

Help With ...

## PHOTOGRAPHS OF WEST SUSSEX

This user guide will show you how to search for, save and print images from local photographs scanned from originals held by West Sussex Library Service.

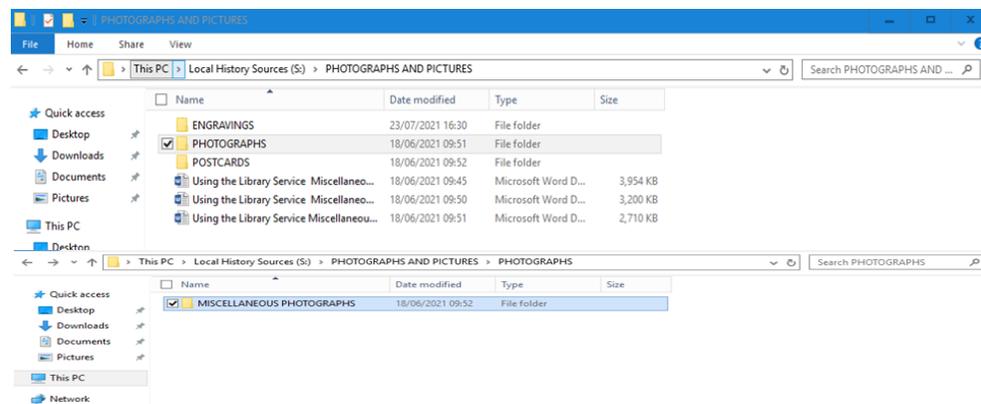
The West Sussex Photographs collection includes around 10,000 photographs of all towns and most villages in West Sussex, some dating back to the 1850s. Nearly half the photographs are of Worthing.

### I. Introduction

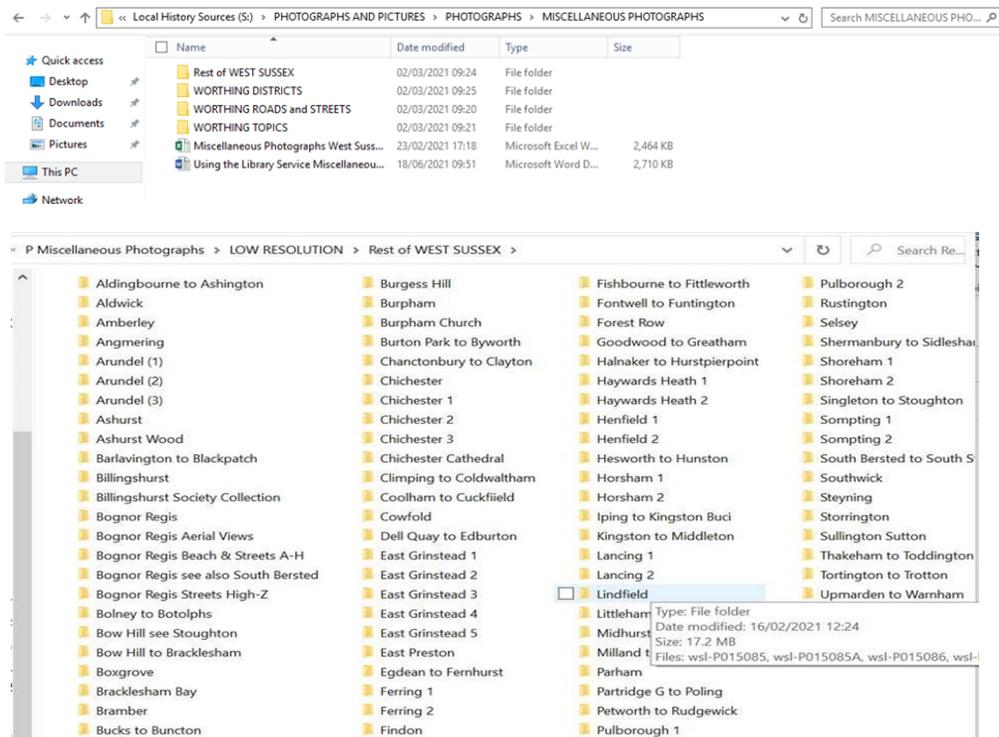
To access the engravings on the public computers in the library, from the welcome screen, double-click on the **Documents** icon on the desktop. Choose **This PC** then double-click **Local History Sources**. From the menu shown double-click **Photographs and Pictures**.

 AUDIO RECORDINGS	29/10/2019 11:05	File folder
 CUTTINGS COLLECTION	11/08/2020 09:23	File folder
 DIRECTORIES	21/09/2020 13:13	File folder
 MAPS	24/07/2020 10:00	File folder
 NEWSPAPERS	23/11/2020 09:20	File folder
 PHOTOGRAPHS AND PICTURES	02/03/2021 09:18	File folder

2. Then double-click on **Photographs**, then **Miscellaneous Photographs** .



3. Open any folder to browse by place. Most villages have just one folder, although some larger ones and towns have several.



Other ways we can help you find the information you need:

- Ask a Librarian [www.westsussex.gov.uk/askalibrarian](http://www.westsussex.gov.uk/askalibrarian)
- Local Clubs & Societies [www.westsussex.gov.uk/localclubs](http://www.westsussex.gov.uk/localclubs)
- Family History [www.westsussex.gov.uk/familyhistory](http://www.westsussex.gov.uk/familyhistory)

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## 9. How to Use These Photographs

These are low resolution images which you can print, or save and email to yourself, for private use or research. If you share them on social media please mention that you obtained them from **West Sussex CC Library Service**.

Please note that West Sussex County Council Library Service created these files and owns the copyright. You must contact us to request permission before publishing or sharing them online, in print, talks or exhibitions as we shall require a specific credit line, and/or a link and may charge a fee if for commercial use. Commercial use is always welcomed and we can supply images for books, magazines, exhibitions, television etc. Just complete the online form on [www.westsussexpast.org.uk](http://www.westsussexpast.org.uk) for a no obligation quote.

You can also buy high resolution jpegs or enlarged prints on photographic paper from the Scanning Unit based at West Sussex Record Office. Just email our Record Office colleagues with the file name of any photographs, or attach the low resolution image(s) you downloaded, and mention whether you'd like a digital file or a particular size print.

[records.office@westsussex.gov.uk](mailto:records.office@westsussex.gov.uk)

If you have any queries about these sources, please email the ELE Team: [EnquiriesTeam@westsussex.gov.uk](mailto:EnquiriesTeam@westsussex.gov.uk).

4. You can use the **Miscellaneous Photographs Spreadsheet** saved in the Miscellaneous Photographs folder to help you find what you're looking for. You can either scroll down the spreadsheet and browse through the Folder Name column or do a keyword search.

To do a keyword search, select **Find & Select** on the right of the toolbar. Type your search term in the box and click **Find all**.

