

Getting Acquainted with Re:discovery for the Internet

Browse:

Choose Browse to just Browse through the collection according to one of the choices in the drop-down list. You have chosen to be able to browse the collection by Title, Artist, Accession Number and Date. Once this is selected you may choose how many records you want displayed per page.

For example, to see all the records whose accession numbers begin with 1931, select accession number and enter 1931 within the "Browse starting with box". This will allow you to start browsing your collection within that particular area. In your case, that will be the record with accession number 1931-4801G, as that is the first record that begins with 1931. You can click on the thumbnail image of this record to see the full size image, as this is one of the four full size images you gave us to test.

Of course, for Artist and Title you will want to enter a letter indicating where to begin the browse. So if you wanted to search for an artist but could not remember his name, but think it starts with an 'O', you could browse through the collection sorted by Artist, beginning with the letter 'O'. You could then find the name of the artist within your data, as it comes up beginning with all artists whose last names begin with 'O'.

The browse of Date, will sort your data as it does in Re:discovery. Actually, you may want me to remove this particular browse. Otherwise please realize that since your data for dates is so varying with some beginning "ca.", some with the month, date and year written in the form "April 5, 1860", some with the month, date and year written in the form "5/30/1916", some written in the form "19th century", and some written with just the year in the form "1957", when you begin to browse on a particular date you will not see all records within that date period. So, for instance, beginning a browse with 1862, will not group the "ca.1862" records with the just plain "1862" records. Of course, this may be the way you want the date data and you may just want to remove this browse or you may just want to leave it. (To see how the date field would be sorted you could just go into regular Re:discovery on your system and do a sort by date. Then go to Listview to browse through the way the data is be sorted by date.)

The date data is not a problem with the search feature because entering 1862, in the advanced search page under date, would pick up all the forms you have your dates in, except the form "19th century". If you wanted to add that you could enter: ' 1862 or "19th century" ' in the date box on the advanced search page.

Search:

Use the Search page to gather all data that contain particular words on which you want to search. Clicking the hyperlink to the Search takes you to the general search page for searching all fields on all records. Click **Advanced Search** to search within particular

fields of the objects database for the word or words for which you are looking. The fields we have included on this search page are the ones you requested, and they include: Object Name, Artist, Medium and Date.

Here, for example, you may see all the works by a particular artist by entering that artist's name in the artist field. Or to see all items that contain oil, enter 'oil' in the medium field of the advanced search field. The directions on the general Search page are very helpful in designing the search to get the results you want, and these same directions apply to doing searches on the advanced search page.

What's In the Collection?

Use "What's In the Collection?" to search fields controlled by authority fields. You have chosen to be able to search your authority table, Artist. So, clicking "What's In the Collection" takes you to a page where you first choose the initial letter of where you want the list to open up, and from there you can choose an artist's name upon which to do a search. Once you choose a name to search by, clicking the hyperlinked name will perform the search for all items with this artist. This will help searches on particular fields to be more accurate as you will be using the same wording that the authority table required upon data entry.

However, if data in your records includes artist's names that have been entered differently than the authority table, then those records will not be recalled by this method. For instance, the artist's name Grace Spaulding John is recorded as "John, Grace Zillah Briggs Spaulding" in the authority table, and clicking the hyperlinked name does not find anything within your collection, because the name was not entered that way in the record. In record 1999-12 G, the artist name entered was "John, Grace Spaulding". Therefore, a search on the authority table hyperlink may not return all desired results unless the authority table has been adhered to during data entry. If it has not, those searches would be performed better by the search methods described above in either the Search or Advanced Search.