basis I've outlined above has the possibility of more access (7days per week) but do we need it? Probably no but I cannot see us renting a place and sharing it.

Hope that's of help. If you want to get the actual figures recognised and estimated costs I'm happy to be part of a small sub-committee with an accurate remit to agree the specifications and then cost them.

3. General requirements.

3.1. Rooms and floor areas. Based on Joydens Wood, [Needs Checking].

Library room/committee room	22 sq. m.
Storage (which would mean we do not need the storage unit £1123 pa)	22 sq. m.
Main room	say about 8m x 10m = 80 sq. m.
Kitchen	10 sq. m.
Two toilets, Male and Female with disabled facilities in one.	
Excluding the toilets, we need an area of approx. 134 sq. m (1442 sq. ft.).	

3.2. All the options have legal requirements that need to be costed.

- 3.2.1. All the options have legal requirements that need the Society to cost and they vary with each option from a small one off fee to larger sums.
- 3.2.2. Solicitors fees to read and advise on lease agreements
- 3.2.3. Solicitor's fees to buy property.
- 3.2.4. Surveyor and Structural Engineer's fees prior to report property being purchased
- 3.2.5. Specialist advice to submit Heritage Lottery applications.
- 3.2.6. Surveyor's fees to draw up plans and alter building facilities to meet the Society's needs.

4. Rented Premises.

4.1. Shop Premises.

The annual cost is:-

- rent of premises,
- Rates of premises.
- insurance,
- electricity,
- heating
- maintenance/service charges.
- Alarm system installed and monitoring cost. [Both security and fire]
- Telephone/broadband.
- Ideally, we should have a shutter to cover the shop front window.
- Shops are all ground level so access should not be a problem.
- Allow for external signage.

Set up costs are:-

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- Painting the internal walls and setting up the area with flooring
- Lighting
- Power sockets
- Intranet cabling and sockets.
- kitchen facilities,
- bookcases,
- Tables etc.
- Removal costs etc.
- Equipment i.e. screen, notice boards, broadband, computer stations, printer, scanner.
- Signage i.e. fire exit
- Blinds
- Shop window display stands.

4.2. Industrial Premises.

Find industrial unit as stand-alone or on small development.

The annual cost is:-

- Rent of premises.
- Rates of Premises
- insurance,
- electricity,
- heating
- maintenance/service charges.
- Alarm system installed and monitoring cost. [Both security and fire]
- Units are all ground level so access should not be a problem, office areas tend to be at mezzanine level. Ideally use GFL only unit.
- Allow for external signage.
- Telephone/broadband.
- Allow for external signage.

Set up costs are:-

- Painting the internal walls and setting up the area with flooring.
- Lighting
- Power sockets
- Intranet cabling and sockets.
- kitchen facilities,
- bookcases,
- Tables etc.
- Removal costs etc.
- Equipment i.e. screen, notice boards, broadband, computer stations, printer, scanner.

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- Blinds

5. Buy Premises.

5.1. Shop Premises.

The annual cost is:-

- rates of premises,
- insurance,
- electricity,
- heating
- maintenance/service charges.
- Alarm system installed and monitoring cost. [Both security and fire]
- Telephone/broadband.
- Ideally, we should have a shutter to cover the shop front window.
- Shops are all ground level so access should not be a problem.
- Allow for external signage.

Set up costs are:-

- Painting the internal walls and setting up the area with flooring
- Lighting
- Power sockets
- Intranet cabling and sockets.
- kitchen facilities,
- bookcases,
- Tables etc.
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- Equipment i.e. screen, notice boards, broadband, computer stations, printer, scanner.
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- Allow for external signage.
- Telephone/broadband.
- Allow for external signage.

Set up costs are:-

- Painting the internal walls and setting up the area with flooring.
- Lighting
- Power sockets
- Intranet cabling and sockets.
- kitchen facilities,
- bookcases,
- Tables etc.
- Removal costs etc.
- Equipment i.e. screen, notice boards, broadband, computer stations, printer, scanner.
- Blinds

5.3. Buy Joydens Wood Library.

Make offer on Joydens Wood Library with condition it is maintained as a Library.
Agree on purchase it could be let back to KCC for a Library on set Days.

Need to change layout and redecorate.
Needs maintenance of Roof.

Add computer server for NWKFHS use in addition to KCC server.
Need to update Alarm system.

The annual cost is:-

- rates of premises,
- insurance,
- electricity,
- heating
- Maintenance/service charges.
- Alarm system installed and monitoring cost. [Both security and fire]
- Telephone/broadband.
- Ideally, we should have a shutter to cover the shop front window.
- Library is all ground level so access should not be a problem.
- Allow for external signage.

Set up costs are:-

- Painting the internal walls and setting up the area with flooring
- Lighting

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- Power sockets
- Intranet cabling and sockets.
- kitchen facilities,
- bookcases,
- Tables etc.
- Removal costs etc.
- Equipment i.e. screen, notice boards, broadband, computer stations, printer, scanner.
- Signage i.e. fire exit
- Blinds
- Shop window display stands.

6. Sharing.

6.1. With KCC see above.

Buy and rent back to KCC.

6.2. With other likeminded organisations.

Example. Local History Group.

Pro: Their needs are our needs.

The will need storage areas for their assets and facilities.

6.3. With other Societies.

They will need to provide their own resources.

The will need storage areas for their assets and facilities.

6.4. Ask KCC for another Library that we can take over and share, rent.

6.4.1. Premises arrangement and area to be similar to our current arrangement at Joydens Wood.

6.5. Community Halls

6.5.1. Community Halls may provide the area needed but the question of space and storage for the Societies collections and book stock needs clarifying, See section 10.

6.5.2. The Masonic Hall – West Hill Dartford has been suggested and is being investigated by CW. Details to be included once available.

7. Funding.

7.1. Heritage Lottery.

7.2. Fund raising among members and set charges for services.

Business generation to be discussed with members.

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7.3. Seek inheritance from members in their will or donations from the membership at large.

8. Locations.

8.1. Joydens Wood.

8.2. Centre of the NWKFHS area = approx. Petts Wood.

8.3. Location that gives cheapest options yet has local transport connections.

There are in addition to the desire to locate in a mutually acceptable area to the current membership, a number of other factors that may be more significant to the decision of where the library should be sited, see below.

8.3.1. The Library needs transport links to enable members from all over North West Kent as well as out of area members' access.

8.3.1.1. On a bus route or within walking distance of a bus route.

8.3.1.2. With car parking on site or within walking distance.

8.3.1.3. Within walking distance or a short bus route from a Railway Station.

8.3.2. The Library cannot run without volunteers. Therefore, its location must be able to draw from the membership a suitable number of volunteers. At present, the opening hours are restricted but for some options, they will need to be increased to help create the additional services needed to pay for the facility.

8.3.3. The location to benefit a few or the majority will depend on a number of vagaries that may not be foreseen.

8.3.3.1. Acceptance by current volunteers

8.3.3.2. Increase use by membership.

8.3.3.3. Attitude of new members to the facility.

8.4. KCC factor may determine the necessary conditions.

8.4.1. At present, the KCC Library Service is in a state of flux with little detail of how they will finally organise the County's History and Library services.

8.4.1.1. While this state exists, it may be appropriate to open a dialogue to share such a Library as Joydens Wood so they could reduce their costs yet maintain facilities.

8.4.1.2. NWKFHS has a proven record and is in the prime position to make such an overture.

8.4.1.3. Any overture now may suggest to KCC Trust that there are a number of local arrangements that could benefit the Trust. Before they commit themselves. It may provide an option they have not considered.

8.5. Sharing may present a compromise location.

8.5.1. If we could find a local society or association that wants to reduce costs and share, property a mutually beneficial arrangement could be discussed. Residents Associations, Local History Societies and Community Groups may be possible partners.

8.5.2. The alternative is considering the KCC Library Trust and providing them with a partnering option.

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9. Summary and Conclusions.

- 9.1. At present, the situation at Joydens Wood with rented use and storage facility is suitable for the Society's needs. If this venue is no longer available, a similar venue is the preferred option. Check section 3.1 for floor areas required.
- 9.2. Each option has been considered but time and costs have not been investigated. They are generally similar headings but will vary with location.
- 9.3. The second preferred option is a shared; with another organisation; location with storage facilities. In this case, some shared facilities will save costs.
- 9.4. The options and current financial situation would mean that 'to buy' options are not viable, but should not be discounted in the long term.
- 9.5. Long term planning and a Society policy for the future should be considered now to determine future needs.
- 9.6. Consider fund raising and applications for grants available for Heritage Societies.
 - 9.6.1. Apply for Grants.
- 9.7. Set up a sub-committee to investigate all options and put together a 'best guess' costing for each item. Produce budget figures.
- 9.8. Draw up agreed specification of NWKFHS needs with long-term predictions.
- 9.9. Make overtures to KCC Library Trust to obtain a sharing/partnership arrangement to mutual benefit of both parties.

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10. Appendix 1 Community Hall Details.

10.1. Dartford Council:

10.1.1. Joydens Wood Community Centre

Joydens Wood Community Centre is located at 9 Birchwood Drive, Wilmington, Kent DA2 7NE. It is managed by Joydens Wood Community Residents' Association.

The Centre's main hall, lounge and rear function rooms are available for Saturday hiring.

The lounge and function rooms are available on weekday afternoons and evenings.

For enquiries and bookings please contact Mrs Maureen Powell on 01322 526641 (Mon-Sat, 9am-5pm).

10.1.2. Temple Hill Community Centre

Hire your local Community Centre for anniversaries, birthdays, engagements, weddings, dinners, dances and any other family and social events?

Temple Hill Community Centre is managed by the Council and is available for hire at very reasonable rates.

Temple Hill Community Centre has a large hall that holds up to 175 guests, with a full size stage and bar area. It also has a completely separate comfortable lounge, which seats an additional 40 guests, as well as an ample sized kitchen to cater for all your needs, whether it's for tea, coffee and biscuits, buffet food or cooking 3 course meals.

Temple Hill Community Centre, Temple Hill Square, Littlebrook Manor Way, Dartford DA1 5HY (01322 288516)

Booking enquiries: Call 01322 343902 or 01322 343066

The cost of hiring a hall will depend on which day of the week you wish to hire it and what the function is that you plan to hold.

Prices effective from **1st April 2014 - 31st March 2015**

GROUP A HIRERS - CASUAL:

E.g. Birthday parties, dances, dinners, weddings, family & social gatherings

GROUP B HIRERS - PUBLIC SERVICE GROUPS:

E.g.: Playgroups, religious groups, self-help meetings, senior citizens groups, youth groups

GROUP C HIRERS - COMMERCIAL

E.g. Keep fit classes, martial arts classes, dancing classes, children's birthday parties

10.1.3. Tree Community Centre

Bookings for Tree Estate Community Centre are managed by the Council, and the building is managed by Groundwork Kent & Medway.

Tree Estate Community Centre is available for hire at very reasonable rates.

The hall can comfortably hold up to 75 guests, with a kitchen and bar area leading off the hall, which is able to cater for tea, coffee and biscuits, buffet/nibbles or hot food.

Tree Estate Community Centre, Cedar Road, Dartford DA1 2RS

10.2. BEXLEY Community centres

There are eight centres in the borough. These are based at Barnehurst, Belvedere, Bexley, Crayford, Falconwood, North Cray, Slade Green and Welling.

Community centres provide a central point of focus for community involvement by providing accommodation from which the community can participate in a diverse range of activities of an educational or leisure nature. All of the Council's community centres have space to hire and are ideal locations to:

- Run activities
- Hold a meeting
- Have a family party
- For sports and fund raising events

Simply contact the community centres direct to find out more about specific availability.

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Management arrangements of community centres

The London Borough of Bexley selected three not for profit organisations as its preferred operators to run six of the borough's community centres and the new arrangements will be in place by the end of 2014. The new operators will be established as charitable companies limited by guarantee.

The centres affected and the organisation are:

- 10.2.1. **North Cray Neighbourhood Centre; Parkside Community Centre and Hurst Community Centre** are now operated by Youth Action Diversity Trust since the 1 January 2014
- 10.2.2. **Belvedere Community Centre** operated by a new organisation acting as holding trustees for the Belvedere Community Forum from 1 October 2014
- 10.2.3. **Falconwood Community Centre and St Michael's Community Centre** will be operated by the Welling Community Centres Trust
- 10.2.4. Recently opened Crayford Community Centre is managed by the Council's Libraries Department in conjunction with the new Crayford library, which it adjoins.
- 10.2.5. A new community centre for **Slade Green known as the Slade Green & Howbury Community Centre** opened on 13 October 2014 and is operated by Eco Communities, a Social Enterprise Company running a number of projects and community buildings in South London. The old Slade Green Community Centre has now closed.

10.2.6. Parkside Community Centre, 1 Parkside Cross, Barnehurst, Kent, DA7 6ND.

10.2.7. **Belvedere Community Centre, Mitchell Close, Belvedere, DA17 6AA.**

10.2.8. **Crayford Community Centre, 176, Town Hall Square, Crayford DA1 4FN.**

10.2.9. **Falconwood Community Centre, Falconwood Parade, The Green (off Hook Lane), Welling, Kent, DA16 2PG.**

10.2.10. **Hurst Community Centre, Hurst Place, Hurst Road, Bexley, Kent, DA5 3LH.**

10.2.11. **North Cray Neighbourhood Centre, 1 Davis Way, Sidcup, Kent, DA14 5JR.**

10.2.12. **Slade Green & Howbury Community Centre, Chrome Road, Slade Green, Erith, Kent, DA8 2EL.**

10.2.13. **St Michael's Community Centre, Wrotham Road, Welling, Kent, DA16 1LS.**

Booking enquiries: 01322 343066

10.3. Halls for Hire Around Sevenoaks (from mumsnet)

- 10.3.1. **Sevenoaks** Community Centre TN14 5DN 01732 459953
- 10.3.2. **Sevenoaks** Town Council Chamber TN13 3QG 01732 459953
- 10.3.3. St Luke Church Hall, **Sevenoaks** TN13 1XT – 01732 454426
- 10.3.4. Christ Church Hall, **Sevenoaks** TN13 2JG – 01732 459730
- 10.3.5. Kippington Centre, **Sevenoaks** – 01732 451117
- 10.3.6. St John the Baptist Church Hall, **Sevenoaks** – 01732 833415
- 10.3.7. **Dunton Green** Village Hall TN13 2TE – 01732 462702
- 10.3.8. **Bessels Green** Baptist Church TN13 2PS – 01732 454921
- 10.3.9. **Otford** Village Memorial Hall TN14 5PQ – 01959 525181
- 10.3.10. **Otford** Methodist Church Hall – 01959 522196
- 10.3.11. St Bartholomew Church Hall, **Otford** – 01959 523820
- 10.3.12. St Edith Hall **Kemsing** TN15 6NA – 01732 761078
- 10.3.13. **Riverhead** Village Hall – 01732 461278
- 10.3.14. **St Lawrence** Village Hall, Stone St, Seal TN15 0LL 01732 764285
- 10.3.15. **Seal** Village Hall – 01959 522545
- 10.3.16. **Seal** Church Hall – 01732 762840
- 10.3.17. **Plaxtol** Memorial Hall TN15 0QD – 01732 810709
- 10.3.18. **Ightham** Village Hall – 01732 780283
- 10.3.19. **Badgers Mount** Memorial Hall TN14 7AH – 01959 534293
- 10.3.20. **Chevening** Village Hall – 01732 452057
- 10.3.21. **Brasted** Village Hall – 01959 562647
- 10.3.22. **Sundridge** Village Hall TN14 6EJ – 07810 837817

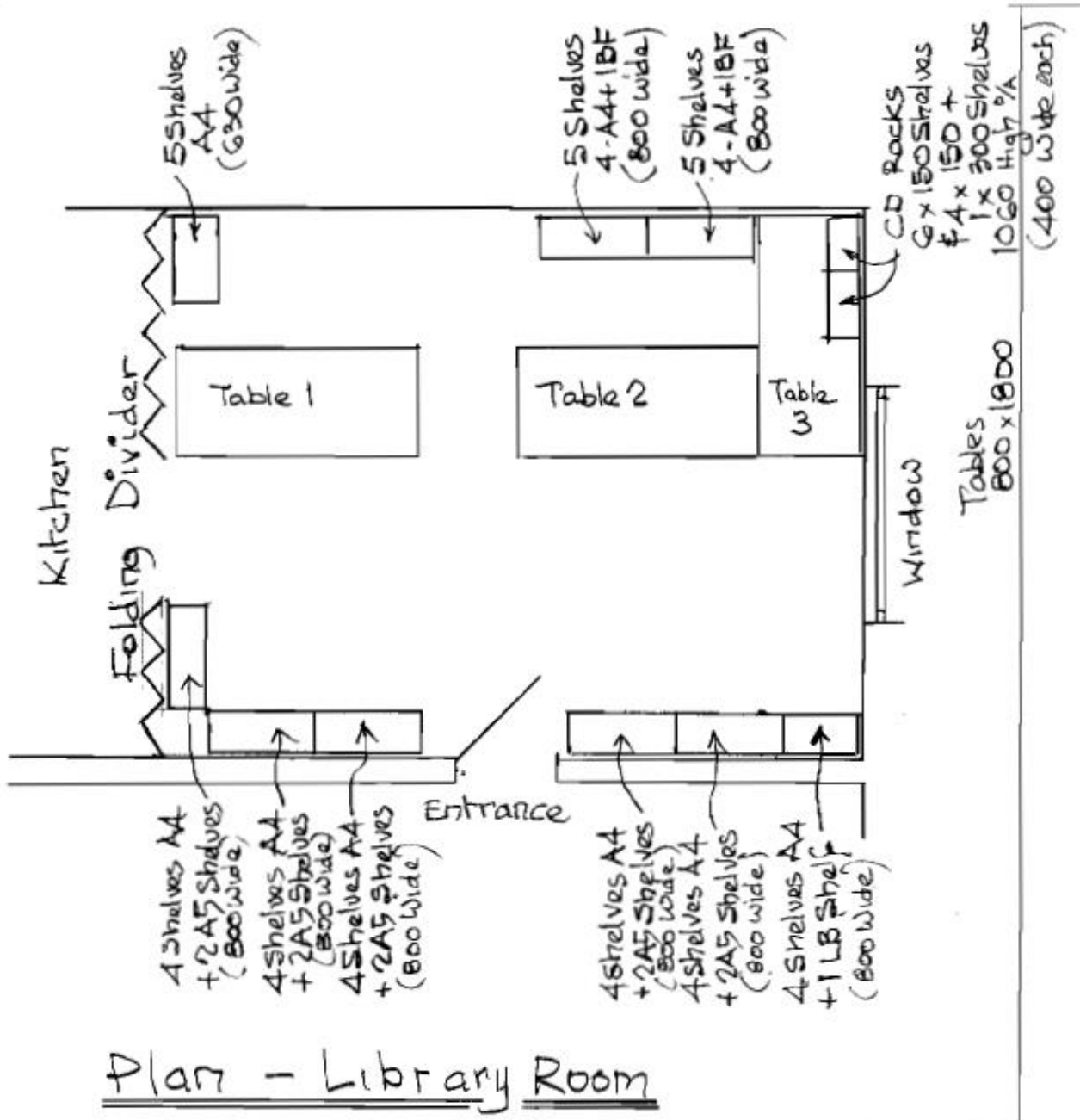
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- 10.3.23. **Westerham** Village Hall TN16 1BH – 01959 562682/561474
- 10.3.24. **Borough Green** Village Hall – 01732 884101
- 10.3.25. **Borough Green** Parish Hall – 01732 883405
- 10.3.26. **Platt** Village Hall TN15 8JJ – 01732 882999
- 10.3.27. **Ide Hill** Village Hall – 01732 750107
- 10.3.28. **Eynsford** Village Hall DA4 0AA – 07780 532525
- 10.3.29. **Farningham** Village Hall DA4 0DD – 01322 839385
- 10.3.30. **Leybourne** Village Hall ME19 5QL – 01732 873722
- 10.3.31. **Hildenborough** Village Hall TN11 9HY – 01732 833092
- 10.3.32. Delarue Hall **Tonbridge** TN11 9NN – 01732 367917

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Appendix 9. Room layouts. (Available in pdf file version).

Room layouts.



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