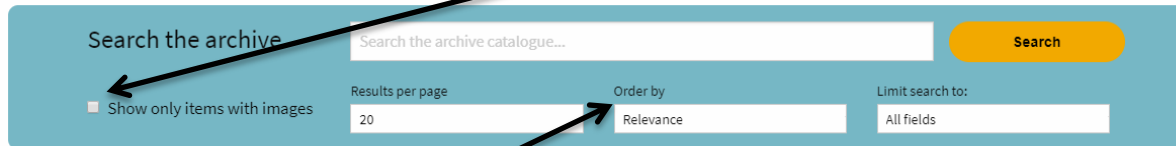


Kresen Kernow – how to search our catalogue

You can search by any keywords, name (a place or a person), archive reference number or library shelf number by typing in the Search box.

You can tick this box to limit your search to records with images only.



The screenshot shows a search bar with the text 'Search the archive catalogue...' and a yellow 'Search' button. Below the search bar, there are three sections: 'Results per page' with a dropdown set to '20', 'Order by' with a dropdown set to 'Relevance', and 'Limit search to:' with a dropdown set to 'All fields'. On the left side, there is a checkbox labeled 'Show only items with images' which is currently unchecked. Two black arrows point from the text above to the 'Show only items with images' checkbox and the 'Order by' dropdown menu.

You can order your search using the following options in the drop down menu:

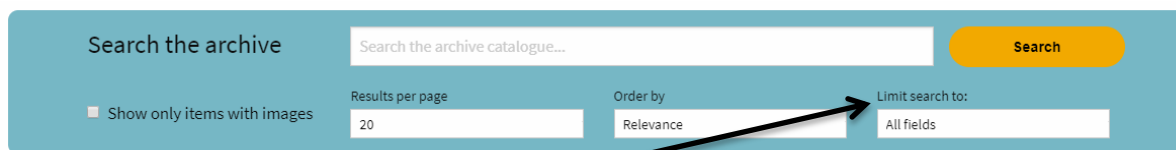
Relevance: all results are automatically displayed by relevance, the order is based on how frequently the search term appears in the record

Date: puts results in date order from oldest to newest

Archive reference number: puts results in document reference number order

Library shelf number: puts results in order by shelf number

Title: puts results in alphabetical order by title



This screenshot is identical to the one above, but with a black arrow pointing from the text below to the 'Limit search to:' dropdown menu, which is currently set to 'All fields'.

You can limit your search using the following options in the drop down menu:

All fields: searches in all fields of the record including Title, Reference Number, Shelf Number, Description and Subject, use this for the widest search

Archive reference number: searches in the reference number field only

Library shelf number: searches in the shelf number field only

Subject: will find records that have been linked to a specific subject, e.g. mining. This will not find every record about mining because not all records are tagged, but it will provide a selection.

Title: searches in the title field only

Refine your search

You can also refine your search using the menu on the left hand side of the page.

Select the option and click the update button to activate.

Source: Limit search to Archive or Library records

By source

Archive

Library Update

Date: Select records within a particular year range

Year from

1854

Year to

1855

Update

Format: Select records by type, for example, volume, manuscript or photograph

Volume [48]

Manuscript [1]

Printed material [1]

Various formats [1]

Update

Subject: Select records that have been tagged with subject headings

Maritime [2]

Gunpowder [1]

Update

Linked name: Select records that relate to a known person's name or the name of a known organisation or a company

Kennall Vale Gunpowder Mills, Stithians; c1811-1940s [1]

Update

Level: Limit search to Collection, Sub-collection, Series, Sub-series, Item or Piece records

Item [48]
 Sub-collection [2]
 Collection [1]

Update

Advanced search

You can use a * to search for singular and plural endings in one search.

For example, a search for Harvest* will find harvest, harvests and harvesting.

Search the archive

To make your search more specific you can include and exclude keywords by using + to combine, - to exclude or " " for a phrase.

A search for Penryn School will find all records with both or either words.

Search the archive

A search for +Penryn +School will only find records that contain both words but not necessarily next to each other.

Search the archive

A search for "Penryn School" will only find records with the words next to each other and in that order.

Search the archive

A search for +Penryn +School –plan will find all records with both Penryn and School but exclude those with the word plan.

Search the archive

If you are searching for a place starting with St for Saint such as St Ives use the phrase search.

Search the archive

