

# Tips for Searching the City of Edmonton Archives Catalogue

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## 1. How to Search our Catalogue

There are **5 databases** in our catalogue:

|                                  |   |
|----------------------------------|---|
| <b>Archives</b>                  | descriptions of private records in our Manuscript Collection (MS), City Record Groups (RG), masterplans (blueprints) and clipping files |
| <b>Edmonton Historical Board</b> | images and descriptions of Plaque and Recognition Awards  |
| <b>Edmonton Names</b>            | information on place names in Edmonton compiled for the book <i>Naming Edmonton: From Ada to Zoie</i> published in 2004                 |
| <b>Images</b>                    | scans and descriptions of photographs   |
| <b>Library</b>                   | catalogue of our non-lending library (materials can be viewed in our reference room upon request)                                       |

## Quick Search

Note – you can return to the home page at any time by clicking on the City of Edmonton logo in the top left corner

On the home page, the **Quick Search** box is on the left side of the screen.

This is a simple keyword search that will do a wide open search across the entire catalogue. Results will be grouped by database with the top 5 results from each shown. To look at all the results for a database click on **Show all records** at the bottom of the database type.

Hint: Try searching for Emily Murphy. This will return records for most of the databases.

## Search For

These are the links under the **Quick Search** box.

This is helpful if you know what database you want to search. Clicking on one of these links will take you to an advanced search screen which only searches the database you selected. For example, if you are interested in photographs you can click on the **Images** link so you will only see results from the Images database. Note that you still have the keyword search option but there are also other categories to help narrow the search.

Hint: Click on one of these links then do a keyword search for Emily Murphy again and see how it's different from the results of the **Quick Search**.

## 2. General Search Tips

- Use Boolean markers (AND, OR, NOT) to broaden or narrow your search (make sure the Boolean markers are in upper case)
  - AND narrows search as both words must be present
    - ex. **Cat AND Dog** will only return records that are about both cats and dogs
  - OR broadens search as either word may be present
    - ex. **Cat OR Dog** returns records about cats, about dogs, and about cats and dogs
  - NOT narrows search by excluding the second word
    - ex. **Cat NOT Dog** returns records about cats but excludes those that are about both cats and dogs
- To search for specific phrases put the phrase in quotation marks
  - ex. "Edmonton Oilers"

- Use an asterisk to broaden your search or if you're not sure if the keyword should be plural or not or for a wider search

For example:

- Car\* will search for car, cars, carpet, carpentry, etc.
- Edmont\* will search for Edmonton and Edmontonian

### 3. Next Steps

If you find something you would like to know more about write down the details of the catalogue entry and contact the Archives by e-mail at [cms.archives@edmonton.ca](mailto:cms.archives@edmonton.ca) or by phone at 780-496-8711.

For **Images** make sure you write down the:

- Image Number
- Image Title

For **Archives** and **Library** make sure you write down the:

- Record Number
- Title or Title of Fonds

We are working on making our entire catalogue available to the public but it's not complete yet. If you haven't found what you're looking for we may still be able to help you. Please e-mail or give us a call!

e-mail: [cms.archives@edmonton.ca](mailto:cms.archives@edmonton.ca)

phone: 780-496-8711