



100 1914-1918

Leicestershire Remembers

a century  
of stories



Everyone has a connection  
to the First World War.  
**Discover yours!**



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[www.centuryofstories.org.uk](http://www.centuryofstories.org.uk)

Thank you for expressing your interest in our project and attending a History Café. This is the first stage in discovering what your connection to the First World War might be.

## Introduction

The Century of Stories project explores the social history surrounding an individual and shared legacy of the First World War. It will run from 2014 to 2018 and focus on how the deep-rooted social, cultural, community and individual consequences of the conflict still resonate in our society today.

Our aim is to empower local people to discover their own personal connection to the conflict and uncover how all of our stories combine to create the diverse and unique history of Leicestershire in the First World War. The project run by Leicestershire County Council has been made possible with support from the Heritage Lottery Fund, Friends of Leicester & Leicestershire Museums and the Royal British Legion.

## Your Journey

Having attended a History Café we hope that you now feel equipped to begin your research. This folder is designed to help you carry on discovering your own personal connection.

The project team is available to guide you on your way with additional support, advice and professional help from our volunteer research buddies, if required.

### The next steps for you now will be:

- **Decide on what connection you are researching and have a go!**
- **Email us at [centuryofstories@leics.gov.uk](mailto:centuryofstories@leics.gov.uk) once you have a story you wish to discover**
- **The project team will help you by organising a taster session relevant to your needs and story, if necessary**
- **Complete your story by writing a narrative, creating a video, posting a blog, writing a poem, producing a performance, creating an artwork or any other way that inspires you**
- **Share your connection with your community and the people of Leicestershire once you have read and are happy with our participation guidelines**

Throughout the life of the project there will also be the opportunity for participants to meet up and share their experiences through our Sharing Days.

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1. What do you currently know and what can you find out from your family?

# 1. What do you currently know and what can you find out from your family?

The starting point in discovering your connection is to establish what you and your family already know.

This can be an invaluable source of information and will help you once you start to use genealogy sites as it will give you your starting blocks.

It is useful to prepare your questions before you talk to your relatives to ensure that you obtain as much information as possible - remember to take notes so you can refer to them later.

Please look at section 6 to give you some ideas for questions.

**Facts that are useful when you begin to research your relatives include:**

- **Full names including any middle names**
- **Place of birth**
- **Date of birth - circa 5 years**
- **Occupation**
- **Maiden names of relatives**
- **Where they lived**

You may also be fortunate in that some of your relatives may have old photographs and memorabilia which will certainly help in bringing your connection alive.

If your relatives were local it may be that some older residents can also help you with your connection.

If you have a local history society they may be worth a visit as well.



2. Are you researching a specific topic which is not genealogy?



## 2. Are you researching a specific topic which is not genealogy?

It may be that your connection does not involve family history but that you have a specific interest in researching a topic.

Your chosen research topic could be anything connecting to the First World War.

**Recent examples we have had are:**

Music

Women's Institute

Football

Wargaming

Local connection through churches

Girl Guide movement

Local connection through villages

Family at home

Indian Army fighting alongside Britain

**Whatever your interest might be,  
the resources in this pack are relevant.**

**The project team can also advise where else  
you may go to research your connection.**



3. What resources are available to help you?

## 3. What resources are available to help you?

### a. Record offices and archives

There are record offices and archives services all over the country and they hold local records and documents relevant to particular areas. They contain a wealth of information ranging from public records to business archives and from private diaries to family letters.

If you are researching a Leicestershire connection then you may find useful information at the Record Office for Leicestershire, Leicester and Rutland (ROLLR) which is in Wigston, LE18 2AH.

If you are researching a connection from another part of the country, or another part of the world, you can find out where the archives for that area are kept by searching on the internet. The History Café leader may be able to help you find out more.

### What can you expect to find at a record office?

- **Parish and school records**
- **Census returns**
- **Electoral registers**
- **Wills**
- **Newspapers**
- **Maps and photographs**
- **Records of local businesses, hospitals, courts and the constituent councils**
- **Local studies articles**
- **Books and ephemera**
- **Military information**
- **The Home Front (e.g. business records, photographs and records of local administration)**

### The Record Office in Leicestershire

The ROLLR contains a wealth of information relating to the histories and culture of Leicestershire, Leicester City and Rutland and access to the collections is freely available to everyone.

- **Our staff will help you access this information and give you tips about how to get the most out of your visits**
- **It is the main centre for family and local history for these areas provided by Leicestershire County Council**
- **The Record Office looks after the county's main Local Studies Library Collection**
- **Access to Ancestry and Find My Past are free at the Record Office (and throughout Leicestershire County Council's libraries) but some sites may require a fee to download material and there is a charge for printing**

The Record Office includes the records of the Leicestershire Regiment.  
(They do not hold papers of individual soldiers, although there are some privately deposited letters and diaries.)

**In the public search rooms there are:**

- **Self-service microfilm and microfiche readers and printers which you can arrange to be trained to use**
- **Computers for access to information and facilities for use of laptops**
- **Facilities for listening to sound recordings and viewing videos (advance booking required - contact the Record Office for details)**

## Where can you find this resource?

- **Long Street, Wigston Magna, Leicestershire, LE18 2AH**
- **Telephone: 0116 257 1080**
- **Email: [recordoffice@leics.gov.uk](mailto:recordoffice@leics.gov.uk)**
- **Full details of facilities on: [www.leics.gov.uk/recordoffice](http://www.leics.gov.uk/recordoffice)**
- **Online catalogue [record-office-catalogue.leics.gov.uk/DServe/](http://record-office-catalogue.leics.gov.uk/DServe/)**

## How to use the Record Office

It is FREE to visit the Record Office and you don't need to book, but you do need to come with identification showing your name, current address and signature so that you can be issued with the appropriate ticket.

## Types of tickets

There are three tickets available to choose from:

Single Day Tickets - there are 2 types of day tickets, a red and a white.

1. **A red day ticket** will allow you access to all materials and resources on the open shelves.
2. **A white day ticket** will give you extended access to everything that is held in the strong room.
3. **CARN tickets** - this ticket would be suitable if you visit the record office regularly. It is part of the County Archive Research Network (CARN), which is a network of record offices that have come together on one standard ticket system. It can be used at any other record offices that are part of the network.

These tickets are free and are valid for 4 years. They give access to all resources including the strong room.

## Use of cameras

Visitors are now able to bring their own cameras into the search room so they can take digital pictures of the documents that they are using.

There is a fee of £5 for a day permit or £20 for a weekly permit (terms and conditions apply).

For more information about visiting the Record Office please visit their website [www.leics.gov.uk/recordoffice](http://www.leics.gov.uk/recordoffice)

To have a preview of a visit to the Record Office at [www.leics.gov.uk/record\\_office\\_video](http://www.leics.gov.uk/record_office_video)

## b. Libraries and museums

### Leicestershire County Council Libraries

Visiting your local library is often a good place to start. It is easy to join, simply take some proof of ID and you will be given a free library card immediately.

The library staff are always available to assist you and in some of the larger libraries there will be a Century of Stories Champion who will support you with your research.

You can use free internet access and in particular free access to Ancestry (see section 6) and Find My Past.

Some libraries have local studies sections and special collections. Please refer to section 6 for a breakdown of these.

### Leicestershire and Leicester Museums

Going to a museum or visiting their web pages can help you to improve your understanding of the First World War. Many of them will contain real objects, letters, photographs, diaries, paintings and pictures related to the War.

The best thing to do is to contact the museum that you think may be useful to you and speak to someone about what they have in their collection.

### Local Museums

#### Leicestershire County Council and Partnership Museums

[www.leics.gov.uk/museums](http://www.leics.gov.uk/museums)

Snibston Discovery Museum, Harborough Museum, Charnwood Museum and Melton Carnegie Museum will have changing exhibitions and events during the period of the commemoration. Harborough Museum in the Symington Building has a small number of objects on display that relate the War.

Items from the collections that are not on display can be seen by making an appointment. Please call **0116 305 3720**.

#### Leicester City Museums, Newarke Houses Museum

[www.leicester.gov.uk/newarkehouses](http://www.leicester.gov.uk/newarkehouses)

Newarke Houses Museum and Gardens incorporates the Museum of the Royal Leicestershire Regiment. You can discover more about the story of Leicester at War. Through personal stories find out about the home front and the history of the Regiment, including a recreation of a First World War trench with sound and lighting.

#### Leicestershire's Community Museums

[www.goleicestershire.com](http://www.goleicestershire.com)

Explore the museums and heritage centres that are members of the Leicestershire and Rutland Heritage Forum. Many of the members of the Forum will have information relating to their local area during the First World War. One of the larger collections is held at:



## Loughborough Carillon Tower & War Memorial

[www.loughborough-rollofhonour.com](http://www.loughborough-rollofhonour.com)

This museum was built after the First World War to commemorate the men of the town who gave their lives. Unique in Britain, it is the only purpose built Carillon Tower. Set within Queen's Park the tower is also home to a museum, three rooms packed with military memorabilia, including one room dedicated to the Leicestershire Yeomanry.

## Local History and Heritage Groups

Find out more about local history and heritage groups in your area by searching the web or asking at your local library.

## National Museums

### Imperial War Museum

[www.iwm.org.uk/history/first-world-war](http://www.iwm.org.uk/history/first-world-war)

Imperial War Museums in London, Duxford and Manchester are marking the centenary through a variety of exhibitions, displays and activities. The website is full of useful information, inspiration and ideas. As part of the commemoration the Imperial War Museum in London has opened major new galleries about the First World War.

## c. Ancestry and Find My Past

You can use both these websites, free of charge, at your local library once you have a library card. They are also available at the Record Office.

### Using Ancestry

Ancestry combines hundreds of years and millions of records from different sources.

The version held at the libraries and Record Office is similar to Ancestry.com subscription site.

It's simple to use. Just type in your ancestor's name and any other details you know, such as when and where they were born, when they got married, etc.

You can search the censuses for England, Wales, Scotland, the Isle of Man and the Channel Islands from 1841 to 1911. You can also search England and Wales Civil Registration Indexes for births, deaths and marriages, plus UK and Ireland parish and probate records from the 1500s to the 1800s and even earlier. There are also a few military, immigration, emigration, court and probate records.

The site now includes British Army WWI Medal Rolls Index cards from 1914 to 1920.

You can also search the National Index of Wills and Letters of Administration (Probate Calendar) from 1861 to 1941. Find out how much your ancestors left in their wills and to whom.

There are various ways in which you can undertake a search:

#### Global search

- **Use a global search when you're just getting started - it may be a new search or a revisit to see if there are new results for someone you've researched in the past**
- **A global search searches everything on ancestry.co.uk that is indexed**
- **It is an efficient search with a lot of detail (e.g. census records)**

#### Category search

- **Use a category search when what you are searching for applies to a particular record or group of records**
- **You can search collections with a common theme**

#### Direct search

- **Use a direct search when you've identified a type of record you need for the place and time of your ancestor**
- **A direct search focuses on one collection**

#### Collection search

- **Use a collection search when your search doesn't necessarily fit a record group, or when you're looking for more information on a particular record type**
- **The card catalogue can help locate collections for the times and places where your ancestor lived. The catalogue lets you search for specific collections or to use filters to narrow the search**

#### How to use this resource?

Our librarians have prepared a 'how to' guide for using Ancestry and you can also find tips and hints by putting 'How to use Ancestry' into a Google search. Please see section 6 for a detailed guide.

If you ask for help at the Record Office and a library then a member of our staff will be able to help you to get started.

## d. Religious records

Religious records can be found in a variety of forms, from written or printed information to gravestones, monuments and memorials. They can be a valuable source as Parish records can pre-date civil registration.

They can contain important information (e.g. birth, marriage and death dates) that will help you to use other resources to find out more about family and local history.

### What can they tell you?

- **Registration of births, marriages and deaths**
- **Death dates may lead to cemeteries where you may find graves or memorials**
- **Marriage information can help with maiden names and name changes**
- **Sometimes records include the names of witnesses and sponsors who were often family members**
- **Can also include biographical details and further research clues**

### Where can you find them?

- **Historical newspapers and directories**
- **Obituaries or notices of deaths**
- **Local church (you may need to make an appointment to visit)**
  - Old notices about events often mentioned individuals
  - Church history and directories
  - Rolls of Honour of those who fought in the War
  - Memorials and plaques commemorate the men who fell
- **Graveyards (you can usually look at the memorials and headstones in graveyards freely, but some may be locked)**
- **Old photographs, funeral cards or programmes**
- **Record and archive offices**
- **Online**
- **Some religious groups are committed to preserving and recording history**
- **Library and local history websites**
- **Some local history societies**
- **Your own family**
- **Most villages and towns have a war memorial but they do not contain all the names of everyone who fought and died in the War**



## Tips on using religious records

- Find out what religion the person or group of people were - do family or friends know?
- Some areas were dominated by a specific religion and in some villages nearly everyone went to the same church
- In larger towns and cities their religions were more diverse. Churches for different Christian denominations and many other temples, synagogues and other places of worship existed
- Sometimes people married into families of a different religion so you may have to use a variety of sources to get a complete picture
- Use the card category in Ancestry
- Not all religious records were written in English. Latin or French were often used in early records but by the War most UK records are in English. (If not you can use a translator which can be found on the internet)
- Old magazines, newspaper clippings and books relating to the parish are often kept in churches, generally you will need to make an appointment to see them. (Many churches have closed or amalgamated with others, so these may have moved, been lost or been saved in the local record or archive office, museum or local history society)
- Church wardens often kept accounts and records of people in the parish. Some churches will have moved them to a record or archive office
- Vestry minute books – may record all the ratepayers of the parish
- Baptism, Marriage and Death records go back many years. Generally only the most recent are kept in the Church. The rest are deposited with the County Record Office, but it is not obligatory
- A birth certificate will give you an exact date and place of birth, the father's name and occupation, and the mother's maiden name
- A marriage certificate will give the date and place of the marriage, the forenames and surnames of the couple, and their ages (before 1855 it will only show either 'full' if over 21 or 'minor' if under). It also lists the residence and profession of the father plus the names of the marriage witnesses

## e. Census information

Census returns have been taken every ten years from 1801. The first one that has generally survived is 1841.

Consider the census as a snapshot of a household at ten yearly intervals. From 1851 it gives information including names, age, gender, place of birth and occupation of individuals and their relationship to the head of the household.

The most recent that can be accessed is the 1911 census, which along with the 1901 and 1891 censuses are probably the most important for records relating to families and the First World War.

You can access the census through some online resources or by a personal visit to the National Archives in London.

### Why use this resource?

- **The census is a snapshot in time giving a great insight into our ancestors' lives**
- **You may discover facts in your research that you never knew existed**
- **Invaluable for both personal and genealogical research**

### What is the Census?

- **A government exercise in finding out statistical information about the population**
- **The census counts the population and lists all members of households or institution**
- **It enables the government to make informed decisions in various areas including housing transport, food, and helps in the economic structure of the country**
- **It is a unique historical document taken every ten years**

### What information can it tell you?

- **Address - not always accurate, unless your ancestors lived in a named house or farm, you may have to settle for simply knowing the name of the road or the village**
- **Name - the surname with at least one forename, although it could turn out to be a nickname, and sometimes you find second forenames or initials**
- **Relationship - how the individual is related to the head of the household, information providing the structure of the family - helpful where married children or relations are included in the household**
- **Relationship to the head of the household - whether married, widowed or single, again useful in establishing family structure**
- **Age - only as accurate as your ancestors were able or prepared to supply. Maybe rounded to the nearest 5 years for adults. Also the census is usually taken in the spring, so this can affect the age of an individual depending when their birthday was (and if they were born in the same year as the census, but after it was taken, then they won't appear at all)**
- **Occupation - the rank, profession or occupation can be useful in helping to establish that you have found the correct person, especially if they share a relatively common name**
- **Where born - useful for identification, although it can contain mistakes**

## Where can you find information on the Census?

You can access the census online so you can use it without charge at the

- **Record Office in Wigston**
- **At your local County Council Library**
- **Home computer (you will have to pay for use)**

## How accurate is the information?

- **The details were copied from the household forms into books and mistakes occurred as they tried to decipher the hand-writing, the forms were later destroyed**
- **Illiterate or barely literate ancestors may not have understood the form**

They may not have known with any accuracy the answer to the questions

They may have been suspicious of the government prying into their affairs and been less than honest in their answers

## How to read information on the Census

- **Information learned from your relatives can be a good starting point**
- **Use your own judgment when assessing the information from the Census, it may be completely accurate, but you will often find discrepancies**
- **The handwriting can be hard to read. It can help to look at other entries written by the same author and look carefully at the letter formation**
- **First names are more readily recognised and can help with letter shapes**
- **A particularly difficult name can be broken down from the possible letters**
- **Early census material may show a different surname spelling to a later one, therefore you may need to check the validation with another record**

## f. Military information

### Why use this resource?

- Records include those who died in service and those who survived
- Much of what we are familiar with about the First World War relates to military actions
- Millions of people were involved in the armed forces
- It can give the wider context to personal or local stories because military information ranges from the official documents to family photographs and letters

### What is this resource?

- Official documents and war records
- Photographs and film
- Battle honours and regimental histories
- Battalion, brigade and division war diaries
- Campaign medals
- Published family memories, letters and experiences which have now been published in books, local histories or exist as recorded memories from those who served
- Battlefield and military history books
- Websites

### What can it tell you?

- Official military records consists of a number of different army forms used to record information about a soldier during his military career
- Regimental histories can place people in specific actions and or battles
- They can help with key dates

## How to use the resources

### Starting Out

Begin by finding out if any memories or possessions have survived. A memory of a conversation with a friend or relative could fix a serviceman to a specific time and place.

Medals awarded for wartime service will generally have the recipient's name, service number and regiment engraved on the rim. His regiment might also be given away in a cap or shoulder badge seen in a photographic portrait.

## Survived the War?

**The Absent Voters List** for 1918 is a valuable yet under-used resource and is often available at public libraries and record offices. Anyone who was eligible to vote in 1918 but was absent because of wartime service can be found listed alongside their permanent address, service number, rank and battalion or regiment.

**The names and addresses of local men** recently returned from prisoner-of-war camps in Germany in 1919 were sometimes published local newspapers.

**The Medal Rolls Index** gives the service numbers and regiments of every soldier with a medal entitlement, and can be searched through the websites of both The National Archives and Ancestry.

**Scans of Medal Rolls Index cards** can be downloaded from either website; The National Archives charge per download whereas Ancestry is a subscription-based service but provides scans of better quality. Be aware that the index card may give no additional information other than reference numbers to the corresponding entries in the Medal Rolls.

The Medal Rolls themselves can generally only be consulted at **The National Archives at Kew, London**. For an infantryman, his entry in the Medal Rolls details each battalion with which he served after first going overseas. The only exceptions at present are the Silver War Badge Rolls which are available through Ancestry and detail the service number, rank, name, regiment and dates of enlistment and discharge for more than 880,000 WWI servicemen who were discharged through sickness or wounds.

There is only a small chance that the service records of a soldier who died during the war can be located at The National Archives. You might also find the surviving soldier's service records, but this would be quite unusual as the majority of WWI service records for ranks other than officers were destroyed during a 1940 air raid. Those that survived are available either at Kew (the so-called 'Burnt Documents'), or online through Ancestry. The chance of finding a service record varies greatly from regiment to regiment.

In an attempt to replace some of the records which were lost in 1940, the so-called 'Un-burnt Documents' were created from **Ministry of Pensions** records. Although these account for only around 8% of the original records, all are accessible either at Kew, or online through Ancestry.

Officers' records have generally survived, at least in part, and can be inspected in their original form at Kew. (An exception seems to be the records of the Royal Army Medical Core (R.A.M.C) officers, which have been unaccountably lost.)

## Died in the War?

The online database maintained by the **Commonwealth War Graves Commission** is searchable by name and gives date of death, service number, battalion, place of burial or commemoration, and possibly some family details as well.

[www.cwgc.org](http://www.cwgc.org)

**The World War I Centenary Project** provides maps showing the locations of all known Commonwealth cemeteries and memorials from the war.

[www1centenary.oucs.ox.ac.uk/space-into-place/commonwealth-cemeteries-of-world-war-one](http://www1centenary.oucs.ox.ac.uk/space-into-place/commonwealth-cemeteries-of-world-war-one)

'**Soldiers Died in the Great War**' was originally published in 1921 in 80 volumes. There are accompanying volumes of 'Officers Died in the Great War'. It is usually possible to tell from these volumes where a serviceman was born, lived and enlisted. The content can be accessed through Ancestry and other online sites.

**Local newspapers** of the time generally published information of the local killed, missing and wounded. Microfilm copies of some local newspapers can be found at larger local libraries and at some record and archive offices.

## Further Sources

Regimental or divisional histories often give detailed accounts of a battalion's activities, but can be difficult to locate.

Battalion, brigade and division war diaries vary in content, but often contain maps and detailed operational plans as well as a daily record of activities. There is a collection of war diaries held at The National Archives (some of the war diaries of the Leicestershire Regiment are at the Record Office at Wigston.)

## Tips and cautions

- **The numbers and types of forms in a record vary greatly from soldier to soldier and the majority of records from the First World War have not survived**
- **The quality and legibility of the information they contain varies considerably**
- **Service records can often contain private correspondence (e.g. an enquiry with regard to medals or a widow enquiring about a pension)**
- **The records were thinned out before going into storage in the 1930s and many documents were disposed of**

## Where can you find military information?

- **Record and archive offices**
- **Some larger local libraries**
- **Some local history societies and groups**
- **Some local museums**
- **Newspaper archives**
- **Talking to family members and friends**
- **Family archives**
- **The National Archives**
- **Ancestry and many other resources on the internet**

## g. Other online resources

There are other useful and free to use websites available through Leicestershire Libraries

### The National Archives

[www.nationalarchives.gov.uk/first-world-war](http://www.nationalarchives.gov.uk/first-world-war)

The National Archives is the official archive and publisher for the UK government, and for England and Wales. They are the guardians of some of our most iconic national documents, dating back over 1,000 years. They hold many important collections of documents relating to the First World War.

Information can be found on

- **War diaries**
- **Medical records**
- **Nurses' service records**
- **British Army Soldiers**
- **Royal Navy service records**
- **Records of British Army Officers**
- **Prisoner of War interviews**

### The Long, Long Trail

[www.1914-1918.net](http://www.1914-1918.net)

This is an amazing resource for people with an interest in the First World War. It includes tips on how to search for a soldier, advice on places to visit, reviews of books and exhibitions and news about events.

There are very good sections about the life of a British soldier, Regiments (including the Leicestershire Regiment), the Battles of the First World War and much more.

### The Leicestershire Regiment

[www.royalleicestershireregiment.org.uk](http://www.royalleicestershireregiment.org.uk)

This site provides an online presence for all matters of interest connected with the Regiment, including the Royal Tigers' Association and the Regimental Museum at Newarke Houses Museum in Leicester. You can use the site as an information resource and learn about forthcoming events.

### BBC

[www.bbc.co.uk/history/0/ww1](http://www.bbc.co.uk/history/0/ww1)

The BBC's website is full of information about events, features activities and programmes reflecting many different aspects of the War.

### The British Library: World War One

[www.bl.uk/world-war-one](http://www.bl.uk/world-war-one)

## The First World War Centenary

[www.1914.org](http://www.1914.org)

This is the official website for the international commemoration of the centenary of the War.

## Imperial War Museum

[www.iwm.org.uk/history/first-world-war](http://www.iwm.org.uk/history/first-world-war)

Imperial War Museums in London, Duxford and Manchester are marking the centenary through a variety of exhibitions, displays and activities. The website is full of useful information, inspiration and ideas.

## War Memorials

[www.leicestershiREWarmemorials.co.uk](http://www.leicestershiREWarmemorials.co.uk)

The website for the Leicestershire War Memorials project including access to information from Michael Doyle's 'Their Name Liveth for Evermore'.

## The Western Front Association

[www.westernfrontassociation.com](http://www.westernfrontassociation.com)

The Western Front Association (WFA) was formed with the aim of furthering interest in The Great War of 1914-1918. It also aims to perpetuate the memory, courage and comradeship of all those on all sides who served in France and Flanders and their own countries during The Great War.

## First World War Poetry Digital Archive

[www.oucs.ox.ac.uk/wwlit](http://www.oucs.ox.ac.uk/wwlit)

## Great War Archive

[www.oucs.ox.ac.uk/wwlit/gwa](http://www.oucs.ox.ac.uk/wwlit/gwa)

## Naval History

[www.naval-history.net/#ww1](http://www.naval-history.net/#ww1)

## Roll of Honour

[www.roll-of-honour.com](http://www.roll-of-honour.com)

## British Newspaper Archive

[www.britishnewspaperarchive.co.uk](http://www.britishnewspaperarchive.co.uk)

The British Newspaper Archive is a partnership between the British Library and Findmypast to digitise up to 40 million newspaper pages from the British Library's vast collection. Search and find news articles, family notices, letters, obituaries, advertisements and more. Access is limited to library use only.

## Find My Past

[www.findmypast.co.uk](http://www.findmypast.co.uk)

Formerly '1837 online', this website contains millions of family history records online, with a variety of family history sources, including the General Registrar Offices Indexes of Births, Marriages and Deaths and selected Census records. Find My Past makes it easy to research UK ancestry and create a family tree.



[www.centuryofstories.org.uk](http://www.centuryofstories.org.uk)





## 4. Keeping in contact with the project team

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The Project team are always on hand to help you

Project Officer  
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## 5. Getting involved - participants guidelines

## 5. Getting involved - participant guidelines

We are delighted you have decided to become a participant in the Century of Stories project and we hope to help you uncover your connection to the First World War. We are sure you will encounter many fascinating facts and stories about Leicestershire and its spirited people along the way.

Before you begin your journey we need to make you aware of our participant guidelines.

### Accepting the terms

In order to participate in the project and use the services provided we would like to ensure you accept these guidelines. You are advised not to participate in the project or use the services if you do not accept these guidelines.

### Website and social media

Sharing your story or connection to the First World War is one of the main purposes of the project. However you should be aware that any third party websites you link to will also have their own terms and conditions and you should read these carefully. We are not responsible for the content or activities of any other websites which you may choose to link with.

**If you do share your story on third party websites you must not:**

- 1. Publish anything that violates the rights of any third party**
- 2. Publish something that you do not own the rights to**
- 3. Include anything we consider offensive, inappropriate or defamatory**
- 4. Impersonate another person**
- 5. Collect or use any information from this website with the intent to harm, discredit, harass or prejudice any other person**

### Content you publish is available on the internet

Stories that you share by uploading onto social media sites hosted by Century of Stories, as well as other third party sites, can be viewed by other users and by internet search engines. If you do not want this to happen, please do not publish the content.

We love being able to offer a service whereby users can share their connections to the First World War, however please keep an additional copy of your information elsewhere. We will not be liable for any loss of information under any circumstances.

### Moderation policy: comments and content

We are not responsible for information that you share, so think before you post! If you see something on the site that you think is offensive, illegal or which is not in line with these participant guidelines, please let us know by using the Contact Form on the website.



## Project brand and other intellectual property

The names, images, logos and website identifying our brand and services are proprietary marks of the Century of Stories project. Any material found within the pages of [www.centuryofstories.org.uk](http://www.centuryofstories.org.uk) including text or images may be used for your own personal non-commercial use, however permission for any other use must be obtained by contacting us directly.

## How we use content published by participant:

You keep the copyright to any story that you create through participation in the Century of Stories project. However, by publishing it as part of the Century of Stories project you are giving Leicestershire County Council a non-exclusive, on-going, royalty-free, license to use your story on all project related media.

Here are some examples of how we will use the content you generate:

- 1. To make it available on our website and social media sites owned and operated by Leicestershire County Council. This is to allow other participants to download, print and save copies of your story for their private and non-commercial use**
- 2. For promotional purposes, such as marketing and advertising**
- 3. To help us improve our product and service offerings**
- 4. To make it available to internet search engines**

## Sensitive information

During your research, you may uncover some upsetting and difficult information. If you are uncomfortable with any material you discover along the way it is up to you to decide whether to share it as part of your story. If you feel that you need support in dealing with any unexpected information then please contact the Project Team who will attempt to refer you to relevant support.

I understand that by publishing any information as part of the Century of Stories project I am giving Leicestershire County Council permission to use this content on all project related media and promotion.

I have read and agree with the following participant guidelines

Name (please print):

Date:

Signature:

[www.centuryofstories.org.uk](http://www.centuryofstories.org.uk)





## 6. Supporting information



## 6. Supporting information

### Sample questions for friends and family:

**Can you remember anything you were told about our family during the First World War?**

**If so, please tell me what you know?**

**If not, is there anyone else in the family who might be able to help me?**

**Can you remember the names of our great grandparents and grandparents?**

**Do you know where our family lived in 1914?**

**Do you know what work any of our family were doing in 1914?**

**Have we any memory boxes from that time e.g. letters, medals etc?**

**Have we any old photo albums or heir looms from that period?**

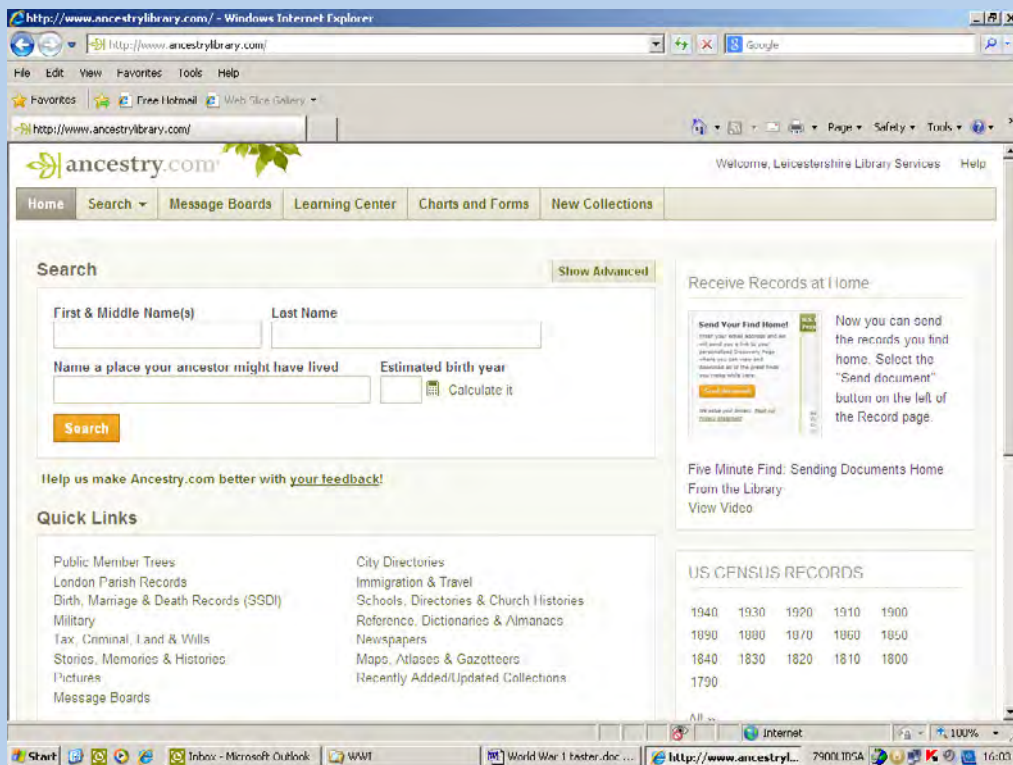
# Ancestry: How to search WWI Records on Ancestry at a County Council Library

Please ask your local library assistants if you require any assistance, they would be happy to help.

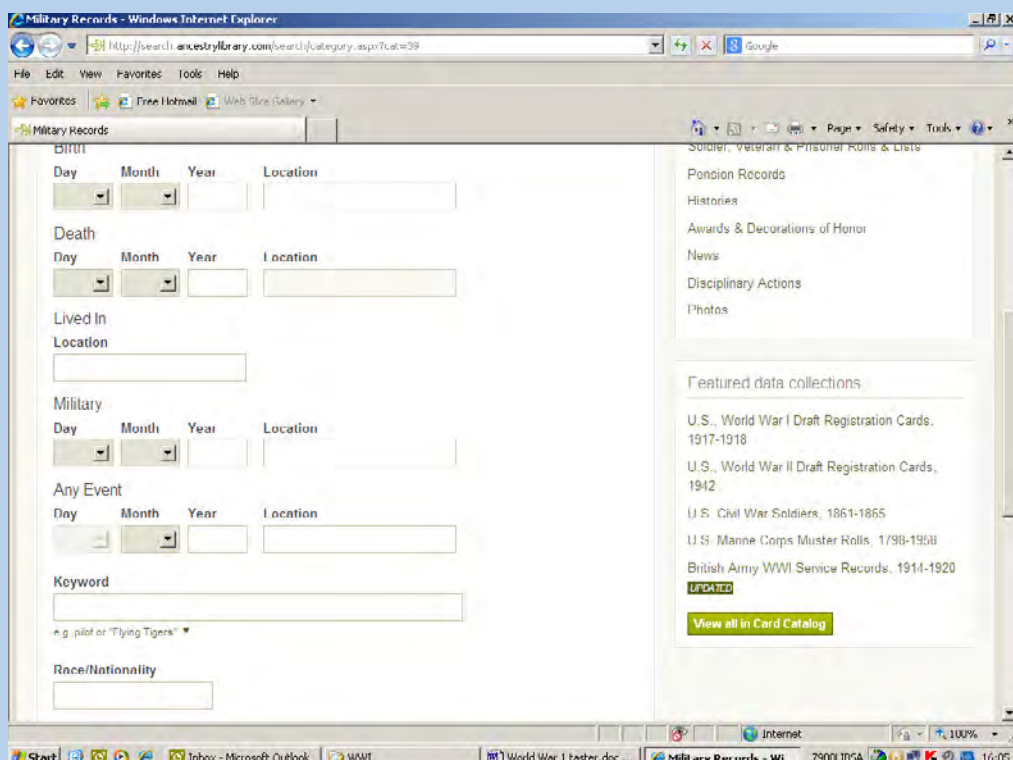
1) Access Ancestry in the normal way:

Internet • Online Reference Library • Family History • Ancestry Library Access Only

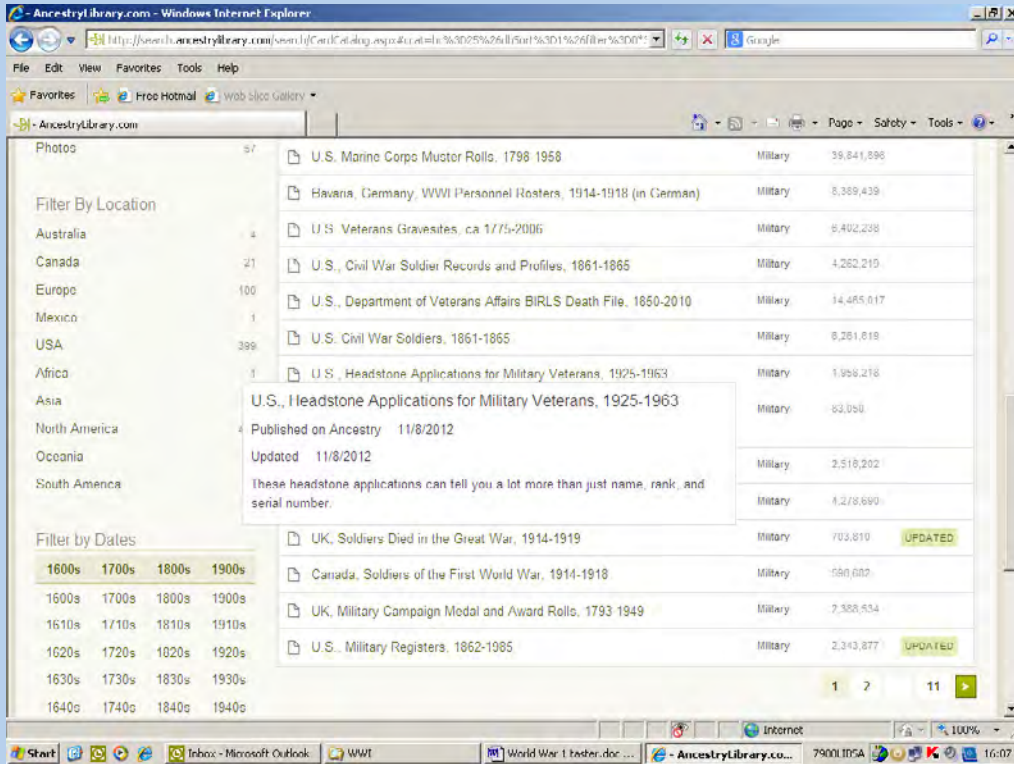
2) Under 'Quick Links' click on Military.



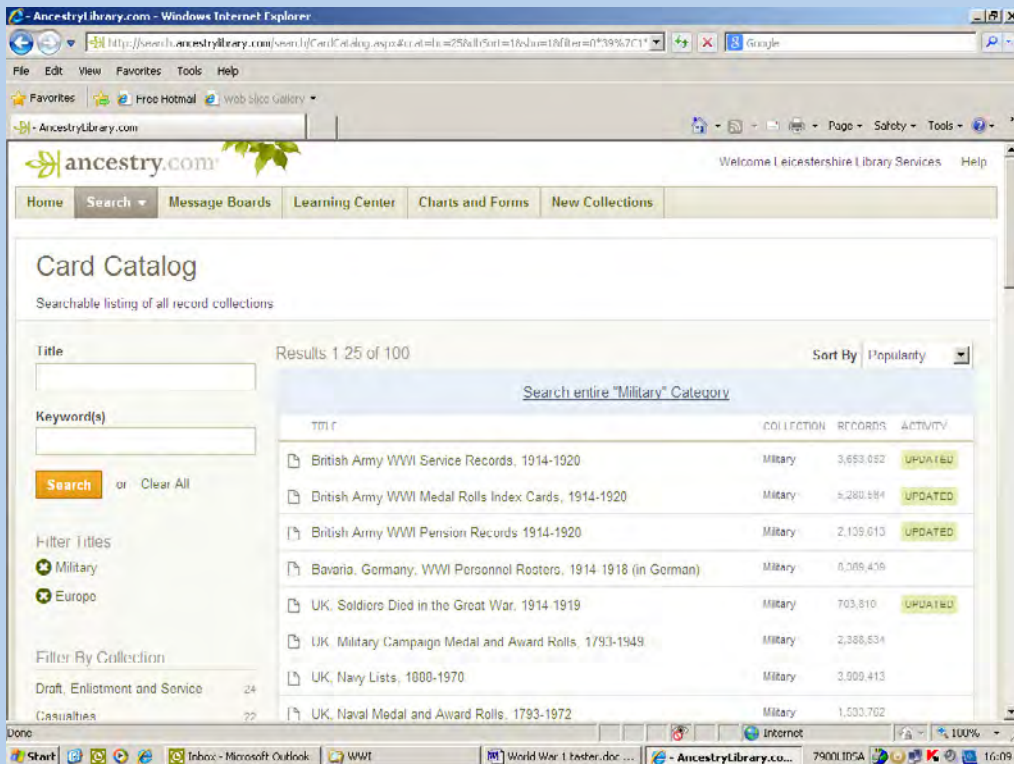
3) Scroll down and click 'View All in Card Catalogue'.



4) Scroll down again and click on 'Europe'.



You should now have a screen with European Military record listed.



The most useful records to search are British Army WWI Service Records as a full service record includes a lot of detailed information about the soldier.

However, only 30% of the WWI service records are available (some badly burnt) because of a direct hit on the London Record Office where they were housed during WWII.

To search the British Army WWI Service Records click on the link.

A search form will appear for you to fill in. This one has been filled in as an example. Include only the information you are fairly sure is correct. If you need to check any information about the person you are searching for, you can use Ancestry to find out more details on the 1911 census.

The screenshot shows a web browser window displaying the Ancestry.com search interface. The page title is "British Army WWI Service Records, 1914-1920". The search form is filled with the following information:

- First & Middle Name(s):** William
- Last Name:** Barton
- Birth:** Day, Month, Year, Location (empty)
- Lived In:** Location: Spondon, Derbyshire, England
- Marriage:** Day, Month, Year, Location (empty)

On the right side, there is a "Browse this collection" section with options for "First Letter of Last Name", "First Two Letters of a Last Name", and "First Three Letters of a Last Name". Below that, there is a "Related data collections" section with a link to "British Army WWI Pension Records, 1914-1920".

Once you have filled in the details, scroll down and click the orange search button.

This screenshot shows the same search form as above, but scrolled down to reveal more options and the search button. The "Any Event" section has fields for "Year" and "Location". The "Family Member" section has a "Choose..." dropdown and fields for "First Name" and "Last Name". There is a "Keyword" field with a suggestion "e.g. pilot of 'Flying Tigers'". The "Gender" section has a "Select" dropdown. At the bottom of the form is an orange "Search" button and a "Clear Form" link.

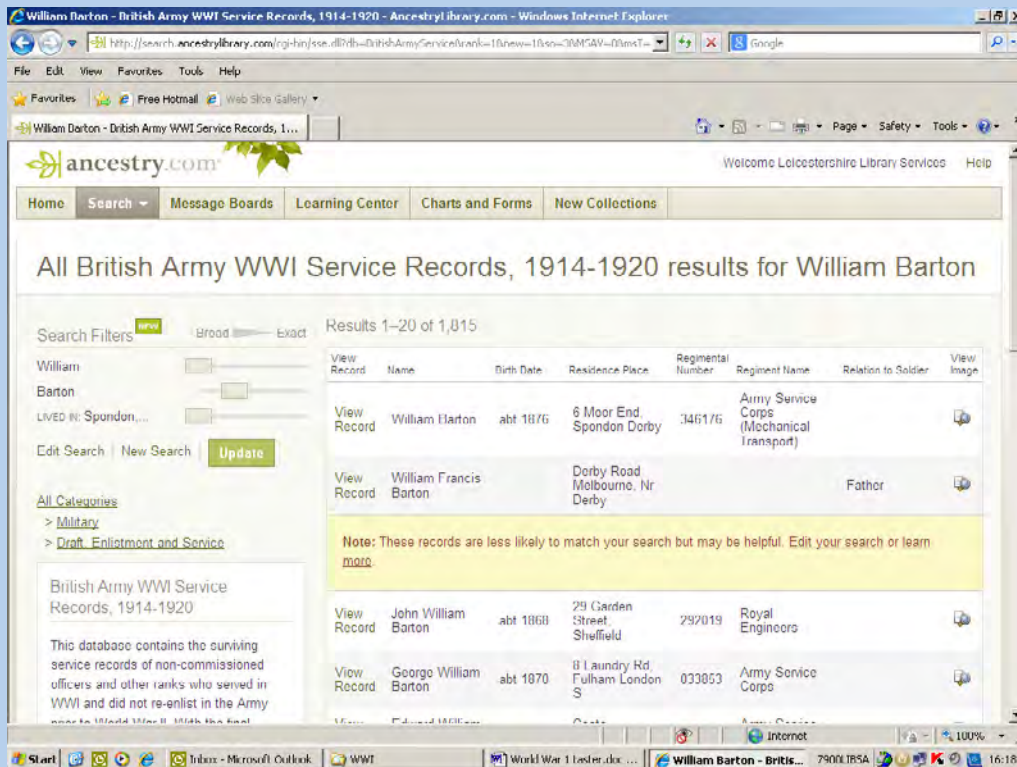
Below the search form, there is a "Source Information" section with the following text:

Ancestry.com. British Army WWI Service Records, 1914-1920 [database on-line]. Provo, UT, USA. Ancestry.com Operations Inc., 2008.

On the right side, there are two additional data collection descriptions:

- British Army WWI Pension Records, 1914-1920:** This database contains service records of non-commissioned officers and other ranks who were discharged from the Army and claimed disability pensions for service in WWI. These were also men who did not re-enlist in the Army prior to World War II. The type of information contained in these records includes: name of soldier, age, birthplace, occupation, marital status, and regiment number.
- British Army WWI Medal Rolls Index Cards, 1914-1920:** This database contains the Medal Rolls Index, or Medal Index Cards. The collection currently contains approximately 4.8 million people, which is nearly all of the total collection. The records can be searched by first and last name and Corps, Unit or Regiment. These cards were created by the Army Medal Office (AMO) of the United Kingdom in Droitwich near the close of World War I (WWI).
- UK Soldiers Died in the Great War, 1914-1919:** This database contains information extracted from 111 volumes of soldiers that died in World War I. It includes over 703,000 individuals. Information listed may include: name of soldier, birthplace, enlistment place, residence.

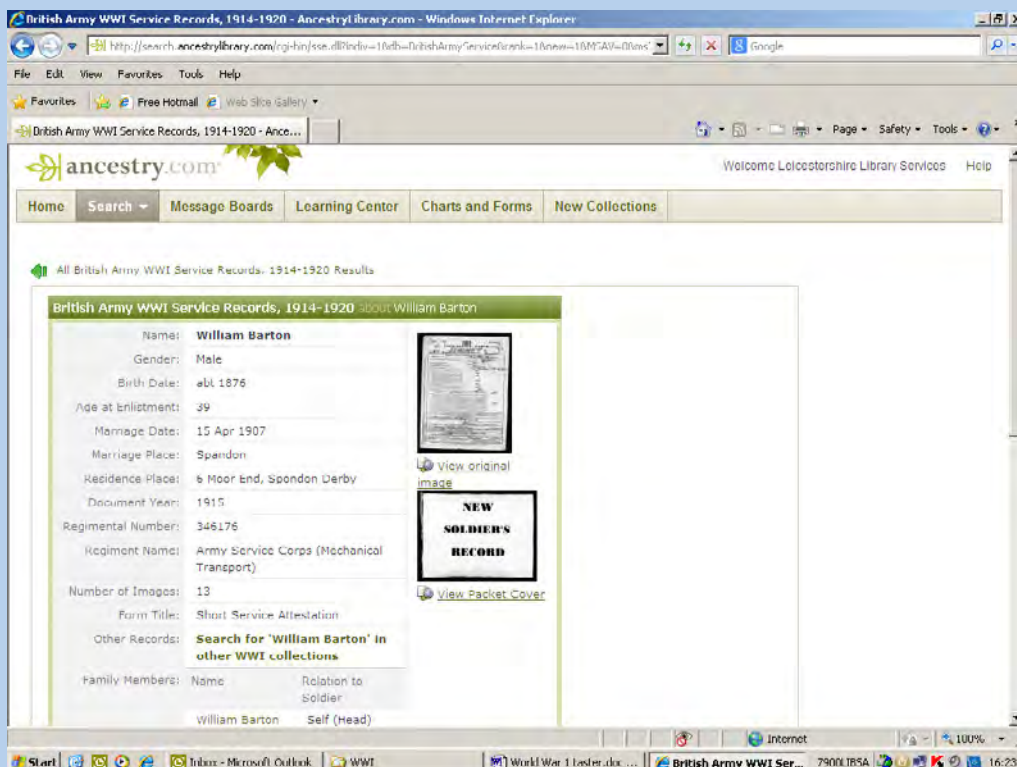
The search results page will appear.



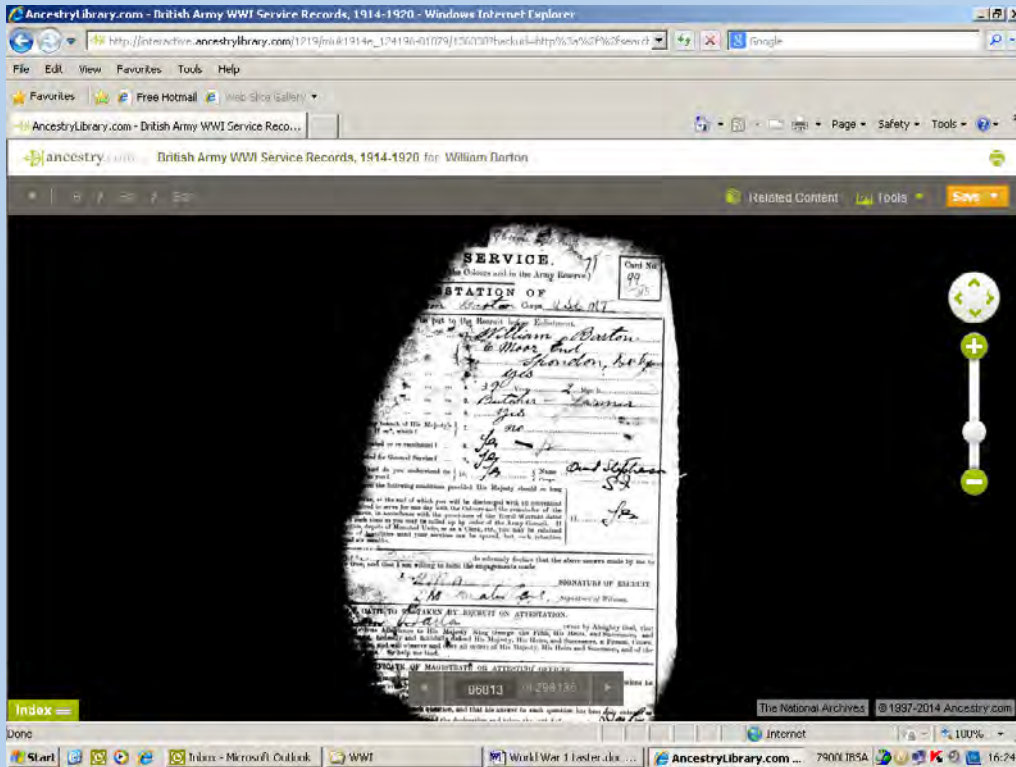
If the search does not yield good results, you can change the search on the top left of the page. You can also change the search from broad to exact or vice versa on each of the search criteria.

Results appear on the right. Click on 'view record' beside any that seem of interest to see more information.

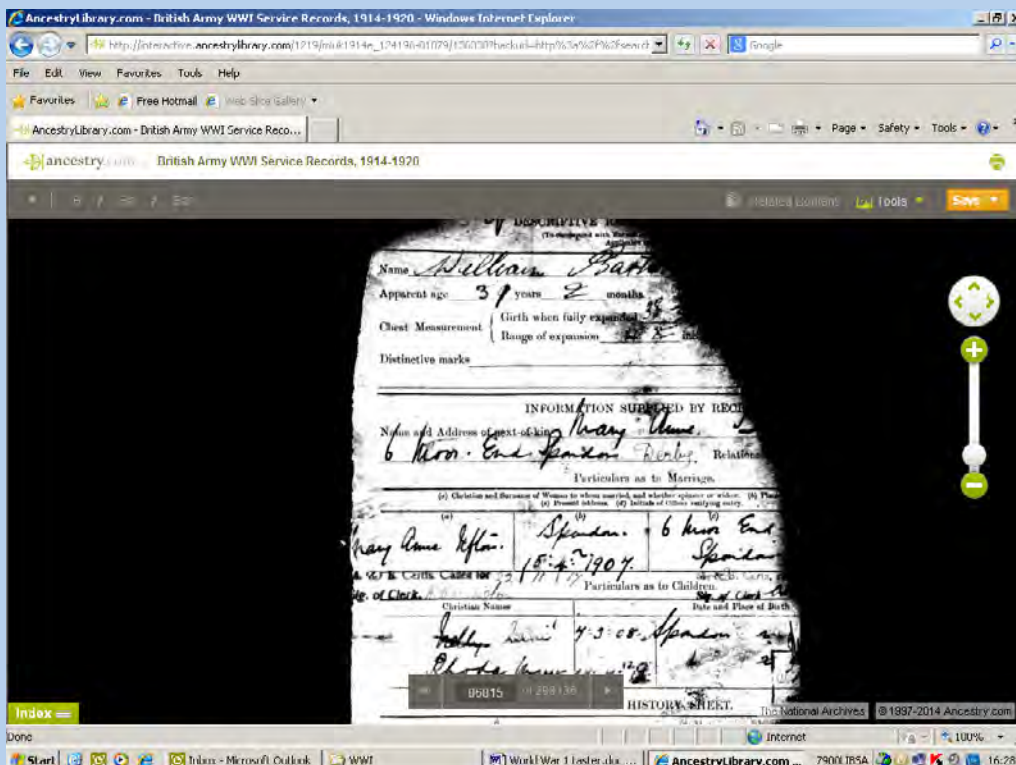
Click on 'View Original image' to see the original service record.



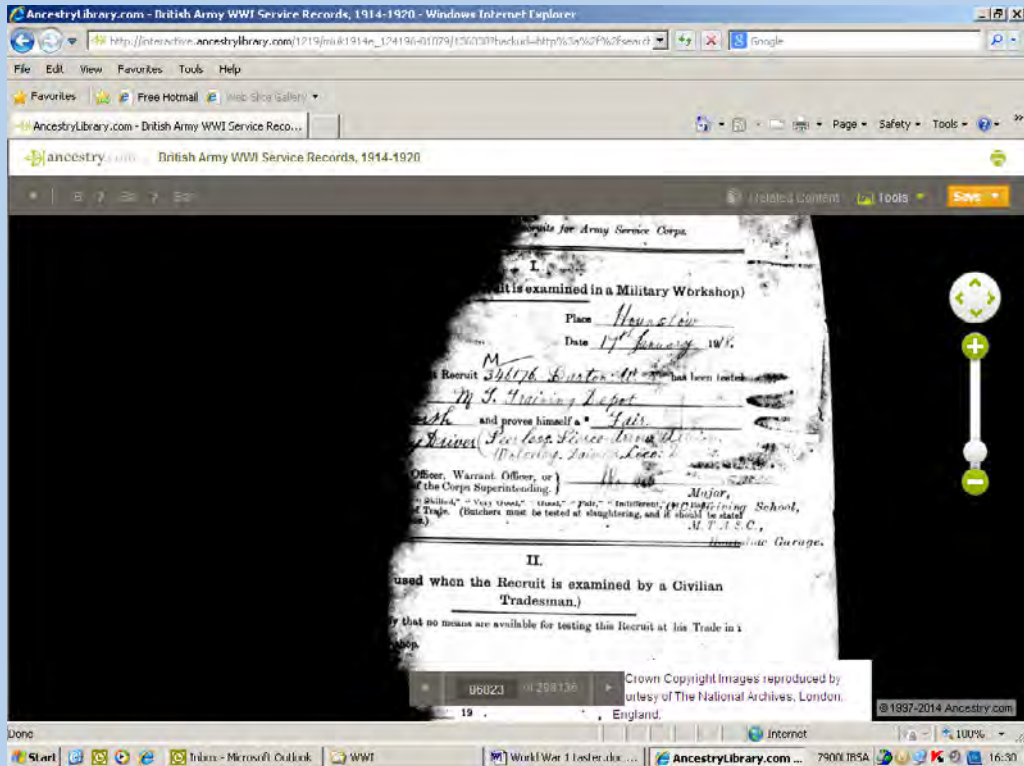
Use the arrows at the bottom of the screen to go to the next page of the service record. Use the + and - bar to zoom in or out on the record. Click and drag to move to different parts of the record.



You can see that this record has been partially burnt in the Blitz on the London Record Office. Service records can include such detailed information as the exact age of the soldier at time of enlistment, their address, their next of kin and even their chest measurement and any health conditions.



Service records can include such detailed information as the exact age of the soldier at time of enlistment, their address, their next of kin and even their chest measurement and any health conditions.



To come out of the record and look at other or search again use the 'back button'.

## Resources available at County Libraries

Resource	Library		Format	Dates	Notes
Newspapers	Coalville	Coalville Times	Microfilm	1914-22	
	Loughborough	Loughborough Herald and North Leicestershire Gazette	Microfilm	1914-19	
		Loughborough Monitor and Herald	Microfilm	1914-22	
		Loughborough Monitor and News	Microfilm	1914-21	
		Loughborough Echo	Microfilm	1920-22	
	Hinckley	Hinckley Times	Microfilm	1914-22	
		Hinckley Echo	Microfilm	1914-22	
	Melton Mowbray	Melton Mowbray Mercury	Microfilm	1913 - 30 Sept 1915	
		Melton Mowbray Mercury and Oakham and Uppingham News	Microfilm	15 Feb 1912 - 24 Oct 1912	
		Melton Mowbray Times	Microfilm	1912-22	
	Market Harborough	Harborough Times	Microfilm	1914-22	
	Oadby	Oadby Press Cuttings - mostly from Oadby and Wigston Mail, bound annual volumes (with card index)	Bound hardcopy	1914-22	
Periodicals	Hinckley	Barwell and Stapleton Parish Magazine	Hardcopy	1918-1922	Closed access in fair condition
		Hinckley Parish Magazine	Hardcopy	May 1915	Closed access, good condition
	Loughborough	The Loughburian	Bound copy	1918-1922	Good condition



Resource	Library		Format	Dates	Notes	
Trade Directories	Coalville	Kelly's Directory of Leicestershire and Rutland	Hardcopy	1916	Closed access in poor condition	
	Hinckley	Pickering's Illustrated Hinckley Almanac	Hard copy	1914	Closed access good condition	
	Loughborough	Kelly's Directory of Nottinghamshire	Hard copy	1912, 1916	Closed access	
	Melton Mowbray	Kelly's Directory	Hard copy	1916	Closed access	
		White's Directory	Hard copy	1916	Closed access	
	Melton Carnegie Museum	Kelly's Directory of Leicestershire and Rutland	Hardcopy	1912	Closed access in fair condition	
Syston	Kelly's Directory	Hard copy	1922			
Street Directories	Loughborough	Wills Loughborough Almanac	Hard copy	1914-16, 1918-20, 1922	Closed access	
		Loughborough Street Directory	Hardcopy	1912-1920 1921-1929	Closed access	
	Market Harborough	Card index to streets in Market Harborough	Paper copy	No dates specified		
Photographs	Birstall	Collection of photographs		None specified	Open access, © and ownership not determined	
	Coalville	Collection of photographs		None specified	Open access. Ownership unknown, © with originator	
	Glenfield	Collection of photographs		None specified	Open access. ownership unknown © unknown	
	Hinckley	Broad range of village photographs, aerial views of area, themed collections, some framed prints			None specified	Closed access. Ownership LCC © unknown
		Small collection of 'war' photographs, not specified WWI				Ownership LCC, © unknown

Resource	Library		Format	Dates	Notes
Photographs	Loughborough	WWI & WWII photographs approx 20-50			Closed access, unknown ownership, © unknown
		Large photographic collection covering broad range of aspects of Loughborough life		None specified	Closed access, unknown ownership, © unknown
	Market Harborough	Large collection of photocopies of photographs	Bound in files	None specified	Originals closed access, unknown ownership, © unknown
	Melton Mowbray	Large collection of photographs, some negatives and slides		None specified	Mostly closed access, owned by LCC, © unknown
	Melton Carnegie Museum	Large collection of photographs covering Hunting and local area		None specified	All open access, mostly owned by LCC, Mostly © to library (check with person in charge)
	Oadby	Small collection of photographs of Oadby 1890s-1960s			Closed access, ownership and © LCC
	Wigston	Collection of photographs		None specified	Closed Access. Ownership either with individuals or unknown, © unknown
Maps	Ashby	Range of OS maps for Parishes	Hard copy	None specified	Closed access, mostly poor condition
	Broughton Astley	Collection of maps	Hard copy	1904, 1925 onwards	All in fair-good condition
	Coalville	Broad collection of maps covering Coalville and North West Leicestershire	Hardcopy	Dates covering pre, during and post war	All in fair-good condition
	Earl Shilton	Cassini map of Leicester	Hardcopy	1920-21	Good condition

Resource	Library		Format	Dates	Notes
Maps	Glenfield	Range of maps	Hardcopy	None specified	Fair - good condition
	Loughborough	Broad collection of maps covering Loughborough and surrounding area	Hardcopy	Dates covering pre, during and post war	All in poor - good condition
	Market Harborough	Maps covering Market Harborough and District	Hardcopy	Dates covering pre, during and post war	Currently not accessible within Local Studies space. In fair condition
	Melton	Maps covering Melton and surrounding area	Hardcopy	Dates covering pre, during and post war	Open access, condition unknown
	Melton Carnegie	Maps covering Melton and surrounding area	Hardcopy	Dates covering pre, during and post war	Closed access, good condition
Ephemera	Birstall	Range of Ephemera	Newspaper cuttings, pamphlets	Range of dates WWI not specified	Open access
	Blaby	Range of Ephemera	Newspaper cuttings in folders	Range of dates WWI not specified	Open access
	Broughton Astley	Baptism, Marriage and Death records	Fiche and paper	Range of dates covering WWI period	Open access
	Coalville	Ellistown colliery and brickworks ledgers, sales books, wage sheets	Microfilm	Range of dates covering WWI period	Closed access
	Earl Shilton	Roll of honour - Hinckley & Bosworth DC produced a bound record of service men lost in WW 1 & 2 as recorded on the town & village war memorials	Hardcopy	WWI	Closed access
	Hinckley	Range of Ephemera	Mixed	Range of dates covering WWI period	Closed access
	Loughborough	Newspaper cuttings	Paper	Range of dates WWI not specified	Closed access
	Market Harborough	Ephemera held in museum collection			

Resource	Library		Format	Dates	Notes
Ephemera	Melton Carnegie Museum	Range of subject boxes	Mixed	WWI not specified	Open except one box. One closed file containing information on local murder cases; kept in second box.
	Shepshed	Small selection of ephemera	Folders, books, pamphlets	Some material around 1914-22	Open access
	Syston	Selection of directories, indexes and village files	Fiche and cuttings	Range of dates WWI not specified	Access not specified
	Wigston	CD ROM Soldiers who died in the Great War	CD	WWI	Closed access
Industries	Coalville	See ephemera			
	Hinckley	Range of books covering hosiery and knitting industry	Hardcopy	Range of dates round 1914-22	Closed access
	Market Harborough	Symington archives held at Record Office or Collection Resources Centre			
	Melton Carnegie	National Collection of hunting material	Mainly books, diaries etc	Range of dates covering WWI period	Open access
	Melton	Hunting collection - catalogue available <a href="http://www.leics.gov.uk/hunting_collection_catalogue_2006.pdf">www.leics.gov.uk/hunting_collection_catalogue_2006.pdf</a>	Mainly books	Range of dates	Closed access

**Please note:**

Closed access is available to view upon request. If you are unsure please ring the library prior to you visit.