WILLS

To find the Wills, click on CATALOGUE and enter the name of the person you are seeking or 'will of' followed by the name.

The database will appear as a series of records. An asterisk in each of the green column headings denote whether that field is searchable, and clicking on each one arranges contents ascending or descending - signified by an upward or downward pointing triangle respectively.

The Search Bar will accept any names, dates or terms and has options for entering multiple terms. The page selection buttons will move through pages of batched records - one page up or down, or to the beginning and end of the whole database or selection. There are also options to export data to Word or Excel files.

To view an individual record, click the magnifying glass button on the extreme right hand side of each one. 🔎 This gives a table with rows showing a fuller view of how the item was catalogued, including the date and name of the last cataloguer to edit the item. The table will only appear when you click on this button – see below for a detailed explanation.

The column names of a record's table are:

- ➢ Column 1 - ref No(*) - our catalogue reference number in order of recording.

- ➢ Column 2 - Type – this should say 'will'.

- ➢ Column 3 - Status – the type of our copy. Our wills are all copies but some are copies of original wills and some are just transcriptions.

- ➢ Column 4 - Author(*) - this gives the name of the person who made the will.

- ➢ Column 5 - Subject/Title(*) - this states 'will of' and the maker.

- Column 6 - Date/Period(*) - the period has been mainly catalogued in fifty year spans. The actual date of the will is stated under the description.

- Column 7 - Description(*) – here you will find the places and names of people mentioned and the actual date.

- Column 8 - Location Physical(*) – the wills are kept in large files on shelves in the Heritage Centre in alphabetical order.

- Column 9 - File Name(*) - some wills have been transcribed and are viewable. If there is a blue underlined number here, this document can be viewed as a modern transcription. If you wish to have one transcribed please ask. The original is not viewable online.

- Column 10 - 🔍 - this gives a table with rows showing a fuller view of how the item was catalogued, as discussed above. See below for a detailed explanation.

- Column 16 - 📝 - for editors only.

- Column 17 - 📋 - for editors only.

📊 Clicking on this symbol at the top of the page enables you to print the information as an Excel file.

📄 Clicking on this symbol at the top of the page enables you to print the information as a Word file.

📊 Clicking on this symbol at the top of the page enables you to print the information as an Excel CSV file (comma separated values).

Detailed explanation of Column 10 table headings:

Extent – the physical size of the item.

Area Code - This is MARDEN-U in all cases – only relevant when quoting a catalogue number county-wide (e.g. MARDEN-U-1234). Our catalogue is duplicated and sits within Kent County Council's own database. This is the prefix used within theirs.

Original owner - who donated the item, loaned it for MHG to make a copy, or still owns it if we have it on extended loan. It may also be a purchased item.

Loan conditions - any conditions made by the donator and any copyright details.

Location electronic – If the electronic copy is uploaded to the catalogue (the default location) this field is left blank. Otherwise the location within the MHC network is shown, e.g. *'Resources > Audio'.*

Action required – this may state if anything more needs to be done to the record or if the item needs repairs etc.

Notes – anything not already mentioned which the cataloguer feels should be recorded.

Catalogued Date – this is the last date on which the catalogue entry was edited, not necessarily the date of creation.

Catalogued By – is the user ID of the last person to edit the entry, not necessarily the original cataloguer.

Record status – will say complete, FILE TOO LARGE TO UPLOAD, requires revision, requires upload or requires revision & upload.

Uploaded file - image files will display a thumbnail here. Other files (e.g., pdf, doc, zip) will not.

If the will you want has not been transcribed we are happy to do that for you at a cost of £5.00. Use our website address to order one.