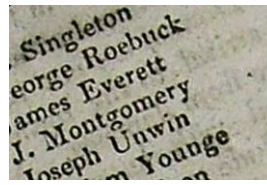


Libraries Archives and Information

Sheffield City Archives and Local Studies Library

Heritage Open Days - researching a venue's history



SHEFFIELD CITY COUNCIL
LIBRARIES, ARCHIVES AND INFORMATION
Sheffield City Archives and Local Studies Group
Heritage open Days Guidance

This guidance pack has been produced for participants in the Heritage Open Days initiative who wish to research the historic background of their building or organisation.

Its aim is to introduce you to the collections and facilities available at Sheffield City Archives (based at Shoreham Street) and Sheffield Local Studies Library (based in the Central Library).

Section one lists the main types of sources for researching particular types of buildings, whilst part two gives more information on the suggested resources.

Historic research can be exciting and rewarding, however it does take a reasonable amount of time to familiarise yourself with the information we hold as well as time to research original documents or research illustrations in addition to ordering photographs or colour scans you may wish to use during the Open Days.

By advance preparation and early research you will have time to consider how you wish to display or otherwise make available the information or images you have discovered.

In addition to this Guide you may wish to read our 'Tracing the History of Your House' booklet which is available to download free from our website (www.sheffield.gov.uk/archives).

Staff at both service points are there to help you. If you wish to ask for any advice and guidance on sources available or any of our facilities they will be happy to help you. However they are not able to undertake research on your behalf. Our contact details are available on the back over.

V1.1 Revised to Feb 2016.

I would like to research the history of:

(click on the text to go direct to that section)

[Cemetery](#)

[Faith building](#)

[Industrial building](#)

[Park and Garden](#)

[Pub or hotel](#)

[Significant public building](#) (railway station, sports stadium, Town Hall etc)

[School](#)

[Theatre / cinema](#)

The main sources

[Architectural Plans](#)

[Cemetery Registers](#)

[Census returns](#)

[Council Minutes](#)

[Licensing records](#)

[Newspapers](#)

[Ordnance Survey Maps](#)

[Photographs and Illustrations](#)

[Planning Applications](#)

[Sale Particulars](#)

[School records](#)

[Trade Directories](#)

I would like to research the history of my:

Cemetery

Key sources you may wish to investigate are:

Ordnance Survey maps

These will show the street and neighbourhood layout at certain dates, beginning in the 1850s. They can be used to construct a picture of the changing neighbourhood.



Photographs

The Local Studies Library has over 90,000 images of buildings, street scenes, individuals and events dating from the 1860s. In addition the City Archives has photographs within its collections.

Cemetery registers

These provide full details of burials taking place within the cemetery. They will give details of the deceased name, address and age, and sometimes their occupation. These can be used to build up a picture of the persons buried in the cemetery, or to explore issues around average age at death, poor health, local tragedies etc. You will need to check the indexes and catalogues at the City Archives to see what records we hold.

Trade directories

These may give a brief history of the cemetery with the names of officials.

Census returns

If the cemetery had a lodge where staff lived they will be shown on the census returns from 1841 through to 1911. Alternately if you find out the names of officers you can use the census to find out about where they lived and details of their family.

I would like to research the history of my:

Faith building



Key sources you may wish to investigate are:

Ordnance survey maps

These will show the street and neighbourhood layout at certain dates, beginning in the 1850s. They can be used to construct a picture of the changing neighbourhood.

Photographs

The Local Studies Library has over 90,000 images of buildings, street scenes, individuals and events dating from the 1860s. In addition the City Archives has photographs within its collections

Planning application files

If your building dates from the mid 19th century you may find the original plan of your building when permission was granted for it to be erected or when it had significant alterations.

Trade directories

These may give a brief history of the building along with the names of officials.

Census returns

If you would like to research, say a pastor or a leading community member's family you will find census returns useful.

Records from the faith community itself

The City Archives has extensive records of records from Christian denominations. These records can include registers of baptisms, marriage and burials, membership lists, property files, Sunday school records, women's groups, missionary societies, publications such as parish magazines, financial accounts etc. These cover Anglicans, Methodists, Quakers and independent/non-denominational chapels and churches. You will need to check the indexes and catalogues at the City Archives to see what records we hold. Unfortunately there is little information of this kind from other religions in our collections.

Sale particulars

Sale particulars can contain lots of information on buildings – descriptions of the property along with floor plans and occasionally photographs.

I would like to research the history of:

Industrial Building



Key sources you may wish to investigate are:

Ordnance survey maps

These will show the street and neighbourhood layout at certain dates, starting in the 1850s. They can be used to piece together a picture of the changing area including the construction, alteration and demolition of roads, houses and buildings.

Trade directories

Trade directories are similar to phone books and list people by trade and surname. They show names, addresses and type of trade and often include advertisements for different businesses across the city. A full collection of trade directories from 1774 to 1974 is available to view at the Local Studies Library.

Architectural plans

Sheffield City Archives holds a range of architectural plans drawn up by local architects. These cover a variety of different buildings dating back to early 1800s including industrial premises and works.

Planning application files

Since the late 1800s, new buildings and major alterations to existing buildings have required local authority approval. Building plans and supporting documentation from the council's planning department survive for many of Sheffield's roads and industrial buildings.

Business records / Company archives

Sheffield City Archives holds a number of collections relating to individual businesses in the Sheffield Area. These range from steel firms and cutlery manufacturers to the mining and brewing industries. Business records that have survived are extremely useful in tracing the history of a company and often include information about the people who worked there, the type of products made and buildings, works and land the company owned. You will need to check the indexes and catalogues at the City Archives to see what records we hold.

Photographs

The Local Studies Library has over 90,000 images of buildings, street scenes, individuals and events dating from the 1860s. In addition, the City Archives has photographs within its collections. These include hundreds of photographs of industrial premises and workers from across the city.

I would like to research the history of:

Theatres and cinemas



Key sources you may wish to investigate are:

Ordnance survey maps

These will show the street and neighbourhood layout at certain dates, starting in the 1850s. They can be used to piece together a picture of the changing area including the construction, alteration and demolition of roads, houses and buildings.

Architectural plans

Sheffield City Archives holds a range of architectural plans drawn up by local architects. These cover a variety of different buildings dating back to early 1800s.

Planning application files

Since the late 1800s, new buildings and major alterations to existing buildings have required local authority approval. Building plans and supporting documentation from the council's planning department survive for many of Sheffield's roads and buildings.

Theatre playbills

Theatre playbills hold information about theatrical productions, providing the basic details that can be found in modern day theatre programmes. Playbills reveal information about a range of useful areas including: theatre histories, performance and entertainment, regional entertainers, comedies, farces etc. You will need to check the indexes and catalogues at Local Studies in particular to see what playbills we hold.

Theatre programmes

Theatre programmes are the most comprehensive resource for researching information about specific theatre productions, with information about the cast, as well as the supporting staff who contribute to a theatrical production. They also provide information about: theatre histories, biographies of actors, local advertisements etc. You will need to check the indexes and catalogues at Local Studies in particular to see what programmes we hold.

Photographs

The Local Studies Library has over 90,000 images of buildings, street scenes, individuals and events dating from the 1860s. In addition, the City Archives has photographs within its collections. These include images of the city's premier theatres and cinemas.

Newspapers

Newspapers are a useful way of finding out what was showing at local theatres and cinemas. Listings were usually placed weekly. The Local Studies Library holds a range of local newspapers (on microfilm) dating back to 1787. These include: The Star, the Sheffield Weekly Telegraph and the South Yorkshire Times among others.

I would like to research the history of my:

Park and Garden



Key sources you may wish to investigate are:

Ordnance survey maps

These will show the park layout in addition to the street and neighbourhood layout at certain dates, beginning in the 1850s. They can be used to construct a picture of the changing neighbourhood.

Photographs

The Local Studies Library has over 90,000 images of parks, public gardens, buildings, street scenes, individuals and events dating from the 1860s. In addition the City Archives has photographs within its collections

Council Minutes

Many of the public parks and gardens will be mentioned in the Council minutes – details of bequests to the City by individuals will be recorded as well as purchases of land for use as public space. The City (and some urban and rural district councils) will also have had Parks Committees in addition to the main Council.

Trade directories

These may give a brief history of the park or garden with the names of officials.

Census returns

If the park had a lodge where staff lived they will be shown on the census returns from 1841 through to 1911. Alternately if you find out the names of park keepers you can use the census to find out about where they lived and details of their family.

I would like to research the history of:

Pub or hotel



Key sources you may wish to investigate are:

Ordnance survey maps

These will show the street and neighbourhood layout at certain dates, starting in the 1850s. They can be used to piece together a picture of the changing area including the construction, alteration and demolition of roads, houses and buildings.

Trade directories

Trade directories are similar to phone books and list people by trade and surname. They provide lists of public house and hotels and often include advertisements for different businesses across the city. A full collection of trade directories from 1774 to 1974 is available to view at the Local Studies Library.

Architectural plans

Sheffield City Archives holds a range of architectural plans drawn up by local architects. These cover a variety of different buildings dating back to early 1800s including industrial premises and works.

Planning application files

Since the late 1800s, new buildings and major alterations to existing buildings have required local authority approval. Building plans and supporting documentation from the council's planning department survive for many of Sheffield's roads and industrial buildings.

Licensing records

Sheffield City Archives holds a number of registers of licenses from public houses. These date from the 1870s and provide details of the landlord. Some of the licensing files include plans of the premises.

Photographs

The Local Studies Library has over 90,000 images of buildings, street scenes, individuals and events dating from the 1860s. In addition, the City Archives has photographs within its collections. These include hundreds of photographs of pubs and hotels from across the city.

I would like to research the history of:

Public buildings



Key sources you may wish to investigate are:

Council minutes

From 1864, the Corporation (or Council) of Sheffield issued printed copies of Council proceedings or Council minutes. Council minutes are a useful source of information on the development of a town, city or county over a period of time. They discuss the building and maintenance of highways, hospitals, housing, libraries, museums, the town hall, baths, schools etc.

Ordnance survey maps

These will show the street and neighbourhood layout at certain dates, starting in the 1850s. They can be used to piece together a picture of the changing area including the construction, alteration and demolition of roads, houses and buildings.

Trade directories

Trade directories are similar to phone books and list people by trade and surname. They often contain information and histories about public buildings. A full collection of trade directories from 1774 to 1974 is available to view at the Local Studies Library.

Architectural plans

Sheffield City Archives holds a range of architectural plans drawn up by local architects. These cover a variety of different buildings dating back to early 1800s.

Planning application files

Since the late 1800s, new buildings and major alterations to existing buildings have required local authority approval. Building plans and supporting documentation from the council's planning department survive for many of Sheffield's well-known public buildings.

Photographs

The Local Studies Library has over 90,000 images of buildings, street scenes, individuals and events dating from the 1860s. In addition, the City Archives has photographs within its collections. These cover almost all of the city's key public buildings.

I would like to research the history of my:

School



Key sources you may wish to investigate are:

Ordnance survey maps

These will show the street and neighbourhood layout at certain dates, starting in the 1850s. They can be used to piece together a picture of the changing area including the construction, alteration and demolition of roads, houses and buildings.

School records

Quite often, records relating to individual schools survive. The main types of records we hold are admission registers which give pupil names, log books which record day-to-day occurrences in the life of the school, punishment registers and governors' minutes. These sources can be used to discover a number of aspects of a school's history. You will need to check the indexes and catalogues at the City Archives in particular to see what records we hold.

Architectural plans

Sheffield City Archives holds a range of architectural plans drawn up by local architects. These cover a variety of different buildings dating back to early 1800s. Drawings produced by the Sheffield City Architect's Department are also available to view.

Planning application files

Since the late 1800s, new buildings and major alterations to existing buildings have required local authority approval. Building plans and supporting documentation from the council's planning department survive for a number of Sheffield's schools.

Photographs

The Local Studies Library has over 90,000 images of buildings, street scenes, individuals and events dating from the 1860s. In addition, the City Archives has photographs within its collections. These include a selection of images of schools from across Sheffield.

Newspapers

Newspapers are a useful way of finding stories about schools including specific events, pupil achievements and building alterations etc. The Local Studies Library holds a range of local newspapers (on microfilm) dating back to 1787. These include: The Star, the Sheffield Weekly Telegraph and the South Yorkshire Times among others.

Anniversary publications

These take the form of books, booklets, newspaper reports, articles and photographs. You will need to check the indexes and catalogues at Local Studies in particular to see what records we hold.

Architectural Plans

What are they?

Plans and drawings of buildings produced by architects for a wide variety of purposes.

What dates do they cover?

Mainly 19th and 20th century.

Where can I see them?

The main collection of architectural plans are at Sheffield City Archives.

What format are they in?

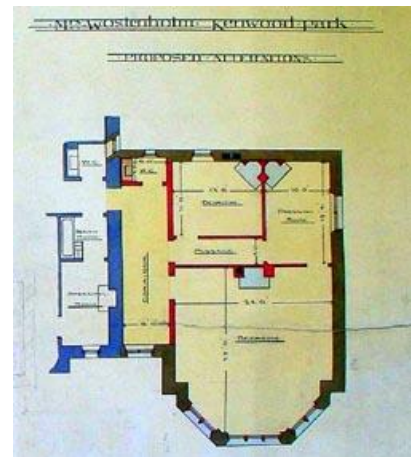
Paper plans.

Do I need to order them in advance of my visit?

There is normally no need to order architectural plans in advance.

Can I get copies?

Yes, we can normally supply copies for private study purposes, subject to the usual copyright regulations. Copies larger than A3 size normally take approximately three weeks to process.



Cemetery Registers

What are they?

Registers of burials in civil cemeteries (as opposed to parish churchyards).

What dates do they cover?

1836-date (with a number of gaps).

Where can I see them?

Sheffield City Archives.

What format are they in?

Most of the registers are only available in microform.

Do I need to order them in advance of my visit?

We strongly advise that you book a fiche or film reader in advance of your visit.

Can I get copies?

Yes, we can normally supply copies for private study purposes, subject to the usual copyright regulations.

Further information

Until the 17th century people were usually buried in parish churchyards. After the 1689 Toleration Act Nonconformist and Jewish graveyards were opened and from 1800 separate Catholic graveyards were opened.

Private cemeteries opened in the 18th & 19th centuries as commercial ventures - plots were purchased so, generally speaking, poorer people could not afford burials there. Public cemeteries became necessary as overcrowded churchyards were closed in the 1850s. Towns were empowered to set up Burial Boards to provide public burial grounds which were run by Local Authorities. Cemeteries usually consist of two sections - consecrated (for Anglican burials) and unconsecrated (for nonconformists and others).

Crematoria became a legal means of dealing with the deceased from around 1885. In Sheffield the crematorium opened in 1905.

After 1813 details of names, abode, age and date of burial together with occupation, date of death and place of grave, are usually contained in a cemetery register.

The General Cemetery, Cemetery Road, Sheffield was opened as a private cemetery in 1836 and was closed in 1978. Sheffield City Archives hold records for cemeteries at Attercliffe, Darnall, Burngreave and City Road amongst others and all are held on microfilm.

Many gravestone inscriptions have been transcribed and copies of these monumental inscriptions have been deposited at Sheffield City Archives. They often contain some good biographical detail and details of family members and are therefore a most useful resource



Census returns



What dates do they cover?

1841-1911

What format are they in?

Via the internet and also on microfilm and microfiche.

Do I need to order them in advance of my visit?

We strongly advise that you book a computer and/or film/fiche reader in advance of your visit.

Can I get copies?

Yes, we can normally supply copies for private study purposes, subject to the usual copyright regulations.

Further information

In England, Scotland and Wales a census has been taken every ten years since 1801 (except in 1941). However, it was only in 1841 that the names of individuals were included.

The following information was recorded in 1841 about each person: forename and surname, age (rounded down to the nearest five years for those aged 15 or over), sex, occupation, whether they were born in the county in which they were living or whether they were born in Scotland [S], Ireland [I] or Foreign Parts [F]. An address was included for each household but house numbers were rarely provided, in rural areas often only the name of the village would be provided.

Details on census forms from 1851 include: address, forename, middle names (often initials) and surname, age, relation to head, marital status, occupation and county and parish of birth.

Census returns are not available until 100 years have passed; hence the 1911 census is the latest one available.

All of the census returns are available to view on the Internet. Searching the index is free, though images of the original returns are available on a pay per view basis. Free access to the indexes and images is available at every Sheffield Library and at Sheffield City Archives via www.findmypast.co.uk

Council Minutes

What are they?

Records of Sheffield Council and committee meetings.

What dates do they cover?

1843 - date

Where can I see them?

Sheffield City Archives has a near complete set of original signed minutes for the council and all of its committees from 1843, as well as minutes from urban and rural district councils of outlying areas before they became part of the city (for example Norton). The Local Studies Library has copy minutes of the City Council from the 1860s.

What format are they in?

Paper volumes.

Do I need to order them in advance of my visit?

There is normally no need to order council minutes in advance.

Can I get copies?

Yes, we can normally supply copies for private study purposes, subject to the usual copyright regulations.

Licensing records

What are they?

Records of licenses being granted by magistrates.

What dates do they cover?

c. 1872 onwards

Where can I see them?

Sheffield City Archives

What format are they in?

Most are original paper volumes, however registers of beerhouse keepers and licensed victuallers for Sheffield Division c.1870-c.1935 are available on microfilm.

Do I need to order them in advance of my visit?

We strongly advise you to book a microfilm reader in advance of a visit.

Do I need to order them in advance of my visit?

There is normally no need to order licensing registers in advance.

Can I get copies?

Yes, we can normally supply copies for private study purposes, subject to the usual copyright regulations.

Further information

The main registers available are:

Registers of licences for sale of beer, wines or spirits on or off premises (Upper Strafforth and Tickhill Division)

Registers of Beerhouse Keepers and Licensed Victuallers (Sheffield Division)

Precept book giving dates and justices for Special Sessions (Sheffield Division) dealing with licensing and mental health issues.

Newspapers



What dates do they cover?

1787 - date (with a number of gaps).

Where can I see them?

Sheffield Local Studies Library.

The British Library Newspaper Archive website includes over 14 million pages from over 300 national and local newspapers, including

- Sheffield Independent, 1819 - 1938
- Sheffield Daily Telegraph, 1855 - 1950
- Sheffield Evening Telegraph, 1887 - 1939
- Sheffield Daily News and Morning Advertiser, 1859
- Sheffield Iris, 1835 - 1843
- Sheffield Register / Yorks, Derbys, Notts, Universal Advertiser, 1787 - 1794

Free access to these is available at every Sheffield Library and at Sheffield City Archives <http://www.britishnewspaperarchive.co.uk/>

What format are they in?

All but the most recent editions are available on microfilm.

Do I need to order them in advance of my visit?

As most newspapers and cuttings are only available on microform we strongly advise that you book a film/fiche reader in advance of your visit.

Can I get copies?

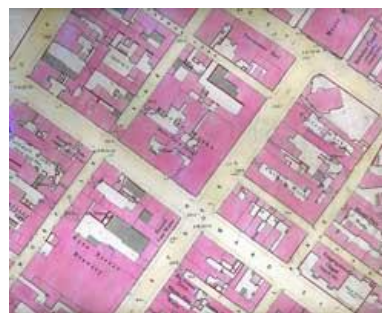
Yes, we can normally supply copies for private study purposes, subject to the usual copyright regulations.

Further information

For a list of newspapers available at the Local Studies library and historical information about them, please visit our website.

Most newspapers, including modern free papers, are on microfilm. There are files of news cuttings, arranged by subject, from 1960. Some of these are on microfiche.

Ordnance Survey Maps



What are they?

Maps produced by the Ordnance Survey, the national mapping agency of Great Britain.

What dates do they cover?

There are large-scale maps of the Sheffield area from 1853 to the present day.

Where can I see them?

All of the Sheffield town plans (scale 1:500) are available to view online at www.sheffieldarchivemaps.co.uk. Comprehensive coverage of Sheffield and partial coverage of the surrounding areas is available at the Local Studies Library. Sheffield City Archives have incomplete historic coverage of most of South Yorkshire.

What format are they in?

Maps are in the original printed sheet form.

Do I need to order them in advance of my visit?

In Local Studies most maps are available immediately but there may be a short wait for some maps of outlying areas (but see below for copying maps). If you think you may want a photocopy from a large map (most pre-1945 OS maps are large) we advise that you book a microform reader printer in advance of your visit. Maps are available on request at Sheffield City Archives.

Can I get copies?

Yes, we can normally supply copies for private study purposes, subject to the usual copyright regulations. OS maps published in the last 50 years are subject to Crown Copyright and there are restrictions on copying. Organisations holding an OS licence must produce it at the time of their order. Full size colour copies of the 1:500 series can also be purchased from <http://www.sheffieldarchivemaps.co.uk/>

Further information

Before the Second World War maps were produced as a 'County Series' at a scale of 6 inches to 1 mile (1:10,560) and 1:2,500 (25 inches to 1 mile). As Sheffield lies on the boundary of Yorkshire and Derbyshire and has extended its boundaries at various times, this sometimes leads to confusion.

Yorkshire - six-inch maps for this area were first published 1853-55. 1:2,500 maps were published in 1890 and revised in about 1905, 1923 and 1935.

Derbyshire - six-inch and 1:2,500 maps were first published in 1876 and revised in about 1898, 1923 and 1938.

There are also town plans of Sheffield (these do not cover the whole of the present city):
1853 at 1:1056 scale
1890-93/1903 at 1:500 scale

The National Grid survey began in 1949 and continues to the present day. Maps are available at 1:10,000, 1:2,500 and 1:1,250 scales. Coverage at the largest scales is restricted to Sheffield.

Photographs and illustrations



What dates do they cover?

Mainly 19th century - to date.

Where can I see them?

The main series of photographs and illustrations (90,000+) is available at Sheffield Local Studies Library in the Central Library. Over 70,000 of these are available online at [Picture Sheffield](#). In addition the City Archives has photographs and illustrations within its collections.

What format are they in?

Online and original prints.

Do I need to order them in advance of my visit?

We strongly advise that you contact us in advance to discuss your research topic so staff can advise on suitable resources.

Can I get copies?

Yes, we can normally supply copies for private study purposes, subject to the usual copyright regulations

Further information

The Local Studies Library has over 90,000 illustrations, mainly black and white photographs, of people, places and events in the Sheffield area. Over 70,000 of these are available online at [Picture Sheffield](#). In addition the City Archives has photographs and illustrations within its collections.

In terms of archives, photographic material (including glass negatives) may be included as part of business collections, ecclesiastical collections, health records and collections of personal papers. In short there can be photographs within any of the archive collections.

Planning Applications

What are they?

The main series of records are:

Registers of building plans deposited for approval, generally giving date of plan; applicant/owner; builder/architect; brief description of building; location (street); date of approval/disapproval; conditions imposed; plan number.

Building plans (some including official paperwork), mainly for industrial, commercial and public buildings and housing estates and excluding small housing projects built privately.

Plans sub-committee minutes (previously known as Plans and Office/Plans and Town Planning/Development Plans sub-committee). These include brief descriptions of building plan applications with name of applicant and decision

What dates do they cover?

- Registers 1864 - 1974.
- Building plans 1864 - 2005 (Few original pre-1925 plans survive).
- Plans sub-committee minutes 1874 -1986.

Where can I see them?

Sheffield City Archives.

What format are they in?

Registers are large volumes; Building plans pre-1925 mainly on aperture cards, later plans paper files; Plans Sub-committee minutes are volumes.

Do I need to order them in advance of my visit?

Yes, these records are stored off site and you need to give us 10 working days notice of any plans you find in the indexes that you wish to see.

Can I get copies?

Yes, we can normally supply copies for private study purposes, subject to the usual copyright regulations. Copies larger than A3 size normally take approximately three weeks to process.

Sale particulars

What are they?

Notices of house sales were often inserted in local newspapers or nailed on a house wall prior to a sale. Of greater value are estate agents' or auctioneers' sale particulars which give a description of the property, its rooms, grounds and outlying buildings. There may even be an illustration or plan of the property attached as well. Where a whole estate was for sale this would include descriptions of the tenants' farms and cottages in addition to the owner's house.



What dates do they cover?

Late 18th century - date

Where can I see them?

The main series of sale particulars and plans are available at the Local Studies Library. There are also some at Sheffield City Archives.

What format are they in?

Paper.

Do I need to order them in advance of my visit?

No, there is normally no need to order sale particulars in advance.

Can I get copies?

Yes, we can normally supply copies for private study purposes, subject to the usual copyright regulations.

School records



What are they?

The main series of records are admission registers, log books, punishment registers and governors' minutes. Photographs and plans of the school also sometimes survive.

What dates do they cover?

1778 - date (with a number of gaps). However, most log books and admission registers don't begin until the latter half of the 19th century.

Where can I see them?

Sheffield City Archives and on [FindMyPast](#) for the records before 1914.

What format are they in?

Paper. A small proportion of log books and admission registers are available on microfilm. Most records pre1914 are available on [FindMyPast](#).

Do I need to order them in advance of my visit?

School log books, admission registers and punishment registers are restricted access for up to 75 years. Permission to see records less than 75 years old must first be obtained from the City Archives.

Can I get copies?

Yes, we can normally supply copies for private study purposes, subject to the usual copyright and access restrictions.

Further information

Admission registers record date of admission (and in some cases re-admission), a child's full name, date of birth, address, the name of a parent or guardian, the last school attended, whether they were exempted from religious instruction, the date of their last attendance and the cause of leaving. These registers can also include an index of pupil names. There is often duplication between volumes, and it is common, therefore, for covering dates to overlap.

School logbooks tend to record day-to-day occurrences in the life of the school. These include such matters as admissions, staffing (new appointments, transfers), pupil and staff absences, accommodation, general housekeeping and administration, special events, school inspections and other visits, outbreaks of illness, holidays, timetables and changes in opening times, annual reports and monthly class examinations.

Punishment registers record the date, name of child, offence, how punished, class number and in some cases the signature of the teacher. These registers often only cover certain classes in the schools, leading to overlapping dates.

Governors' minutes tend to record the appointment of governors as well as administrative matters such as staffing issues, local education authority policies, and some matters relating to pupils, such as exclusions. A head teacher's report is regularly included, which can cover such matters as accommodation, staff and the curriculum.

Trade Directories

What are they?

Trade directories were issued from the mid 18th century until around 1945. Sometimes described as the 'Yellow Pages' of their day, they were commercial ventures which reflected the business and interests of their compilers.

What dates do they cover?

1774 - 1974

Where can I see them?

A comprehensive collection is available at the Sheffield Local Studies Library in the Central Library, whilst a smaller selection is available at the City Archives.

What format are they in?

Directories are printed books. Most are available on the library/search room shelves.

Do I need to order them in advance of my visit?

In most cases, trade directories can be made available to you within a matter of minutes. A few of the early directories (pre-1830s) may be subject to restricted access.

Can I get copies?

Yes, we can normally supply copies (either prints from microfiche or photographic prints) for private study purposes, subject to the usual copyright regulations.

Further information

Directories are arranged in three ways:-

As an alphabetical listing of names (giving address and occupation).

Street by street (giving names of occupiers of the properties).

By listing trades (similar to the modern Yellow Pages).

The first Sheffield Directory appears in 1774 listing specialised trades (such as Cutlers, Silversmiths etc) the second appears in 1787 listing the professional classes, local gentry, trades people and manufacturers. By the 1820s the directories of Baines included geographical and historical information. Whites Directories in the 1830s were compiled following door to door canvassing whilst Kelly's Post Office directories are so called because information was collected on slips delivered by postmen.

The directories are a very useful source for the family historian, the alphabetical listing sorts names in an easy to read format. The street by street index can be useful to gain access to census returns.

Telephone directories

A comprehensive collection from 1960 onwards including alphabetical, classified and Yellow Pages is available at Sheffield Local Studies Library. There are a few telephone directories from before 1960.



Sheffield City Archives and Local Studies services collect and preserve original records and printed material relating to Sheffield and the surrounding area.

The information dates from the 12th century to the present and relates to Sheffield, South Yorkshire and north Derbyshire.

Included are extensive collections of books • pamphlets • photographs • church registers • newspapers • census records • minutes • diaries • films • maps • deeds • records from schools • hospitals • businesses and charities • family estates • personal papers etc.

Our facilities include:

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