BRADFORD WEST GWILLIMBURY PUBLIC LIBRARY

HOW TO USE THE DIGITAL ARCHIVE COLLECTION

Welcome to the Bradford West Gwillimbury Public Library's (BWGPL) Digital Archive Collection. This helpful guide will assist you in making the most of these collections, providing you with instructions, tips and tricks to make your searching and discovery of our archival materials more efficient and effective.

WELCOME PAGE

This page is the main landing point for our entire digital archive collection. It provides you with general information and quick links to many points of interest and individual sub-collections. You may return to this page at any time by clicking the BWGPL logo in the top left corner of the screen.

Visit the Welcome page often to find new collection highlights, access sub-collections and to see what is *Popular This Week*.

See "Browse By" Sidebar below

Back to the Welcome Page

Search bar

Quick links

Most popular items of the week

These links take you directly to the Collections and Fonds holdings – see "Entry hierarchy" below

SITE NAVIGATION

You may return to the Welcome page at any time by clicking the BWGPL logo in the top left corner. **Quick links** to the Archive's About page, the Library website and Library Catalogue may be found by clicking the "i" icon on the top right corner of any page.

From the Welcome page you may also browse the collections by archival descriptions, digital materials, subjects, places and authority records. Browsing may be done alphabetically or by most recently added items. Alphabetic is the default sort order, but may be changed to most recently. These are selected on the upper right of the page. See the *Browse By Sidebar* information in the next section for more details.
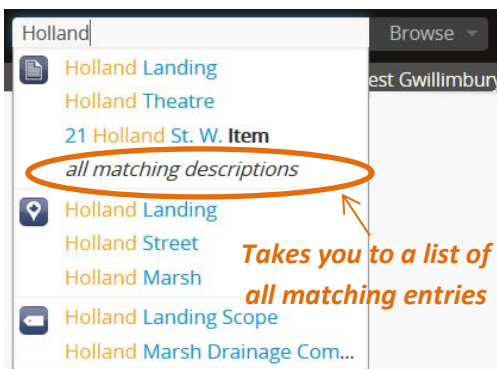
HOW TO SEARCH

Searching is done using box at the top left of the page. As you type your query, a drop down menu may appear if the database recognizes your terms. If you see the item you are looking simply click it. Otherwise, press Enter to get a results page with all items that relate to your query.

You can also use wildcards (*) to expand your results. This will give you results based on a root word, ie. Searching *Govern** with the * at the end of the root word will give results on governing, governor, government, etc.

Entry Hierarchy

Each entry is categorized into Collections or Fonds. Fonds are files containing a collection where the material, usually donated by one person, stays together, although themes can vary; a Collection will contain files or items on a singular theme that can have items or resources added over time. These holdings can be accessed on the Welcome Page or through the Advanced Search, although it is easiest to find entries through the search bar.

> **Search Tip**
> *The Digital Archive Collection is very particular about the search terms, so if there is a typo it will not recognize your searches.*

Items are the individual entries within the database, and make up the bulk of the Digital Archives Collection's holdings. You may come across the term "part" when looking at an item, and these are multiple aspects of an individual entry, such as an artifact with different photographic angles.
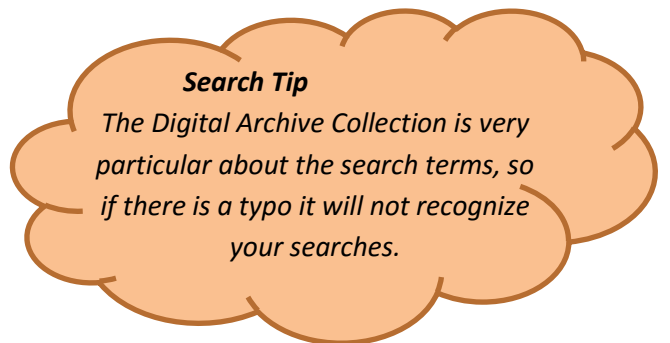
Advanced Search

When you click on the search bar, there is an option in the drop-down menu for an **Advanced Search**. This will take you to a new page where you can expand or limit your search terms, and narrow your search by media types (audio, image, video, text) or by levels of description (File, Collection, Item – *see Entry Hierarchy below*). You can search by keywords in the Title, Content (description), Subject/Name/Place, and/or add on limiters to the search terms.

1. Collection or Fonds
2. Series (not always applicable)
3. File
4. Item
5. Part

Searches for audio, image, video or text-based entries

Click here to search particularly in the titles or descriptions

Add limiters here

Archival based searching: allows you to limit the search for particular fonds, collections, files, or items

The limiters are the standard *"And", "Or",* and *"Not".* You can add multiple search fields through the advanced search through the **Add new criteria** button, though the more fields you add, the narrower the search becomes.

- *"And"* Limits the search to include items with all of the keywords in their title/descriptions/etc.
- *"Or"* Expands the search to include items with any of the keyboards in their title/descriptions/etc.
- *"Not"* Limits the search to exclude items with your search terms in their title/descriptions/etc. You should use this limiter with one of the other two for best results.

Browse by

- Archival descriptions
- Digital materials
- Subjects
- Places
- Authority records

"Browse By" Sidebar

This section appears on the top left of the Welcome Page, or can be accessed any time in the website next to the search bar as a drop down menu.

- *Archival descriptions*: This gives a complete list of all items within the database where you can also browse by Subjects, Places, Creators, Level of Descriptions, and Media Types.
- *Digital Materials*: This link will take you to a page where you can limit your search to all Images, Text, Audio, or Video entries in the database, based on *Most Recently Added* or *Alphabetically*
- *Subjects*: You will be taken to a list of all the searchable subject terms within the database. You can also search through the subject terms.

- *Places*: Like the Subject terms, you can browse by place names. If a street name is known on the entry, it could also be included in the place terms, though you are most likely to find entries by Town/City names or District names.
- *Authority Records:* If an item can be linked to a person, these names will be listed here. Like the Subjects and Places, this area is searchable by first, last, or full names.

RELATED MATERIALS

We try to connect as many entries to each other as possible to maximize your searching capabilities and results. Any items with a connection will have them listed under "Related Descriptions" with a clickable link. This will take you to that item, which may or may not be in the same file, but will feature the same person or event as the first item.

When viewing an item, the left sidebar will include all items within the same Collection or File. These items are sorted by subjects and events, so if you click on the File, it will take you to a page with a carousel of images representing all the items in the file. If you go higher into the Collection or Fonds, this sidebar will give you a list of all the items and files within that collection.

Related items in the same file and collection. These links are clickable and browseable.

Takes you to a related item; only exists on entries that have been matched to others

Also clickable links to take you to items with the same terms

The right sidebar will change once you go into a File or Item and will show all the Related People, Organizations, and Places that have been attached to the entries.

MISC. NOTES

All dates are listed in the YYYY-MM-DD format unless quoted in the content or finding aids of an item.

Finding Aids and Reference Codes:

The Finding Aid option in the item's description will tell you the exact physical locations of the items in the Local History Room. The reference code is not the same as the physical location - these are for database use only – though you can search for the digital file directly using the reference code. It could include a Call Number, Vertical File location, or Microfilm location. Staff will be happy to help you find the Vertical Files, Artifacts and Maps, as they are located in the Archives Room, not accessible to the public.

The Finding Aid may also tell of a street location if the item is a statue, plaque or historical area. We document these finds in our collection in order to showcase Bradford West Gwillimbury's heritage.

Vital Statistics Collection:

When searching through Vital Statistics, the date listed is **not** the date of the event but the date the entry was listed in the newspaper. All names are titled Surname, First Name(s), though they can be searched in any variation. If an item in the database includes a maiden name, it will be in brackets before their married surname (ie. "Bertha (Pettit) Langford").

We have tried to match names that are only listed by initial with the correct first name(s) for search terms, but this is not always possible and may just be in the database under Initial, Surname (ie. "T. Evans") or by last name, if first name is unknown (ie. "Mrs. Cottrell" or "Faris – son").