

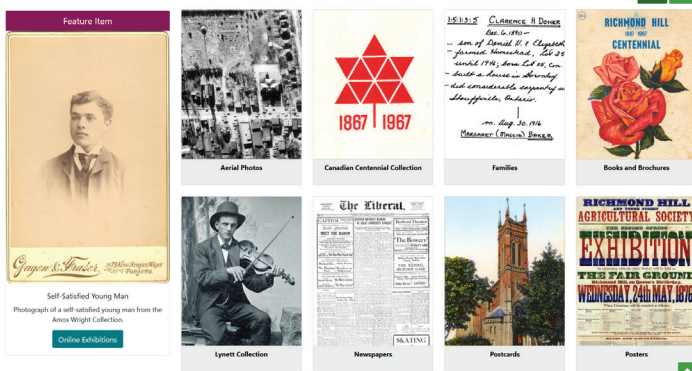


Guide to the Digital Archive

Welcome to the Richmond Hill Public Library’s Digital Archive (<https://rhpl.minisisinc.com>). With this guide, you will learn how to navigate and effectively search through a variety of digital and physical items held in the Library’s archival collections.

Note that while the majority of records you will find in this database are digital, it will also guide you to a myriad of other physical items housed within the Mary- Lou Griffin Local History Room on the 4th Floor of Central branch. Some items may require an appointment in order to view. Items are made available for personal research and study.

Our Local History Librarian is available to assist you with your local history and genealogy research needs. If you have any questions or would like to book an appointment, please call 905.884.9288 ext. 5068.



MAIN PAGE

The main page of the Digital Archive provides a quick method of entering and browsing our digital collections.

Primary Navigation Menu

ARCHIVES HOME PAGE ONLINE EXHIBITIONS

The navigation menu allows you to quickly return to the main page of the digital archive [ARCHIVES HOME PAGE] or visit our special exhibitions [ONLINE EXHIBITIONS].

Page View Settings

The default view is the **Grid View**, which displays each collection as large clickable tiles. You can also change this to the **List View** by clicking the **List** button. Toggling views is possible on any display screens.



The **white arrow** at the bottom of the screen will always return you to the top of the page you are currently viewing.



Feature Item

We continually rotate new digital items from our **Online Exhibits** into the **Feature Item** area of the main page, allowing you to discover some of the hidden gems in our collections.

Online Exhibitions

Over time, we will curate online exhibits on specific topics based on items held in the collection. Check back regularly to see new exhibits, or revisit old ones. Exhibits pull together records on a chosen topic that may come from a variety of digital collections.

COLLECTION HIGHLIGHTS

- thousands of rare and unique photographs from Richmond Hill and surrounding areas, some dating back to the 1880s;
- unique aerial photographs from the 1950s;
- family trees and genealogies for local families;
- Richmond Hill Garden & Horticultural archive;
- Tweedsmuir History of Richmond Hill compiled by the the Women’s Institute; and
- rare historical documents, including land records, letters, receipts and ephemera.

SEARCHING

Basic Searching



Keyword is the default for basic searching and is done by entering search terms in the **Search keyword** box and clicking **Go**. You may further refine your results by **Sorting** or using a **Filter**.

Displaying: 1 to 15 of 7226 results for **richmond hill**



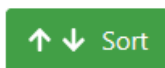
Use the * symbol to truncate a word in your search. For example searching mill* will return results for mill, mills, milliner, milliners, millinery, millenium, million, etc.

Basic online help is available at anytime by clicking the **Question Mark** button beside the Search keyword box.



Sorting and Filters

Use the **Sort** button to reorder your results in alphabetical order by title or by date (oldest to newest). The default sort order is alphabetical by collection and then alphabetical within each collection. Sorting by title will reorder your list in alphabetical order regardless of what collection a record is in.



Your search results may be further refined by **Date**, **Collection** or whether the record has an associated **Image**.

Click the **Filter** button and select your filter. The total number of results within the filter criteria is displayed in brackets beside each grouping.



- **Date Filter** breaks your search results down into more manageable groups by decade.
- **Collection Filter** allows you to view your search results from the selected collection.
- **By Image Filter** allows you to limit your results to those items which have an associated image

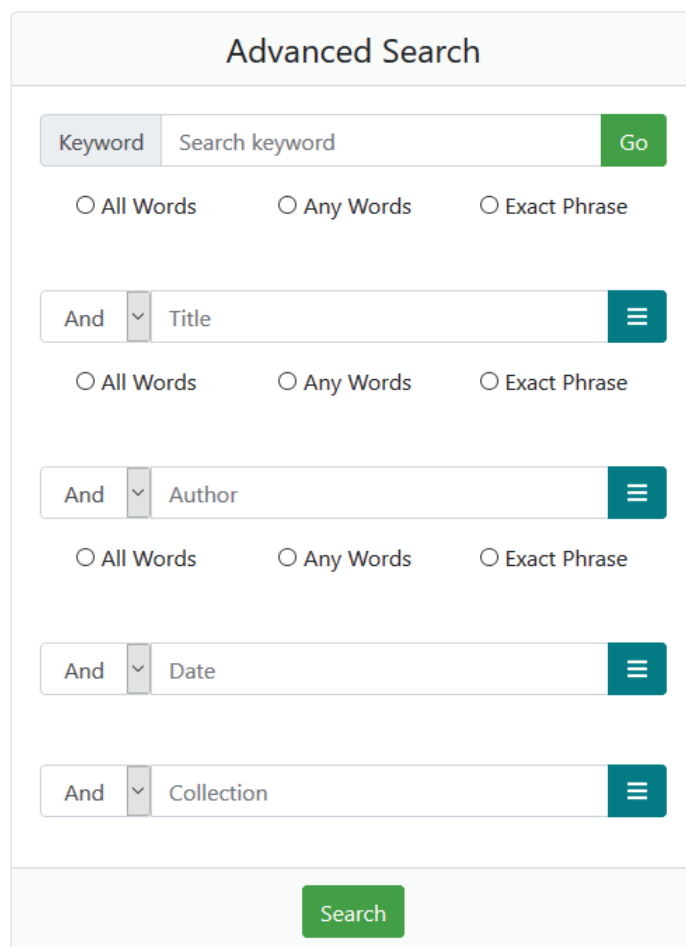
or not. Note that an image is not restricted to photographs, but could include things like a scanned image of a page.

Advanced Searching

Clicking the white arrow at the end of the search box will expand the **Advanced Search** options. Advanced search includes keyword, title, author, date and collection.



Using the advanced search allows you to refine your search using the **All Words**, **Any Words** or **Exact Phrase** limiters; as well as being able to search multiple fields.



All Words — will return results that include all of the keywords you have entered. For example entering “Mill” and “Pond” will only return results that have both of these words, but not necessarily in a row (see exact phrase searching). This type of search will return a narrower number of results compared to the Any Word search.

Any Words — will return results that contain any of the keywords you have entered. For example, entering “Mill” and “Pond” would return results with just the word Mill AND results with the just the word Pond. This search will return the broadest number of results.

Exact Phrase — will only return results that match the exact phrase you entered and is useful when searching for names of people, businesses or concepts comprised of multiple consecutive words like “Abner Miles,” “winter carnival” or “Richmond Hill High School.” Note that you do not need to put the phrase in quotation marks. Use must use the Exact Phrase radio button. This search returns the narrowest number of results.

Entering search terms in any number of the advanced search fields will execute a search that chains together additional fields with AND/OR/NOT from the dropdown.

Keyword James Gambell Go

All Words Any Words Exact Phrase

And Letter

All Words Any Words Exact Phrase

And Gibson, Martha

All Words Any Words Exact Phrase

And 1830

And Rare Documents

In the above example, this search would return results that meet the following criteria:

An item that includes **James Gambell** in the record AND a title containing the word **Letter** AND authored by **Martha Gibson** AND from **1830** AND in the **Rare Documents Collection**.

Note that the format for the author field is last name, first name. You may wish to just try a last name.

If any item in the search fields do not correspond to a record, your search will be unsuccessful. It is recommended you try different combinations of searches to broaden and narrow your results as required.

Clicking the button with the **three lines** at the end of any field will display a list of specific entries in the database for that field. You may browse the list or search for a specific term by entering it into the **Browse Cluster** box and clicking **Search**. Note that you can only enter one term for any given advanced search fields unless using the All Words limiter.

For example, if you wanted to search for newspapers only, use the **Collection** box, select **Newspapers** from the list and click **Submit**. Enter your search term(s) in the **Keyword** box and click the **Search** button. Advanced search results can also be further filtered.

VIEWING RECORDS

To view a specific record, click the item in the results list. Basic information about the record may include: All of your search terms will appear highlighted on the record.

- Reference Code
- Date
- Collection
- Scope and Content
- Physical Description
- Subjects (hyperlinked)
- General Notes
- Terms Governing Use
- Location of Original
- Related Materials

Records with Images

Records with a related digitized image display a thumbnail on the main record page. Mouse over the image to zoom into different parts or click the thumbnail to open it in full screen view.

In full screen view, you may zoom in and out and pan around the full screen image using your mouse and flywheel. You can also use the magnification tools in the top right corner of the screen.



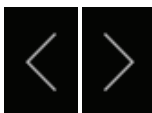
Records with Multiple Images

Some records are comprised of **multiple images**. Examples include multiple page documents, postcards or photographs; where the reverse side was also scanned. These often include hand written notes or other notations of potential interest.

You will be able to determine when there are multiple images attached to a single record when you see a left and right navigation tool below the thumbnail on the main record screen. Click the left and right buttons to navigate between thumbnail images. These are in a continuous loop, so you will eventually return to the primary thumbnail image.



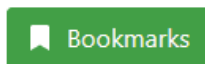
When you are viewing multiple images in full screen mode, there will now be left and right navigation arrows on the outer edges of the screen. Simply click to navigate through the collection of images.



SAVING RECORDS

Bookmarking

During a single session, you may use the bookmark feature to keep track of records of interest. Either from the search results list or when viewing a specific record, simply click the **Bookmarks** button.



Note that the bookmarks feature only lasts during your current session. If you leave the digital archive or your session times out, you will not longer have access to any bookmarks you flagged.

To view your bookmarks, simply navigate to any full record in the archive. From the record screen, click the **Bookmarks** button and select **View all bookmarks** from the drop down list. The total number of items you have previously bookmarked is displayed in brackets.

Saving and Sharing Records

In order to save specific records for your future reference, you can use the



Copy Record URL button located at the bottom of every record. Clicking this button will copy the record's

URL to your computer's clipboard. You may then paste this into an email, word processing or spreadsheet document to keep and return to at a later date.

ONLINE EXHIBITIONS

Periodically we will create exhibits that pull together related records from the database into an easy to navigate list. Have a suggestion for an exhibit? Send an email to history@rhpl.ca with your idea.

SEARCH TIPS AND STRATEGIES

When searching for names, try entering an exact phrase keyword search for **last name, first name**. For example: Smith, Jerry. Obituaries often list the deceased in this format.

When searching for married women, try entering an exact phrase keyword search for **Mrs. husband's first name husband's last name** or **Mrs. husband's last name**. For example: Mrs. John Smith or Mrs. Smith. Unfortunately, newspapers in particular, often referred to married women in this manner.

Try variant spellings of your search terms. For example: **Jerry Smith** and **Gerry Smith** or **Thomas Kinnear** and **Thos. Kinnear**. **Chas.** is another common shortform for **Charles**.

Search functionality is directly correlated to the accuracy of the optical character recognition of a given text. Unfortunately, many original documents are of poor quality, which will affect the accuracy of the indexing. This is particularly true of newspapers which are very text-dense.

Items, particularly non-digital items, will include a location for the original in the Local History Room.

Visit the RHPL Digital Archive at
<https://rhpl.minisisinc.com>