

# Using our online archive and museum catalogue

Our online archive and museum catalogue can be found at:

[www.bromleyarchives.org.uk](http://www.bromleyarchives.org.uk)

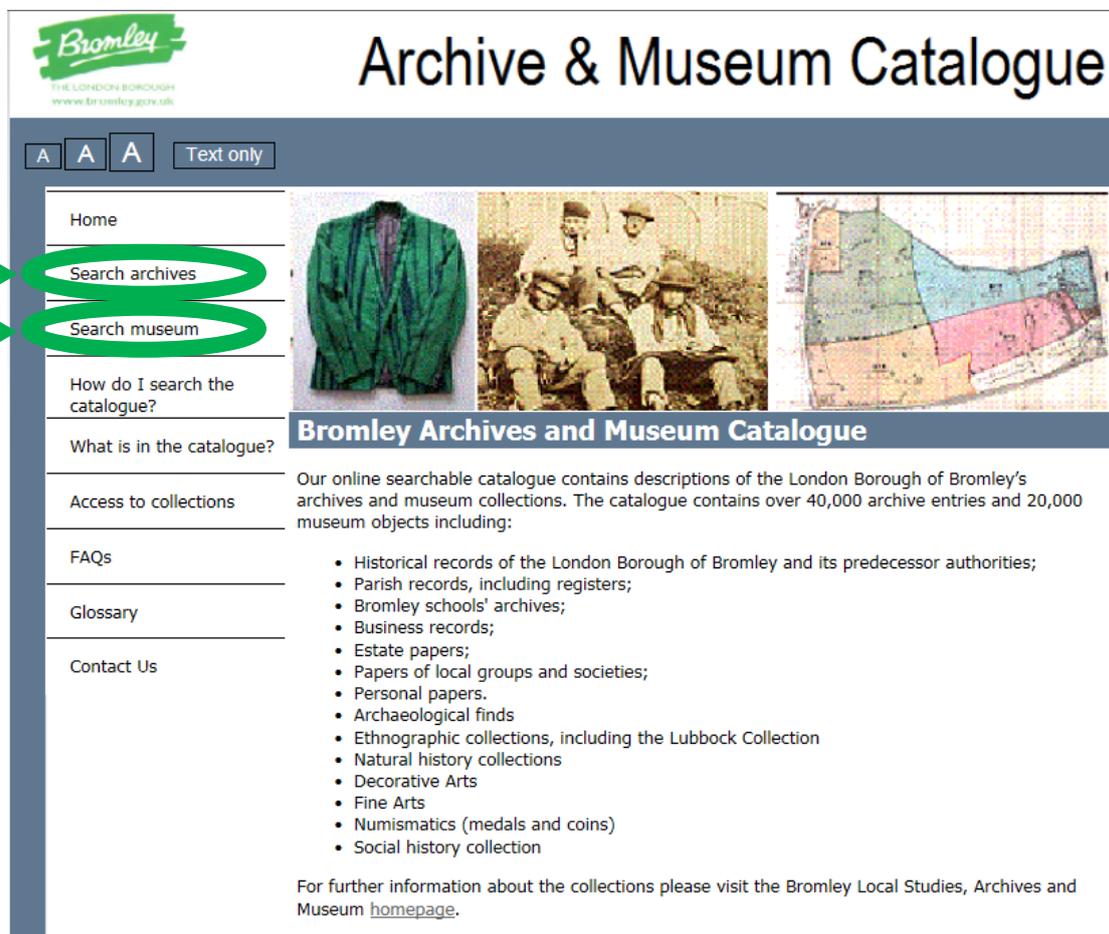
The online archive and museum catalogue includes entries for all our catalogued archive material, catalogued museum objects and the local studies biography index.

## How do I search the catalogue?

There are two ways to search our catalogue;

**Search archives** (for archive material and the local studies biography collection) and

**Search museum** (for museum material)



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## Archive & Museum Catalogue

A A A Text only

- Home
- Search archives**
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- How do I search the catalogue?
- What is in the catalogue?
- Access to collections
- FAQs
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- Contact Us

### Bromley Archives and Museum Catalogue

Our online searchable catalogue contains descriptions of the London Borough of Bromley's archives and museum collections. The catalogue contains over 40,000 archive entries and 20,000 museum objects including:

- Historical records of the London Borough of Bromley and its predecessor authorities;
- Parish records, including registers;
- Bromley schools' archives;
- Business records;
- Estate papers;
- Papers of local groups and societies;
- Personal papers.
- Archaeological finds
- Ethnographic collections, including the Lubbock Collection
- Natural history collections
- Decorative Arts
- Fine Arts
- Numismatics (medals and coins)
- Social history collection

For further information about the collections please visit the Bromley Local Studies, Archives and Museum [homepage](#).

# Searching for archives

'Search archives' will search any of the fields of our archive catalogue entries and also allows you to refine your search.

- From the catalogue homepage click on '**Search archives**' which can be found in the left hand sidebar menu. This will take you to the archive advanced search page.

The screenshot shows the 'Archive & Museum Catalogue' advanced search interface. On the left is a sidebar with links: Home, Search archives, Search museum, How do I search the catalogue?, What is in the catalogue?, Access to collections, FAQs, Glossary, and Contact Us. The main area is titled 'Advanced Search' and contains several search criteria, each with a 'Refine Search Criteria' link and an input field: 'Any Text', 'Reference', 'Title', 'Date', 'Description', 'Level' (dropdown), 'Format' (dropdown), 'Category' (dropdown), and 'Repository' (dropdown). A blue 'Search' button is at the bottom. A search bar with a 'Search' button is at the top right. Green arrows point to the 'Any Text' and 'Reference' input fields.

- You can enter any term into the '**Any Text**' box and then hit the enter button on your keyboard or click the blue search button at the bottom of the page. This will search all the fields in our archive catalogue.
- Alternatively, if you know the archive catalogue reference number of the material you would like to view you can enter this in the '**Reference**' box before hitting enter or clicking on search.
- If you only know part of the archive catalogue reference you can use an \* as a wildcard. i.e. entering 1080\* will bring all results that start 1080. You may use the \* wildcard in any search field.
- To search only the '**Title**' field, please enter your search term(s) into that field.
- To search by date or refine a search term you can do so by entering a date or date range into the '**Date**' box. i.e. 1910-1911, 01/01/2001-31/12/2003.
- To search only the '**Description**' field, please enter your search term(s) into that field.

## Search results page (archives)

Once you have clicked on the search button or hit enter you will be taken to the **search results** page. The results will show all archive catalogue entries which matched the search terms you entered on the advanced search page.

- The **search results** page default is to show 5 results per page. You can amend this to show more results per page, or all the results on one page by clicking on the drop down box and selecting the number of results you would like to see.

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# Archive & Museum Catalogue

A A A Text only Search

Home **Advanced Search > Search Results**

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Reference	Title	Description	Date
<a href="#">1080</a>	MARSHAM TOWNSHEND PAPERS	See Admin History	1356-1975
<a href="#">1080/1</a>	Estate Papers		1356-1948
<a href="#">1080/1/1</a>	Kent		1455-1948
<a href="#">1080/1/1/1</a>	Deeds and documents of title	This section contains deeds of property purchased by the Townshend, Selwyn, Bettenson and Farrington families and other documents relating to the title of the properties and their ownership before...	1592-1886
<a href="#">1080/1/1/1/1</a>	Manors of Chislehurst and Scadbury		1659-1868

1 to 5 of 3675 Next Last 5

Quick links: [Site Map](#) [Privacy Policy](#)

- The search results page will give you basic information about the archive catalogue entries which have matched your search including; the archive reference number, the title of the entry, a description of the entry and the date(s) of the entry.
- To learn more about a particular entry click on the underlined reference. This will take you to the **'Record'** page.

## Record page (archives)



# Archive & Museum Catalogue

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Repository London Borough of Bromley Archives

Level SubSubSeries

Reference **1080/1/1/1**

Title Deeds and documents of title

Date 1592-1886

Description This section contains deeds of property purchased by the Townshend, Selwyn, Bettenson and Farrington families and other documents relating to the title of the properties and their ownership before they were purchased by the family. In some cases, entire series of deeds have survived, charting the ownership of the property through hundreds of years, in other cases only one or two documents survive. Due to this it is not clear in some cases how or when the property came into the possession of the family, although it has been assumed that if documents survive in the collection then the related property must have been in the possession of the family at some point, hence their inclusion in this part of the collection.

Access Status Open

First Previous 4 of 3675 Next Last

First Previous 4 of 3675 Return to search results Next Last

Quick links: [Site Map](#) [Privacy Policy](#)

- The top section of the **record** will show how the archive catalogue entry that you have selected fits into the hierarchy (or family tree) of the archive collection to which it belongs. For more information about archive hierarchies please see below.
- The bottom section of the **record** will tell you more information about the selected archive catalogue entry, including:
  - ❖ Repository – whether the entry is part of the archives or biography collection.
  - ❖ Level – This will tell you where the archive catalogue entry sits in the collection hierarchy (or family tree). **N.B. You may only request to view archive catalogue entries that have the level 'item'.**
  - ❖ Reference – This is the unique archive reference that is used to identify the archive catalogue entry. You will need to provide this in order to order material to view.
  - ❖ Title – This is the title of the archive catalogue entry that you have selected.
  - ❖ Date – This will tell you the date(s) of the archive catalogue entry that you have selected.

- ❖ Description – This will describe the scope and content of the archive catalogue entry you have selected. In most cases, this will not provide an index or transcript of the entry.
- ❖ Administrative history – usually only found in fonds and collection level archive catalogue entries, this will provide information about the creator/creating body of the material you have selected.
- ❖ Extent – This tells you more about the quantity of the archive catalogue entry you have selected. i.e. 1 volume, 2 files.
- ❖ Access Status – This will provide information regarding any access conditions to the archive catalogue entry that you have selected. Most of our entries are open, however some may show a different status including;
  - ~closed,
  - ~please use microfilm copy,
  - ~unfit for production,
  - ~not available at present.

If an item you wish to request shows one of these statuses, please contact us (020 3931 0907 or [historic.collections@gll.org](mailto:historic.collections@gll.org)) for further information.

### **Archive hierarchies (family trees)**

When cataloguing archives we follow a number of international and national standards which provide guidance as to the structure of our catalogues and the information we should be recording.

Our catalogues are of a hierarchical arrangement. This can look a little like a family tree.

We try to ensure that we do not mix records created by different people or organisations together. For example we would not add a diary by Joe Bloggs to the same collection as a diary by Jane Smith. Instead they would remain as two separate collections as the diaries were created by two different people.

We also ensure that we keep records in the order in which they were originally filed or kept by their creator, something archivists call original order. This can mean that records seem to be in an illogical order. However, maintaining a collection's original order allows us to learn more about the creator, the circumstances under which the records were created and the relationships between different records.

We arrange a collection into a high level and several lower levels. The high level is often known as 'collection' or 'fonds' and includes all the material which makes up that collection. The high level will describe the collection as a whole and will provide a general sense of the collection as well as listing the lower levels. The lower levels, often known as 'series', 'sub-series', 'file', 'item' or 'piece' provide more information about the different parts of the collection.

For example:

PPJB	Personal papers of Joe Bloggs	(Fonds)
PPJB/1	Diaries	(Series)
PPJB/1/1	1965	(Item)

In this example the high level or fonds is the personal papers of Joe Bloggs. The lower level is the series of diaries and the item is an individual diary.

## Searching for museum objects

'Search museum' will search any of the fields of our museum catalogue entries and also allows you to refine your search.

- From the catalogue homepage click on '**Search museum**' which can be found in the left hand sidebar menu. This will take you to the museum advanced search page.

The screenshot shows the 'Archive & Museum Catalogue' page for Bromley. The sidebar on the left contains links: Home, Search archives, Search museums, How do I search the catalogue?, What is in the catalogue?, Access to collections, FAQs, Glossary, and Contact Us. The main content area is titled 'Advanced Search' and contains the following fields:

- Any Text**: A text input field with a 'Refine Search Criteria' link below it.
- Object Number**: A text input field with a 'Refine Search Criteria' link below it.
- Object Name**: A text input field with a 'Refine Search Criteria' link below it.
- Description**: A text input field with a 'Refine Search Criteria' link below it.
- Date**: A text input field.
- Repository**: A dropdown menu.

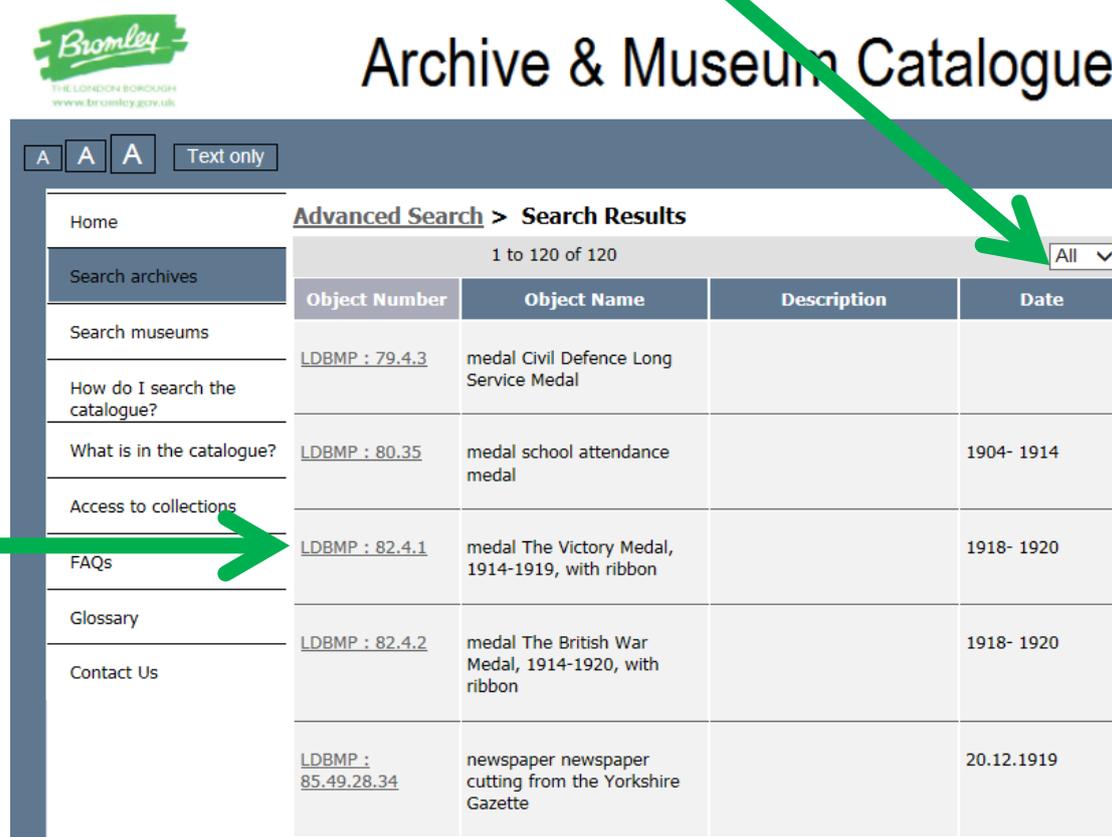
A blue 'Search' button is located at the bottom of the search area. A green arrow points to the 'Any Text' input field. At the bottom of the page, there are 'Quick links' for Site Map, Privacy Policy, and a logo for CalmView© 2008-2016.

- You can enter any term into the '**Any Text**' box and then hit the enter button on your keyboard or click the blue search button at the bottom of the page. This will search all the fields in our museum catalogue.
- Alternatively, if you know the museum reference number of the object you would like to view you can enter this in the '**Object Number**' box before hitting enter or clicking on search.
- If you only know part of the museum reference you can use an \* as a wildcard. i.e. entering LDBMP : 2007\* will bring all results that start LDBMP : 2007. You may use the \* wildcard in any search field.
- To search only the '**Object Name**' field, please enter your search term(s) into that field.
- To search by date or refine a search term you can do so by entering a date or date range into the '**Date**' box. i.e. 1500-1600, 01/01/2001-31/12/2003.
- To search only the '**Description**' field, please enter your search term(s) into that field.

## Search results page (museum)

Once you have clicked on the search button or hit enter you will be taken to the **search results** page. The results will show all museum catalogue entries which matched the search terms you entered on the simple or advanced search page.

- The **search results** page default is to show 5 results per page. You can amend this to show more results per page, or all the results on one page by clicking on the drop down box here and selecting the number of results you would like to see.



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Home **Advanced Search > Search Results**

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Object Number	Object Name	Description	Date
<a href="#">LDBMP : 79.4.3</a>	medal Civil Defence Long Service Medal		
<a href="#">LDBMP : 80.35</a>	medal school attendance medal		1904- 1914
<a href="#">LDBMP : 82.4.1</a>	medal The Victory Medal, 1914-1919, with ribbon		1918- 1920
<a href="#">LDBMP : 82.4.2</a>	medal The British War Medal, 1914-1920, with ribbon		1918- 1920
<a href="#">LDBMP : 85.49.28.34</a>	newspaper newspaper cutting from the Yorkshire Gazette		20.12.1919

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Search museums

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- The search results page will give you basic information about the museum catalogue entries which have matched your search including; the museum object number, the object name, a description of the object and the date(s) of the object.
- To learn more about a particular entry click on the underlined reference. This will take you to the **'Record'** page.

## Record page (museum)

The screenshot shows the 'Record' page for a museum catalogue entry. The page header includes the Bromley logo and the title 'Archive & Museum Catalogue'. A navigation bar at the top contains three 'A' icons and a 'Text only' button. The main content area is divided into a left sidebar with navigation links and a main content area. The sidebar links are: Home, Search archives, Search museums, How do I search the catalogue?, What is in the catalogue?, Access to collections, FAQs, Glossary, and Contact Us. The main content area displays the breadcrumb 'Advanced Search > Search Results > Record' and '1 of 1'. Below this is a table with the following details:

Repository	Museum Collection
Object Number	LDBMP : 82.4.1
Object Name	medal The Victory Medal, 1914-1919, with ribbon
Date	1918- 1920
Multimedia	Cannot open file

At the bottom of the main content area, it says '1 of 1 Return to search results'. The footer contains 'Quick links: Site Map Privacy Policy' and a small flag icon.

- The **record** page will tell you more information about the selected museum catalogue entry, including:
  - ❖ Repository – whether the entry is part of the museum or London Archaeological Archive and Research Centre collection.
  - ❖ Object Number - is the unique museum reference that is used to identify the object. You will need to provide this in order to enquire about an object.
  - ❖ Object Name – will describe what the object is.
  - ❖ Date – the date an object was created.
  - ❖ Multimedia – will display a photograph of the object if a photograph exists.