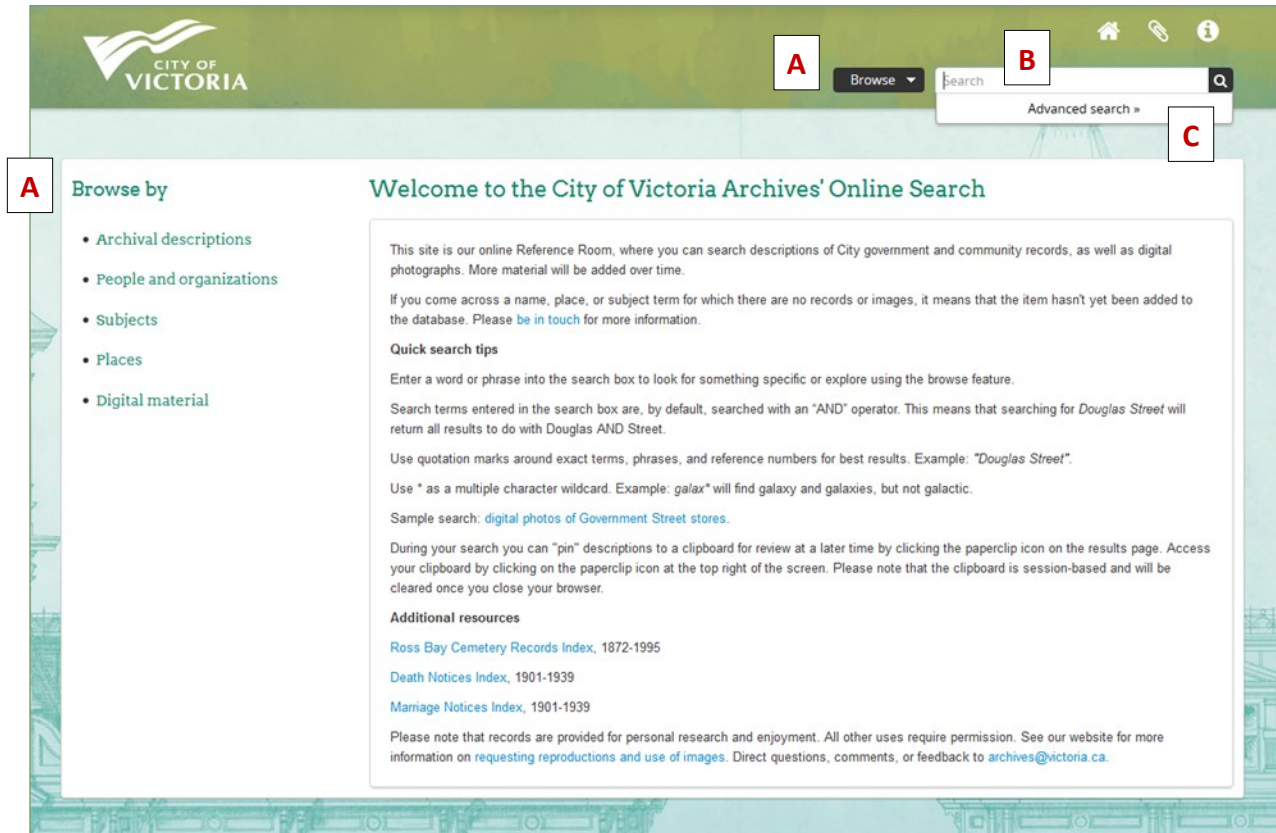# Introduction to the

City of Victoria Archives' Online Search


There are three ways to find records descriptions and photographs on the site from the welcome page above:

A. **Browse -** use the "browse by" links at left or the black "browse" button at the top of the screen

B. **Simple search -** type a keyword or phrase into the white search box

C. **Advanced search -** click in the white search box to bring up the "advanced search" option

Browse

Use the **browse** function to explore archival descriptions, people and organizations, subjects, places, and digital material (for now, only photographs).
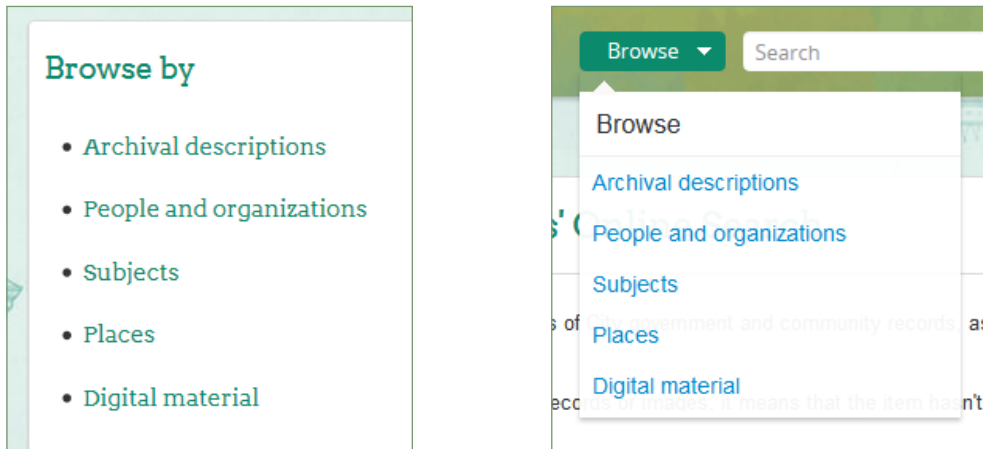
When exploring by using one of the "browse by" topics, you will be presented with a list of records descriptions or digital photographs. Below are the results of browsing by **archival description**.

The list is sorted alphabetically by default, but can also be sorted by reference code and date (A). You can also narrow your results by using the filter at the far left (B). This filter lists the top 10 creators, names, places, and subjects associated with the records results. An advanced search option also appears to allow for more refined searching (C).

Simple Search

A basic search is the easiest way to search on a key-word or phrase. The search box appears on every page, allowing you to start a new search from wherever you are in the site. As you type, suggestions will appear in a drop-down box. You can select one of the suggestions or simply press enter (or click on the magnifying glass icon) to continue with your chosen search term or phrase. It is important to note that the default operator used in the site is "AND", which means that searching for *Douglas Street* will return all results to do with Douglas AND Street. Use quotation marks around exact terms, phrases, and reference numbers for best results. Example: *"Douglas Street"*.

Advanced Search

The advanced search allows you to build complex searches or to refine your search as in the example below.

A. Enter a keyword or phrase in the first search box (e.g. *"Government Street"*). To add an additional term, click the "Add new criteria" button (e.g. *Stores).* You can also select a specific field to search. In this example, we're looking for *Stores* in subject access points field.

B. Top-level description: You can limit your search to a certain group of records by entering the name of the fonds or collection.

C. Level of description: You can limit your search to a certain level of archival description, such as a fonds, series, file, or item.

D. Digital material available: Choose *yes* if you want to limit your search results to digital photographs, as shown in this example.

E. Record type: select from this drop-down menu if you want to search for a particular media type.

F. Date range: you can specify a date range to search using the format YYYY-MM-DD. This will search on the date of creation of a record. Keep in mind that many of the records in this database won't have a full date, so using the exact date option won't yield as many results. The default **overlapping date** option will produce the most results.

G. Press enter or the **Search** button to view the results of your query.

This site supports Boolean search operators in the regular and advanced search boxes. As noted above, the default operator is "AND". Other common operators are "OR" and "AND NOT". There are also a number of symbols that can be used as Boolean operators. More information about advanced searching, is available here.

Advanced search panel

Showing 35 results
Archival description

With digital objects ✕   [1850-01-01 - 1950-12-31] ✕

≫ Advanced search options ≫

A

Find results with:

"Government Street"   in   Any field   ▾ ✖

and ▾   Stores   in   Subject access points   ▾ ✖

Add new criteria ▾

Limit results to:

B Top-level description [   ]

Filter results by:

C

Level of description   Digital material available **D**   Finding aid

[▾]   Yes [▾]   [▾]

E Record type [▾]

○ Top-level descriptions   ● All descriptions

F

Filter by date range:

Start   End

1850-01-01   1950-12-31   ● Overlapping   ○ Exact   ❓

G   [Search]   [Reset]

If you have any questions about this search guide, please be in touch with the Archives at 250.361.0375 or archives@victoria.ca.