

An archive is a collection of historical records.

Archives include:

- letters
- photographs
- computer files
- financial records
- newspapers
- memos
- official correspondence
- minutes of official meetings.


What documents would you include in an archive about your family's life?

A library is a collection of resources, information and services, including:

- books
- music
- films
- newspapers
- community language materials
- computers with Internet access
- cafes.

Joining a library is free and you can then borrow books, CDs and DVDs.

Young children can also join the library from birth.



A mini-guide to Libraries and Archives for families

Name:

Our visit to:

Date:

Libraries and archives offer

families:

- a warm welcome
- opportunities to explore and learn together
- different resources for every member of the family.

Most libraries also offer:

- a children's section with comfortable seats
- holiday activities to promote reading for enjoyment
- opportunities to talk and find out about what interests your child
- Internet access (often free) and help with using computers.

Preparing for your visit

Talk as a family about:

- what authors or subjects you want to find out more about
- what other information you might be able to find at the library
- what books, CDs or videos you need to return to the library.

You can find out in advance:

- when the library or archive is open
- what facilities they have
- if there is a café available
- if there are any specific activities for families
- how to get there. The journey can be an enjoyable part of the visit.

Libraries and archives are public spaces that are free to use.

Joining the library allows you to borrow books and other resources.

It is easy to join – just ask at your local library. Remember you may need to provide some proof of address such as a recent fuel bill.

Some libraries make a charge if you don't return a book or other item on time.

Information in libraries and archives is arranged by subject or theme. The catalogue will help you locate the information you are looking for or a member of staff will be happy to help.

Fiction is usually arranged in an A–Z alphabetical sequence.

Libraries also contain a lot of local information that is useful for families.

You don't have to be silent in a library, but be aware and considerate of other people.

Some of the words you might find in a library or archive include:

- **Anthology:** a collection of stories or poems.
- **Biography:** an account of an individual's life.
- **Catalogue:** a list of all the things in the collection.
- **Dictionary:** a book that gives the meanings of words

What other words can you find?

After the visit

Talk together about what you found out.

You could ask questions such as:

- What did you find most interesting?
- What would you like to find out more about?
- Did you find out anything surprising?

You can find out more about something you are interested in by:

- looking on the Internet
- planning a visit to a museum or gallery
- ordering a book from another library.

Draw or write about something you read about or saw on your visit

The thing I most enjoyed about the visit was...

Some useful websites

www.24hourmuseum.org.uk

Information on hundreds of museum, gallery, library and archive exhibitions and events across the UK.

www.show.me.uk

Games and fun for kids from UK museums, galleries, heritage and science centres.

www.icons.org.uk

www.artguide.org/museums.php

www.exhibitionsnet.com

www.niace.org.uk

www.campaign-for-learning.org.uk

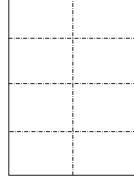
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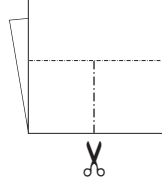
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How to make your mini-guide

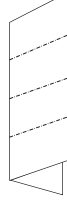
1. Print out the pdf double-sided, or make a double-sided A4 photocopy
2. Fold the A4 paper into eight rectangles



3. Unfold your paper and fold it in half widthways. Cut along the dotted line to the centre fold.



4. Unfold your paper then fold it lengthways



5. Push left and right ends towards the centre to form a cube



6. Continue to push the ends towards the centre until you have a star shape



7. Fold the sections round to make pages 1-8 of your origami book

