Using our online archive and museum catalogue

Our online archive and museum catalogue can be found at:
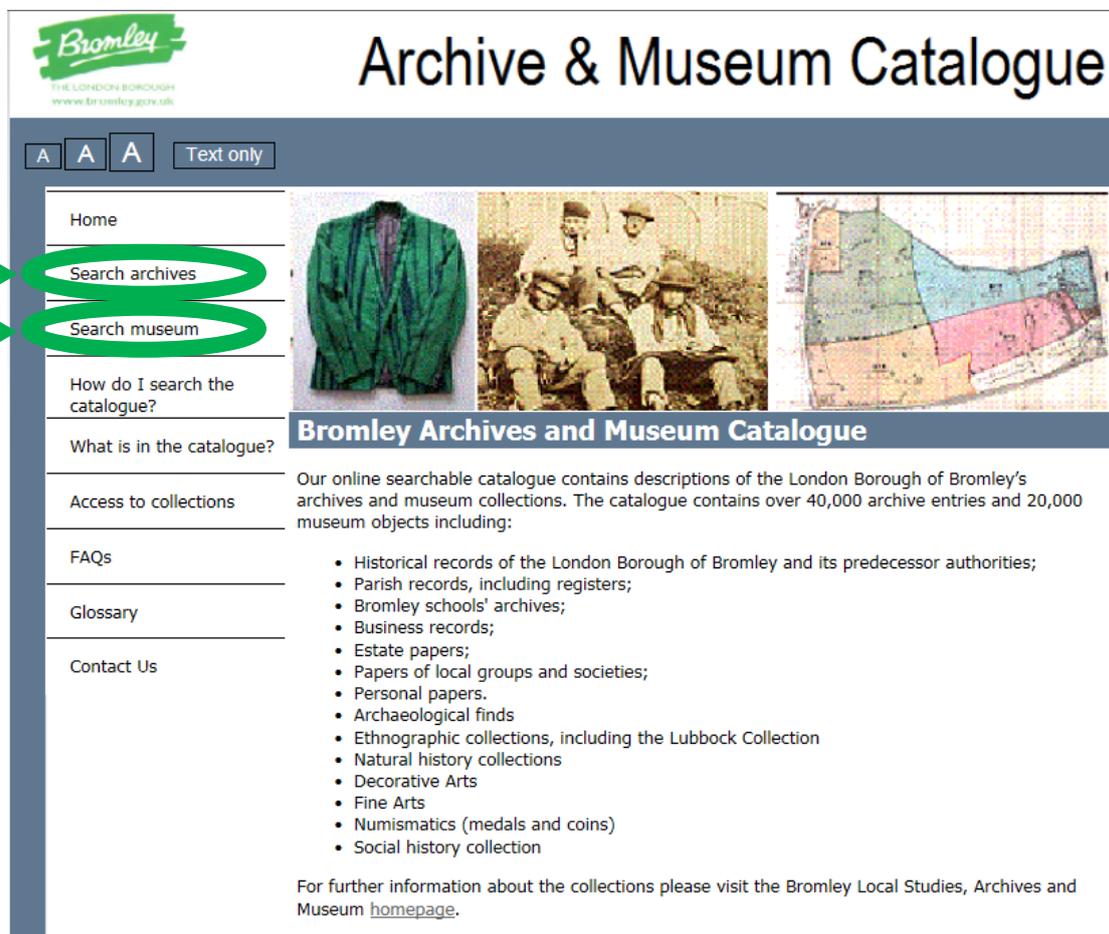www.bromleyarchives.org.uk

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)

Searching for archives

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

o 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.

o 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.

o 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.

o 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.

o To search only the **'Title'** field, please enter your search term(s) into that field.

o 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.

o 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.

o 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.

o 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.

o To learn more about a particular entry click on the underlined reference. This will take you to the '**Record**' page.

Record page (archives)

- o 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.

- o 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.

❖ <u>Description</u> – 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.

❖ <u>Administrative history</u> – 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.

❖ <u>Extent</u> – This tells you more about the quantity of the archive catalogue entry you have selected. i.e. 1 volume, 2 files.

❖ <u>Access Status</u> – 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) 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)
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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.

o 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.

o 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.

o 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.

o 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.

o To search only the **'Object Name'** field, please enter your search term(s) into that field.

o 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.

o 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.

o 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.

o 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.

o To learn more about a particular entry click on the underlined reference. This will take you to the '**Record**' page.

Record page (museum)
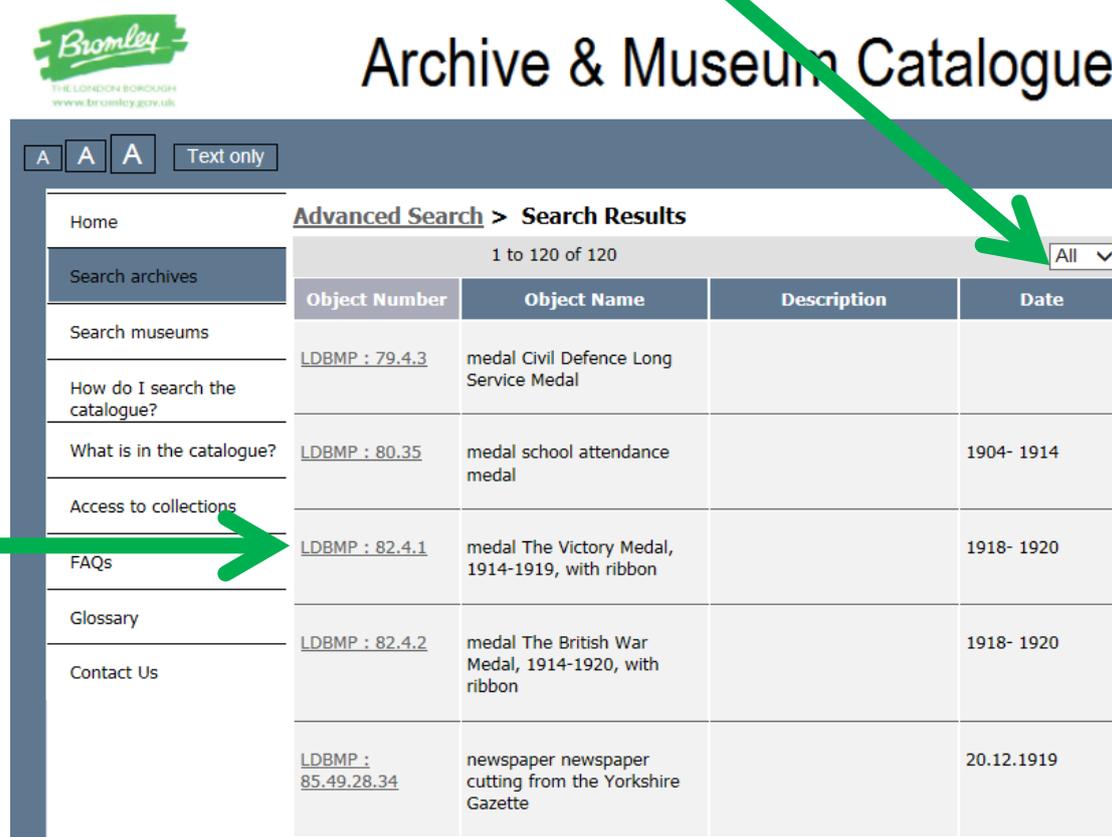
Archive & Museum Catalogue

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1 of 1

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

1 of 1 Return to search results

Quick links: Site Map Privacy Policy

- o 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.

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