



## McLean Museum Collections Online Website

### How to search the collections

#### Search Terms

The site contains a search terms field which is very useful for searches and records the following information:

#### **Names of Inverclyde places, including local streets**

So if you are looking for Arthur Street in Greenock it would be entered as Arthur Street, Greenock, Inverclyde.

#### **Names of businesses and institutions.**

Normally the full name of the enterprise is entered, so Scotts' shipyard in Greenock is listed as Scotts' Shipbuilding and Engineering Co. Ltd., Greenock, Inverclyde (1711-1970)

#### **Names of ships.**

Ship names are identified in the database because they are in upper case only. So Queen Mary is a person, QUEEN MARY is a ship. Because the names of ships are frequently used again and again, where possible the database also includes a date after the ship name indicating the year of launch, so there would be entries on BRITANNIA 1840, BRITANNIA 1896, BRITANNIA 1907.

#### **Collections Home**

The Collections Home button takes you back to the Collections Online webpage on the Museum's section of the Inverclyde Council website.

#### **Click & Search**

Click & Search is a quick way to browse the McLean Museum Collections Online site without having to know what terms are in the database.

Pick a letter to the right of a search category to see the options beginning with the chosen letter. You may also need to select a hyperlinked range, within that letter choice, that you want to view. Then, click the down arrow to see the individual terms/phrases for which you can search. Click a search term to conduct a query.

#### **Keyword Search**

Keyword Search allows you to query the McLean Museum Collections Online site for specific terms and/or phrases in the database without knowing exactly what field the data resides in.

Enter one or more keywords or phrases. All keywords or phrases must be found in a single record, in order for the query to return search results, unless the OR operator is used between terms/phrases.

#### **Additional Keyword Search Information:**

To the right of the search box is a box with choices of what records/content to search. You may initially narrow your search to, for example, only records with images in Object and Photos.

Use double quotations around phrases to produce results with a string of text present in a record rather than each word individually present in a record.

Both the AND and OR operators may be used. Use AND to produce records that include more than one keyword/phrase. Use OR to produce records that include either keyword/phrase.

The wildcard \* is acceptable at the end of a keyword. Searching for histor\* will produce records with the search terms history, historic, historical and any other word beginning with "histor". Note – This will slow down your search and does not work in phrases.

Search terms are NOT case-sensitive, meaning that "Lincoln" and "lincoln" will produce the same search results.

Do not search for diacriticals (signs above and below letters). Instead use the unaccented equivalent.

Common words such as "and" and "the" are not searched unless except within phrases.

#### **Advanced Search**

Advanced Search allows you to conduct a more specific query. For example, an Advanced Search can differentiate between "china" as a material and "China" as a place. You may enter either terms, phrases, or a combination of both. Note - The Additional Keyword Search Information above applies.

Keyword/Phrases entered in the box labelled Keywords, will be searched for everywhere in the record. In contrast, keywords entered in the other boxes will be searched for only in selected field associated with that search category.

Click the Search button when you have entered all the values you want. Search results will contain records that meet ALL the criteria you specified.

#### **Additional Advanced Search Information:**

You can also select how to sort the results of your advanced search. You would do this by clicking a radio button next to the Search Category you want to sort on.

Note: Records that do not contain data in the Search Category you choose to sort on will not be included in the search results. For this reason, sorting may return fewer records than the same search unsorted -- or may even return no hits.

If dates are available in the data, you can narrow your advanced search by date or date range using the Start Date and End Date fields at the bottom of the Advanced Search screen. To search a range, enter dates in both fields. To search for an exact date, enter the date in both fields. A Start Date without an End Date is interpreted as any date equal to or later than the Start Date. An End Date without a Start Date is interpreted as any date equal to or earlier than the End Date.

### **Random Images**

Random Images is a quick way to browse a McLean Museum Collections Online site. Click Random Images and you will be presented with a series of image thumbnails. Click the hyperlink below the thumbnail to display detailed information about the item. Click the thumbnail to see a larger version of the image.

### **Search Results**

Search Results are usually shown as a thumbnail image, if available, and a brief description of the record. Clicking on the hyperlink always displays the full record, and clicking on a thumbnail image displays the large image.

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