

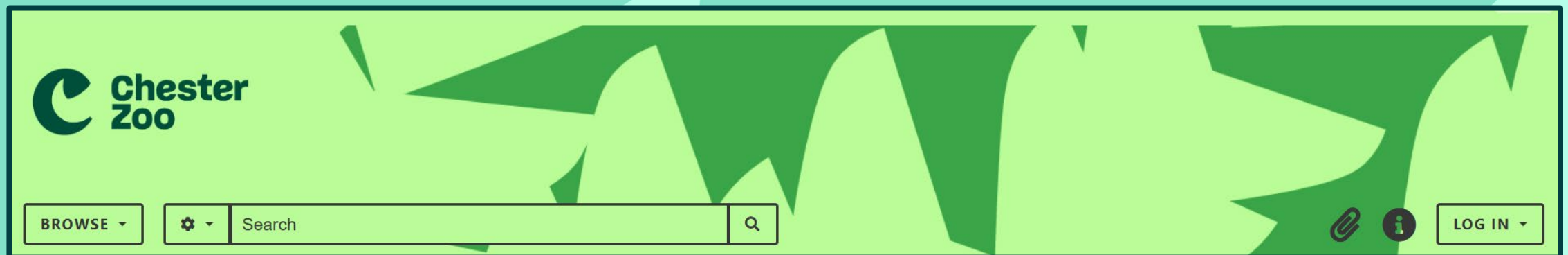


Searching the catalogue

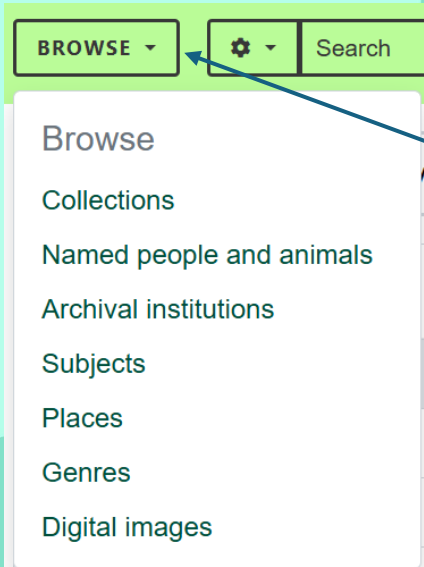
Cataloguing the Chester Zoo archival record collection is a huge undertaking because it has never been done before. The Archive Team meets once a week and it will take several years for us to catalogue the backlog of hundreds of thousands of records. We will let you know as newly catalogued records become available.

Searching the Chester Zoo catalogue will provide you with a fascinating dive into our history, but it does require a bit of strategy! Here's how to get the most out of your search...

There are different ways to search Chester Zoo's archival catalogue: Browse, Search, Hierarchy and Advanced Search. All of these are accessible through the header section of the catalogue.



Browse:



Click on the drop-down arrow. This will show different categories that you can use to search:

Collection: Takes you to the highest level of the Chester Zoo collection

Named people and animals: Records tagged with named people or Chester Zoo animals

Archival Institutions: Chester Zoo is the sole institution responsible for this collection

Subjects: The subject matter of the record

Places: Different buildings and areas around Chester Zoo

Genres: The type of record (for example, photograph, annual report, correspondence)

Digital images: Some of the record entries have an associated digital image

Using the search bar:



‘Search’ allows all the available records in the catalogue to be searched, bringing back all possible results.

In an example here, we'll search for ‘lion’. A drop-down of suggestions appears. If one of these is what you are looking for, simply move over your selection until a little hand cursors appears, then click.

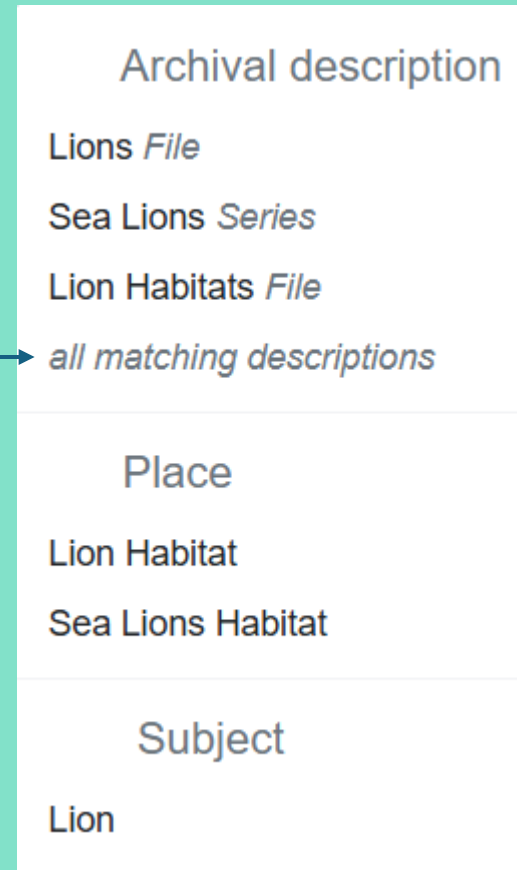
Alternatively, choose *‘all matching descriptions’* to show more (see below for *‘Archival description’*).

Once you have made your selection, you can then drill down further to narrow your results using the *‘hierarchy’*. Click on the drop down arrow to

show the hierarchy

Collection CZ - Chester Zoo

Show hierarchy



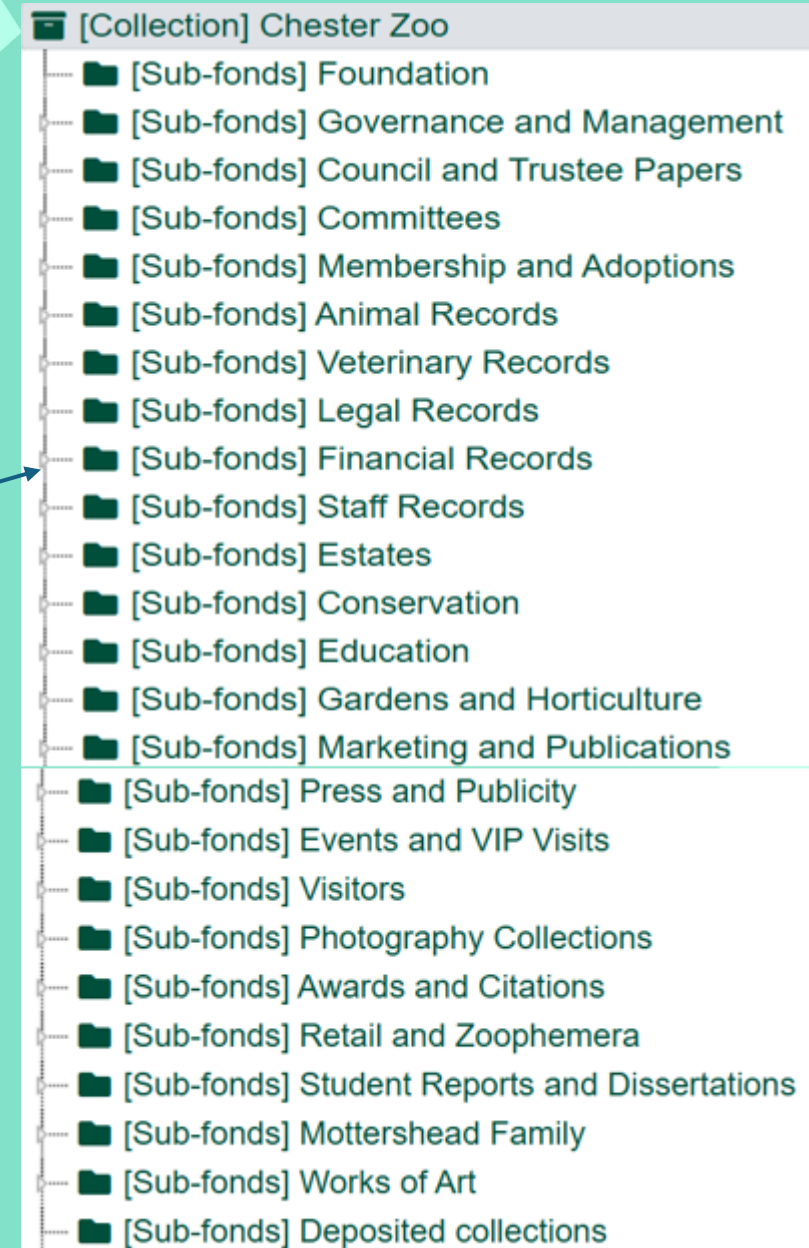
Searching using the hierarchy:

The structure of archival catalogues is similar to that of the folder structure on a PC. The records are documented in a hierarchy which provides the user context to a particular record based on the creator or the function and activity of the creating entity.

A small triangle indicates that there are more levels below. Click on the triangle to reveal the next level down. This can be used to drill down to find the records that you are searching for. The level at which a record sits is denoted in square brackets, for example in this case [Collection] and [Sub-fonds]. These terms are explained further below.

As this is a work in progress, many areas are, as yet, uncatalogued. However, the archive team is working diligently to make these records available to you and we will let you know when new sections of the catalogue are released.

Depending on GDPR, copyright or business sensitivity, not all records will be available to everyone.



Searching using the hierarchy:



Archival level description

Collection – The highest level; represents the Chester Zoo collection as a whole

Sub/Sub-sub fonds – Records created for a specific function or department, e.g. ‘Foundation’, ‘Animal Records’, ‘Marketing’ etc.

Series/sub-series – Records with a common function or subject matter

File – An organised unit of documents grouped together because they relate to the same subject, activity or transaction

Item – A single record; for example, this could be a piece of paper, a book or an object

Piece – A digitised version of an item in the catalogue, e.g. a magazine or annual report

Using the Advanced Search:

Advanced search options

To open the advanced search, click on the drop-down arrow.

Here, you can add additional terms to narrow your search by:

- Using the 'Add new criteria' tab
- Defining which catalogue field or which archival level to search:
 - Whether a digital object is available
 - Whether a finding aid has been created
 - Whether there is a copyright status
- Date range

Add new criteria ▾

And

Or

Not

Any field ▾

Any field

Title

Archival history

Scope and content

Extent and medium

Subject access points

Name access points

Place access points

Genre access points

Identifier

Reference code

Digital object text

Creator

Finding aid text

Any field except finding aid text

Showing 4 results
Archival description

Chester Zoo x

Advanced search options

Find results with:

George in Any field ▾

Add new criteria ▾

Limit results to:

Top-level description

Filter results by:

Level of description Digital object available Finding aid

Copyright status

Top-level descriptions All descriptions

Filter by date range:

Start End Results ?

dd/mm/yyyy dd/mm/yyyy

Overlapping Exact

Reset Search