

# Hints and Tips on using the WYAS online Catalogue



From the main WYAS webpage [www.wyjs.org.uk/archives] click on the blue 'search our catalogue link to the right of the page

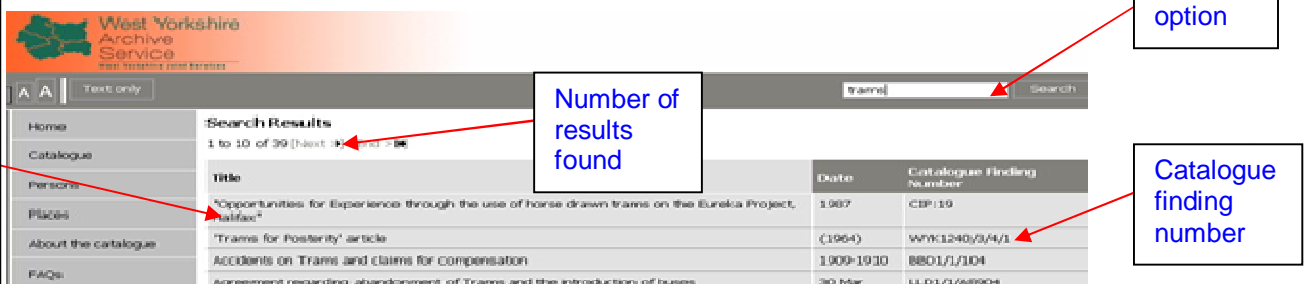
This will bring you to the online catalogue page and there are two main search options:

- a quick search at the top of the page  Quick Catalogue Search
- or the Advanced search option to the left of the page  Advanced Search

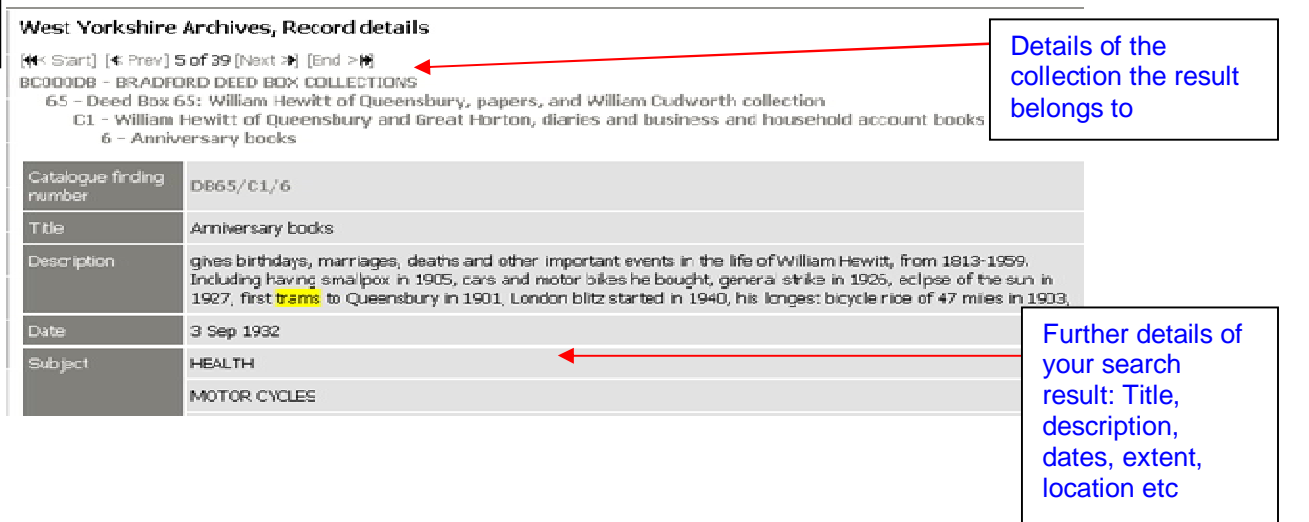
**PLEASE NOTE:** the quick search option will only search for information from the 'Title' or 'Description' field in our database so if you are unsure where the information may be held it is recommended that you use the advanced search option and use the 'any text' field to begin your search

Your search results will be shown on a page like this:

Title of results found [this may not show the word or phrase you searched for so click in for more detail



You can click onto any of your search results to gain more information about the item or items and also to find out more about which collection it belongs to



## Hints and Tips on using the WYAS online Catalogue

- Please bear in mind that our online catalogue very rarely has actual archives available to view online. This is a finding aid designed to help you find material held at our 5 offices
- Not all our Collections are fully listed and we hold a large amount of material that will not show up on the online catalogue so if your search is unsuccessful please do ask a member of staff
- Searching for an **individual's name** alone may not bring up successful results and so it may be more productive to conduct a general search on the type of records you would expect the person to be mentioned in [e.g. a search for a particular church to see if we hold registers for the time the person was active, search for the business the person worked for or even a general search for a location linked to that person]
- The more specific your search term the less results are likely to be produced, if you are not sure exactly what you hope to find it is better to start with very general terms [hospital, mining, mills etc] and then you can refine your search if you get too many results
- When you find anything you wish to look at please make a note of the **location** of the archive as this is the office you will need to go to in order to look at the original records [some records on the catalogue are actually held outside WYAS so you would need to contact the relevant office directly for these]
- Also make a note of the full **catalogue finding number** so staff will know what to get out and it is also useful to note the **extent** as if it is a large amount of material you may need to factor in more time when arranging to visit
- If you are unsure of a spelling you can use an \* to create a wildcard search so for example searching for Sm\*th will bring up all references to words starting 'Sm' and ending in 'th' [Smyth, Smith etc]
- Our catalogue is not case sensitive so there is no need to add capitalisation
- If you search for a phrase [for example West Riding County Council] your results will include records that contain these words but not necessarily in the order typed
- You can change your Advanced Search settings by clicking on [Refine Search Criteria](#)
- There is more detailed help available on the tabs to the left of the online catalogue [Help, How do I search the Database etc]