

Guide to the BC Archives Collection Search



ROYAL BC
MUSEUM

BC ARCHIVES
COLLECTION SEARCH

[Browse](#) [Advanced Search](#)

[Home](#) [World](#) [Info](#) [Log in](#)

BROWSE BY

- [Archival descriptions](#)
- [People/Organizations](#)
- [Subjects](#)
- [Places](#)
- [Digital objects](#)

POPULAR THIS WEEK

- [McDonald](#)
79 visits
- [M - McCa](#)
68 visits
- [McCh - McDonag](#)
59 visits
- [McDone - McFl](#)
54 visits
- [Robert James Roberts fonds](#)
36 visits
- [Photographs](#)
31 visits
- [Entrance to Esquimalt Harbour, Vancouver Island](#)
28 visits
- [Swearing-in Cabinet](#)
20 visits
- [Bay near Macaulay's Point](#)
19 visits

Welcome to the online catalogue for the BC Archives. This catalogue contains the archival descriptions of government and private records that are of enduring value to the province of British Columbia. New information is continually added, including some digital copies of records, giving ever growing access to the archival materials.

Access and Search Tips

To begin accessing the descriptions, explore the records by using the search box or advanced search options above. Alternatively, use one of the browse options to access records by title or associated authority (people/organizations, places or subjects).

For precise searching, use the search operator AND (must be in uppercase) in any given search box (e.g. Begbie AND Douglas; Esquimalt AND Macaulay; etc.). Quotation marks should be used when searching for phrases and/or numbers (e.g. "Denman Island"; Princeton AND "coal mine"; "E-07403", "GR-1372.1.9a"; "CM/B1580", etc.). You can also use the * and ? symbols as multiple and single character wildcards (e.g. parade*; legislat*; m?crae). For more detailed information about searching, please visit our [brief](#) or [full](#) user guides.

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

- [Cartographic records](#)
- [Visual records](#)
- [Moving image records](#)
- [Sound recordings](#)
- [Textual records](#)

Other Resources

Please visit our website to learn more about the [Royal BC Museum](#) and the [BC Archives](#). If you would like to consult records in person, please look at the [visitor information](#) section. To place a reproduction order, or for more information on licensing, please consult the [reproductions](#) section.

To search indexes for births, deaths, marriages, colonial marriages and baptisms, please consult our [genealogy database](#). To consult the BC Archives research library holdings, please visit the [online catalogue](#).

<http://search-bcarchives.royalbcmuseum.bc.ca/>

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INTRODUCTION

The new BC Archives collection search uses AtoM (Access to Memory), an open-source software developed by Artefactual Systems. It provides a single interface to many of our textual, visual, moving image, sound and cartographic records and includes digital objects (scanned images, PDF's, MP3s, MP4s). The library catalogue and the genealogy search databases are now accessed separately. This guide is an introduction to how you can search for records on the new system, how to display and interpret search results, how to access them, and some comparisons with our old site for long-time users.

Also known as the “Welcome” page, the search home page is the initial entry point for searching the database. The main features are shown and described briefly below. For more detailed information, instructions and explanations see the sections on Searching and Search results as well as the Appendices.

The screenshot shows the BC Archives Collection Search homepage. At the top left is the Royal BC Museum logo. To its right is the 'BC ARCHIVES COLLECTION SEARCH' header. On the far right of the header is a navigation bar with a 'Log in' button and icons for home, globe, and user. Below the header is a search bar with a 'Browse' button and a search input field. A '1' is placed in a box next to the search bar. Below the search bar is a horizontal bar with a rainbow gradient. On the left side of the page is a 'BROWSE BY' sidebar with links for Archival descriptions, People/Organizations, Subjects, Places, and Digital objects. A '4' is placed in a box next to the 'BROWSE BY' section. Below the sidebar is a 'POPULAR THIS WEEK' section with a list of items and their visit counts. A '2' is placed in a box next to the 'McCh - McDonag' item. To the right of the sidebar is a main content area with a welcome message, 'Access and Search Tips', and a list of record types (Cartographic, Visual, Moving image, Sound, Textual). A '3' is placed in a box next to the 'Other Resources' section. At the bottom of the page is a footer with the text 'BC ARCHIVES COLLECTION SEARCH GUIDE' and a page number '2'.

1 Search bar

2 Popular this week list

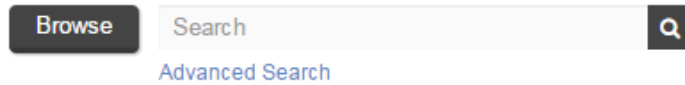
3 Other Resources section

4 Browse by sidebar

5 Log in button

1 Search Box

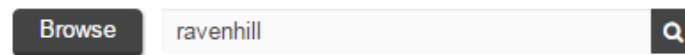
This is the main search access point and is located in the header bar on most search pages.

A screenshot of the main search bar. It features a dark 'Browse' button on the left, a light gray search input field with the placeholder text 'Search' in the center, and a dark square button with a white magnifying glass icon on the right. Below the search input field, the text 'Advanced Search' is displayed in a blue, underlined link.

It offers three search options: **Search** (i.e. Basic Search), **Advanced Search**, and **Browse**. A brief explanation of each is given below. There is an additional search option – Quick Search – once you are looking at a record description (see SEARCHING section).

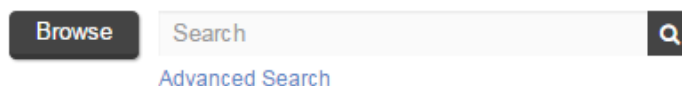
- **Search (Basic Search)**

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

A screenshot of the search bar with the term 'ravenhill' entered into the search input field. The 'Browse' button and the magnifying glass icon are also visible.

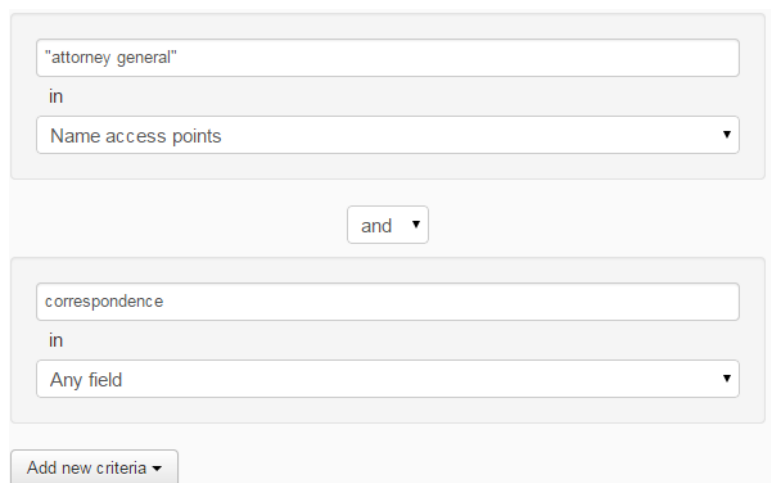
The search box searches all archival descriptions (textual, cartographic, images, sound recordings and film) and searches by default for **any** of the terms entered rather than for all of the terms. To search for all terms use AND e.g. *ravenhill AND arts*, to search for a phrase use quotation marks,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

- **Advanced Search**

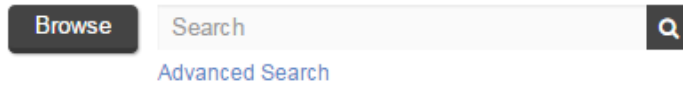
A screenshot of the search bar, identical to the one above, but with the 'Advanced Search' link below the input field.

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.

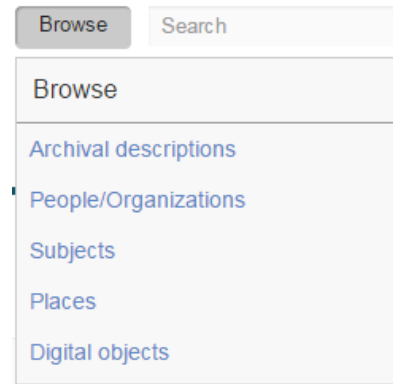
One or more terms can be entered in each search box (as in a Basic Search), all fields or a specific field can be searched, and the search boxes can be linked by “and” “or” “not”. An “Any field search” is essentially the same as a Basic Search.

A screenshot of the Advanced Search interface. It shows two search criteria stacked vertically. The first criterion has the text '"attorney general"' in the input field, 'in' as a connector, and 'Name access points' as the selected field from a dropdown menu. The second criterion has the text 'correspondence' in the input field, 'in' as a connector, and 'Any field' as the selected field from a dropdown menu. Between the two criteria is a connector dropdown menu currently set to 'and'. At the bottom, there is a button labeled 'Add new criteria' with a small downward arrow.

- **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 almost 97,000 images and can be sorted alphabetically by title and 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.

2 Links to types of records

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

["Stop Crawling There Mackasey...Now Reach Up... Push It Forward For Th..."](#)

PDPO9443 · Item · 1 Jan 1980 ·
Part of Len Norris fonds

You can enter a search term or terms to limit the search to specific subjects, 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 **SEARCHING** section.

The first of more than 170,000 results, 30 per page.

3 Links to library catalogue and genealogy search

To search indexes for births, deaths, marriages, colonial marriages and baptisms, please consult our [genealogy database](#). To consult the BC Archives research library holdings, please visit the [online catalogue](#).


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”

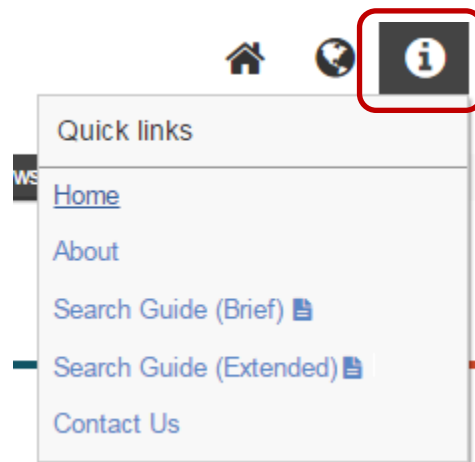
The “Browse By” menu is the same as the Browse drop down menu in **1**. However, this display only appears on the home page and the drop down menu is available on most search pages.

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.



SEARCHING

AtoM is a single database based on archival descriptions, reflects the hierarchical structure of archival records, and shows the relationship between records and their creators. The BC Archives AtoM-based database contains only descriptions of our **archival holdings**. The **library catalogue** and **genealogy search** are now two **separate databases** each with a different search interface. Links to each are found on the BC Archives Collection Search homepage.

Some of the more important features to note when doing a search on the database are:

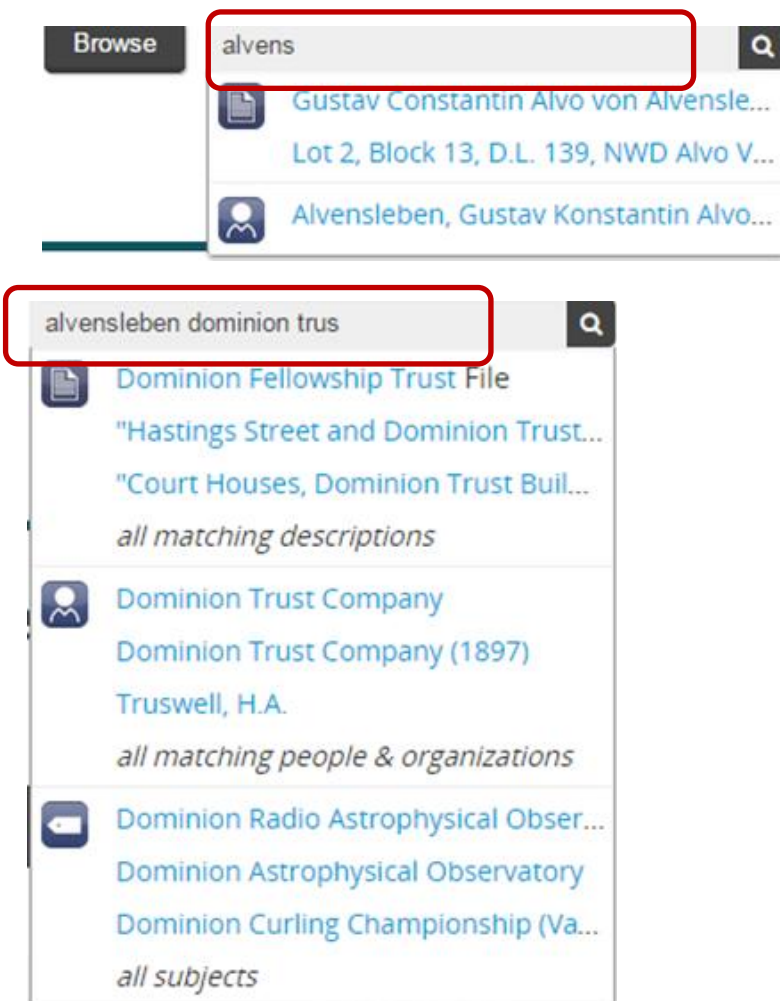
- **Search terms** entered into a search box are by default searched with an **OR** operator (match any words) rather than as an AND (match all words) or phrase (exact match) search.
- **Boolean operators** in a search box are case sensitive and must be entered in **uppercase**, i.e. AND, OR, NOT (although the Advanced drop-down menu shows them in lowercase).
- **All record types** are searched by default. It is possible to limit a search or search results to one type of record (e.g. textual, graphical, moving images) using pre-defined filters, but not to multiple types (other than All types). Only in Advanced Search is it possible to pre-select a material type.
- **The wild card symbol** is *, and the symbol for a masked character (single letter wild card) is ?.
- **An identifier or reference code with a hyphen or other punctuation marks (e.g. accession number, catalogue number) must be entered with quotation marks, i.e. as a phrase** (e.g. "GR-1372", "i-00432"). If entered without quotation marks, the hyphen is ignored resulting in an "OR" search on both components, e.g. all records with *gr* as well as all records with 1372. Even with the quotation marks, the search will find any reference code containing that number (e.g. GR-1372.1.1, etc.). Only a search in the **Identifier field** will limit the search to the exact number (see Advanced Search below).
- **Upper and/or lowercase** can be used anywhere except in the **Identifier field** in Advanced Search. This field is case sensitive. Entering *gr-1372* instead of *GR-1372* will yield zero results, for example.

See Appendix 1 for a comparison of the AtoM-based Archives Search with the old Archives Search.

BASIC SEARCH

This is the easiest and most direct way to search for keywords or phrases.

- Enter a single term or combination of terms using Boolean operators (see Appendix 2). If using more than one term (keyword, number, etc.), note that the default search logic is OR (i.e. match any words). Suggestions for matching terms will appear as you type as well as name, place and/or subject records. For more information about the type-ahead feature see Appendix 3. Some examples are shown below.



Hitting enter or clicking on the search icon  will execute the search on all the archival descriptions but not on the other categories (e.g. Subjects).

- A **Boolean search** must be used to combine multiple terms in anything other than an “OR” or “match any” search. The search string *alvensleben AND “dominion trust”*, for example, yields 1 result in which *alvensleben* occurs as well as the phrase “dominion trust”. A search

without the AND and the quotation marks yields 2304 results which only need to have one of the three search terms present.

- **Quotation marks** must be used to search on call numbers, accession numbers and other numbers which have hyphens, e.g. “gr-1440”, “i-01234”. Otherwise the hyphen is ignored and the number treated as two separate search terms combined in an OR search.
- Once search results are presented, there is an opportunity to refine them by the **search filters** displayed on the left hand side of the results page. These include level of description, creator, name, place, subject, and media type. See Appendix 4 for more information about this feature.

ADVANCED SEARCH

The “Advanced search” link is found below the search box and appears wherever the search box is present. Advanced Search applies only to archival descriptions, not to authority records, subjects and places.

In Advanced Search a search can be structured to build a search with multiple terms and with specified fields. There are filters to narrow a search, either pre-search or post-search.

Advanced search

Narrow down your search results.

Search

in

Any field ▼

Add new criteria ▼

Search Reset

A single search term, or multiple search terms can be entered in the first box, or “search field.” If more than one term is entered in the box the default search logic is “OR. Other Boolean operators, e.g. AND (match all terms) as well as “ ” (phrase search), can be used.

The second box has a drop-down menu with a list of possible search fields. The default is “Any field”. The field options are shown below. For more information about each field see Appendix 5.

- *Title*. Not case sensitive. Enter keyword(s). Unless searching for any of the words, combine with AND and/or put in quotation marks (" ") for a phrase
- *Archival history* (aka Custodial history). Enter keyword(s). Unless searching for any of the words, combine with AND and/or put in quotation marks (" ") for a phrase.
- *Scope and content*. Enter keyword(s). Unless searching for any of the words, combine with AND and/or put in quotation marks (" ") for a phrase.
- *Extent and medium*. Enter keyword(s). Unless searching for any of the words, combine with AND and/or put in quotation marks (" ") for a phrase.
- *Subject access points*. Enter keyword(s). Unless searching for any of the words, combine with AND and/or put in quotation marks (" ") for a phrase.
- *Name access points*. Enter keyword(s). Unless searching for any of the words, combine with AND and/or put in quotation marks (" ") for a phrase. Note that names of individuals in this field are generally inverted.
- *Place access points*. Enter keyword(s). Unless searching for any of the words, combine with AND and/or put in quotation marks (" ") for a phrase.
- *Identifier* (call number, accession number, etc.) e.g. GR-1371, I-67967. Case sensitive. Not necessary to enclose in quotation marks in this field only. Only the record with the exact number entered will be retrieved, not any lower level records. Can enter a series of numbers to retrieve multiple items, e.g. *H-00855 H-00856 H-00857 H-00858*; or: *C-09228 D-03209 D-05920*.
- *Reference code* (item number) e.g. GR-1372.1.1. Not case sensitive but number must be in quotation marks. Can enter a series of numbers (in quotation marks) to retrieve multiple items, e.g. "gr-0429.1261" "gr-0429.1324" gr-0429.1765" "gr-0429.1779"

If you are not sure of which field your search terms are likely to be found in, use the default "Any field". Note that not all fields that are searchable are listed, e.g. notes fields. These fields are searched in an "Any field" search. Click on "Add new criteria" and select one of the Boolean operators to build your search.

Advanced search

Narrow down your search results.

in

Add new criteria ▼

And

Or

Not

The **search filters** can be activated either before the search is executed or afterwards. Selections are made from a drop-down menu (default = any, one per category). For more information about the filters and menu options see Appendix 4.

Click on the search button to execute the search. The “Reset” button clears both the search terms and the results. In the example below, the search for *ravenhill* in the Title field was limited to results with “Digital objects available”, i.e. descriptions to which a digital image, text or special media is attached.

The screenshot displays the 'Advanced search' interface. On the left, a 'Search filters' sidebar contains several dropdown menus: 'Top-level descriptions', 'General material designation', 'Media type', 'Digital object available' (highlighted with a red rectangle and set to 'Yes'), 'Level of description', and 'Copyright status'. The main search area, titled 'Advanced search', includes a text input with 'ravenhill', a dropdown for 'in' set to 'Any field', and an 'Add new criteria' button. Below the search inputs are 'Search' and 'Reset' buttons. The results section shows two entries for 'Alice Ravenhill'. The first entry, 'I-51527 · Item · Nov 1936 · Part of Archives visual records collection', is accompanied by a small photograph of a woman. The second entry, 'A-06458 · Item · Part of Archives visual records collection', is accompanied by a portrait of a woman.

BROWSE SEARCH

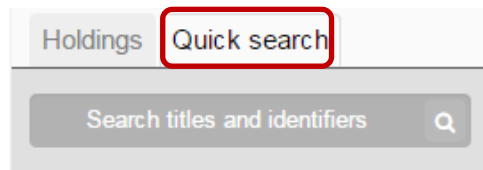
The browse search in AtoM is accessed through the “Browse By” section on the homepage or by clicking on the Browse menu button to the left of the Search box found on most search pages. There are five options (shown here), of which only the second, third and fourth provide the ability to go to a specific point in the browse list. Each of these 3 options functions somewhat differently but selecting an item from each list provides links to or displays archival descriptions.

BROWSE BY

- [Archival descriptions](#)
- [Authority records](#)
- [Subjects](#)
- [Places](#)
- [Digital objects](#)

The first and last options are, respectively, a complete listing of all the archival description records in the database (at any level) and thumbnail images of all digital objects. See Appendix 7 for more information.

QUICK SEARCH

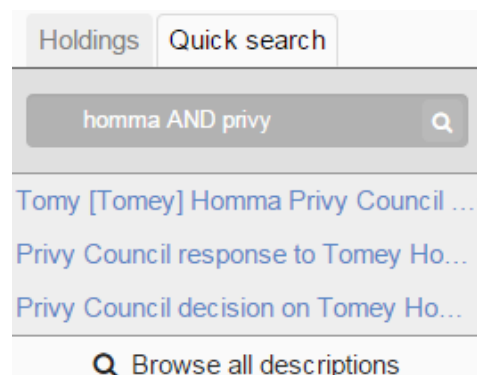
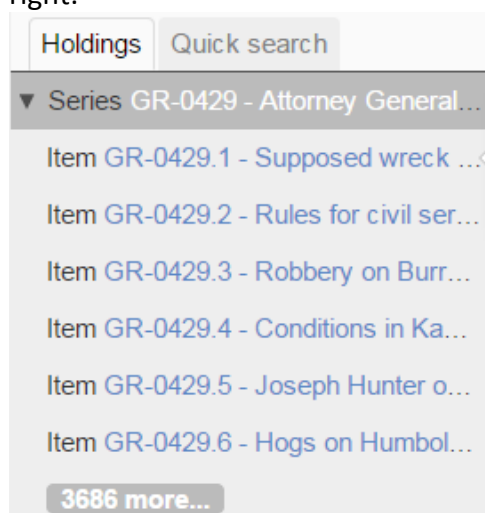


The tree view which appears when a single description is displayed also includes a “Quick search” tab, to help users quickly locate specific descriptions in a fonds, series or collection with several lower level records. Click on this tab to access the search box.

Search by a word or words that may appear in the title of file or item descriptions. Reference codes (e.g. GR-1372.2.14) can also be searched but must be enclosed in quotation marks.


It is possible to use Boolean search operators (e.g. AND, NOT, “ ”) as well as Boolean special characters such as the * wildcard symbol to improve your search results. Remember that the default logic for more than one term is OR (any term). Also remember to enclose reference codes and other numbers with hyphens and other special characters in “ ”.

In the example below, the tree view for the series GR-0429, which has a large number of item descriptions, is displayed. To locate those items which deal with Tomey Homma and the Privy Council, *homma AND privy* is entered into the quick search box with the results shown on the right.



For more information about this feature next section on viewing results and Appendix 6.

SEARCH TIPS

- Remember to use * (rather than ?) for wild card, and ? (rather than #) for single character substitution, e.g. *judg** to retrieve judge, judgement, judgment, judging, etc. and *ver?g?n* to find Veregin, Verigan, Verigen as well as the more common spelling of Verigin.
- If you are used to entering terms into the old Basic Search, remember to use AND (all caps) to combine terms and " " to specify an exact match. Otherwise the search will be treated as a match any terms search. For example, *emily carr* will retrieve descriptions with *emily carr* as a phrase and with both *emily* and *carr* in the description (not adjacent), but also records with only *emily* and with only *carr*.
- If using Boolean operators (AND, OR, NOT) which must be in uppercase, enter the entire search statement in uppercase to avoid having to shift from lower to upper case, e.g. EMILY AND CARR AND INGLIS.
- Use Basic Search for simple inquiries and for complex free-form Boolean queries.
- Use Basic Search to see a breakdown, by various categories, of the search results.
- Enclose any term or number with a hyphen or other special character in quotation marks, e.g. "MS-0055". Otherwise the hyphen, etc. will be ignored and the components treated separately in an OR search. For example, if MS-0055 is searched without quotation marks in anything other than the Identifier field, the results will include records descriptions with only *ms* (or MS) and only *0055* as well as those with both, but not necessarily adjacent.
- Try both Top-level descriptions and Series filters to limit search results to higher level descriptions. Series will only be selected in the former if they are not part of a fonds.
- Use the Quick Search feature to search for lower-level record descriptions within a fonds or series.
- To limit your search results to only those descriptions with digital images or other digital objects, in Basic Search click on "Show results with digital objects" found below the results statement, e.g. [34 results with digital objects](#)  [Show results with digital objects](#)

In Advanced Search either set the "Digital object available" search filter to Yes and enter terms in the search box(es) or do your search and then limit your results to digital objects by setting the "Digital object available" search filter to Yes and clicking on the Search button again.

SEARCH RESULTS – VIEWING AND NAVIGATING

RESULTS DISPLAY

Once a search is executed, the results are displayed in brief format showing the title, identifier or reference code, description level, date or date range (if available), the title of the highest level record description preceded by the words “Part of” if there is a higher level, the first few lines from the “Scope and content” field (if present), and often the creator or the fonds title. An example of each level is shown below.

[Crease family fonds](#)

PR-1344 · Fonds · 1753-1965

The fonds consists of diaries, correspondence, journals, notebooks, sketchbooks and account books of Henry Pering Pellew Crease; diaries, correspondence, sketchbooks, notebooks, and letter index of Sarah (Lindley) Crease; diaries, correspondence, ...

Crease (family)

[Sarah \(Lindley\) Crease](#)

MS-2879.B · Sous-fonds · 1839-1922 ·

Part of [Crease family fonds](#)

Contains diaries, correspondence inward, correspondence outward and other related material.

[Crease family collection](#)

MS-2879 · Series · 1810-1960 ·

Part of [Crease family fonds](#)

Henry Pering Pellew Crease (1823-1905) was born at Ince Castle, near Plymouth, England, educated at Cambridge, and called to the bar in 1849. He traveled to Upper Canada with his family and explored the Great Lakes area for mining potential before...

Crease (family)

[Sarah Crease records](#)

MS-0055.B · Sub-series · 1806-1921 ·

Part of [Crease family fonds](#)

The sub-series consists of the records of Sarah Crease from 1806 to 1921 and includes correspondence, notes on family history and other papers.

[From Sarah Crease re: their vacation in California and telling of places for Arthur to see in London](#)

MS-0055.14.1.3-8 · Item · 8 Apr 1890 ·

Part of [Crease family fonds](#)



[Pentrelew \[From Back\]](#)

PDP03161 · Item · 1870 ·

Part of [Crease family fonds](#)

The search results display list is identical in format for both Basic and Advanced Search. The brief record descriptions are the same and the **number of results per page** for both is set at **50**. If there are more than 50 results, a page navigation bar appears at the bottom of the page. This number of results per page cannot be changed and there are **no sort options**.

However there are some visual and functional differences between the display pages for each, at least on the initial search results page. The main differences are summarized in the table below and are explained more fully in the following pages and in the referenced appendices.

Basic Search	Advanced Search
Filters – list by categories shown with record count by sub-category but each category list is limited to the top 10. Can be used to refine search results after the search has been executed. “Top-level descriptions” filter restricts results to records with no higher-level descriptions. See Appendix 4.	Filters – drop-down menu – see Advanced Search section for details. No record count breakdown. Can be used to refine search results, either before or after the search has been executed. “Top-level descriptions” filter only presents a menu list of fonds and some GRs. See Appendix 4.
Results total shown at top of display with search statement. Also shown at bottom of page as x to y of z [total number] if more than 50 results.	Total results shown at bottom (x-y of z [total number]) but only if more than 50 results.
Search statement – shown at top of display with total number of results and retained in search box until one of the results is clicked on. Can be modified.	Search statement – search parameters shown in advanced search boxes but not shown in a linear format. Can be modified. Search boxes show at top of all results pages.
Number of results with digital objects shown at top of results list with option to view only results with digital objects.	Number of results with digital objects not shown. Must use “Digital object available” filter to limit to results with digital objects. Total number only shown if more than 50.
No Print icon displayed. Can use browser print function.	Print icon at the top right of results display. Can also use the browser print function.

Basic Search results display

LANGUAGE

LEVEL OF DESCRIPTION

☐ Top-level descriptions
☒ All descriptions

All

Item124


File84

Series17

Sub-series2

Fonds2

begbie 229 results

59 results with digital objects  Show results with digital objects

[Certificate of appointment as judge of British Columbia](#)

MS-1110 · Series · 1858 ·

Part of [Matthew Baillie Begbie fonds](#)

Certificate of appointment as judge of British Columbia.

Begbie, Matthew Baillie, Sir, 1819-1894

[Lucy Parking Begbie](#)

AAAT8579 · File · 1989 ·

Part of [New Westminster Supreme Court probate/estate files](#)

Alternate names: Lucy Begbie; Lucy P Begbie; Lucy Parkin Begbie

Advanced Search results display

Advanced search

Narrow down your search results.

 [Print](#)

in

Any field ▼

Add new criteria ▼

Search

Reset

[Certificate of appointment as judge of British Columbia](#)

MS-1110 · Series · 1858 ·

Part of [Matthew Baillie Begbie fonds](#)

Certificate of appointment as judge of British Columbia.

Begbie, Matthew Baillie, Sir, 1819-1894

[Lucy Parking Begbie](#)

AAAT8579 · File · 1989 ·

Part of [New Westminster Supreme Court probate/estate files](#)

Alternate names: Lucy Begbie; Lucy P Begbie; Lucy Parkin Begbie

Results 1 to 50 of 229

1	2	3	4	5	...	5	Next »
---	---	---	---	---	-----	---	--------

Note that the number of results is only shown at bottom of page and that “Digital object available” must be set to Yes to limit to results with digital objects.

SINGLE DESCRIPTIONS

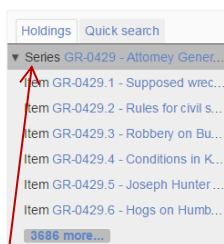
To view the full description for a specific result, click on the title, shown in blue. Fields will only show if they are populated. In most cases, the lower the level the less data, as parent – or upper level – information is not generally repeated in lower level descriptions, particularly files and items. The main elements for an individual search result display are shown below.

LEFT	CENTRE	RIGHT
Treeview: can navigate down and up the tree and select a record or use Quick Search to find a specific record in the tree. Click on Holdings to return to tree view.	<ul style="list-style-type: none">• [Heading] Description level; Identifier or Reference code, Title.• Breadcrumb trail showing higher level(s), i.e. parent record(s), if present.• Title and statement of responsibility: includes title; general material designation (GMD); description level; reference code. Searchable.• Dates of creation: year or range of years; creator. Searchable.• Physical description: extent, media, etc. Searchable.• Archival description: name of creator; custodial history; scope and content. Searchable. Clicking on the creator will produce records with the same creator. When text is followed by >> click on the arrows to view the full entry.• Notes: includes link to PDF finding aid (usually at series level only); associated materials (may be linked); accession number(s); microfilm reel number and/or box and file location. Searchable.• Access points: subject(s); name(s); place(s). Clicking on an access point will produce record descriptions assigned the same access point. Searchable.	<p>Reports: click on to create a formatted report (see Printing Reports in next section)</p> <p>Related subjects: see <i>Access points</i> in centre column.</p> <p>Related names and organizations: see <i>Access points</i> in centre column.</p>

In the Series level description shown below, you will see most of the elements described above. There are far fewer in the item level description which follows, the “Access points” and “Scope and content” are, for example lacking in the lower-level description. Conversely, because there is no higher-level description, the series description has no breadcrumb trail, which occurs in the item description.

To return to a results list from a single description, use the browser button.

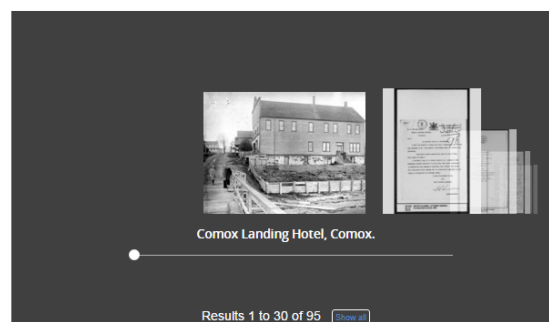
LEFT



Treeview. Series title at top highlighted in grey.

CENTRE

Series GR-0429 - Attorney General correspondence



Title and statement of responsibility area

Title proper	Attorney General correspondence
General material designation	textual material
Level of description	Series
Reference code	GR-0429

Dates of creation area

Date(s)	1872-1937 (Creation)
Creator	British Columbia. Attorney General

Physical description area

Physical description	Originals, 1950, 2.22 m; microfilm (neg.), 1872-1937, 16 mm, 7 reels [B09318 - B09324]; 35 mm, 1 reel [B09325]
-----------------------------	--

Archival description area

Name of creator	British Columbia. Attorney General
Scope and content	Contains selected inward correspondence from 1872 to 1950, although most of the items date from 1872 to 1937. The Attorney General's Department used several numbering and filing systems during this time period; from 1872 to 1911 letters were assigned a ...

Notes area

Immediate source of acquisition	Vols. 1-18 transferred from Attorney General ca. 1935; vols. 21-22, 1960.
Availability of other formats	Selected items relating to the Chinese in British Columbia digitized as part of the Chinese Historical Wrongs Legacy Initiative.
Finding aids	Finding aid: item list. http://search-bcarchives.royalbcmuseum.bc.ca/Document/Finding_Aids_Atom/G0001_TO_GR-0500/gr-0429.pdf
Associated materials	GR-0419, GR-0996, GR-1323, and GR-1327
General note	The Ministry of Attorney General was established in 1871 under its first name, the Attorney-General's Department of the Province of British Columbia, by authority of the Constitution Act of 1871 (SBC 1871, c. 147). Prior to that, from 1863 to 1866, the ...
General note	Accession number(s): GR-0429

Access points

Subject access points	Communism Crime and criminals--British Columbia Indians--British Columbia Strikes and lockouts--British Columbia Unemployed--British Columbia Chinese in British Columbia
Name access points	British Columbia. Attorney General (Creator)

RIGHT



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1 250-387-1952
access@bcarchives.bc.ca

Click on to view other records by the same creator.

Click on link to see finding aid in PDF format.

Click on >> to expand.

Click on a subject or the name to view other record descriptions with the same subject or name.

Example of an item level record.

The screenshot displays the BC Archives Collection Search Guide interface. On the left, a tree view shows a hierarchy of records, with 'Item GR-0429.3 - Robbery on Burrard Inlet' highlighted in grey. A callout box points to this entry, stating 'Item entry in treeview.' The main area shows the details for this item, titled 'Item GR-0429.3 - Robbery on Burrard Inlet'. A breadcrumb trail at the top indicates the path: 'Attorney General correspondence > Robbery on Burrard Inlet'. A callout box points to this trail, stating 'Breadcrumb trail'. The record is organized into several sections: 'Title and statement of responsibility area' (Title proper: Robbery on Burrard Inlet), 'General material' (textual material, designation: microform), 'Reference code' (GR-0429.3), 'Dates of creation area' (Date(s): 1872 (Creation)), 'Archival description area' (Name of creator: British Columbia. Attorney General), and 'Notes area'. The 'Notes area' contains three entries: 'Availability of other formats' (Retrieve records using microfilm B09318), 'General note' (File location: Box 1, Reel B09318, File 1.), and 'Alpha-numeric designations' (Folio 68/72). A callout box points to the 'General note' and 'Availability of other formats' entries, stating 'Information about the location of the item.' On the right, a 'Reports' section shows 'Export' options (Dublin Core 1.1 XML, EAD 2002 XML) and 'Physical storage' information (Box: B09318, Box: 880430-3267).

Note the **tree view** showing the selected record highlighted in grey. It is possible to move up and down the tree and all Quick Search functions are operational.

The “**Notes area**” section contains **information about where the item is to be found**. If a microfilm reel number is shown in the “Availability of other formats”, use it in conjunction with the file location note in “General note” which provides a box, and sometimes a file, number as well as the number in the “Alpha-numeric designations” field. In this example the reel number is B09318, the Box number is 1, the File number is 1 and the Folio number is 68/72.

In the right hand column there is also “Physical storage” data. This data does not currently appear for all records.

Although the “Report” link is shown, because there are no child records, clicking on it will result only in the message “There are no relevant reports for this item”, i.e. there are no data to create a report. See **Reports** in next section for more information about this function.

ATTACHMENTS

Images of photographs and other digital objects will be attached to a number of the records. When this is the case the initial result will display as shown below.



[Alice Ravenhill.](#)
I-51527 · Item · Nov 1936 ·
Part of Archives visual records collection



[Alice Ravenhill](#)
A-06458 · Item ·
Part of Archives visual records collection



[Dr. Alice Ravenhill.](#)
F-07219 · Item · 3 Mar 1949 ·
Part of Archives visual records collection


Clicking on an image or title will result in display with the image shown at the top of the record. The image can be copied or saved (but currently not enlarged).

Holdings Quick search

Fonds F5 - Archives visual record...
53301 more...
Item B-02818 - Kamloops Museu...
Item B-06262 - Katie Tod.
Item B-06263 - Jim Tod.
Item B-06257 - Tom Tod.
Item I-51527 - Alice Ravenhill.
Item B-04566 - Louis Abel, Chief ...
Item C-07658 - Chief Shake's Ho...
Item H-01046 - Prince Rupert; bla...
Item H-01048 - Prince Rupert; Thi...
14654 more...

Item I-51527 - Alice Ravenhill.

Archives visual records collection > Alice Ravenhill.



Reports

Export

Dublin Core 1.1 XML

EAD 2002 XML

Related subjects

Portraits

Women

Related people and organizations

Carey and McAllister (Subject)

Related places

Capital (B.C.)

Title and statement of responsibility area

Title proper

Alice Ravenhill.

General material designation

graphic material

Level of description

Item

Reference code

I-51527

Dates of creation area

Date(s)

Nov 1936 (Creation)

Notes area

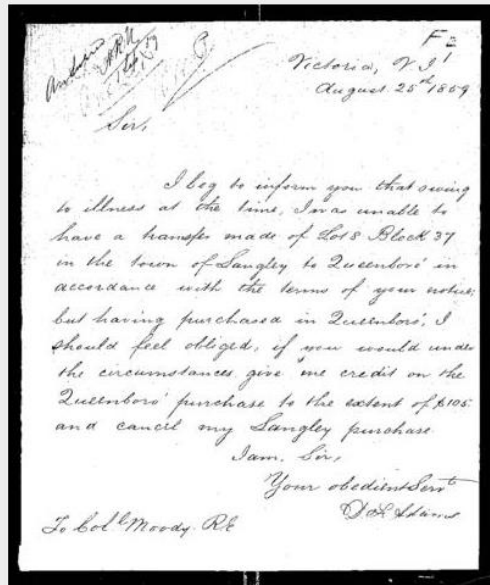
General note

Archives code(s): HP059058; 193501-001.

Some records will have scanned textual records (in PDF format) attached. An example is shown below. Clicking on the image will open the PDF.

File GR-1372.1.2 - Adams, D.F.

Colonial correspondence : corresponde... Adams, D.F.



Title and statement of responsibility area

Title proper	Adams, D.F.
General material designation	textual material microform
Level of description	File
Reference code	GR-1372.1.2

Archival description area

Name of creator	British Columbia. Colonial Correspondence
------------------------	---

Notes area

Availability of other formats	Retrieve records using microfilm number B01300
General note	Photocopies in Box 145.
General note	Accession number(s): 94-8187
General note	File location: Reel B01300, Box 1, File 2.
Alpha-numeric designations	File F 2

Note that fonds and series with images attached will not necessarily show this in the initial results display but when clicked to see the full view will present an array of images.

Julia Bullock-Webster fonds

PR-1142 · Fonds · 1894-1896

The fonds consists of diaries kept during a two-year visit with her sons on their ranch near Keremeos, B.C. [Also available on microfilm.]

Bullock-Webster, Julia


Llewelyn Bullock-Webster fonds

PR-1143 · Fonds · 1903-1961

The fonds consists of general correspondence, addresses, speeches, diaries and personal notes regarding the adjudication of plays. Fonds includes photographs of the Bullock-Webster family, residences, friends, theatrical productions and performanc...

Bullock-Webster, Llewelyn, 1879-1970

Fonds PR-1143 - Llewelyn Bullock-Webster fonds



L. Bullock-Webster.

Reports

Export

Dublin Core 1.1 XML

EAD 2002 XML

Related people and organizations

Bullock-Webster, Llewelyn, 1879-1970 (Creator)

Bullock-Webster (family) (Subject)

Bullock-Webster, Llewelyn, 1879-1970 (Subject)

Title and statement of responsibility area

Title proper	Llewelyn Bullock-Webster fonds
General material designation	textual material graphic material multiple media
Title notes	Source of title proper: Title based on the contents of the fonds.

To view all the images click on and move the white ball. Click on any image to view separately.

A tree view will generally be displayed with the image record.

HoldingsQuick search

▼ Fonds PR-1143 - Llewelyn Bulloc...

▼ Series 198006-027 - Llewelyn Bu...

2 more...

Item D-06329 - L. Bullock-Webster.

Item D-04665 - L. Bullock-Webst...

Item E-00402 - L. Bullock-Webste...

Item D-06591 - L. Bullock-Webst...


Item D-03830 - L. Bullock-Webster.

Item D-06374 - L. Bullock-Webst...

Item D-08529 - A.D. Ford and L. ...

Item D-03830 - L. Bullock-Webster.

Llewelyn Bullock-Webster fondsLlewelyn Bullock-Webster photographsL. Bullock-Webster.



Title and statement of responsibility area

Title properL. Bullock-Webster.

Some record descriptions will have a “Show All” option, e.g..

Series GR-3264 - Bureau of Mines photograph albums



The Cornell Mine on Texad...

Results 1 to 50 of 3293

Show all

Title and statement of responsibility area

Reports

Export

Dublin Core 1.1 XML

EAD 2002 XML

Related people and organizations

British Columbia. Dept. of the Provincial Secretary (Creator)

British Columbia. Bureau of Mines (Creator)

British Columbia. Dept. of Mines (Creator)

Bureau of Mines (Creator)

British Columbia. Bureau of Mines (Subject)

British Columbia. Dept. of Mines (Subject)

Click on “Show all” to display all the images on a separate page or series of pages.

Bureau of Mines photograph albums *



"5,000 tons North Star ore, 1895; at Nort...

I-55590



"500 ft level of the Leroi Mine"; miscellane...

I-55605



"A forty-niner tending a dumpbox. Lightning..."

I-55574



"Adams Lake from Mouth of Adams River."

1-62750



*Adams Lake from the Wonderful Mineral...



"Adams River Dam."

I-62756



*Amalgamated McKee Creek Mining Co L.



"Bannock Ridge."

I-62825

Attachments may also be mp3 (sound) or mp4 (moving image) files such as shown below.



Sound Reel Number Eight

AAAB7419.8 · Item · November 6, 1951 ·

Part of Ida Halpem fonds

Sound reel contains performances of West Coast First Nations songs and ceremonies selected and performed by Mungo Martin ('Nakap'ankam) and accompanied by his wife Abaya. Ida Halpern recorded the songs in her home at 3707 West 37th, Vancouver,...



Webster! : 1978-10-02

AAAA6721 · Item · 1978 ·

Part of Jack Webster Productions Limited fonds

Public affairs. On the first episode of his popular weekday morning TV talk show, Jack Webster speaks with Canadian Prime Minister Pierre Elliot Trudeau in a taped interview. There are also a pieces on the Vancouver Courthouse and on Konditeri [K...



Webster! : 1983-03-28

AAAA7331 . Item . 1983 .

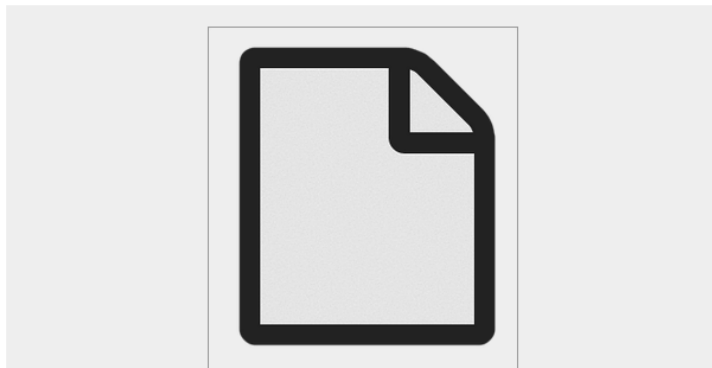
Part of Jack Webster Productions Limited funds

Public affairs. Jack Webster's popular weekday morning talk show. Guests and topics for this episode are listed in the subject area, below.

Holdings	Quick search
▼ Fonds PR-1855 - Jack Webster P...	
▼ Item AAAA6721 - Webster! : 197...	
Component V1988:25/0001 - orig...	
Component V1988:25/0002 - orig...	

Item AAAA6721 - Webster! : 1978-10-02

Jack Webster Productions Limited fonds > Webster! : 1978-10-02



Title and statement of responsibility area

Title proper	Webster! : 1978-10-02
General material designation	moving images
Title statements of responsibility	British Columbia Television Broadcasting System Ltd.
Level of description	Item
Reference code	AAAA6721

Reports

Export

Dublin Core 1.1 XML

EAD 2002 XML

Related subjects

Bakeries

Canada--Politics and government--1963-1984

Courthouses--British Columbia--Vancouver

Prime ministers--Canada

Trudeau, Pierre Elliott, 1919-2000

Vancouver (B.C.)--Central business district

Click on the icon to open the file.

SEARCH RESULTS – PRINTING

- **RESULTS LIST (CHROME)**

On many search results pages you will see a print icon. You can also use CTRL P or your browser print function.



When you click on the Print link or use CTRL P you are taken to a “Print Preview” page.

A search results list printed from a Basic Search looks like this. Note that there is no print icon on the original results page so CTRL P was used.

7/28/2015

BC Archives

BC ARCHIVES

COLLECTION SEARCH

"provincial library correspondence" 8 results

Provincial Library : correspondence

GR-1661.189 · File · 1961-1976 ·

Part of Records of the Deputy Provincial Secretary

Provincial Library correspondence

GR-0320 · Series · 1946

Correspondence between the Provincial Librarian and Mr. G. A. Bulhak concerning an exhibition of his photographs at the library.

British Columbia. Provincial Library

BC Provincial Library correspondence

GR-0300 · Series · 6 cm

Correspondence inward and outward concerning requests for information necessary to military intelligence.

British Columbia. Provincial Library

Provincial Library correspondence re Provincial Librarian position

GR-0976.9 · File · 1920 ·

Part of Records of the Provincial Library

Provincial Library correspondence inward from Archer Martin

GR-0976.11 · File · 1917 ·

Part of Records of the Provincial Library

Provincial Library correspondence and other material

GR-0523 · Series · 1917

<http://atomprod.royalbcmuseum.bc.ca/search?query=%22provincial+library+correspondence%22>

1/2

The print version of search results from an Advanced Search include the search boxes and looks like this.

7/28/2015

BC Archives

BC ARCHIVES

COLLECTION SEARCH

Advanced search

Narrow down your search results.

"provincial library correspondence"

in

Any field

Add new criteria

Provincial Library : correspondence

GR-1661.189 · File · 1961-1976 ·
Part of Records of the Deputy Provincial Secretary

Provincial Library correspondence

GR-0320 · Series · 1946
Correspondence between the Provincial Librarian and Mr. G. A. Bulhak concerning an exhibition of his photographs at the library.
British Columbia. Provincial Library

BC Provincial Library correspondence

GR-0300 · Series · 6 cm
Correspondence inward and outward concerning requests for information necessary to military intelligence.

<http://alompod.royalbcmuseum.bc.ca/search/advanced?f=&so0=and&sq0=%22provincial+library+correspondence%22&sf0=>

1/2

When the print icon is clicked on the Advanced Search results page, the print preview looks somewhat different than what is actually printed. In Chrome it is easier to go directly to CTRL P.

- **RESULTS LISTS (INTERNET EXPLORER)**

Currently, in IE printing a list of results or a single description involves at least a page of extraneous text and is best to avoid until fixed.

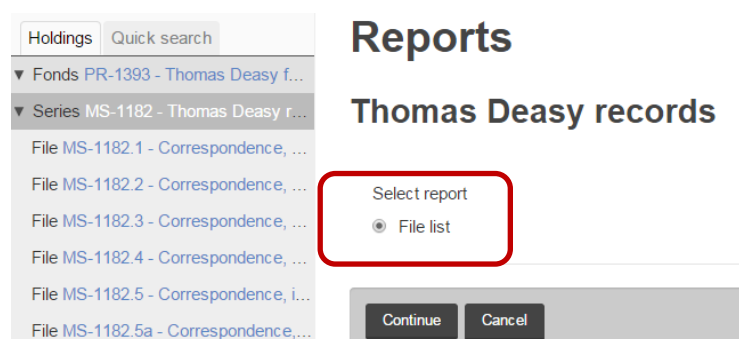
- **REPORTS**

The Reports function can be used to create a file or items list for a series, which can then be printed. If a PDF finding aid is already linked to a description (usually at the series level), however it may be the better and easier option.

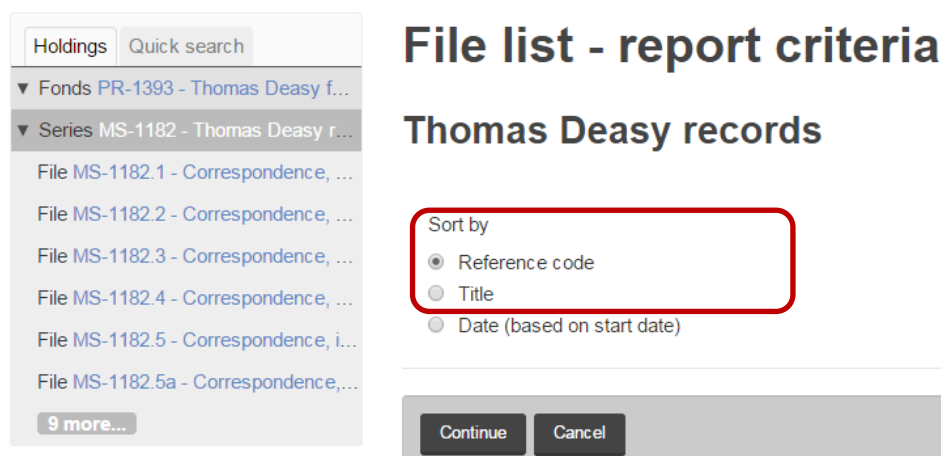
First select a series, making sure the series title is highlighted, for example:



Note the “Reports” link on the top right. Click on the link.



As there are only files (i.e., no items as well), click on Continue. If there were items as well, you would have to choose one or the other, not both.



Generally, it is best to sort by “Reference code” which reflects the original order of the files in the series, but if there is a list of names (e.g. probate files), by “Title” might be preferable. If images are attached to file or item descriptions, the option to include the thumbnails appears.

Sort by

☒ Reference code

☐ Title

☐ Date (based on start date)

Include thumbnails

☐ Yes

The generated report displays as a “Print preview” page.

Print preview

File list

Thomas Deasy fonds

Thomas Deasy records

#	Reference code	Title	Dates	Access restrictions
1	MS-1182.1	Correspondence, 1901-1921	1901-1921	None
2	MS-1182.2	Correspondence, 1922-1924	1922-1924	None
3	MS-1182.3	Correspondence, 1925-1932	1925-1932	None
4	MS-1182.4	Correspondence, 1933-1936	1933-1936	None
5	MS-1182.5	Correspondence, incomplete letters, 1910-1934	1910-1934	None
6	MS-1182.5a	Correspondence, incomplete letters, 1921-1935	1921-1935	None
7	MS-1182.6	Correspondence, incomplete letters, undated	1901-1936	None
8	MS-1182.6a	Reminiscences	1901-1936	None
9	MS-1182.7	Miscellaneous articles re Indian and British Columbia history, undated	1901-1936	None
10	MS-1182.8	Miscellaneous poetry	1901-1936	None
11	MS-1182.9	Copies of newspaper stories re Victoria Fire Department	1901-1936	None
12	MS-1182.10	Draft articles re Victoria Fire Department	1901-1936	None
13	MS-1182.11	Miscellaneous newspaper clippings, articles, addresses re British Columbia firefighting generally and Deasy biography	1901-1936	None
14	MS-1182.12	Miscellaneous ephemera, invitations, tickets, programmes, etc.	1901-1936	None
15	MS-1182.13	W.H. Keary's address to the Kiwanis, March 2nd, 1926	1926	None

When printed, in the default portrait orientation, it looks like this.

7/28/2015 BC Archives

BC ARCHIVES

COLLECTION SEARCH

Print preview Close

File list

Thomas Deasy fonds

Thomas Deasy records

#	Reference code	Title	Dates	Access restrictions
1	MS-1182.1	Correspondence, 1901-1921	1901-1921	None
2	MS-1182.2	Correspondence, 1922-1924	1922-1924	None
3	MS-1182.3	Correspondence, 1925-1932	1925-1932	None
4	MS-1182.4	Correspondence, 1933-1936	1933-1936	None
5	MS-1182.5	Correspondence, incomplete letters, 1910-1934	1910-1934	None
6	MS-1182.5a	Correspondence, incomplete letters, 1921-1935	1921-1935	None
7	MS-1182.6	Correspondence, incomplete letters, undated	1901-1936	None
8	MS-1182.6a	Reminiscences	1901-1936	None
9	MS-1182.7	Miscellaneous articles re Indian and British Columbia history, undated	1901-1936	None
10	MS-1182.8	Miscellaneous poetry	1901-1936	None
11	MS-1182.9	Copies of newspaper stories re Victoria Fire Department	1901-1936	None
12	MS-1182.10	Draft articles re Victoria Fire Department	1901-1936	None
13	MS-1182.11	Miscellaneous newspaper clippings, articles, addresses re British Columbia firefighting generally and Deasy biography	1901-1936	None
14	MS-1182.12	Miscellaneous ephemera, invitations, tickets, programmes, etc.	1901-1936	None
15	MS-1182.13	W.H. Keary's address to the Kiwanis, March 2nd, 1926	1926	None

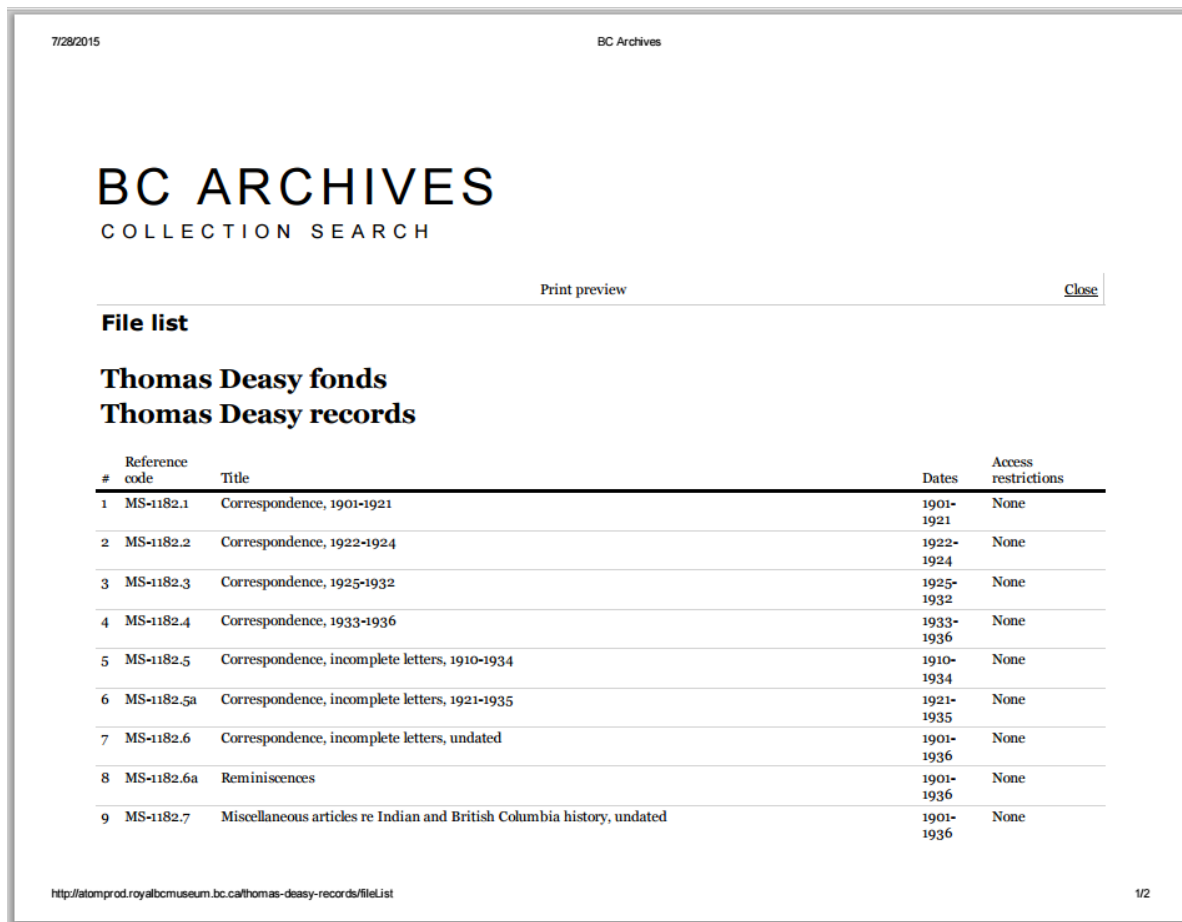
http://atomprod.royalbcmuseum.bc.ca/thomas-deasy-records/filelist 1/2

Note reference code number on two lines.

Reference
code 1
1 MS- 1
1182.1 C
2 MS- 1
1182.2 C

Date ranges as well.

In landscape orientation, the report looks more like the browser view.



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BC ARCHIVES

COLLECTION SEARCH

Print preview [Close](#)

File list

Thomas Deasy fonds Thomas Deasy records

Reference #	code	Title	Dates	Access restrictions
1	MS-1182.1	Correspondence, 1901-1921	1901-1921	None
2	MS-1182.2	Correspondence, 1922-1924	1922-1924	None
3	MS-1182.3	Correspondence, 1925-1932	1925-1932	None
4	MS-1182.4	Correspondence, 1933-1936	1933-1936	None
5	MS-1182.5	Correspondence, incomplete letters, 1910-1934	1910-1934	None
6	MS-1182.5a	Correspondence, incomplete letters, 1921-1935	1921-1935	None
7	MS-1182.6	Correspondence, incomplete letters, undated	1901-1936	None
8	MS-1182.6a	Reminiscences	1901-1936	None
9	MS-1182.7	Miscellaneous articles re Indian and British Columbia history, undated	1901-1936	None

<http://atomprod.royalbcmuseum.bc.ca/thomas-deasy-records/fileList> 1/2

Some limitations of the Reports function are

- Minimal data is displayed for each file/item.
- Only files **or** items can be selected, i.e. not both in the same report, so if a series contains both (e.g. MS-0055) the report is incomplete. If this is the case, and there is a finding aid PDF, it is the better option. The ability to include thumbnails of images in the report (at the item level) could, however, be a useful feature.

• SINGLE DESCRIPTIONS

Follow the same instructions for printing results lists. Two examples are shown on the next page (only the first page is shown). Note that they are from displays using Chrome, not Internet Explorer which still has some printing issues.

To print a photograph by itself, right click on the photo and either copy and paste into a Word document or save as a JPEG. It is currently not possible to print a larger version than is shown in the public search.

7/28/2015 BC Archives

BC ARCHIVES

COLLECTION SEARCH

Series MS-0964 - Llewelyn Bullock-Webster papers

Title and statement of responsibility area	
Title proper	Llewelyn Bullock-Webster papers
General material designation	textual material graphic material multiple media
Level of description	Series
Reference code	MS-0964

Dates of creation area	
Date(s)	1903-1961 (Creation)
Creator	Bullock-Webster, Llewelyn, 1879-1970

Physical description area	
Physical description	4 m of textual records, ca. 500 photographs

Archival description area	
Name of creator	Bullock-Webster, Llewelyn, 1879-1970
Scope and content	General correspondence, including family correspondence, 1912-1959; diaries, 1916-1961; notebooks and personal notes re adjudication of plays; scripts and rough drafts of plays; addresses and speeches re theatre in British Columbia; collected plays by ...

<http://atomprod.royalbcmuseum.bc.ca/llewelyn-bullock-webster-papers>

1/4


Series description

7/28/2015 BC Archives

BC ARCHIVES

COLLECTION SEARCH

Item D-09665 - L. Bullock-Webster as Prince John in "Ivanhoe".



Title and statement of responsibility area	
Title proper	L. Bullock-Webster as Prince John in "Ivanhoe".
General material designation	graphic material

<http://atomprod.royalbcmuseum.bc.ca/l-bullock-webster-as-prince-john-in-ivanhoe>

1/2

Item description with photo.

• ATTACHMENTS

To print attached photographs, follow the instructions for individual descriptions above. If you print a photograph or art work without the descriptive information, make sure to note the catalogue number or reference code.

To print attached PDFs click on the PDF link or image to open and print or download the file.

PDFs are either finding aids which are embedded in the description in the "Notes area" under "Finding aids" as shown here

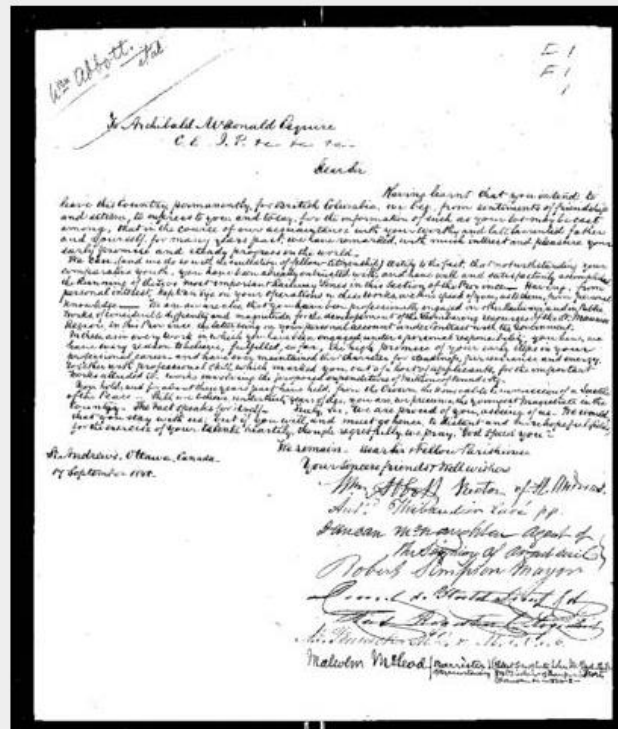
Notes area

Finding aids A finding aid is available.
http://search-bcarchives.royalbcmuseum.bc.ca/Document/Finding_Aids_Atom/MS-0501_to_MS-1000/ms-0964.pdf

or digitized archival textual material displayed at the beginning of the descriptive record as shown in the following example.

File GR-1372.1.1 - Abbott, William

Colonial correspondence : corresponde... » Abbott, William



Title and statement of responsibility area

Title proper Abbott, William

General material designation	textual material microform
------------------------------	-------------------------------

In this particular file there is only one page of text, but other PDFs can consist of several pages.

APPENDICES

Appendix 1 COMPARISON OF NEW AND OLD SEARCH SITES

New BC Archives Collections Search	Old BC Archives Search
Keyword searches default to an "OR" (any terms) search which can only be changed by using Boolean operators.	Search default is essentially a phrase search (exact match) but can be changed on the Preferences page to "or" (<i>Match any words</i>) or "and" (<i>Match all words</i>). It can also be changed temporarily on the search page (clicking on <i>Match any words</i> or <i>Match all words</i>) or by using Boolean operators.
The Boolean operators are case sensitive and when used in a search box, must be in upper case, i.e. OR, AND, NOT. Quotation marks to designate a phrase, and parentheses to control the order in which the Boolean logic is executed, remain the same. Wild cards and letter substitution cannot be used within quotation marks, however.	Boolean operators are not case sensitive and wild cards and single letter substitution is possible.
Boolean operators can be used singly or in combination in both the basic search box and in the advanced search boxes.	Boolean operators can only be used in combination in the basic search box. The advanced search field-specific boxes each have a drop down menu of Boolean options of which only one can be selected. There are also some additional options.
Choice of <i>And</i> , <i>Or</i> , <i>Not</i> relationship between search boxes in advanced search.	Relationship between the field specific boxes is always "and".
Wild card is * and single letter substitution is ?.	Wild card is ? and single letter substitution is #.
An identifier with a hyphen (e.g. accession number, catalogue number) must be entered as a phrase (e.g. "gr-1372", "i-00432") and is treated as a root search in all searches except a search in the Identifier field. If entered without quotation marks, the hyphen is ignored and does an "or" search on both components, e.g. all records with <i>gr</i> as well as all records with <i>1372</i> .	Accession numbers, call numbers, etc with hyphens are treated as a single term and a search will only produce results with the exact number (unless wild card etc used).

In basic search all material types are searched by default. Only after the search is executed can the results be filtered by material type. In advanced search, material type (as well as other filters) can be selected either before or after a search is executed.	Index(es)/database(s) for different material types must be selected before a search is executed. One, more than one, or all can be selected.
In advanced search, the default search is for all material types and the search fields are the same for all material types.	In advanced search, at least one material type must be selected. More than one, or all can be selected. The search field-specific boxes vary according to the material type chosen. If more than one type is selected only the common search field boxes are shown.
Hierarchical description – segmented. When search terms are entered each level and component is searched separately. For example for a search on <i>begbie AND colonial AND correspondence</i> (basic search or an Any field search in advanced search) all of those terms must be present in any given record description, be it a series, file, item, etc. If only “colonial” and “correspondence” are present, for example, the record will not be retrieved. In the case of GR-1372 it would mean that the file level descriptions which have all three terms present are retrieved but not the series level description which does not include a reference to Begbie. It is, however, possible to navigate to the series level description from a file level description.	Flat (ASCII) files – when terms are entered the entire description (catalogue entry and/or finding aid) is searched. For example for a textual records search on <i>begbie AND colonial AND correspondence</i> (basic search or an All Text search in advanced search) will retrieve descriptions which encompass the entire description for a GR or MS, which may range from 1 to hundreds of pages. [see example]
Relational database.	ASCII
The library catalogue and the genealogy database are not part of the BC Archives Collections Search and are searched separately (links appear on the Collections Search homepage).	The library catalogue and the genealogy database can be searched together with archival records. Note: genealogy database can only be searched as keywords. Must click on Expand List of Genealogy Indexes to go the structured basic, advanced, or browse search.
Number of results displayed per page set at 50. No option to increase or decrease.	Default number of results displayed per page is 10 but can be increased to a maximum of 200. Preferences can be saved on a computer (using a cookie).
No sort options. Set to sort by reference code.	Can sort results by various fields in Advanced Search.

Appendix 2 BOOLEAN OPERATORS

In AtoM, Boolean search operators are supported in the search box and in the Advanced search menu. Boolean searching is a particular application of what is known as Boolean logic. Boolean expressions use a number of operators, the most common of which are AND, OR, NOT - using Boolean operators in terms of search queries (i.e. Boolean search) allows a user to limit, widen, or otherwise define a search - for example, searching “fonds OR collection” would widen a search to include results that have either term in their title.

Using the Boolean operators available in AtoM allows users to build complex queries from anywhere in AtoM using the general search box located in the AtoM header bar, without having to navigate to the Advanced search interface.

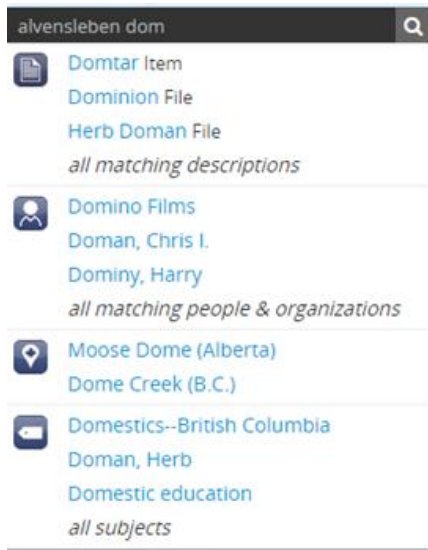
Using Boolean operators and logic in the search box:

- Use **AND** to combine search terms to narrow your search: e.g. search *begbie* AND *douglas* to return only descriptions that contain both search terms
- Use **OR** to combine search terms to broaden your search: e.g. search *begbie* OR *douglas* to return descriptions that contain either search term
- Use **NOT** to exclude terms: e.g. search *begbie* NOT *douglas* to return descriptions that include *begbie* but do not contain the term *douglas*
- Use **quotation marks** to search for an exact phrase, e.g. “*kuper island*”
- Use **parentheses** to group search terms and control the order in which the logic is executed, e.g. (*begbie* OR *needham*) AND “*bench books*”. The default precedence without nested logic is: NOT then AND then OR.

Some additional Boolean operators available in AtoM

Symbol	Use
?	Single character wildcard. Example: p?per will find paper and piper, but not pepper. Do not use with parentheses.
*	Multiple character wildcard. Example: galax* will find galaxy and galaxies, but not galactic. Do not use with parentheses.
~	Fuzzy search. Will return results with words similar to the term. Example: fjord~ will find fjord, fjords, ford, form, fonds, etc. Yields many non-relevant matches.
&&	Boolean operator. Can be used in place of AND. Will cause an error if combined with spelled-out operators. Example: <i>emily && carr</i> AND <i>probate</i> will fail; <i>emily && carr && probate</i> will succeed.
!	Boolean operator. Can be used in place of NOT. Will cause an error if combined with spelled-out operators.

Appendix 3 TYPE-AHEAD AND BASIC SEARCH BOX



As a user enters text into the search box, type-ahead search suggestions for possible matches appear in a drop-down box below the search box. The possible matches continue to narrow as the user enters further text. This allows a user to dynamically view results and select a resource without necessarily having to enter its full name or title. The search box type-ahead results are organized into record-type categories (or facets), including:

- Archival description
- Authority record (people and organizations)
- Place names
- Subjects

When multiple results for a record type exist, the type-ahead drop-down includes an option to view all records for a particular record type - clicking the “View all” link for a particular type of record will redirect the user to a browse page of results.

The type-ahead is set by default to begin providing suggestions only after at least three characters have been entered - for example, entering “a” or “an” in the search box will not prompt suggestions, but entering “ant” might produce suggestions such as an authority record for a person named “Anthony,” etc.

Note: The type-ahead search results are intended as a navigational tool for quick searching of multiple entity types, but **by default pressing enter after entering a query in the search bar will load a results page for archival descriptions only**. If you wish to search for an authority record or subject using the main search box, you must either click it when it appears in the drop-down, or alternately select it from a browse page when clicking the “all matching” option below each search facet in the type-ahead. At this time, the main search box cannot be configured to return other record types when pressing enter. However, there are also dedicated search bars for authority records, subjects and places.

Appendix 4 SEARCH FILTERS

- **Basic Search**

Filters are available to users on search and browse pages as a means of grouping and narrowing results by a common characteristic. They are drawn from available fields within the entity or record type being browsed or searched and are grouped into categories (called facets). In Basic Search, when the search results are displayed, a count of the records included in each type appears next to its name, giving users a sense of how many results fall under each type.

The filters in Basic Search are configured so that each category displays its results with the highest number of matches at the top. Currently, only a maximum of the top ten matched types are shown in each category. Filter types are displayed in the user interface as drop-down menus under each category; each can be expanded to view its available results/matches, or collapsed to hide match results, by clicking on the category heading.

Available filter options appear below each heading as blue text links with the associated number of matches. Only one option may be selected per category. When an option is clicked, the search results on the page will reload, filtered to show only results that match the filter selected - for example, selecting “Series” in the Level of description facet on an archival description search/browse page will reload the page results to display only series-level descriptions; clicking “Victoria (B.C.)” under the Places facet will reload the page to display only results that have a name access point of “Victoria, B.C.” added to their descriptions.

When a filter has been selected, the text changes from a blue text link to black underlined text. By default, all facet filters are set to “All” - clicking “All” will remove the current filter and refresh the results page. When a filter is applied, all other filter results will be refreshed to reflect the current selection, presenting filter results that apply to the current results only - for example, when “Victoria (B.C.)” has been applied as a place filter, the “Levels of description” facet results will now display results that apply only to the records being displayed (records with an “Victoria (B.C.)” place access point), until the previous filter is removed.

If “All” is the only option available beneath a heading, it means that there are no relevant filters that apply to the current records being displayed in the search results page.

Categories by record type for archival descriptions

- **Creator:** Limits results to only those where the name matches that of the creator associated with the archival description
- **Name:** Limits results to those with a matching name added as a name access point to an archival description
- **Place:** Limits results to those with a matching place added as a place access point to an archival description

- **Subject:** Limits results to those with a matching subject added as a subject access point to an archival description
- **Level of description:** Limits results to those that match the selected level of description (e.g. fonds, collection, series, file, item, etc). Includes a top-level description filter, that allows users to limit results to those that are parents - e.g. the top hierarchical record in a multi-level descriptive archival unit.
- **Media type:** Limits results to those with a digital object attached that matches the selected media type (image, audio, text, video, or other)

Currently these filters are only available on archival description, authority record, and archival institution search and browse pages. Filter buttons by media type are available in the top-right corner of the Browse digital objects page, which allow a user to limit the results by available media type (image, audio, video, text, or other).

Basic Search example using filters

- Original search (no filters)

LANGUAGE ^

Unique records 19

English 19

LEVEL OF DESCRIPTION ^

☐ Top-level descriptions

☒ All descriptions

All

File 11

Series 6

Fonds 2

ARCHIVAL INSTITUTION v

CREATOR ^

All

Crease (family) 2

British Columbia. Provincia... 1

Pearce, Joseph Algernon 1

Cridge, Edward, 1817-1913 1

Crease, Henry Pering Pell... 1

Birch (family) 1

Begbie, Matthew Baillie, Si... 1

NAME ^

All

Begbie, Matthew Baillie, Si... 6

Crease, Sarah (Lindley), 1... 2

British Columbia. Supreme... 2

Queen Charlotte Mining Co 1

Douglas Navigation Comp... 1

Joly de Lotbiniere, Henri G... 1

City of Victoria Archives 1

McLean, Charles 1

McLean, Archibald 1

Begbie AND Colonial AND Correspondence 19 results

9 results with digital objects [Show results with digital objects](#)

Matthew Baillie Begbie fonds

PR-1653 · Fonds · 1858-1913

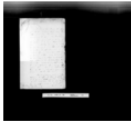
The fonds consists of correspondence, diary, indenture, letters patent, memoranda, appointment certificates, notebook, will and estate papers of Matthew Baillie Begbie.

Begbie, Matthew Baillie, Sir, 1819-1894

Begbie, M.B., 1861

GR-1372.16.142d · File ·

Part of Colonial correspondence : correspondence of the Government of the Colony of Vancouver Island, 1849-1866 and of the Government of the Colony of British Columbia, 1858-1871




Begbie, M.B., 1860

GR-1372.116.142c · File ·

Part of Colonial correspondence : correspondence of the Government of the Colony of Vancouver Island, 1849-1866 and of the Government of the Colony of British Columbia, 1858-1871


Includes typed transcripts for F142c/6a and F142c/6c.



Begbie, M.B., 1862

GR-1372.16.142e · File ·

Part of Colonial correspondence : correspondence of the Government of the Colony of Vancouver Island, 1849-1866 and of the Government of the Colony of British Columbia, 1858-1871




Begbie, M.B., 1864-1865

GR-1372.17.142f(1) · File ·

Part of Colonial correspondence : correspondence of the Government of the Colony of Vancouver Island, 1849-1866 and of the Government of the Colony of British Columbia, 1858-1871


File contents split into two folders. F142f(1) contains F142f/1-F142f/14. F142f(2) contains F142f/15-F142f/21.



Begbie, M.B., 1868-1869

GR-1372.17.142h · File ·

Part of Colonial correspondence : correspondence of the Government of the Colony of Vancouver Island, 1849-1866 and of the Government of the Colony of British Columbia, 1858-1871



- Limit results to file level descriptions (11)

LANGUAGE ^

Unique records 11

English 11

LEVEL OF DESCRIPTION ^

☐ Top-level descriptions

☒ All descriptions

All

File 11

ARCHIVAL INSTITUTION v

CREATOR v

NAME v

PLACE v

SUBJECT v

GENRE v

MEDIA TYPES ^

All

Text 9

Begbie AND Colonial AND Correspondence 11 results

9 results with digital objects [Show results with digital objects](#)

Begbie, M.B., 1861

GR-1372.16.142d · File ·

Part of Colonial correspondence : correspondence of the Government of the Colony of Vancouver Island, 1849-1866 and of the Government of the Colony of British Columbia, 1858-1871

Begbie, M.B., 1860

GR-1372.116.142c · File ·

Part of Colonial correspondence : correspondence of the Government of the Colony of Vancouver Island, 1849-1866 and of the Government of the Colony of British Columbia, 1858-1871

Includes typed transcripts for F142c/6a and F142c/6c.

Begbie, M.B., 1862

GR-1372.16.142e · File ·

Part of Colonial correspondence : correspondence of the Government of the Colony of Vancouver Island, 1849-1866 and of the Government of the Colony of British Columbia, 1858-1871

Begbie, M.B., 1864-1865

GR-1372.17.142f(1) · File ·

Part of Colonial correspondence : correspondence of the Government of the Colony of Vancouver Island, 1849-1866 and of the Government of the Colony of British Columbia, 1858-1871

File contents split into two folders. F142f(1) contains F142f/1-F142f/14. F142f(2) contains F142f/15-F142f/21.

Begbie, M.B., 1868-1869

GR-1372.17.142h · File ·

Part of Colonial correspondence : correspondence of the Government of the Colony of Vancouver Island, 1849-1866 and of the Government of the Colony of British Columbia, 1858-1871

Series and fonds level descriptions have been excluded. The filters have been reset to all, indicating that none of the filters apply to the file level records.

- Limit results to series level descriptions (6)

LANGUAGE ^

Unique records 6

English 6

LEVEL OF DESCRIPTION ^

☐ Top-level descriptions

☒ All descriptions

All

Series 6

ARCHIVAL INSTITUTION v

CREATOR ^

All

Crease (family) 2

British Columbia. Provincia... 1

Cridge, Edward, 1817-1913 1

Crease, Henry Pering Pell... 1

Birch (family) 1

NAME ^

All

Begbie, Matthew Baillie, Si... 3

Crease, Sarah (Lindley), 1... 2

Queen Charlotte Mining Co 1

Douglas Navigation Comp... 1

Joly de Lotbiniere, Henri G... 1

McLean, Charles 1

McLean, Archibald 1

Begbie AND Colonial AND Correspondence 6 results

Correspondence and other material

GR-0586 · Series · 1890-1972

Correspondence relating to the issuance of commissions to members of the Executive Council, to the oath of allegiance taken by cabinet ministers, and to royal toasts; index and registers of oaths of office and oaths of allegiance of members of the...

British Columbia. Provincial Secretary

Birch family papers

MS-0061 · Series · [ca. 1810]-1946 ·
Part of Birch family fonds

Commonplace note-book, diaries, correspondence, reminiscences and photographs. Arthur Nonus Birch (1836-1914), the son of H.W.R. Birch, was appointed clerk in the office of the secretary of state for the colonies in February 1855, served as Sir E...

Birch (family)

Correspondence and miscellaneous papers

MS-0056 · Series · 1836-1924 ·
Part of Crease family fonds

Correspondence and miscellaneous papers pertaining to various members of the Crease family.

Crease (family)

Crease family collection

MS-2879 · Series · 1810-1960 ·
Part of Crease family fonds

Henry Pering Pellew Crease (1823-1905) was born at Ince Castle, near Plymouth, England, educated at Cambridge, and called to the bar in 1849. He traveled to Upper Canada with his family and explored the Great Lakes area for mining potential befor...

Crease (family)

Fonds and file level descriptions are excluded. Filters are readjusted to reflect series level records only.

- Limit results to fonds level descriptions (2)

LANGUAGE ^

Unique records 2

English 2

LEVEL OF DESCRIPTION ^

☐ Top-level descriptions

☒ All descriptions

All

Fonds 2

ARCHIVAL INSTITUTION v

CREATOR ^

All

Pearce, Joseph Algernon 1

Begbie, Matthew Baillie, Si... 1

Begbie AND Colonial AND Correspondence 2 results

Matthew Baillie Begbie fonds

PR-1653 · Fonds · 1858-1913

The fonds consists of correspondence, diary, indenture, letters patent, memoranda, appointment certificates, notebook, will and estate papers of Matthew Baillie Begbie.

Begbie, Matthew Baillie, Sir, 1819-1894

Joseph Algernon Pearce collection

PR-2153 · Fonds · 1854-[ca. 1964]

The collection consists of textual records, historical notes, newspaper clippings, and research notes. Included in the collection are miscellaneous records acquired from sources including the O'Reilly and Trutch families, Helmcken family, an...

Pearce, Joseph Algernon

Series and file level descriptions are excluded. Two creators and ten names show as filter options.

- Limit results to top-level descriptions (2)

The screenshot shows the search results for the query "Begbie AND Colonial AND Correspondence", which returned 2 results. On the left, a sidebar contains filters for LANGUAGE (Unique records: 2, English: 2), LEVEL OF DESCRIPTION (Top-level descriptions: 0, All descriptions: 2), ARCHIVAL INSTITUTION, and CREATOR (All: 4). The main results area displays two entries: "Matthew Baillie Begbie fonds" (PR-1653, Fonds, 1858-1913) and "Joseph Algernon Pearce collection" (PR-2153, Fonds, 1854-[ca. 1964]). The description for the Begbie fonds states it consists of correspondence, diary, indenture, letters patent, memoranda, appointment certificates, notebook, will, and estate papers. The description for the Pearce collection states it consists of textual records, historical notes, newspaper clippings, and research notes.

In this case, the result is the same as limiting to fonds, but such is not always the case.

- **Advanced Search**

Unlike the filters in Basic Search, those in Advanced Search can be pre-selected, but again only one from each category can be selected. They can also be selected after a search has been executed but the Search button must be clicked to redo the search (in Basic Search this happens automatically). Also unlike Basic Search, there is no record count. The options are:

- **Top-level descriptions** [blank =any]
Menu of Fonds F1 to F7, 8 GRs at fonds level (654, 1069, 1168, 1434, 2055, 2068, 2070, 3383) and Fonds PR-0001 to PR-0020
- **General material designation** [blank =any]
architectural drawing [plans]
cartographic drawing [maps]
electronic
graphic material [photographs, paintings, drawing, prints]
microform [microfilm or microfiche]
moving images
multiple media
object
philatelic record [stamps]
sound recording
technical drawing
textual material
- **Media type** [blank =any]
audio
image

other
text
video

- **Digital object available** [blank =any]
Yes
No
- **Copyright status** [blank =any]
Public domain
Under copyright
Unknown

Advanced Search example using filters

Search filters
Top-level descriptions

General material designation

Media type

Digital object available

Level of description
Fonds
Copyright status

Advanced search

Narrow down your search results.

in

[Add new criteria](#)

Search **Reset**

Matthew Baillie Begbie fonds

PR-1653 · Fonds · 1858-1913

The fonds consists of correspondence, diary, indenture, letters patent, memoranda, appointment certificates, notebook, will and estate papers of Matthew Baillie Begbie.

Begbie, Matthew Baillie, Sir, 1819-1894

Joseph Algernon Pearce collection

PR-2153 · Fonds · 1854-[ca. 1964]

The collection consists of textual records, historical notes, newspaper clippings, and research notes. Included in the collection are miscellaneous records acquired from sources including the O'Reilly and Trutch families, Helmcken family, an...

Pearce, Joseph Algernon

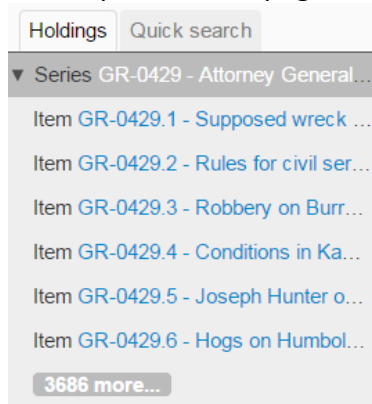
By pre-selecting the Fonds filter, the search immediately limits the results to the fonds level. It is currently not possible to select “top-level descriptions” as such. The drop down menu only offers a list of specific fonds and fonds-level GR records.

Appendix 5 SEARCH FIELDS

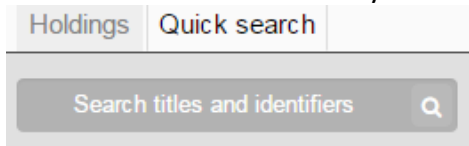
- **TITLE.** The title given to a unit of archival description (fonds, series, collection, file, item, etc.) Not case sensitive.
- **ARCHIVAL HISTORY** (aka Custodial history). The succession of owners or possessors of the records since they were created. Enter keyword(s). Unless searching for any of the words, combine with AND or in quotation marks (“ ”) for a phrase.
- **SCOPE AND CONTENT.** Contains a summary of the structure or arrangement of the records and their contents as well as the functions and/or kinds of activities that produced them, the time period, subject matter and geographic area. Also summarizes the main documentary forms (e.g. reports, correspondence, plans, etc.).
- **EXTENT AND MEDIUM.** The extent (size) of the described unit, as well as other physical details and/or dimensions (e.g. Originals, 1950, 2.22 m; microfilm (neg.), 1872-1937, 16 mm, 7 reels [B09318 - B09324]; 35 mm, 1 reel [B09325]).
- **SUBJECT ACCESS POINTS.** Subject or thesaurus terms assigned to records. Usually only found at the higher levels (e.g. fonds, series, collection).
- **NAME ACCESS POINTS.** Names of persons and organizations related to the records. Note that names of individuals are generally inverted.
- **PLACE ACCESS POINTS.** Geographic place names to which the records relate by subject and/ or origin.
- **Identifier.** An unambiguous and unique combination of letters and/or numbers used to identify a descriptive unit (call number, accession number, etc.) e.g. GR-1371, I-67967. This field is case sensitive. Not necessary to enclose in quotation marks in this field only. Only the record with the exact number entered will be retrieved, not any child records.
- **REFERENCE CODE** (item number) e.g. GR-1372.1.1. Not case sensitive but number must be in quotation marks.

Appendix 6 TREEVIEW QUICK SEARCH

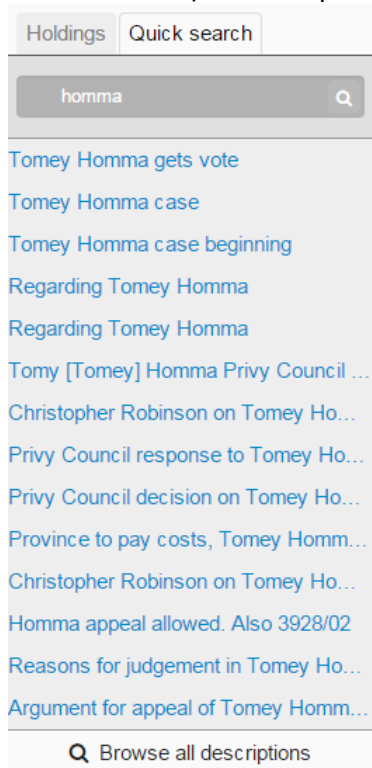
1. Navigate to a top-level archival description (i.e. a fonds, collection, series, etc.) with many child records (lower levels of description). You can do so by searching or browsing.
2. Once you've arrived at an archival description, locate the tree view in the left-hand menu of the description's view page. Click the "Quick search" tab.



3. The treeview will disappear, and a search box will be shown in its place (note: you can return to the treeview at any time by clicking the "Holdings" tab).



4. Type a search term and press enter. AtoM will look for matches in the titles and identifiers (reference codes) of descriptions in the collection.



- Note that you can use Boolean search operators such as AND, OR, or NOT, as well as Boolean special characters such as the * wildcard symbol to improve your search results. For more information on available special characters and boolean searching in AtoM, see: [Advanced search](#).
- Matching results will be returned as blue hyperlinks. Click a results title to navigate to the related description - AtoM will redirect you to a view page for the selected archival description.

Clicking the “Browse all descriptions” button at the bottom of the Quick search results will redirect you to a browse page, where all the lower level records are displayed. The results can be sorted alphabetically (by title), by reference code and by the most recent. Filters can also be used but most are unlikely to apply at the file or item level. Use the browser back arrow to return to the parent record, in this case the series record for GR-0492.

NARROW YOUR RESULTS BY:

LANGUAGE ▾

ARCHIVAL INSTITUTION ▾

CREATOR ▾

NAME ▾

PLACE ▾

SUBJECT ▾

GENRE ▾

LEVEL OF DESCRIPTION ▴

☐ Top-level descriptions


☒ All descriptions

All

Item 3692

File 1

MEDIA TYPE ▾

 **Showing 3693 results**

Attorney General correspon... ✕

Sort by: [Alphabetic](#) ▾

95 results with digital objects [Show results with digital objects](#)

"Kitten" and "Edna" fractional mineral claims

GR-0429.2090 · Item · 1904 ·
Part of [Attorney General correspondence](#)

"Law is hell", Captain Cooper's slander of Judges at New Westminster

GR-0429.2098 · Item · 1904 ·
Part of [Attorney General correspondence](#)

"Looking-glass" murders

GR-0429.29 · Item · 1875 ·
Part of [Attorney General correspondence](#)

"Looking-glass" murders

GR-0429.28 · Item · 1875 ·
Part of [Attorney General correspondence](#)

"Sutter" and "Sky-line" mineral claims

GR-0429.1207 · Item · 1901 ·
Part of [Attorney General correspondence](#)

\$100 required to pay executioner

GR-0429.206 · Item · 1888 ·
Part of [Attorney General correspondence](#)

Appendix 7 BROWSE SEARCH OPTIONS

The browse function is accessed by clicking on the links under the BROWSE BY section on the home page or by clicking the Browse menu button on the left of the search box. There are five options. Each presents a complete title list or display of its contents but not necessarily the same method for navigating each list.

- **Archival descriptions**

This option takes you to a long list (30 results at a time) sorted alphabetically by title. Fortunately, the top-level filter is automatically applied so instead of almost a million results, there are only about 5500. The sort order can be changed to “Reference code” or “Most recent.”

Showing 5356 results Archival description

Only top-level descriptions ✕

Sort by: [Alphabetic](#) ▼

3 results with digital objects [Show results with digital objects](#)

100 Mile House Historical Society oral history collection

PR-1881 · Fonds · 1975-1977 [Copied 1980]

The collection consists of oral history interviews pertaining to 100 Mile House, B.C. and surrounding areas in the Cariboo region.

100 Mile House Historical Society, collector

100 Mile House Supreme Court probate files: Edward A. Schweedic and Paul Frederick Schutz

The filter can be removed by clicking on the x in the box above the list or by scrolling down the filter column on the left to the “level of description” category and selecting “All descriptions”.

Showing 105365 results Archival description

Only digital objects ✕

Sort by: [Alphabetic](#) ▼

"...and of course, duplicate pickets..."

PDP09093 · Item · 3 Jul 1957 ·
Part of [Len Norris fonds](#)



"...educational toy..."

PDP08863 · Item · 1971 ·
Part of [Archives painting drawing and print collection](#)



You can then select a different filter, e.g. series. Note that if you select series with the top-level filter still in effect, the results shown will be for series that do not have a parent – i.e. higher level – record. See the examples below. The same is true for any level selected while the top-level filter is in effect.

LEVEL OF DESCRIPTION ^

☒ Top-level descriptions

☐ All descriptions

Level of Description	Count
All	
Series	2958
Fonds	2200
Item	181
File	169
Sub-sub-series	13
Sub-series	3
Component	1
Sous-fonds	1

LEVEL OF DESCRIPTION ^

☐ Top-level descriptions

☒ All descriptions

Level of Description	Count
All	
File	654841
Item	245092
Component	29192
Series	5169
Fonds	2202
Sub-series	2024
Sub-sub-series	169
File part	42
Sous-fonds	27
Reel	1

There is no way to search within these browse results. The creator, name, place and subject filters are only useful for the top ten in each category. If the sort option is set to “most recent”, it might be useful to view the descriptions most recently added or modified.

- **Authority records**

NARROW YOUR RESULTS BY:

LANGUAGE ^

Unique records 24638

English 24638

ENTITY TYPE ^

All

Person 17197

Corporate body 5283

Government 1262

Family 259

Showing 24638 results

Authority record

Search authority record

Sort by: **Alphabetic** ^

'Ksan Indian Village (Hazelton, B.C.)

33160 -

100 Mile House Historical Society, collector

346 -

100 Mile House Women's Institute

347 -

This option is presently the only means by which authority records can be directly searched. As with Archival Description browse, the default sort is alphabetic by title, with the option to change it to “Reference code” or “Most recent”. Unlike the archival description browse function, however, there is a **search box** (see above). A terms or terms can be entered as in other search boxes. There is only one **filter option** by entity type which can be used by itself or in conjunction with a search.

NARROW YOUR RESULTS BY:

LANGUAGE ^

Unique records 11

English 11

ENTITY TYPE ^

All

Government 10

Family 1

Showing 11 results

Authority record

Attorney AND General AND Colony

Sort by: **Alphabetic**

British Columbia (Colony). Attorney-General

14 · 1859-1871

British Columbia (Colony). Legislative Council

6 · 1863-1871

British Columbia. Dept. of Health and Welfare

22 · 1872-1873

NARROW YOUR RESULTS BY:

LANGUAGE ^

Unique records 1

English 1

ENTITY TYPE ^

All

Family 1

Showing 1 results

Authority record

Attorney AND General AND Colony

Sort by: **Alphabetic**

Crease (family)

872 ·

Click on an authority title to view the complete authority record as well as links to the records the authority is the creator and/or subject of.

Subject of

[Crease family fonds](#)

[Madge Muskett interview](#)

[Walter Engelhardt interview](#)

[Duncan McTavish interview](#)

Creator of

[Correspondence and miscellane...](#)

[Crease family collection](#)

[Crease family correspondence](#)

[Crease family fonds](#)

[Diaries and birthday books](#)

Crease (family)

Authority record > Crease (family)

Identity area

Type of entity Family

Authorized form of name Crease (family)

Description area

History Henry Pering Pellew Crease (1823-1905) was born at Ince Castle, Yorkshire, England, the son of Captain Henry Crease (d. 1862), a Royal Naval Officer, and Mary Crease, heiress of Ince Castle. Educated as a lawyer, Crease married Sarah Lindley, daughter of ...

Control area

Description identifier 872

To view any of the record descriptions, click on the desired title. The full record description with tree view will display.

- **Subjects**

The subject browse works much as the authority browse described above does but the sort logic is unclear and there are no filters in the initial display page.

The screenshot shows the 'Subjects' browse page. On the left is a 'BROWSE SUBJECTS:' sidebar with a 'SUBJECTS' section containing a list of subject terms. The main area displays 'Showing 17423 results' with a search bar and a 'Sort by: Alphabetic' dropdown. Below the search bar is a table of results.

Subjects term	Scope note	Results
Cariboo district (B.C.)--Commerce		1
Irrigation--British Columbia--Similkameen district		1
Postal service--British Columbia--Cariboo district		1
Pre-emption--British Columbia--Yale district		1

One or more search terms may be entered in the search box. Note the “All labels” drop down box to the left of the search box. Presently the default “All labels” option is best left as it is.

A close-up of the 'All labels' dropdown menu. The menu is open, showing three options: 'All labels', 'Preferred label', and 'Use for labels'. The 'All labels' option is currently selected.

The screenshot shows the 'Subjects' browse page with the search term 'courts court'. It displays 'Showing 142 results'. The search bar has 'courts court' entered, and the 'Sort by: Alphabetic' dropdown is visible. Below the search bar is a table of results.

Subjects term	Scope note	Results
Clerks of court		1
Court administration		1
Court administration British Columbia		1
Court administration British Columbia		0

Click on a subject to view the records associated with it. Note the information about the authority itself. Mostly it will provide the source for the subject term. Click on a description title to view the full record description.

TreeviewListSearch

SUBJECTS

...

Court records--British Columbia--...

Court records--British Columbia--...

Court records--British Columbia--...

Court records--British Columbia--...

Court records--British Columbia--...

Court records--British Columbia--...

Court records--British Columbia--...

Court records--British Columbia--...

...

PLACES

All

Taxonomy

Source note(s)

Subjects

Catalog Cards

Export

SKOS

Results

4

No. narrower terms

0

4 Results for Court records--British Columbia--Ashcroft

Sort by: Alphabetic

4 results directly related Exclude narrower terms

Ashcroft County Court plaint and procedure book

GR-1653 · Series · 1921-1936

Plaint and procedure book, September 1921 - December 1936 (67/1921- 73/1936).

Images courtesy of BC Archives collections.

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access@bcarchives.bc.ca

Notice the “Treeview” on the left which places the selected subject in its place in the list. The List tab will take you to the “Browse subjects” list shown in the first two examples on the previous page. The Search tab allows you to enter a new search without going back to the initial “Browse by Subjects” page. Also note the Places filter category. It will only apply if a record has a separate place name access point in addition to the selected subject.

TreeviewListSearch

Search Subjects

• Places

Browsing Places is very similar to browsing subjects both in appearance and functionality. See following screen shots.

BROWSE PLACES:

PLACES

'Ksan (B.C.)

'Ksan Indian Village (Hazelton, B.C.)

"Omega"

[unknown]

100 Mile House (B.C.)

108 Mile Ranch (B.C.)

Showing 2430 results

All labels Search Places

Sort by: Alphabetic

Places term	Scope note	Results
"Omega"		1
'Ksan (B.C.)		2
'Ksan Indian Village (Hazelton, B.C.)		1
100 Mile House (B.C.)		17

BROWSE PLACES:

PLACES

- 'Ksan (B.C.)
- 'Ksan Indian Village (Hazelton, B.C.)
- "Omega"
- [unknown]
- 100 Mile House (B.C.)
- 108 Mile Ranch (B.C.)
- 150 Mile House (B.C.)
- 153 Mile House (B.C.)
- 21 Mile House (B.C.)
- 70 Mile House (B.C.)
- Abbotsford (B.C.)

Showing 8 results

All labels

Sort by: [Alphabetic](#) ▼

Places term	Scope note	Results
Fort George (B.C.)		24
Fraser-Fort George (B.C.)		1295
George Massey Tunnel (Richmond, B.C.) Use for: Untitled, Deas Island Tunnel (Richmond, B.C.)	<ul style="list-style-type: none"> 'Carries Highway 99 traffic under the south arm of the Fraser River between Deas and Lulu Islands. Originally called the Deas Island Tunnel; officially opened 15 July 1959; subsequently renamed by Premier W.A.C.Bennett, after Nehemiah 'George' Massey, MLA Delta, 1956-60.' 	10

Treeview List Search

PLACES

...

- [Fort Alexandria \(B.C.\)](#)
- [Fort Babine \(B.C.\)](#)
- [Fort Defiance \(Meares Island, B.C.\)](#)
- [Fort Fraser \(B.C.\)](#)
- [Fort George \(B.C.\)](#)**
- [Fort Hope \(B.C.\)](#)
- [Fort Langley \(B.C.\)](#)
- [Fort McLaughlin \(Milbanke Sound, B.C.\)](#)
- [Fort McLeod \(B.C.\)](#)

...

SUBJECT

- All
- Frontier and pioneer life--British Col... 4
- Upper Fraser Region (B.C.)--History 3
- Prince George, B.C.--History 2
- Trapping--British Columbia 2

Fort George (B.C.)

Taxonomy [Places](#)

Source note(s) [Catalog Cards](#)

24 Results for Fort George (B.C.)

Sort by: [Alphabetic](#) ▼

24 results directly related [Exclude narrower terms](#)

Alex Wylie interview

AAAB0776 · Item · [196-] [date recorded] · Part of Imbert Orchard fonds

RECORDED: [location unknown], [196-] SUMMARY: TRACK 1: Mr. Alex Wylie discusses hiking near Hinton in 1905 with some traders as he moved Scotland; describes the fort at Edmonton, he describes how

Appeals from criminal convictions

Here the filter is "Subject" as "Place" was in the Subject browse.

- Digital objects**

Clicking on the link will take you to the first page of thumbnail images of digital objects (currently over 100,000 in number).

Showing 105365 results

Digital object

All Image 29187 Text 2362 Audio 3

Sort by: [Alphabetic \(title\)](#) ▼

At the bottom of the page there is information about the number of items and a page navigation bar.



Most of the images are photographs and two-dimensional art objects but there is also textual, audio material. Clicking on one of the thumbnails will take you to the record for that object.

You can filter the search results by type but there is no way to search for specific items or otherwise narrow down the results.

