

*This page last updated on 25th June 2022.*

## WHERE TO FIND THINGS IN THE AVSFHG HELP CENTRE.

**This table explains where particular resources are to be found, by reference to their "Media" value, in the sixth column ("F") of the Index.**

**Resources are filed depending on the media on which they reside, not their subject matter — as far as practicable in alpha order of Ref-ID.**

ñ: **Our Newsletters** are NOT stored in the Help Centre, but are emailed (or exceptionally posted) to every paid-up Member.

**Maps** (& similar [Snape Archive items](#)) that are **flat are in the map-chest**. Others are on a wide variety of media, incl. some as digital resources (**PC**).

**Photos** can be any **Media** variant of **book** / **booklet** / **paper**, as **card\*** or as **PC** (digital files) — but **not "Photo" or "Photos"**, which are **Categories**.

**Drawers** are numbered top to bottom in the four-drawer filing-cabinet (1 to 4), then in the three-drawer cabinet (5 to 7).

**Media suffixes** of **letters B**(ottom), **H**anging, **JH**, **L**eft, **M**iddle, **R**ight and **T**op — defined below for **"book"/"booklet"** — are common to other resources too.

**Other suffixes:** **🍏** (apple), **\*** (asterisk) and **¥** (yen-currency symbol) below are explained in the notes at the foot of the table.

### "Media" ⇒ RESOURCES

<b>BIO LK</b>	maroon slip-box containing Bryan Samain's family biographies, " <b>The Lockdown Papers</b> " (see Newsletter 55, page 13)
<b>book B</b>	book with a spine, up to 12" high
<b>book H</b>	book held in hanging pockets in drawer 5

### ⇒ LOCATION

<b>Middle</b> bookshelf
<b>Bottom</b> bookshelf
<b>hanging</b> in drawer 5

<b>book L</b>	larger book and/or 'desirable' book (for example, containing old photographs — scans can be taken for personal use)	<b>Left</b> side of Cupboard
<b>book M</b>	book with a spine, up to 10" high	<b>Middle</b> bookshelf
<b>book P&amp;S</b>	<i>Pen &amp; Sword</i> books reviewed by Chris Broom: <a href="#">read about their REFERENCE-BOOK status here</a> (Ref-ID=@LEIS-LIB)	at <b>Leiston Library</b>
<b>book R</b>	larger book and/or 'desirable' book (for example, containing old photographs — scans can be taken for personal use)	<b>Right</b> side of Cupb'd
<b>book T</b>	book with a spine, up to 10" high	<b>Top</b> bookshelf
<b>booklet ...</b>	<b>... with suffix *, B, H, M, T or Y:</b> anything like a thin book but stapled, and/or a book/brochure smaller than say A5	(depends on the suffix)
<b>booklet JH</b>	booklet donated by Janet Huckle, filed alphabetically in a semi-transparent white A5 ring-binder marked "JH"	hanging in drawer 5
<b>box BEN MI</b>	a box containing Benhall MI Project - Burial Register Verification Slips	top of alcove cupbd
<b>card*</b>	printed card or laminated paper, maybe folded or concertinaed	see note * below
<b>cassette</b>	audio cassette	<b>Top</b> bookshelf
<b>CD (🍏)</b>	compact disk: apart from the 1 "Family Tree" CDs, a v.few are MAC-compatible (suffixed "🍏" — see note below)	drawer 6
<b>CD FT (🍏)</b>	"Family Tree" magazine CD donated by Janet Huckle, within one of three CD-wallets (2004-06, 2007/08 and 2010-12)	see note 🍏 below
<b>CD + PC</b>	held on CD, and also downloaded from there as a computer-file or files	drawer 6 + PC-file(s)
<b>CD T</b>	CD (in a tall CD-case, similar to a DVD case)	<b>Top</b> bookshelf
<b>DVD</b>	is now strictly reserved for video films	<b>Top</b> bookshelf
<b>env H5 or *</b>	envelope — For enveloped materials, usually first/only copy is in a lever-arch file, any extra copies <u>h</u> anging in drawer 5	(H5=)drawer 5   *below
<b>env HUX</b>	transparent plastic envelope of <b>Frank Huxley's local-history notes/papers</b> , mostly individually catalogued in Index	hanging in drawer 5
<b>fiche</b>	packets of fiches aren't marked w/ ref-ID's, but filed in blue plastic fiche-box in order of their <u>printed</u> (not Index) titles	drawer 4
<b>fiche MIEX</b>	"Essex Monumental Inscriptions" (and similar Essex) fiches, filed in cardboard box " <b>MIEX: ESSEX FICHES (MI's)</b> "	drawer 4
<b>folder 7</b>	various large ring-binders, folders, etc.	drawer 7
<b>folder ...</b>	<b>... with suffix H, L or R:</b> widely includes cardboard pocket-folders, photo-developers' envelopes and similar	(per " <b>book</b> " above)
<b>lever-arch R</b>	lever-arch file	<b>Right</b> side of Cupb'd
<b>mag</b>	A4-format "Suffolk Roots" magazine	drawer 5
<b>mag A5</b>	A5-format "Suffolk Roots" from May 1990 onwards, stored by date within cardboard boxes	drawer 5

<b>mag A5 M</b>	small magazine, such as Aldeburgh and District LHS's "The Chronicle" (filed with the booklets)	<b>Middle</b> bookshelf
<b>mag H</b>	magazine hanging in drawer 5	hanging in drawer 5
<b>mag 93-14</b>	"SLHC Newsletter" or "Suffolk Review", 1993-2014	box on alcove cupbd
<b>mag 2014+</b>	"SLHC Newsletter" or "Suffolk Review" from 2014 [return to hanging pockets in filing-cabinet drawer 5? Currently in ...	box on alcove cupbd
<b>map ...</b>	<b>... + suffix * / H / JH / ¥:</b> map (ref-ID prefixed " <b>MAP</b> "), <b>incl. detailed graveyard maps</b> (some w/ deceaseds' names)	(per " <b>book/let</b> " above)
<b>map A0</b>	Ordnance Survey 25"/1:2500 County Series Suffolk flat-sheet maps (with ref-ID prefix " <b>O</b> ")	see <b>OS 25" maps page</b> map chest
<b>map A1</b>	Ordnance Survey [25"] 1:2500 National Grid Plan flat-sheet maps	" map chest
<b>map A2</b>	Ordnance Survey 6"/1:10,560 or 1:10,000, and [50.688"] 1:1250 flat-sheet maps	" map chest
<b>map BXF</b>	OS 6-inch National Grid Plan TL94SE: <b>Boxford</b> (1958) 22"x26.5" non-standard flat-sheet map	" map chest (case <b>BD</b> )
<b>map OS7</b>	Ordnance Survey 1":1 mile Map (7th Series) Index of Large-Scale National Plans (flat sheets)	" map chest (case <b>OW</b> )
<b>map SNA</b>	<b>Snape Archive: map (or other document)</b> of sundry formats incl. OS 25", Six-Inch and 1:2500	" map chest (case <b>SNA</b> )
<b>NLii pno</b>	<b>Newsletter</b> article, prob.added some time after publication when we had closely relevant talk, showing issue/page no=	Newsletter "ii" page"no"
<b>paper*</b>	a flimsy leaflet or single sheet or (usually) several stapled sheets — filed in <b>* AVSFHG CARDS-ETC</b> lever-arch files	see note * below
<b>papers JP</b>	papers donated by John Peters, Nov. 2019 (individually indexed in plastic folders marked " <b>JP1</b> ", " <b>JP2</b> " and " <b>JP3</b> ")	hanging in drawer 5
<b>PC</b>	digital file held on our Compaq desktop and/or one/more of our laptops (but usually on all of them)	computer-files
<b>PC audio</b>	ditto — audio track, typically <b>.mp3</b> or <b>.m4a</b>	computer-files
<b>... +w3</b>	(appended to ANY value above): Item is <b>also available via Downloads page OR</b> viewable on a webpage (see toolbar-menu " <b>maps+</b> " above).	
<b>... +w3+PC</b>	as above, BUT ALSO available as a digital file on one/more of our computers (but usually on all of them)	—
<b>ring-binder</b>	<b>... with suffix 7, L or R:</b> ring-binder in <b>drawer 7</b> or <b>Left/Right</b> side of Cupboard	—
<b>spiral-binder</b>	spiral-binder [or exceptionally " <b>spiral-b M</b> " on Middle bookshelf]	<b>Right</b> side of Cupb'd
<b>VC/YouTube</b>	video cassette (item's Title also includes an alternative YouTube video's webpage-address, but not here as a hyperlink)	<b>Top</b> bookshelf
<b>www</b>	link to a (probably external) webpage with a more up-to-date version of a resource listed close-by in the Index	named webpage
<b>www + PC</b>	reproduced on our webpage indicated and also available as a digital file	—

- 🍏 = Usually, only the "Family Tree" CDs dated March 2008 or later are also Mac-compatible, indicated as Media "CD FT 🍏" (that is, with an apple). All three CD-wallets, for 2004-06, 2007/08 & 2010-12 (and holding items with Media="CD FT" or "CD FT 🍏") are on the bookcase's TOP shelf. CDs don't have our PROPERTY-OF labels. Instead, in the Index, Ref-IDs' first two digits are the issue-year (so identify the relevant CD-wallet), and the 3rd digit represents 1=January to 9=September, U=October/Autumn, V=November, W=December/Winter, X=Xmas, Y=year-only shown. A very few other (that is, not "Family Tree") CDs are also MAC-compatible (Media="CD 🍏"): these are simply **filed in drawer 6** with the assorted CDs.
- \* = **Delicate items**, such as most **cards**, **envelopes** and **paper** (and **some booklets**) filed alphabetically (by Ref-ID) in a set of three lever-arch files, marked \* AVSFHG CARDS ETC , to protect them from damage — index-entries for these items have an asterisk against "Media"-type. **stored in drawer 2**
- ¥ = **Booklets and folded maps filed in the ¥ellow-lidded plastic box**, in alpha-order: entries have yen-symbol against "Media". **stored in drawer 6**

<b>DRAWERS</b>	<b>1</b>	
	<b>2</b>	<b>5</b>
	<b>3</b>	<b>6</b>
	<b>4</b>	<b>7</b>