

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.

The screenshot shows the homepage of the Peterborough Archives & Libraries online catalogue. At the top left is the logo for Peterborough Libraries & Archives. Below it is a navigation menu with links: Home, Catalogue Search, Showcase, About the catalogue, FAQs, Useful links, Help, How do I search the database?, What are acceptable searches?, and Send us feedback. On the right side, there is a search bar with the text "deacon's" and a "Search" button. Below the search bar is a large banner image featuring a coat of arms and the text "PRESENTED together with a SILVER BOWL". Below the banner is a blue box with the text "Welcome to the Peterborough Archives Service online catalogue". Below this box is a paragraph of text: "We hold collections of original records and manuscripts relating to the history of Peterborough. From here, you will be able to search our entire catalogue to see if we have documents that interest you." Below this paragraph is a list of items: "Our searchable online database currently contains over 25,000 catalogue entries, including: the administrative records of Peterborough City Council and its predecessors; papers documenting the work of the Peterborough Development Corporation; original manuscripts penned by Helpston poet John Clare." Below this list is another paragraph: "Our holdings help tell the story of the lives of local individuals, governing bodies, businesses, societies, associations and groups from the 13th century to the present day." At the bottom of the page is a blue box with the text "Quick links: Site Map Privacy Policy".

Peterborough Libraries & Archives

A A A | Text only | deacon's | Search

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Welcome to the Peterborough Archives Service online catalogue

We hold collections of original records and manuscripts relating to the history of Peterborough. From here, you will be able to search our entire catalogue to see if we have documents that interest you.

Our searchable online database currently contains over 25,000 catalogue entries, including:

- the administrative records of Peterborough City Council and its predecessors;
- papers documenting the work of the Peterborough Development Corporation;
- original manuscripts penned by Helpston poet John Clare.

Our holdings help tell the story of the lives of local individuals, governing bodies, businesses, societies, associations and groups from the 13th century to the present day.

Quick links: [Site Map](#) [Privacy Policy](#)

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- 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.

Peterborough Libraries & Archives

Text only Search

Search Results

Refine Search

First Previous 11 to 15 of 160 Next Last 5

Ref No	Title	Description	Date
ALM/3/2/3/3	Deacon's Charity	Draft statement 1893/4.	1894
ALM/3/2/3/4	Deacon's Charity	Statement.	1895
DEA	Deacon's School Archive	This collection contains archive material relating to: Mr Deacon's Charity 1719-1977 [Wills...	1686 - 2006
DEA/1	Mr Deacon's Charity		1719 - 1977
DEA/1/2/1	'Private Accounts belonging to Mr Deacon's Charity'	Details disbursements of the charity.	31 Jan 1739 - 16 Dec 1775

First Previous 11 to 15 of 160 Next Last 5

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


- 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.



[A](#) [A](#) [A](#) | [Text only](#) [Search](#)

Home	Search Results > Record
Catalogue Search	First Previous 13 of 160 Next Last
Showcase	<input type="checkbox"/> DEA - Deacon's School Archive
About the catalogue	Title Deacon's School Archive
FAQs	AltRefNo PAS/DEA
Useful links	Description This collection contains archive material relating to: Mr Deacon's Charity 1719-1977 [Wills and Probate 1719; Private Accounts 1739-1775; Charity Commission 1878-1933 and 1961-1977; Mr Deacon's School nd] Governors 1880-2004 [Governors' Minutes 1880-1994; Governors' Papers 1952-1999; Personal Records 2004] Headteacher 1943-2005 [Speech Day Reports 1953-2005; Correspondence 1954-2003; Retirement Presentations 1948; School Assemblies 1943 and 1999] Teachers 1903-1980s [Staff Registers 1903-1956; Teacher Files 1909-1921 and 1940s-1980s] Pupils 1903-2005
▼ Help	
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4. Now click on the link [PAS/DEA](#), which will then show you the hierarchy of the collection.



[A](#) [A](#) [A](#) | [Text only](#) [Search](#)

Home	Search Results > Record > Hierarchy Browser
Catalogue Search	<input type="checkbox"/> DEA - Deacon's School Archive
Showcase	<input checked="" type="checkbox"/> 1 - Mr Deacon's Charity
About the catalogue	<input type="checkbox"/> 2 - Governors
FAQs	<input type="checkbox"/> 3 - Headteachers
Useful links	<input type="checkbox"/> 4 - Teachers
▼ Help	<input type="checkbox"/> 5 - Pupils
How do I search the database?	<input type="checkbox"/> 6 - Parent Teacher Association
What are acceptable searches?	<input type="checkbox"/> 7 - Administration
Send us feedback	<input type="checkbox"/> 8 - Curriculum
	<input type="checkbox"/> 9 - Reports
	<input type="checkbox"/> 10 - School Magazines and Newsletters
	<input type="checkbox"/> 11 - School Events
	<input type="checkbox"/> 12 - Sports and Outdoor Activities
	<input type="checkbox"/> 13 - Old Deaconians' Association
	<input type="checkbox"/> 14 - Deacon's School and the First World War
	<input type="checkbox"/> 15 - Photographs, Postcards and Printing Plates
	<input type="checkbox"/> 16 - Deacon's School Histories
	<input type="checkbox"/> 17 - Related Material
	<input type="checkbox"/> 18 - Books
	<input type="checkbox"/> 19 - Other Schools

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.

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Search Results > Record > Hierarchy Browser

- DEA - Deacon's School Archive
 - 1 - Mr Deacon's Charity
 - 1 - Wills and Probate
 - 2 - Private Accounts
 - 1 - 'Private Accounts belonging to Mr Deacon's Charity'
 - 3 - Charity Commission
 - 4 - Mr Deacon's School
- 2 - Governors
- 3 - Headteachers

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.

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Search Results > Record > Hierarchy Browser > Record

- DEA - Deacon's School Archive
 - 1 - Mr Deacon's Charity
 - 2 - Private Accounts

Title	'Private Accounts belonging to Mr Deacon's Charity'
AltRefNo	PAS/DEA/1/2/1
Description	Details disbursements of the charity.
Date	31 Jan 1739 - 16 Dec 1775
Access Restrictions	Viewing by appointment only. To make an appointment please contact the Archives Service Team at: Peterborough Archives Service, Central Library, Broadway, Peterborough, PE1 1RX Tel: +44 (0)1733 864160 Email: archives.service@peterboroughlimited.co.uk
Catalogue Level	Item

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.

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Welcome to the Peterborough Archives Service online catalogue

We hold collections of original records and manuscripts relating to the history of Peterborough.

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.

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Title

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Description

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Any Text

► [Refine Search Criteria](#)

Ref No

Level

Date

Subject

Advanced Search > Search Results				
Refine Search				
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Ref No	Title	Description	Date	
DEA	Deacon's School Archive	This collection contains archive material relating to: Mr Deacon's Charity 1719-1977 [Wills...	1686 - 2006	