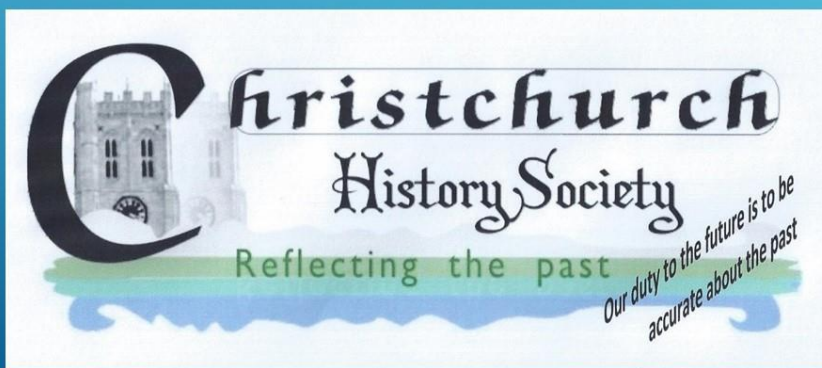


HOW TO CARRY OUT A SEARCH USING THE ON-LINE CATALOGUE OF



The purpose of these Guidance Notes is to assist the users of the Christchurch History Society Archive On-Line Catalogue in a ten step guide.

Version 5

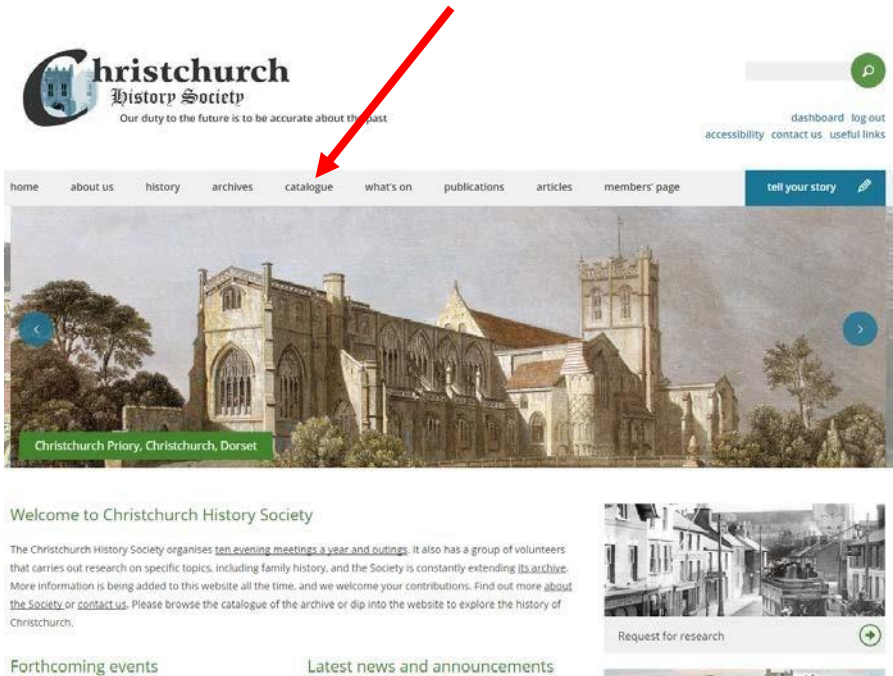
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July 2020

Page 1 of 18

STEP 1

The search of the On-Line Catalogue starts from the 'Home Page' where in the Page Header Tab Bar click on **"Catalogue"**



The screenshot shows the Christchurch History Society website. At the top left is the logo with the text "Christchurch History Society" and the tagline "Our duty to the future is to be accurate about the past". To the right are links for "dashboard", "log out", "accessibility", "contact us", and "useful links". Below this is a navigation bar with links: "home", "about us", "history", "archives", "catalogue", "what's on", "publications", "articles", "members' page", and a "tell your story" button. A large image of Christchurch Priory is featured, with a green banner at the bottom that reads "Christchurch Priory, Christchurch, Dorset". Below the image is a "Welcome to Christchurch History Society" section with a paragraph of text and a "Request for research" button. At the bottom of the page are two buttons: "Forthcoming events" and "Latest news and announcements".

This will take you to the On-Line Catalogue 'Search the Archive Page'

In addition to using the Home Page Header Tab Bar there are further links from :-

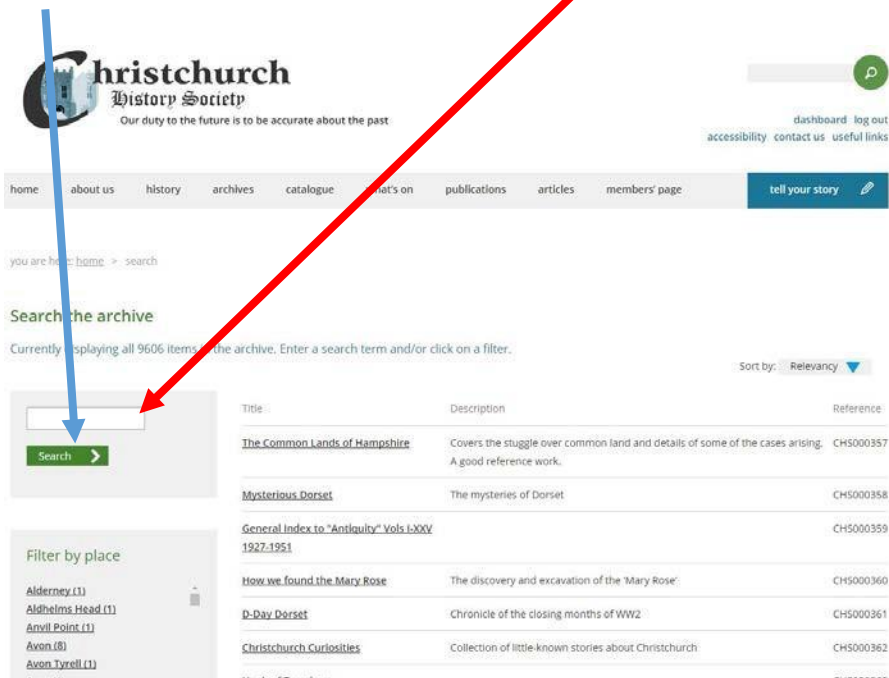
'Home Page' Welcome Text

'Archives Page'

STEP 2

On the On-Line Catalogue 'Search the Archive Page' there is a **"SearchBox"** on the left hand side into which can be entered any word(s) on which a search is required. Beneath the **"Search Box"** there are a number of filters that will be used to refine the search in due course.

For an example enter 'Christchurch' into the **"Search Box"** and click on **"Search"**



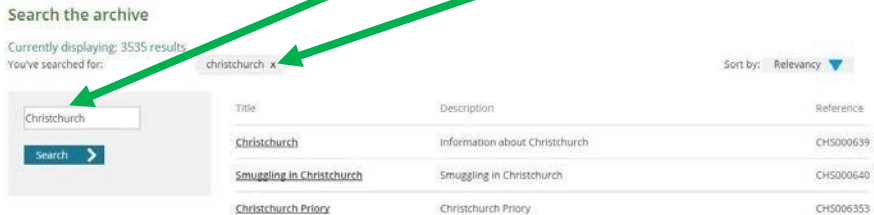
The screenshot shows the Christchurch History Society website. The search bar contains the text 'Christchurch'. Below the search bar, there are several filter options under the heading 'Filter by place': Alderney (1), Aldhelm's Head (1), Arvill Point (1), Avon (8), Avon Tyrell (1), and Dorset (1). The search results table is as follows:

Title	Description	Reference
The Common Lands of Hampshire	Covers the struggle over common land and details of some of the cases arising. A good reference work.	CH5000357
Mysterious Dorset	The mysteries of Dorset	CH5000358
General Index to "Antiquity" Vols I-XXV 1927-1951		CH5000359
How we found the Mary Rose	The discovery and excavation of the 'Mary Rose'	CH5000360
D-Day Dorset	Chronicle of the closing months of WW2	CH5000361
Christchurch Curiosities	Collection of little-known stories about Christchurch	CH5000362

This will take you back to the On-Line Catalogue 'Search the Archive Page' but the number of entries on the page will have reduced to 3535. This number needs to be filtered to a more manageable number and can be done by using one or more of five possible filters within the On-Line Catalogue 'Search the Archive Page'

STEP 3

The first thing to notice is that the On-Line Catalogue ‘Search the Archive Page’ informs you that you searched and / or filtered on ‘Christchurch’ to obtain the list that is currently displayed



Search the archive

Currently displaying: 3535 results
You've searched for: christchurch x

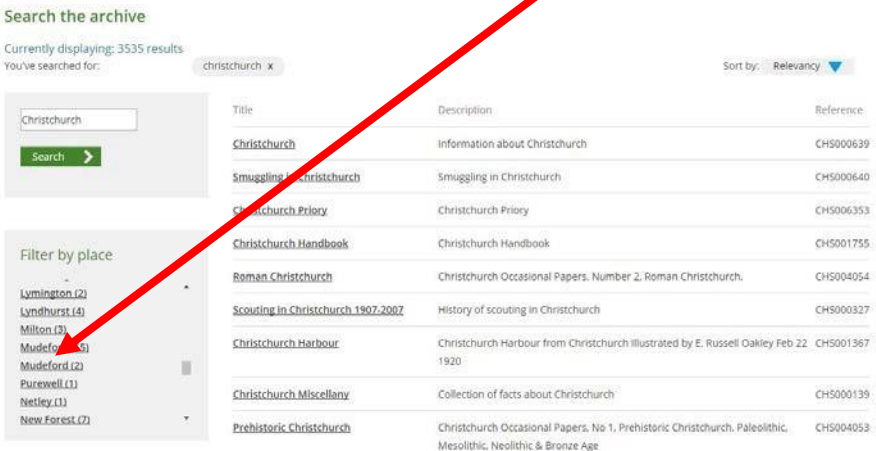
Sort by: Relevancy ▼

Christchurch

Search

Title	Description	Reference
Christchurch	Information about Christchurch	CH5000639
Smuggling in Christchurch	Smuggling in Christchurch	CH5000640
Christchurch Priory	Christchurch Priory	CH5006353

Beneath the “Search Box” there are a number of filters that can now be used to refine the search, the first is **“Filter by Place”**, and the chosen filter word can be found in the drop down menu. See Appendix A on Page 13. For an example, click on ‘Mudford’ in the **“Filter by Place Box”**



Search the archive

Currently displaying: 3535 results
You've searched for: christchurch x

Sort by: Relevancy ▼

Christchurch

Search

Filter by place

- Lymington (2)
- Lyndhurst (4)
- Milton (3)
- Mudford (5)
- Mudford (2)
- Purewell (1)
- Netley (1)
- New Forest (7)

Title	Description	Reference
Christchurch	Information about Christchurch	CH5000639
Smuggling in Christchurch	Smuggling in Christchurch	CH5000640
Christchurch Priory	Christchurch Priory	CH5006353
Christchurch Handbook	Christchurch Handbook	CH5001755
Roman Christchurch	Christchurch Occasional Papers. Number 2. Roman Christchurch.	CH5004054
Scouting in Christchurch 1907-2007	History of scouting in Christchurch	CH5000327
Christchurch Harbour	Christchurch Harbour from Christchurch illustrated by E. Russell Oakley Feb 22 1920	CH5001367
Christchurch Miscellany	Collection of facts about Christchurch	CH5000139
Prehistoric Christchurch	Christchurch Occasional Papers. No 1. Prehistoric Christchurch. Paleolithic, Mesolithic, Neolithic & Bronze Age	CH5004053

This will take you back to the On-Line Catalogue ‘Search the Archive Page’ but the number of entries on the page will have reduced to 55. This number still needs to be filtered to a more manageable number and can be done by using another of four possible filters within the On-Line Catalogue ‘Search the Archive Page’

STEP 4

Notice that the On-Line Catalogue 'Search the Archive Page' is now informing you that you searched and / or filtered on 'Mudford' and 'Christchurch' to obtain the current list

home about history archives catalogue what's on publications articles members page tell your story

you are here: home -> search

Search the archive

Currently displaying: 55 results
You've searched for: christchurch x place: "mudford" x

Sort by: Relevancy

Christchurch

Search

Filter by place

Mudford (55)

Filter by subject

- Churches (1)
- Coast (5)
- Harbour (6)
- History (1)
- Houses (7)
- Mudford (28)
- Restaurants (1)

Title	Description	Reference
Christchurch Harbour	Article about Christchurch Harbour from Yachting World	CHS015144
Christchurch Harbour chronicle	Copies of the Christchurch Harbour Chronicle	CHS015168
Mudford village	Article about Mudford village from the Christchurch Times	CHS015143
Sandhills Lodge restaurant	Christchurch Council lifted restrictions on the restaurant's hours of opening.	CHS014847
Sandhills	Sale advertisement from the Christchurch Times with a detailed description of the house and grounds	CHS014399
Avon beach	Colour photograph. Avon Beach, Friars Cliff area Christchurch, view from the grass bank, looking over the beach huts, west to Hengistbury Head. Beach very crowded with people enjoying the sands & sea.	CHS005863
Mudford and Highcliffe history	Series of cuttings from the Christchurch Times on the history of Mudford and Highcliffe.	CHS015149
Aerial view of Mudford	Aerial photograph of the Run at Mudford, Friars Cliff & the Christchurch airfield runway	CHS004910
Aerial view of Mudford	Aerial photograph of Mudford & Friars Cliff, Christchurch airfield runway	CHS004911

The next filter beneath the "Search Box" that can now be used to refine the search is "**Filter by Subject**", the chosen filter word can be found in the drop down menu.

See Appendix B on Page 15.

For an example, click on 'Harbour' in the "**Filter by Subject Box**"

This will take you back to the On-Line Catalogue 'Search the Archive Page' but the number of entries on the page will have reduced to 6. This number can be filtered further if considered necessary using another of three possible filters within the On-Line Catalogue 'Search the Archive Page' or go to STEP 8

STEP 5

The On-Line Catalogue 'Search the Archive Page' is now informing you that you searched and / or filtered on 'Mudford', 'Harbour' and 'Christchurch' to obtain the current list

The screenshot shows the 'Search the archive' page. At the top, there is a navigation menu with links: home, about us, history, archives, catalogue, what's on, publications, articles, members' page, and a 'tell your story' button. Below the navigation, there is a search bar with the text 'you are here: home > search'. The search results section shows 'Currently displaying: 6 results' and 'You've searched for: christchurch x subject: "harbour" x place: "mudford" x'. The search results are sorted by 'Relevancy'. The search results table has columns for Title, Description, and Reference. The results are as follows:

Title	Description	Reference
Christchurch Harbour Chronicle	Copies of the Christchurch Harbour Chronicle	CHS015168
Mudford Quay	Row of Dutch cottages on Mudford Quay, photograph by Chris Austin June 1998.	CHS005610
Mudford Quay	Large photograph, view from bridge entrance of Mudford Quay area looking N.W. along the harbour. Scenic picture at low tide.	CHS005859
Mudford Harbour	Long colour APS photograph, General view of Mudford harbour from the Mudford Quay approach spur. Scene looking west showing harbour with many yachts & small boats.	CHS005864
Mudford Harbour	Long colour APS photograph, Mudford harbour view from the Mudford Quay approach spur. Scene looking west showing yachts & small boats, couple standing on the shore with a dog.	CHS005865
Mudford Quay	Colour photograph of Mudford Quay showing storm damage October 1987. View from the grassed quay area towards the road at Mudford showing many boats blown over.	CHS005955

If thought necessary the next filter beneath the "Search Box" that can now be used to refine the search is **"Filter by Format"**, the chosen filter word can be found in the drop down menu. See Appendix C on Page 17.

For an example, click on 'Photograph' in the **"Filter by Format Box"**

This will take you back to the On-Line Catalogue 'Search the Archive Page' but the number of entries on the page will have reduced to 5. This number does not need to be filtered but can be, using the other two possible filters within the On-Line Catalogue 'Search the Archive Page' or go to STEP 8

STEP 6

If thought necessary the next filter beneath the “Search Box” that can now be used to refine the search is **“Filter by Century”**, the chosen filter century can be found in the drop down menu. See Appendix D on Page 18

For an example, click on ‘20th’ in the **“Filter by Century Box”**

The screenshot shows the 'Search the archive' page with the following elements:

- Search Box:** Contains the text 'Christchurch' and a green 'Search' button.
- Filters:** A row of filters including 'christchurch', 'format: "photograph"', 'subject: "harbour"', 'place "mudford"', and 'Sort by: Relevancy'.
- Filter by place:** Shows 'Mudford (5)'.
- Filter by subject:** Shows 'Harbour (5)'.
- Filter by format:** Shows 'Photograph (5)'.
- Filter by century:** Shows '20th (2)'. A red arrow points to this filter.
- Results Table:** A table with columns 'Title', 'Description', and 'Reference'. It lists five entries related to 'Mudford Quay' and 'Mudford Harbour'.

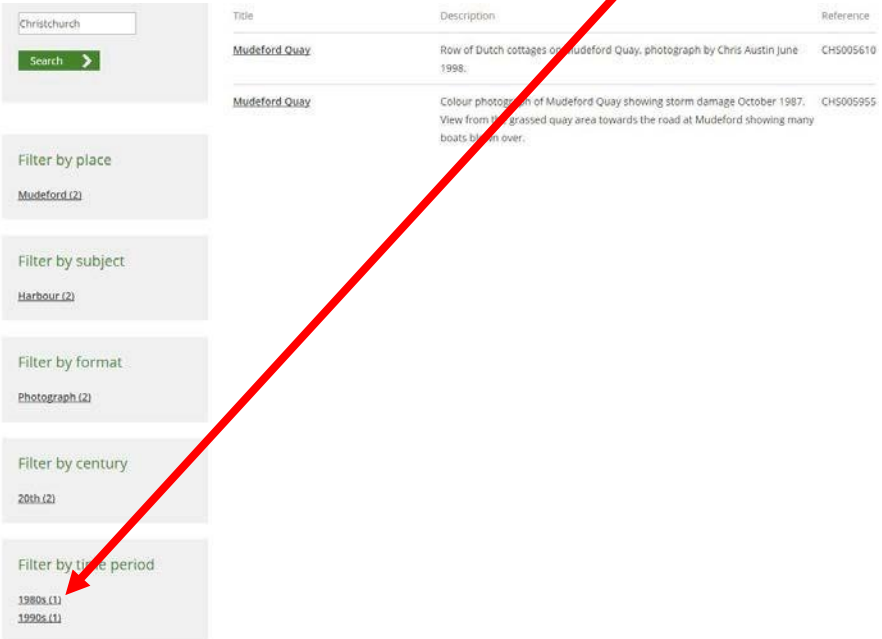
Title	Description	Reference
Mudford Quay	Row of Dutch cottages on Mudford Quay, photograph by Chris Austin June 1998.	CHS005610
Mudford Quay	Large photograph, view from bridge entrance of Mudford Quay area looking N.W. along the harbour. Scenic picture at low tide.	CHS005859
Mudford Harbour	Long colour APS photograph. General view of Mudford harbour from the Mudford Quay approach spur. Scene looking west showing harbour with many yachts & small boats.	CHS005864
Mudford Harbour	Long colour APS photograph. Mudford harbour view from the Mudford Quay approach spur. Scene looking west showing yachts & small boats, couple standing on the shore with a dog.	CHS005865
Mudford Quay	Colour photograph of Mudford Quay showing storm damage October 1987. View from the grassed quay area towards the road at Mudford showing many boats blown over.	CHS005955

This will take you back to the On-Line Catalogue ‘Search the Archive Page’ but the number of entries on the page will have reduced to 2. This number does not need to be filtered but can be using the last of the possible filters within the On-Line Catalogue ‘Search the Archive Page’ or go to STEP 8

STEP 7

Although in this example it is not necessary; if thought necessary the next filter beneath the “Search Box” that can now be used to refine the search is **“Filter by Time Period”**, the chosen filter decade can be found in the drop down menu. . See Appendix D on Page 18

For an example, click on ‘1980s’ in the **“Filter by Time Period Box”**



The screenshot shows a search interface with a search box containing 'Christchurch' and a green 'Search' button. Below the search box are several filter categories: 'Filter by place' (Muddeford (2)), 'Filter by subject' (Harbour (2)), 'Filter by format' (Photograph (2)), 'Filter by century' (20th (2)), and 'Filter by time period' (1980s (1), 1990s (1)). A red arrow points from the '1980s' filter to the search results. The search results are displayed in a table with columns for Title, Description, and Reference.

Title	Description	Reference
Muddeford Quay	Row of Dutch cottages on Muddeford Quay, photograph by Chris Austin June 1998.	CH5005610
Muddeford Quay	Colour photograph of Muddeford Quay showing storm damage October 1987. View from the grassed quay area towards the road at Muddeford showing many boats blown over.	CH5005955

This will take you back to the On-Line Catalogue ‘Search the Archive Page’ and the item that the search was based upon is located and displayed.

In this example that item could have been found in Steps 5 and 6 and with scrolling through 55 items in Step 4 and clicking on the chosen item that is now displayed in STEP 8

STEP 8

The On-Line Catalogue 'Search the Archive Page' is now informing you that you searched and / or filtered on '20th Century', 'Harbour', 'Christchurch', 'Mudford', 'Time Period' and 'Photograph'

The screenshot shows the search interface with several filters applied: 'christchurch', 'time period: "1980s"', 'century: "20th"', 'format: "photograph"', and 'subject: "harbour"'. A search box on the left contains 'Christchurch' and a green arrow points to the search button. A red arrow points from the text below to the 'Mudford Quay' title in the search results table.

Title	Description	Reference
Mudford Quay	Colour photograph of Mudford Quay showing storm damage October 1987. View from the grassed quay area towards the road at Mudford showing many boats blown over.	CH5005955

Now displayed is the item on which the Search and Filter has been based and this step is arrived at from either STEP 4, or STEP 5, or STEP 6, or STEP 7, clicking on 'Mudford Quay' under "**Title**" the full On-Line Catalogue details of the item are displayed.

NOTE

The five filters can be used in any order, or not at all, and the requirement is a choice for the user being dependent upon the unique search being made.

STEP 9

Below is the screen print of the On-Line Catalogue entry that gives all of the available information. The actual information displayed will depend on the amount of information available.

The screenshot shows a web page for 'Mudford Quay' with the following fields and values:

Creator	Townend, Kit
Date of coverage	?1987
Copyright	Christchurch History Society
Reference number	CH5005955
Access	Visit Archive
License	Copyright (c) all rights reserved
Subject	Harbour (0)
Place	Mudford (29)
Format	Photograph (0)

Additional elements on the page include a search bar, a 'Browse by subject' list (Town (156), Castle (17), Industry (108), New Forest (62), Bournemouth (65), Wars (64), Services (54), Castle Street (53), Bargates (52), Church Street (51)), and a 'Browse by place' list (Highcliffe (62), Iford (39), Mudford (29), Somerford (23), Southampton (18), Walkford (11), Hantsbury Head (10), Chewton (9), Avon (8), Milton (6)).

Color-coded arrows point from the following text labels to specific fields in the table:

- "Subject", "Place" and "Format"** (dark blue arrow) points to the Subject, Place, and Format fields.
- "License"** (yellow arrow) points to the License field.
- "Access"** (red arrow) points to the Access field.
- "Reference Number"** (light blue arrow) points to the Reference number field.
- "Copyright"** (green arrow) points to the Copyright field.
- "Date of Coverage"** (purple arrow) points to the Date of coverage field.
- "Creator"** (orange arrow) points to the Creator field.
- "Description"** (brown arrow) points to the main text area above the table.
- "Title"** (dark blue arrow) points to the title 'Mudford Quay'.

An explanation of the meaning of each field is given on the next page

Explanation of Fields in On-Line Catalogue

Field	Description
Title	This is free-text.
Description	This is free-text.
Creator(s)	This is the person who created the original item, for example wrote the document, created a photograph or postcard.
Collection(s)	This is the name of the person or organisation who contributed the item to the Christchurch History Society Archive. <i>This is not shown by the example on the previous page.</i>
Date of Coverage	This is the time period the item covers.
Copyright	This is to provide information as to who owns the copyright of the item.
Reference Number	This is the unique reference number of the item.
Filename	<i>This is only completed for digital records.</i> If the archive is digital then the filename will be shown. <i>This is not shown by the example on the previous page.</i>
Access	This provides information about how the item can be viewed.
License	This provides the conditions under which an individual item is being released through the on-line catalogue. <i>Generally this is CC NY-NC which allows others to remix, tweak, and build on the material non-commercially, and the new work must acknowledge Christchurch History Society.</i>

STEP 10

When the Search is complete; from the On-Line Catalogue entry page in STEP 9, click on the **“Go to the Search Page Button”** and the ‘Search the Archive Page’ will be displayed.

home about us history archives catalogue what's on publications articles members' page tell your story

you are here: [home](#) > [format](#) > [photograph](#) > [mudford quay](#)

Mudford Quay

Colour photograph of Mudford Quay showing storm damage October 1987. View from the grassed quay area towards the road at Mudford showing many boats blown over.

Back to 1 search result

Search the archive

Go to the search page >

Creator: Towmend: Kit

Date of coverage: 71987

To clear the search it is necessary to click on the **“X”** in each of the ‘Search’ and ‘Filter’ Tabs indicating what **‘You’ve Searched For’**

you are here: [home](#) > [search](#)

Search the archive

Currently displaying: 1 result

You've searched for:

christchurch x

place: "mudford" x

time period: "1980s" x

century: "20th" x

format: "photograph" x

subject: "harbour" x

Sort by: Relevancy ▼

Title	Description	Reference
Mudford Quay	Colour photograph of Mudford Quay showing storm damage October 1987. View from the grassed quay area towards the road at Mudford showing many boats blown over.	CH5005955

The On the On-Line Catalogue ‘Search the Archive Page’ is then ready for a new search from STEP 2

Search the archive

Currently displaying all 9606 items in the archive. Enter a search term and/or click on a filter.

Sort by: Relevancy ▼

Title	Description	Reference
The Common Lands of Hampshire	Covers the struggle over common land and details of some of the cases arising. A good reference work.	CH5000357
Mysterious Dorset	The mysteries of Dorset	CH5000358

Appendix A – Controlled Vocabulary for Place

In Step 3 a filtered search can be carried out on “Place” using a controlled vocabulary followed by the Cataloguers.

A single entry has been taken to enable the filter on the search to be effective but if there is more than one place involved, all places have been listed. In the circumstance where the place of the archival material is not known or clear the field has been left blank and a note entered into the ‘Comments’ field. The chosen filter word can be found in the drop down menu of the following places (those “Places” also in “Subject” are shown in Red) :-

Alderney;	Avon;	Avon Valley;
Bargates ;	Barnsfield;	Barton;
Bashley;	Basingstoke;	Bath;
BCP;	Beaulieu;	Bishopstoke;
Bisterne;	Blackwater;	Blashford;
Bockerley Dyke;	Bockhampton;	Boscombe ;
Bournemouth ;	Bransgore;	Breamore;
Brompton;	Buckland;	Buckland Rings;
Burley;	Burton ;	Calshot;
Cerne Giant;	Chewton;	Christchurch;
Colehill;	Corfe;	Cornwall;
Cranbourne Chase;	Cubbington;	Daggons Road;
Devon;	Dorset;	Downton;
Dunwood;	East Parley;	England;
English Channel;	Europe;	Exbury;
Fairmile ;	Fordingbridge;	Fort Monkton;
France;	Friars Cliff;	Godwin’s Croft;
Great Britain;	Guss;	Hamble;
Hambledon;	Hambledon Hill;	Hampshire;
Hengisbury Head ;	Highcliffe ;	Hinton;
Hoburne;	Holdenhurst ;	Holmsley;
Holt;	Hordle;	Hurn ;
Iford;	Isle of Wight;	Jersey;
Jerusalem;	Jumpers ;	Kew;
Keyhaven;	Kinson;	London;

Lyme Regis;
Milford;
Mudford;
New Milton;
Northumberland;
Parley;
Portland;
Purewell;
Ringwood;
Salisbury;
Shelley;
Somerset;
South Coast;
Southbourne;
St Leonards;
Stonehenge;
Sussex;
Theale;
Tuckton;;
Upton;
Walkford;
Wellow;
Westbourne;
Wiltshire;
Windsor;
World;

Lymington;
Milton;
Netley;
Newton Admiral;
Oxford;
Pokesdown;
Portsmouth;
Reading;
Ripley;
Sandleheath;
Sherfield;
Somerset;
South England;
Southsea;
Stanpit;
Stourfield;
Sway;
Thornley Hill;
Uffington;
Verwood;
Wareham;
Wells;
West Moors;
Wimbourne
Winkton;
Yeovill;

Lyndhurst;
Minstead;
New Forest;
New Zealand;
Parkstone;
Poole;
Purbeck;
Redlynch;
Roeshott Common;
Scotland;
Solent;
Sopley;
Southampton;
St Catherine's Hill;
Staple Cross;
Surrey;
Talbot Heath;
Throop;
United Kingdom;
Wales;
Waterditch;
Wessex;
Wick;
Winchester;
Winton;

Appendix B – Controlled Vocabulary for Subject

In Step 4 a filtered search can be carried out on “Subject” using a controlled vocabulary followed by the Cataloguers.

A single entry from the controlled vocabulary has been taken to enable the filter on the search to be effective. In the extremely rare circumstance where the subject matter of the archival material is not known or clear the field has been left blank and a note entered into the ‘Comments’ field. The chosen filter word can be found in the drop down menu of the following places (those “Subjects” also in “Places” are shown in **Red**) :-

Accounts;	Agriculture;	Archaeology;
Architecture;	Art;	Aviation;
Badbury Rings;	Bargates;	Barrack Road;
Books;	Boscombe;	Bournemouth;
Bransgore;	Breweries;	Bridge Street;
Bridges;	Buildings;	Burton;
Business;	Castle;	Castle Street;
Charities;	Chart;	Charters;
Churches;	Church Street;	Civic;
Coast;	Coins;	Commons;
Conservation;	Council;	Directories;
Dorset;	Education;	Entertainment;
Events;	Fairmile;	Fauna;
Fishing;	Flood;	Flora;
Gardens;	Geography;	Gypsies;
Harbour;	Hengistbury Head;	High Street;
Highcliffe;	History;	Holdenhurst;
Hotels;	Houses;	Hurn;
Iford;	Indentures;	Industry;
Inns;	Jumpers;	Law;
Leet;	Leisure;	Libraries;
Literature;	Magazines;	Maps;
Medical;	Memories;	Military;

Mudeford;
New Forest;
Planning;
Population;
Purewell;
Rivers;
Saxon Square;
Shopping;
Solent;
Southbourne;
Stanpit;
Town;
Twinning;
Weather;
Winkton;

Museums;
Newspapers;
Pokesdown;
Priory;
Quay;
Roads;
Services;
Smuggling;
Somerford;
Sport;
Tithes;
Transport;
Utilities;
Wick;
Workhouse;

Natural History;
People;
Politics;
Property;
Restaurants;
Royals;
Shipping;
Societies;
Sopley;
St Catherine's Hill;
Tourism;
Tuckton;
Wars;
Wills;

Appendix C – Controlled Vocabulary for Format

In Step 5 a filtered search can be carried out on “Format” using a controlled vocabulary followed by the Cataloguers.

A single entry from the controlled vocabulary has been taken to enable the filter on the search to be effective. In the circumstance where the original format of the archival material is not known or clear the field has been left blank and a note entered into the ‘Comments’ field. The chosen filter word can be found in the drop down menu of the following formats :-

Album;	Artefact;	Article;
Audio Recording;	Book;	Booklet;
Chart;	Directory;	Document;
Drawing;	Family Tree;	Leaflet;
Letter;	List;	Magazine;
Manuscript;	Map;	Microfiche;
Microfilm;	Newsletter;	Newspaper;
Newspaper Cutting;	Notice;	Periodical;
Photograph;	Picture;	Plan;
Postcard;	Poster;	Property Details;
Register;	Video Recording.	

Appendix D – Controlled Vocabulary for Century and Time Period

In Step 6 a filtered search can be carried out on “Century” going from the 1st Century to the 21st Century inclusive.

This can then in Step 7 can be fine-tuned for the 20th and 21st Centuries into the following:-

1900’s

1910’s

WW I

1920’s

1930’s

WW II

1940’s

1950’s

1960’s

1970’s

1980’s

1990’s

2010’s

2000’s

2010’s

2020’s