

IDENTIFYING RECORDS

The online Archives Search provides a range of options for identifying records in the West Vancouver Archives. Quick Search offers the simplest way of searching for records, while the Advanced Search provides greater flexibility and more accurate results.

QUICK SEARCH

Quick Search is used to search across many fields in the database. Entering any word or phrase into the Quick Search field will retrieve all archival descriptions containing your term.

ADVANCED SEARCH

The Advanced Search provides more options for narrowing your search. Use the following guidelines to retrieve precise search results.

1. Know your search fields

The Advanced Search includes the following additional fields:

- **SUBJECTS** – Search topical headings (e.g. **Fishing**) applied to archival descriptions. Click “A-Z Index” beside the field to see a list of the subjects that have been applied to the records and click on any term to select the subject heading.
- **NAMES** – Search proper names (e.g. **Lawson, Gertrude, 1892-1989**) applied to archival descriptions, including geographic, personal, and organization names. Click “A-Z Index” beside the field to see a list of the names that have been applied to the records and click on any name to select it.
- **DATE or DATE RANGE** – Enter a year (e.g. **1935**) to locate records created in a specific time period. Use punctuation to identify records from multiple years. For example, entering **1935:1943** will retrieve records created between 1935 and 1943; **<2002** will retrieve records created before 2002; and **>1924** will retrieve records created after 1924.
- **PHYSICAL FORMAT** – Search for a specific media type (e.g. **photograph** or **audio**).
- **REFERENCE CODE** – Enter the reference code to locate specific previously viewed descriptions. This is the unique code used by archivists to retrieve documents you request, and is a crucial component of a good citation.
- **FONDS/COLLECTIONS** – Search for materials within a specific fonds or collection. Click “A-Z Index” beside the field to see the list of fonds and collections.
- **ELECTRONIC RECORDS** – Select “Search electronic records only” to retrieve only materials that have been scanned or otherwise made available in electronic form. Choosing this option will show only those records available for viewing on your computer without visiting the Archives.
- **LIMIT BY** – Select the level of description you would like to view: Fonds/Collection, Series, File, or Item.

2. Know your terms

Be specific with your choice of terms. Quick Search is the most flexible, as it will search across all other fields to locate relevant results. However, it is also the most imprecise. Entering a term such as **park** will retrieve many results that may be time consuming to wade through. Entering **John Lawson Park** will identify more manageable results.

3. Search within fields

Entering multiple search terms within the same field is another way to retrieve more specific results. Use the symbols listed below between terms to create detailed searches.

- * (wildcard) – locates all results; can also be used to truncate a term
*e.g. **fis*** will retrieve fish, fishing, fiscal, etc.*
- & (AND) – locates descriptions including both terms
*e.g. **AmbleSide & house*** in the Quick Search field*
- / (OR) – locates descriptions including one term or the other
*e.g. **rivers / creeks** in the Subjects field*
- ! (NOT) – locates descriptions that do not include the term
*e.g. **Lawson ! John** in the Names field*

The symbols can be used in various combinations. Try using one field to search for photographs relating to fish, fishing, and fisheries in rivers or creeks other than the Capilano River (enter **river / creek ! capilano & photo* & fis*** in the Quick Search field).

3. Search across fields

Enter terms in multiple fields to generate more precise results. The button to the left of each field can be changed to read AND, OR, or NOT, allowing you to search multiple fields in different combinations.

- Selecting AND will retrieve only those descriptions that meet **all** the search criteria entered.
*e.g. Enter **Ships** in the Subjects field and **photograph** in the Physical Format field; select AND to locate photographs of ships*
- Selecting OR will retrieve all descriptions that meet **any** of the search criteria entered.
*e.g. Enter **logging** in the Quick Search field and **1930** in the Date field; select OR to identify materials pertaining to either logging or 1930*
- Selecting NOT will retrieve descriptions that do not meet the search criteria entered.
*e.g. Enter **Capilano Bridge** in the Name field and **text*** in the Physical Format field; select NOT to retrieve only descriptions that include neither Capilano Bridge or textual records*

AND/OR/NOT can be used in various combinations. Try searching for photographs from any date other than 1930 (enter **photo*** in the Physical Format field and select AND beside this field; enter **1930** in the Date field and select NOT beside this field). Or search for bridges other than the Lions Gate Bridge (enter **bridge*** in the Subjects field and select AND beside this field; enter **Lions Gate Bridge (B.C.)** in the Name field and select NOT beside this field).

CITING ARCHIVAL RECORDS

It is essential to provide accurate citations for any archival sources that you plan to use. This will enable you, other researchers, and archives staff to identify and locate the records in the future. All citations of archival materials should include:

- Name of the repository (i.e. West Vancouver Archives)
- Name of the fonds or collection
- Reference code
- Description of the series, file, or item, including the date
- Name of the author, artist, or photographer when known.

Examples:

West Vancouver Archives. Rupert Harrison collection. 1488.WVA.RAH Businesses on the 2400 block of Marine Drive, May 25, 1965. Photograph by Commercial Illustrators Ltd., Industrial Photographers.

West Vancouver Archives. Joseph B. Leyland fonds. 003.3.12, Union of British Columbia Municipalities correspondence, 1933-1941.

Formatting requirements vary across institutions, publications, and disciplines. Style guides, such as the *Chicago Manual of Style* provide additional suggestions for citation. Archives staff can assist you in developing complete citations for records.

TIP

Record complete citations on any copies you receive as a quick reference should you need to cite the records in the future.

GLOSSARY OF ARCHIVAL TERMS

Accession:	The transfer of legal and physical control of an acquisition of records to the Archives.
Appraisal:	The process of evaluating documents for the purpose of acquisition and ongoing preservation.
Acquisition:	Obtaining records for the Archives through donations, transfers, loans, or purchase.
Architectural drawings:	Plans, sketches, blueprints, or other visual representations used in the design and construction of buildings and landscapes.

Archives:	<p>1) All of the records created, received, and preserved by an individual, group, or organization in the course of its regular activities (synonymous with <i>fonds</i>);</p> <p>2) The institution or program responsible for acquiring, preserving, and making archival records available to researchers;</p> <p>3) The building in which archives selected for permanent preservation are kept.</p>
Arrangement:	The process of identifying the hierarchical groupings of records within a <i>fonds</i> . The arrangement of a <i>fonds</i> may include <i>sous-fonds</i> , <i>series</i> , <i>sub-series</i> , <i>files</i> , and <i>items</i> .
Cartographic material:	Records that depict a portion of the earth's surface, including maps, charts, plans, surveys, and sketches.
Collection:	A group of records gathered together because they pertain to a particular creator, subject, or are of a specific physical form.
Conservation:	The science and practice of physically treating documents for preservation purposes.
Copyright:	The right of a creator of a photograph, book, letter, map, or other archival record to control the use, reproduction and publication of the item or receive compensation for its use.
Creator:	The person, group, or organization that created and maintained the archival records. Also known as the provenance of the records.
Deaccession:	The formal and permanent removal of records from the physical control and ownership of the Archives.
Description:	A written representation of archival material, such as an inventory, guide, finding aid, or database, used to gain administrative control or to assist researchers in identifying and understanding materials. Description mirrors the arrangement of materials, from the general to the specific.
Digitized records:	Records that were created in an analog format and subsequently converted to a digital format. Examples include scanned photographs or paper documents, and audio tape or film that has been transformed into a format that is readable by a computer.
Electronic records:	Records that are created, stored, and retrieved by computers or other digital devices. They include records originally created in electronic form (e.g. digital photographs, email) and records that have been subsequently digitized (e.g. scanned photographs).

Ephemera:	Documents created for transitory purposes, including tickets, advertisements, brochures, and calling cards.
File:	A group of records organized and kept together in a predetermined order, usually (but not always) in a single folder. Description of a file is always linked to higher levels in the arrangement hierarchy (usually the series or the fonds), and may be linked to the lower item level.
Finding aid:	Any archival description that is created to assist researchers in identifying and understanding archival records. Finding aids may include inventories, indexes, lists, databases, and guides to holdings.
Fonds:	All of the records, regardless of physical format, created, accumulated, and used by an individual, group, or organization in the course of its regular activities.
Item:	A single photograph, report, map, letter, or other archival record. Description of an item is always linked to higher levels in the arrangement hierarchy (the file, series, or fonds). The item is the lowest, most precise level of description, and relatively few archival records are described at the item level.
Graphic material:	Two-dimensional pictorial representations, including cartoons, sketches, photographs, prints, and paintings.
Level of description:	The level of arrangement at which the records are described. Archival documents may be described at the <i>fonds</i> , <i>sous-fonds</i> , <i>series</i> , <i>sub-series</i> , or <i>item</i> level.
Moving images:	Visual images, with or without sound, that present an illusion of motion when viewed, including films, videocassettes, and digital video recordings.
Original order:	The order or arrangement given to the records by their creator and maintained by the Archives so that the relationships among all components are preserved.
Personal information:	Recorded information about an identifiable individual other than contact information. The West Vancouver Archives has an obligation to protect personal information in its custody in accordance with the <i>Freedom of Information and Protection of Privacy Act</i> .
Physical description:	A statement of the number, size, and physical format of the records being described.

Physical format:	The appearance and structure of the record, including the medium on which it is stored. This may be a broad description of media type (e.g. textual records, photographs) or a more specific statement (e.g. glass negative, cylinder recording).
Preservation:	The practice of providing for the storage and physical protection of archives to prevent their damage and deterioration.
Processing:	Activities involved in making records available for use. Processing includes addressing any initial preservation requirements, arranging, describing, labelling, and storing materials.
Reference code:	A code provided to facilitate retrieval of records from the Archives, typically consisting of a coded form of the arrangement hierarchy or an individual item number.
Series:	A grouping of records within a fonds that form a unit because of their relationship to one another. Series may be based on original order, subject, function, or physical form. Description of a series is always linked to the higher level fonds, and often to the lower levels in the arrangement hierarchy (subseries, files, items).
Scope and content:	A statement of the limits or breadth (scope) and subjects or information (content) of a group of records, including how they are organized.
Sound recording:	Aural information stored on discs, magnetic tape, cylinders, digital devices, or other media.
Sous-fonds:	A subdivision of the fonds based on the structure of the creator. For example, a family fonds may contain sous-fonds for each family member, while an organization's fonds may contain sous-fonds for each department. Description of a sous-fonds is always linked to the higher level fonds, and often to the lower levels in the arrangement hierarchy (series, files, items).
Subseries:	A grouping of related records within a series which are identifiable by their filing arrangement, subject, function, or physical form. Description of a subseries is always linked to the higher level series and fonds, and often to the lower levels in the arrangement hierarchy (files, items).
Technical drawing:	Plans and sketches for the construction of movable objects (e.g. machinery, ships, tools, weapons) or stationary structures other than buildings (e.g. bridges and dams).

Terms of use: Terms by which records may be accessed, used, reproduced, and published based on legal requirements, donor stipulations, and administrative or conservation conditions.

Textual records: Written records, such as letters, reports, manuscripts, pamphlets, ledgers, etc., which may be handwritten, typewritten, photocopied, published or unpublished, and recorded on paper or in digital form.