# How to use and understand our Online Catalogue

This guide will help you do basic searches effectively. Advanced searches are explained under 'Help' on the catalogue menu.

Archive catalogues are arranged hierarchically, to reflect the structure and arrangement of each collection. At the top level is the description for the whole collection, and, depending on the size and complexity of the collection, there will be other levels below, with Item level descriptions relating to the actual document. For example:

**Collection level** – the whole collection, which provides an overview and a summary of the contents of each archive collection. There will quite often be an administrative history/biographical details of the collection at this level, **e.g. Deacon's School Archive**.

**Sub-Collection level** – a subdivision of the Collection level, **e.g. Mr Deacon's Charity**

**Series level**- a series of records within the collection, **e.g. Private Accounts**

**Item level** – the smallest unit within the series, **e.g. Private Accounts belonging to Mr Deacon's Charity**

**Note: When requesting documents, references must be at File or Item level**.

1. To start, open our catalogue http://archivespeterborough.org.uk/calmview/ and you will be greeted with the screen below. You can do a basic keyword search from here by entering the search term "deacon's" in the search field at the top right.

2.  You will then be shown a list of all the records that include that search term.  You can then click on a reference number on the left to find out more information about that record, or you can keep scrolling through the list until you find what you want.  If you click on any of the reference numbers, you will be shown the hierarchy of the collection in which the item sits.  This can be helpful if you wish to find further items within that collection, or to see what else may be of interest to you.  **We want the Deacon's School Archive (Ref No. DEA)** which is number thirteen on the list and third on this screenshot.  Click on 'Next' at the bottom to scroll through the pages.



**Note: If at any point you wish to go back to the previous screen, click on the 'back' arrow on your browser screen.**

3.  Click on the reference number DEA on the left, which will bring up the catalogue for Deacon's School at **Collection level**, see the following screenshot.  This page will give you an overview of the collection and any history that has been added.

DEA - Deacon's School Archive

| Title | Deacon's School Archive |
|---|---|
| AltRefNo | PAS/DEA |
| Description | This collection contains archive material relating to:<br>Mr Deacon's Charity 1719-1977<br>[Wills and Probate 1719; Private Acccounts 1739-1775; Charity Commission 1878-1933 and 1961-1977; Mr Deacon's School nd]<br>Governors 1880-2004<br>[Governors' Minutes 1880-1994; Governors' Papers 1952-1999; Personal Records 2004]<br>Headteacher 1943-2005<br>[Speech Day Reports 1953-2005; Correspondence 1954-2003; Retirement Presentations 1948; School Assemblies 1943 and 1999]<br>Teachers 1903-1980s<br>[Staff Registers 1903-1956; Teacher Files 1909-1921 and 1940s-1980s] |

4.  Now click on the link PAS/DEA, which will then show you the hierarchy of the collection.



If you click on one of the headings, it will give you the date coverage for that material, which in this case is at **Sub-Collection level.**   So, at this point you are not looking at individual items, but a sub-division of the whole collection. It can be useful to know the date coverage for you to determine whether you need to look further down the hierarchy.

5. Click on the + symbols to move further down the hierarchy until you cannot go any lower. This is **Item level**, which means that you can then request that item, by appointment. You can click on any of the headings in the hierarchy for further information.



**Note: Sometimes you will see that the lowest level in the catalogue will be shown as File level. The same rule applies – if you cannot go any lower, then that file can be requested.**



When you click on the title at **Item level** it will bring up a screen with further details about that document or file, such as dates and a brief description of what it contains. This also shows the full reference for that item, PAS/DEA/1/2/1. This is the reference you need to provide when requesting the item.

6. If you already know the reference for an item, you can search using the Ref No field.  You can also search at **Collection level**, and this will bring up the whole collection or everything that starts with that reference number.  The catalogue reference for Deacon's School Archive is DEA.  On the home page, click on Catalogue Search on the left hand menu.



You will then be shown the Advanced Search page.  Type DEA (not case sensitive) in the Ref No field, and this will take you directly to the whole Deacon's School Archive collection, where you can access the same hierarchy as before.