Brief Guide to the
BC Archives Collection Search

Also known as the "Welcome" page, this page is the entry point for any searching. The main features are described briefly below. For more detailed information and instructions see the **Guide to the BC Archives Collections Search**.

1 Search Box
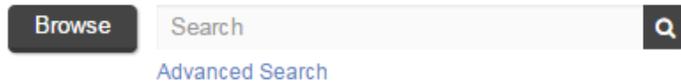
This is the main search access point and is located in the header bar on most AtoM pages. It offers three search options: **Search** (i.e. Basic Search), **Advanced Search**, and **Browse**. A brief explanation of each is given below.

For more information about each see the full guide. There is an additional search option – Quick Search – once you are looking at a record description, which is explained in the full guide as well.

- **Search (Basic Search)**

Enter term(s) directly into the search box (the box with the word Search in it), e.g..

The search box searches all archival descriptions (textual, cartographic, images, sound recordings and film) and searches by default for **any** of the terms entered rather than for all of the terms. To search for all terms use AND e.g. *ravenhill AND arts*, to search for a phrase use quotation marks, e.g. *"indian arts and welfare society"*, and to search for a number with a hyphen, also use quotation marks, e.g. *"MS-2907".*

- **Advanced Search**
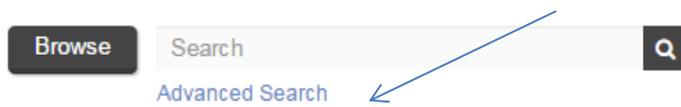
Click on the "Advanced search" link to go to the Advanced Search page. It is a structured search which allows for searching by specific fields singly or in combination.

One or more terms can be entered in each box, all fields or a specific field can be searched, and the search boxes can be linked by "and" "or" "not". An "Any field search" is essentially the same as a Basic Search.

- **Browse**

Clicking on the Browse box will open a drop down menu of direct links to browse pages for the entity types shown here.
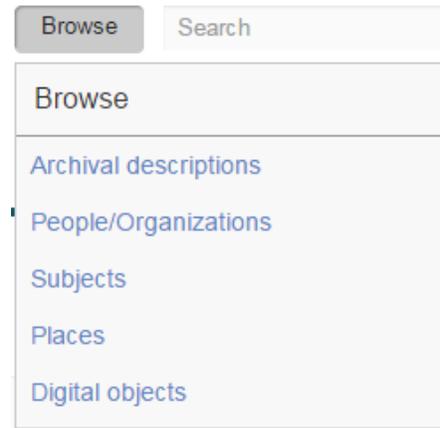
The Browse menu is also displayed on the far left side of the home page – see ⟨4⟩. The "Digital objects" option, for example, will take you to the first page of over 100,000 images and can be sorted alphabetically by title, identifier or most recent, but will not allow you to go to a specific point in the set of results. "Archival descriptions" is similar. A Basic Search can be performed within "People/Organizations", "Subjects" and "Places" browse pages. There are also some filter options on most of the browse pages.

To search within a particular type of record, please see the links below:

Cartographic records

Visual records

Moving image records

Sound recordings

Textual records

This section provides shortcuts to searches (in Advanced Search) limited by type of record, known as the General Material Designation (GMD). Clicking on a link takes you to what is a programmed search for all records of that particular type. For example, clicking on "Visual records" takes you to the following page with a list of ALL the visual records descriptions in the database. Note the "graphic material" filter in the GMD box.

Search filters

Top-level descriptions

General material designation

graphic material

Media type

Digital object available

Level of description

Copyright status

Advanced search

Narrow down your search results.

Search

in

Any field

Add new criteria ▾

Search   Reset

Peace River at Parle Pas Rapids.
I-33315 · Item · 1929 ·

> The first of over 170,000 results, 30 per page.

You can enter a search term or terms to limit the search to specific subjects, etc. You can also change the GMD or leave it blank. Going directly to Advanced Search, choosing a type from the "General material designation," and entering search term(s) will yield the same results. You can only select a single GMD or search all of them. For more information about Advanced Search see the **SEARCH GUIDE**.

| 3 | **Links to library catalogue and genealogy search** |

The genealogy database and the library catalogue are not part of the new BC Archives search engine and each has its own search rules and methods. Click on the genealogy database link to search for BC vital event registrations (births, marriages, deaths), colonial marriage records and baptismal information. Click on the online catalogue link to search for library material.

| 4 | **"Browse By" and "Popular This Week"** |

The "Browse By" menu is the same as the Browse drop down menu in | 1 |. However, this display only appears on the home page and the drop down menu is available on most search pages.

The "Popular this week" listing, found on the left-hand side of the homepage, includes a list of links to the 10 most visited resources over the last week. Resources listed in the "Popular this week" menu include authority records as well as archival descriptions.

| 5 | **Icons** |

Click on the 🛈 icon above the search box to access the **quick links** menu. Like the search box, it appears on most search pages and allows users to navigate to the BC Archives search home page as well as Help documentation, contact information and the About page.

The home page can also be accessed by clicking on the 🏠 icon.

Quick links

Home

About

Search Guide (Brief) 📄

Search Guide (Extended) 📄

Contact Us

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