

### Contacting us

**We recommend that you contact us to book a place before visiting our searchrooms.**

#### *WYAS Bradford*

Prince's Way  
Bradford BD1 1NN  
Telephone: +44 (0)113 393 9785  
Email: [bradford@wyjs.org.uk](mailto:bradford@wyjs.org.uk)

#### *WYAS Calderdale*

Central Library  
Northgate House  
Northgate  
Halifax HX1 1UN  
Telephone: +44 (0)1422 392636  
Email: [calderdale@wyjs.org.uk](mailto:calderdale@wyjs.org.uk)

#### *WYAS Kirklees*

Central Library  
Princess Alexandra Walk  
Huddersfield HD1 2SU  
Telephone: +44 (0)1484 221966  
Email: [kirklees@wyjs.org.uk](mailto:kirklees@wyjs.org.uk)

#### *WYAS Leeds*

West Yorkshire Joint Services  
Nepshaw Lane South  
Morley  
Leeds LS27 7JQ  
Telephone: +44 (0)113 393 9788  
Email: [leeds@wyjs.org.uk](mailto:leeds@wyjs.org.uk)

#### *WYAS Wakefield*

Registry of Deeds  
Newstead Road  
Wakefield WF1 2DE  
Telephone: +44 (0)1924 305980  
Email: [wakefield@wyjs.org.uk](mailto:wakefield@wyjs.org.uk)

## Group Talks

The West Yorkshire Archive Service (WYAS) holds large and varied collections of documents relating to the county. Dating from the 12<sup>th</sup> century to the present, they include manuscripts, books, maps, photographs and sound recordings. WYAS enables you to access all these resources to find out about your family tree, house history or local history and to pursue school, college or other projects.

A range of talks is available to groups and organisations who would like to find out more about our Archive Service. In our talks we aim to explain the work we do and help to raise public awareness of our collections and expertise.

### Introductory Talks

If your group is new to archives, we offer a preliminary talk, which lasts around 45 minutes and allows people to gain a basic insight into our organisation and the information we hold.

You can choose from an introduction to the Archive Service, our Conservation Department and team or the skills required to research family, house and local history.

### Specialist Talks

All these talks last one hour and include a brief introduction to the WYAS. Groups can choose from several available topics including:

- Victorian Religion
- Specialised Family History Topics
- Building Registers and Plan
- Conservation Case Studies

Please be aware that any available topics are dependent on staffing levels as these talks take more time to prepare for. You can contact the Archive Service to find out what's available on [archives@wyjs.org.uk](mailto:archives@wyjs.org.uk) or call your local office.

### **Talks tailored to fit group requirements**

If you would like to discuss the particular needs your group has and if we can meet these requirements, please contact us. We do aim to be as flexible as possible and will consider all requests put forward.

We also aim to work around a group's needs as best we can so, if enough notice is given, there is a possibility of choosing a time and date to suit. Our Service can offer talks given on weekends and evenings and not just during our normal office hours (09:30-17:00).

## **Group Visits**

WYAS offers visits to societies and groups in the West Yorkshire area. We aim to introduce new users to the Service and provide them with an induction. These visits also allow organisations to find out about our Service as a whole and gain a better understanding of how archives work and some of the collections that are held by our offices (Bradford, Calderdale, Kirklees, Leeds and Wakefield).

If you are an educational group, ranging from Primary School level to Adult Learning, you can find further information on the Education pages of our website at [www.archives.wyjs.org.uk](http://www.archives.wyjs.org.uk).

### **Introduction to the Archives**

If you are a first time user or a new member of a group, we offer a preliminary visit lasting up to 1 hour 30 minutes. This visit includes:

- An introduction to the West Yorkshire Archive Service.
- A guide to visiting archive offices and using online catalogues.
- A tour of the search room areas.
- The chance to view some of the records that we hold. These documents are selected by an Archivist based on the nature and location of your group.

### **Standard Visit**

This visit lasts between one and two hours (depending on the hosting office) and will include:

- An introduction to the West Yorkshire Archive Service.
- The chance to view records specially selected by the Senior Archivist in conjunction with your group leader.
- A behind-the-scenes tour (depending on which office is used for the visit).

### **Specialised Visit**

This visit is tailored to individual groups and requires a larger amount of specialised staff time and support. The benefit of this option is the chance for societies to view a large number of documents or a range of records relating to a specific topic or would like to visit for a longer length of time.

### **Availability of Talks and Visits**

Although our aim is to satisfy all requests, priority is given to new groups and talks are not available outside of West Yorkshire. Whilst it is not possible for WYAS to guarantee that all requirements are met, we have developed criteria outlining our priorities in this area. To view this policy please visit our website.

## **Booking a Talk or Visit**

To book a talk or visit, you can use the form provided on the next page of this document or download a booking form from our website. Please then return the form by post or email to the office nearest to your meeting place.

To make booking more convenient, the talks we provide will normally be given at the group's meeting place.

## **Charges for Talks and Visits**

Whilst charges are levied for these service, some fees may be waived for new users from voluntary and community organisations.

Any further details regarding a quote or payment for a talk or visit can be obtained on [archives@wyjs.org.uk](mailto:archives@wyjs.org.uk) or call your local office

## Booking Form – Group Visits/Talks

### Section One – Contact Details

Organisation's full name

Main contact

Position

Address

Phone

Fax

Website

Email

### Section Two – Group Visits Only

Bradford

Calderdale

Kirklees

Leeds

Wakefield

Proposed date and time

Type of visit

Introduction to the archive

Standard Visit

For specialised visit please contact the office first

Reason For Visit,

Access Details,

Please give an idea of the numbers you expect to attend

### Section Two - Talk only

Proposed date and time

Details for talk requested

Venue Details, including directions

Other information including facilities and equipment needed/ available

### Section Three – Finance, please tick correct box

Standard Visit £10

Specialist Visit £20

Other £40

Introductory Talk £25

Specialist Talk £35

Other £50

invoice required

bringing payment on the day

fee waived

<b>Section Four – To be completed by WYAS staff only</b>			
Visit/Talk accepted	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Date and time agreed			
If not why not			
Added to office diary	<input type="checkbox"/> Yes		
Send confirmation letter	<input type="checkbox"/> Yes		
Staff involved in visit and in what capacity i.e. getting record out, supervision visit, leading on visit			
<b>Section Five – Documents used during visit, please write down all documents used for the group visit or securely attach document request slips.</b>			
Document reference	Date	Brief description	
<b>Section Six – Complete once a visit has taken place</b>			
Monitoring form	<input type="checkbox"/> Completed		
Added to contacts database	<input type="checkbox"/> Yes		
Numbers attended			
Payment -	<input type="checkbox"/> Received on day	<input type="checkbox"/> Invoice requested	<input type="checkbox"/> Payment received –
	Receipt no.		

