

STRATFORD FESTIVAL ARCHIVES CATALOGUE

A Detailed Guide to Conducting Searches by

ADVANCED SEARCH

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Further questions about search operability may be addressed to
archivescatalogue@stratfordfestival.ca

STARTING YOUR SEARCH

Selecting the Advanced Search Option

- Select the *Advanced Search* button on the homepage, which is the first page you see upon opening the website.



If you would like to start a new *Advanced Search* at any other time, select *Search* from the top menu bar...



...and/or select *Advanced Search* from the side action panel.



Actions

Simple search

Advanced search

Choosing Which Collection to Search

- Pick a collection by selecting from the options available in the *Search In* drop-down list.

Advanced search	
Search in	<div style="border: 1px solid black; padding: 2px;"> <p>Object Collection</p> <p>Archives Collection</p> <p>Production / Event Register</p> <p>Object and Archives Collection</p> <p>Person / Institution Register</p> </div>

Examples of What You Can Find in Each Collection

Object Collection

- Props
 - Characters' personal belongings
 - Letters, messages, telegrams, etc.
 - Baskets, toys, dairies, wands, food, medicine, etc.
 - Set elements such as trees, buildings, railings, backdrops, etc.
 - Set dressings such as furniture, lamps, tablecloths, paintings, etc.
- Costume Components
 - Clothing, shoes, headgear, masks, and fashion accessories
 - Carried or worn belongings (glasses, chatelaines, pocket watches, etc.)
 - Extensions of the body such as wings and padded suits

Archives Collection

- Documents
 - Stage management materials
 - Programs and brochures
 - Wardrobe bibles
 - Sheet music
 - Correspondence
 - Administrative papers, etc.
- Recordings
 - Archival Productions

- Musical cues and sound effects
- Promotional spots and Electronic Press Kits
- Select special events, etc.

- Photographs
 - On-the-run photography (ie. images taken during dress rehearsals)
 - Promotional imagery
 - Photobreaks (candid and posed images not from productions)
 - Coloured slides, etc.
- Maps
 - Architectural, structural, landscape, design, etc.
- Press Clippings
 - Newspaper articles, reviews, etc.
- Personal Collections
 - Tom Patterson Correspondence, Tyrone Guthrie Letters, Stanley Silverman's Compositions, etc.

Production/Event Register

- production information, including cast and crew lists


Person/Institution Register


- biographical information for individuals and companies associated with the Festival, including lists of Stratford Festival production credits for cast and crew members




General Search Tips



Information can be entered into more than one field at one time.

Advanced search

Search in 

Production Name and/or Year 

Date Range from  to  

Person / Institution Name  

Detailed information about how terms can be entered in each field can be accessed by clicking the blue help buttons located next to each search box:



For more information on **narrowing or sorting search results**, consult the section on [Managing Search Results](#).

Search Term Suggestions

DO...

- **Try Using Wildcards.** Wildcards (*) can be used to search for variations of a word. For example, *Juli** retrieves results with *Julia*, *Julie*, *Juliet*, *Julietta*, etc. Wildcards can also be used to search for date ranges. For example, *198** will retrieve all results from 1980-1989.

DO NOT...

- **Use Plurals:** searches for plural words are likely to be ineffective. For example, a search for *photograph_s* will yield no results, while a search for *photograph* (without the s) will prove effective.
- **Use Punctuation:** eliminate periods, commas, semi-colons, etc. from your search. Including them will cause the catalogue to search for records where these symbols are present, which will impede the effectiveness of your search.

- **Use Boolean Operators:** Boolean operations (words like And, Not, Or, The, etc.) should not be used in the simple search. Including them will cause the catalogue to search for records where these words are present, which will impede the effectiveness of your search.

SEARCH OPTIONS

SEARCH OPTIONS: OBJECT COLLECTION

Production Name and/or Year

Productions in the database are named by combining full playbill production titles with the year of production. Examples follow:

- Richard III: Reign of Terror, 2002
- Rosencrantz & Guildenstern are Dead, 1986
- Barren/Yarma, 1979
- Midsummer Night's Dream, A, 1968

To search for a production name and/or year, enter one or more words from the name of the Production for which you are searching. You may also enter a single year, or a single year in combination with words. Examples follow:

- 1986
- Richard III
- Midsummer 1990

To search for productions from a particular decade, use a wildcard (*). Wildcards can be used to search for variations of a word or date. For example, *198** will retrieve results from all years of the 1980s (1981, 1982, 1983, etc.).

No Results?

- Try removing Boolean Operators (ex. And, Not, Or, The) from your search
- Do NOT use punctuation when searching
- Try using Wildcards. Wildcards (*) can be used to search for variations of a word or date. For example, *Juli** retrieves results with *Julia*, *Julie*, *Juliet*, *Julietta*, etc. Similarly, *198** will retrieve results from all years of the 1980s (1981, 1982, 1983, etc.).

Date Range




In the Object Collection, *Date Range* is used to search for items or information from productions set during a particular time period.

Time periods are assigned to productions based on production design concepts and not on the year a production was staged. For example, the 2009 production of *West Side Story* was set in the 1950s, and therefore has a date range of 1950 to 1959. The 1999 production of *West Side Story*, also set in the 1950s, likewise has a date range of 1950 to 1959.

Productions set in the present have a date range corresponding to the production year. For example, *Patria II: Requiem for the Party Girl*, staged in 1972 and set in the present, has a date range spanning from 1972 to 1972.

Productions set in pure fantasy or imaginary worlds, or productions that do not involve historical concepts of time do not have associated date ranges and cannot be searched using this feature.


To search by Date Range, enter the earliest desired date in the *From* search box, at left. Enter the latest desired date in the *To* search box, at right.

Date Range from  to  

Dates can be entered in yyyy-mm-dd format, but need not be complete. For example, typing any of the following in the *Date Range* boxes will yield a successful search:

- 2009-10-19
- 2009-08
- 2008

To enter BCE dates, Use the minus symbol before the desired year (-200, -4000, etc.).

Dates may also be selected by using the calendar icons () to the right of the *From* and *To* search boxes.



To search for an object based on the year of production, enter the date in the [Production Name and/or Year](#) search box.

Person/Institution Name


Enter one or more words from a person's or institution's name. Type a space between separate words.

Occasionally, you will see a result that is similar, but not identical to what has been searched. This occurs when an individual has been known, or is known, by more than one name. Examples include married names, maiden names, pen names, nicknames and stage names. Always investigate results that resemble your search terms to see if this is the case.

Wildcards (*) can be used to search for variations of a name. For example, *Juli** retrieves results with *Julia*, *Julie*, *Juliet*, *Julietta*, etc.

Materials

This area is used to find objects made from specific materials (wood, satin, feathers, etc.) .

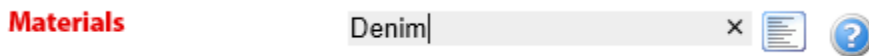
Click the  button to open the Materials Index and choose from a list of materials known to be represented in the collection. You can search the Index by typing terms in the Index search box, or you can browse by using the arrows at the bottom of the box. Terms are listed alphabetically.



Selecting a term will automatically enter it in the *Advanced Search Materials* search box.



Alternatively, you may enter the name of a material directly into the search box.



Tip: Theatrical items are rarely as they seem. For example, many items in the collection may appear to be made of gold and silk, but are actually made of tinfoil, paint and polyester. To search for items with the intended appearance of a particular material, it is best to enter the name of the desired material in the [Word\(s\) from Object Description](#) search box.

Word(s) from Object Title


Object titles are comprised of an item name's physical name (clock, bracelet, driftwood, etc.) in conjunction with an associated character (Desdemona, Julius Caesar, etc.) or an associated place (Verona, Wonderland, etc.).

Examples of Object Titles follow:

- Hamlet's Sweater
- Wonderland Fruit Fly
- Sister Number Two's Merry Widow Hat
- River City Library Building

The most successful searches in this area will therefore involve a specific type of item (*bracelet, clock, sweater, etc.*), a specific character (*Ophelia, Julius Caesar, etc.*), an associated place (*Syracuse, Hampton Court, etc.*), or a combination of the latter.

To find an item from a particular year, it is best to combine an *Object Title* search with a *Production Year* search. For example, a search for Hamlet's sweater from the 2015 production of Hamlet would look like this:

Search in	Object Collection	?
Production Name and/or Year	2015	?
Date Range	from <input type="text"/> 12 to <input type="text"/> 12	?
Person / Institution Name	<input type="text"/>	?
Materials	<input type="text"/>	 ?
Word(s) from Object Title	Hamlet's Sweater	x ?

Word(s) from Object Description

Object descriptions usually contain the following components:

- **A written description of the general appearance of the item**
 - This will include what the item is meant to portray as opposed to what it actually is. For example, a pair of tinfoil earrings meant to portray diamonds will be described as *diamond earrings*. To search by the material that comprises an item (in this case, tinfoil), use the [Materials](#) search box.
- **The name of the character(s) and show(s) in which the item appeared (if known)**

Successful object description searches might therefore involve the names of colours, people, shows, portrayed materials or identifying features.

Reference Number

Reference Numbers are unique identifiers assigned to every object and archival record in the database. They can be used to retrieve a single, specific record, or to limit search results to a specific facet of the collection. Reference numbers typically start with a three-letter code followed by a number. Examples include GPO_1971_001_0284 and PRV/0002/003/0002. They can be found on the far right in the brief display...



...and as the top line on the Item Full Display.

Reference Code	WCC_2015_007_0001
Title	Don Armando's Doublet
Associated Person(s)	Patrick Clark (Costume Designer)

To retrieve a previously located record, be sure to record the reference number when you first retrieve the record, as highlighted above. Type the number exactly as it appears in the *Archival Reference Number* search box.

To limit a search to a specific facet of the collection, enter the three-letter prefix associated with the desired facet or subsection of the collection. As the collection is currently in the process of being catalogued, new prefixes (and therefore new subsets of the collection) are added regularly. Check back frequently for updates.

Object codes are listed below, with their associated names and the materials they comprise.

WCC (*Wardrobe Costume Components*)

- Items worn on the body (clothing, hats, glasses, shoes, jewelry, hair ribbons, masks, etc.)
- Extensions of the body (body padding, wings, antennae, tails, etc.)
- Items carried extensively or routinely attached to a costume (monocles, pocket watches, purses, handkerchiefs, chains of office, etc.)

PRC (Properties Components)

- Items used as set décor, furniture or set dressings (portraits, armoires, tablecloths, fake food, etc.)
- Items handled or owned by characters (bottles, toys, dairies, trays, maps, etc.)

SEARCH OPTIONS: ARCHIVES COLLECTION

Production Name and/or Year

Productions in the database are named by combining full playbill production titles with the year of production. Examples follow:

- Richard III: Reign of Terror, 2002
- Rosencrantz & Guildenstern are Dead, 1986
- Barren/Yarma, 1979
- Midsummer Night's Dream, A, 1968

To search for a production name and/or year, enter one or more words from the name of the Production for which you are searching. You may also enter a single year, or a single year in combination with words. Examples follow:

- 1986
- Richard III
- Midsummer 1990

To search for productions from a particular decade, use a wildcard (*). Wildcards can be used to search for variations of a word or date. For example, *198** will retrieve results from all years of the 1980s (1981, 1982, 1983, etc.).

No Results?

- Try removing Boolean Operators (ex. And, Not, Or, The) from your search
- Do NOT use punctuation when searching
- Try using Wildcards. Wildcards (*) can be used to search for variations of a word or date. For example, *Juli** retrieves results with *Julia*, *Julie*, *Juliet*, *Julietta*, etc. Similarly, *198** will retrieve results from all years of the 1980s (1981, 1982, 1983, etc.).

Date Range

In the Archives Collection, *Date Range* is used to search for items or information created during a particular time period. For example, a document written sometime between 1953 and 1965 would have

a date range of 1953-1965. Conducting a search for 1953-1965 will retrieve all materials created between those dates (for example, personal letters from 1961, photographs from 1955, etc.).

Items created during a specific day or year will have an exact date range. For example, a letter from October 4th, 1953 will have a date range of 1953-10-04 to 1953-10-04.

To search by Date Range, enter the earliest desired date in the *From* search box, at left. Enter the latest desired date in the *To* search box, at right.

Date Range

from




to



Dates should be entered in yyyy-mm-dd format, but need not be complete. For example, typing any of the following in the *Date Range* boxes will yield a successful search:

- 2009-10-19
- 2009-08
- 2008

Dates may also be selected by using the calendar icons () to the right of the *From* and *To* search boxes.



Person/Institution Name

Enter one or more words from a person's or institution's name. Type a space between separate words.

Occasionally, you will see a result that is similar, but not identical to what has been searched. This occurs when an individual has been known, or is known, by more than one name. Examples include married names, maiden names, pen names, nicknames and stage names. Always investigate results that resemble your search terms to see if this is the case.

Wildcards (*) can be used to search for variations of a name. For example, *Juli** retrieves results with *Julia*, *Julie*, *Juliet*, *Julietta*, etc.

Word(s) from Object Title

Titles in the Archives Collection vary depending on the fonds (that is, the subset of the collection) in question. The headings below provide information on how items from each subset are named.

- **Photographs:** Photographs are assigned titles based on the characters they depict (if from a production), the persons present, or the activity being portrayed. Examples follow:
 - *Othello and Desdemona*
 - *Festival Tent Under Construction*
 - *Arrival of Wedding Guests*
 - *Mr. Smith with Gift Backstage at Festival Theatre*

- **Newspaper articles:** titles are transcribed from the headline associated with the article. Examples follow:
 - *Shatner Weds Gloria Rand*
 - *Stratford Festival Gives Special Show*
 - *Star of Henry V Taken to Hospital*

- **Personal papers:** where no title exists for a personal paper, titles are assigned based on the identity of recipient and the sender. An example follows:
 - *Tom Patterson to Tyrone Guthrie*

All other titles in the archives collection are derived from the nature of the item (ie, Prompt Book, All's Well That Ends Well, 1954; Trumpet Part, Othello, 1959).


Word(s) from Object Description

Descriptions of archival materials vary greatly, given the vast range of materials housed within this section of the archives. Descriptions might reference visual components of desired items (persons, places or events depicted), the type of item (letters, sheet music, programs, etc.) or summaries of the information contained therein.

It is best to treat this area much like a keyword search. More specific requirements regarding dates, productions or persons involved are best served using the specific search boxes associated with those areas.

Archival Reference Number

Reference Numbers are unique identifiers assigned to every object and archival record in the database. They can be used to retrieve a single, specific record, or to limit search results to a specific facet of the collection. Reference numbers typically start with a three-letter code followed by a number. Examples include GPO_1971_001_0284 and PRV/0002/003/0002. They can be found on the far right in the brief display...

<input type="checkbox"/>		Desdemona Othello, 1959 Donald McKague	1959 - 1959
		<i>Item</i> Collection: On-the-Run Photography	GPO_1959_005_1008

...and as the second line on the Item Full Display.

Title	Desdemona
Reference Code	GPO_1959_005_1008
Level of Description	Item

To retrieve a previously located record, be sure to record the reference number when you first retrieve the record, as shown above. Type the number exactly as it appears in the *Archival Reference Number* search box.

To limit a search to a specific facet of the collection, enter the three-letter prefix associated with the desired facet or subsection of the collection. As the collection is currently in the process of being catalogued, new prefixes (and therefore new subsets of the collection) are added regularly. Check back frequently for updates.

Archival codes currently in use are listed below, with their associated names and the materials they comprise:

- **GPO:** On-the run production photography
- **PAR:** Audio-Visual Recordings of Mainstage Productions
- **PCC:** Press Clippings and Newspaper Articles
- **SMM:** Stage Management Materials (prompt books, files, etc.)
- **SFA:** All other materials

SEARCH OPTIONS:

OBJECT AND ARCHIVES COLLECTION

Equivalent Search Terms

Searches conducted in this area will result in a concurrent search of the archives and object collection. This area is best used when searching via names, titles, descriptions and reference numbers. For more information on how to use the search boxes in this area, consult the equivalent headings under [Search Options: Archives Collection](#) and [Search Options: Object Collection](#).

Date Range

When searching by Date Range via the Object and Archives Collection, it is important to be aware that date ranges are interpreted differently in each collection. For example, entering 1950-1959 will generate a list of objects from productions set in the 1950s (such as *West Side Story*, 2008), mixed in with archival records that were actually created in the 1950s (such as Tyrone Guthrie's letters from 1953). Depending on your search needs, it may be more helpful to conduct two separate searches: one in the Object Collection, and a second in the Archives Collection.

SEARCH OPTIONS: PRODUCTION/EVENT REGISTER

Production Name and/or Year

Productions in the database are named by combining full playbill production titles with the year of production. Examples follow:

- Richard III: Reign of Terror, 2002
- Rosencrantz & Guildenstern are Dead, 1986
- Barren/Yarma, 1979
- Midsummer Night's Dream, A, 1968

To search for a production name and/or year, enter one or more words from the name of the Production for which you are searching. You may also enter a single year, or a single year in combination with words. Examples follow:

- 1986
- Richard III
- Midsummer 1990

To search for productions from a particular decade, use a wildcard (*). Wildcards can be used to search for variations of a word or date. For example, *198** will retrieve results from all years of the 1980s (1981, 1982, 1983, etc.).

No Results?

- Try removing Boolean Operators (ex. And, Not, Or, The) from your search
- Do NOT use punctuation when searching
- Try using Wildcards. Wildcards (*) can be used to search for variations of a word or date. For example, *Juli** retrieves results with *Julia*, *Julie*, *Juliet*, *Julietta*, etc. Similarly, *198** will retrieve results from all years of the 1980s (1981, 1982, 1983, etc.).

Date Range


In the Production/Events Register, *Date Range* is used to search events or productions that took place during a particular time period. For example, a production that opened August 3rd 1973 and closed September 10th, 1973 would have a date range of 1973-08-03 to 1973-09-10.

To search by Date Range, enter the earliest desired date in the *From* search box, at left. Enter the latest desired date in the *To* search box, at right.

Date Range from  to  

Dates should be entered in yyyy-mm-dd format, but need not be complete. For example, typing any of the following in the *Date Range* boxes will yield a successful search:

- 2009-10-19
- 2009-08
- 2008

Dates may also be selected by using the calendar icons () to the right of the *From* and *To* search boxes.



Person/Institution Name

Searching by Person/Institution Name in the Production/Event Register will return a list of productions and events in which the person in question has participated. Note that records currently only list cast, crew and select musicians. Future improvements to the catalogue system will result in more craftspersons and administration staff being associated with productions and events.

Enter one or more words from a person's or institution's name. Type a space between separate words.

Occasionally, you will see a result that is similar, but not identical to what has been searched. This occurs when an individual has been known, or is known, by more than one name. Examples include married names, maiden names, pen names, nicknames and stage names. Always investigate results that resemble your search terms to see if this is the case.

Wildcards (*) can be used to search for variations of a name. For example, *Juli** retrieves results with *Julia*, *Julie*, *Juliet*, *Julietta*, etc.

Role in a Production


Enter one or more words from a character's name, such as *Hamlet* or *Beatrice Joanna*. Type a space between separate words.

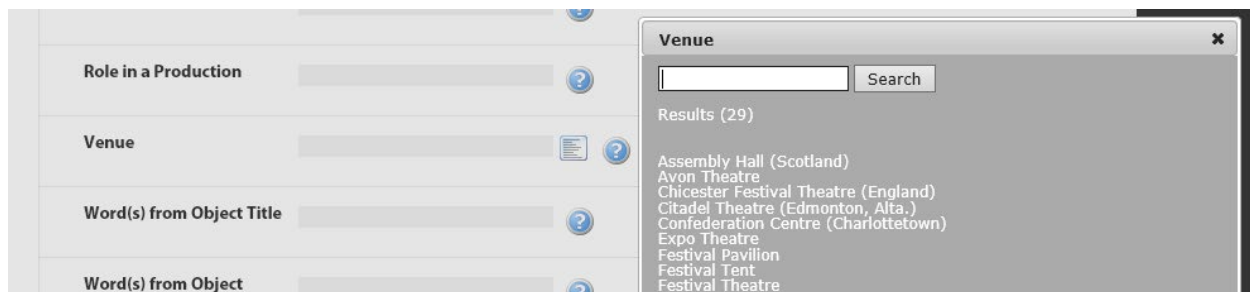
Character names are not always consistent between productions. For example, some productions of Henry VI, Part I list *Harry Percy* as *Hotspur*. Be sure to search for variations of a desired character's name. Multiple variations can be searched by using the Boolean operators *and* and *or*. For example, to search for *Henry Percy* and *Hotspur* at the same time, one would enter *Henry Percy or Hotspur*.

Wildcards (*) can be used to search for variations of a name. For example, *Juli** retrieves results with *Julia*, *Julie*, *Juliet*, *Julietta*, etc.

Venue

This area is used to find productions which took place at a particular location, such as the Tom Patterson Theatre, or the Citadel Theatre in Edmonton.

Click the  button to open the Venue Index and choose from a list of venues known to be represented in the register. You can search the Index by typing terms in the Index search box, or you can browse by using the arrows at the bottom of the box. Terms are listed alphabetically.



Selecting a term will automatically enter it in the *Advanced Search* Venue search box.



Alternatively, you may enter the name of a venue directly into the search box without using the Index.

Word(s) from Object Title

In the Production/ Event Register, the *Words from Object Title* search box functions identically to the [Production Name and/or Year](#) search box.

Word(s) from Object Description

In the Production/Event Register, the Object Description contains text used in promotional material. Typically, this is the text one would find in a season's brochure, and contains a few descriptive sentences regarding plot, characters or the overall feel of the production.

The length, extent and nature of descriptions varies widely over the years- some years of the Festival have no associated production descriptions, while others provide full plot synopses and production concept information.

Reference Number

Reference Numbers are unique identifiers assigned to every object and record in the catalogue. Every production and event in the catalogue is also assigned its own unique number. Production/Event numbers consist of a year and a three-digit code. They can be found in the brief display at the bottom right...



...and as the top line on the Full Display.

Reference Code	2008_003
Title	Caesar and Cleopatra, 2008
Event Type	Production
Director(s)	McAnuff, Des

To retrieve a previously located record, be sure to record the reference number when you first retrieve the record, as shown above. Type the number exactly as it appears in the *Archival Reference Number* search box. Be sure to include all underscores.

PERSON/Institution Register

Production Name and/or Year

Productions in the database are named by combining full playbill production titles with the year of production. Examples follow:

- Richard III: Reign of Terror, 2002
- Rosencrantz & Guildenstern are Dead, 1986
- Barren/Yarma, 1979
- Midsummer Night's Dream, A, 1968

To search for a production name and/or year, enter one or more words from the name of the Production for which you are searching. You may also enter a single year, or a single year in combination with words. Examples follow:

- 1986
- Richard III
- Midsummer 1990

To search for productions from a particular decade, use a wildcard (*). Wildcards can be used to search for variations of a word or date. For example, *198** will retrieve results from all years of the 1980s (1981, 1982, 1983, etc.).

No Results?

- Try removing Boolean Operators (ex. And, Not, Or, The) from your search
- Do NOT use punctuation when searching
- Try using Wildcards. Wildcards (*) can be used to search for variations of a word or date. For example, *Juli** retrieves results with *Julia*, *Julie*, *Juliet*, *Julietta*, etc. Similarly, *198** will retrieve results from all years of the 1980s (1981, 1982, 1983, etc.).

Person/Institution Name

Enter one or more words from a person's or institution's name. Type a space between separate words.

Occasionally, you will see a result that is similar, but not identical to what has been searched. This occurs when an individual has been known, or is known, by more than one name. Examples include married names, maiden names, pen names, nicknames and stage names. Always investigate results that resemble your search terms to see if this is the case.

Wildcards (*) can be used to search for variations of a name. For example, *Juli** retrieves results with *Julia*, *Julie*, *Juliet*, *Julietta*, etc.

Word(s) from Object Description

Descriptions in the Person/Institution Register are professional and biographical in nature. They tend to include details about educational background, theatre credits from other institutions and information on various awards and achievements.

Searches in this area may involve the names of universities, mentors, other theatre companies, roles, countries, hometowns, or awards.

Archival Reference Number

In the Person/Institution Register, the archival reference number is used to retrieve biographical records for all individuals involved in a particular production or event. To do so, one must first locate the show code of the event or production of interest by searching the [Production/Event Register](#).

Once located, enter the show code in the search box exactly as it appears on the associated Production/event record.

If you are searching for a cast list, it is best to use the [Production/Event Register](#).

NAVIGATING RESULTS

Navigating the Brief Display

The Brief Display presents a brief amount of information about each record and displays that information in a list. It is the default display setting for search results.



For more information on a particular record or item, hover the mouse over the record until the text turns red. Click, and you will be directed to an [Item Display](#) with more in-depth information about your chosen record or item.

Results are not displayed in any particular order. Although every attempt has been made to have the records display in chronological order, be sure to check results thoroughly, as this may not be the case. In order to ensure records are displayed chronologically, select the appropriate [Sorting and Exclusion](#) options before conducting your search.

Enabling Gallery Display

For searches that are of a pictorial or artistic nature, it may be useful to view results in a *Gallery Display*.







To switch between *Gallery* and *List* displays, consult the *Display Views* menu on the left menu bar. Click the option that interests you.

Display views

List display

Gallery display

Gallery Display will appear like this:

		
<input type="checkbox"/> Ranyevskaya's Bracelet Cherry Orchard, The, 1987 WCC_1987_003_0001	<input checked="" type="checkbox"/> Margery Eyre's Necklace Shoemaker's Holiday, The, 1989 WCC_1989_013_0001	<input type="checkbox"/> Sarah Bernhardt's Brooch Memoir, 1990 WCC_1990_012_0001
		
<input checked="" type="checkbox"/> Queen Elizabeth's Copotain Mary Stuart, 1982 WCC_1982_006_0005	<input checked="" type="checkbox"/> Mistress Ford's Copotain Merry Wives of Windsor, The, 1982 WCC_1982_007_0001	<input type="checkbox"/> Lady Sneerwell's Headdress School for Scandal, The, 1970 WCC_1970_007_0003

Navigating the Item Display

After clicking an item from the Brief Display list, detailed information about the item will be presented in an *Item Display*. Only one item or record can be viewed at a time in the *Item Display*. This display will appear differently depending on which collection is being searched.

To switch between records in the Item display, click the single arrows at the top of the screen. To navigate to the first or last record in your results list, use the double arrows. A counter at the centre of the screen will tell you which result you are currently inspecting (below, it reads '12 of 14').

Archives Collection: Item Display



◀◀
12 of 14
▶▶

Gold Text Links

Gold text indicates a link to a pre-determined set of search results exclusively within the collection that is being searched. For example, clicking 'Peter Smith' in the following record in the archives collection...

Title	Cardinal Bourcher
Reference Code	GPO_1953_002_0257
Level of Description	Item
Production date	1953 - 1953
Associated Person(s)	Peter Smith
Extent	1 photograph

...will return a list of records in which Peter Smith is mentioned as an associated person. Note that this list will only show results from the Archives Collection, as that is the collection in which the initial record (above) was found.

<input type="checkbox"/>		Graphics: Production On-the-Run Photography, 1953 Peter Smith <i>Series</i> Collection: On-the-Run Photography	1953 - 1953 GPO_1953
<input type="checkbox"/>		All's Well that Ends Well, 1953, On-the-Run Photography All's Well That Ends Well, 1953 Peter Smith <i>File</i> Collection: Production Photography Database	1953 - 1953 GPO_1953_001

...continued on next page

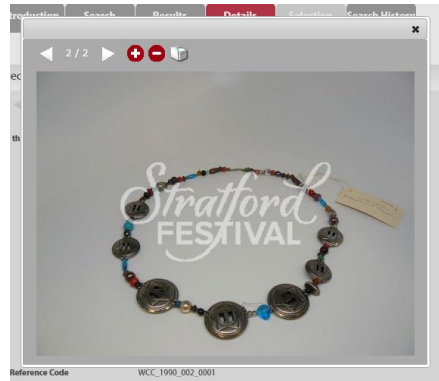
It is possible to conduct this kind of gold-text search for the following categories:

- associated people (photographers, actors, cutters, etc.)
- productions (Richard III, 1953; Hamlet 2015, etc.)
- object names (top hats, crowns, skirts, etc.)
- materials (copper, silk, wood, etc.)
- techniques (beading, painting, embroidering, etc.)

OBJECT COLLECTION: SPECIAL FEATURES

Viewing Images

To view different images of the same item, click the image that displays on the record. This will open an image navigator in a pop-out box.



Use the left and right arrows at the top left of the screen to switch between images. The plus and minus signs can be used to zoom in and out on the image. The printer icon will open the image in a new tab and prompt your browser's print menu. The black 'X' at top right will close the viewing box and return you to the Item Display.



NOTE: Not all records have associated images. If no image appears at the Item Full Display level, or an icon reading 'No Image Available' is present in the Brief Display, the item in question has no associated image.

Understanding Production Dates and Time Periods in the Object Collection

Production dates in the Object Collection refer to the time period of the production, and not the time period in which the item was made. For example, Mary Stuart's dress from the 1982 production of Mary Stuart was constructed by the Festival in 1982, but the production date is listed as Early Baroque, 1500-1599. This production date is listed in the main record, as well as in the brief display, at the top right (see highlighted text, below):

<input type="checkbox"/>		Mary Stuart's Dress Mary Stuart, 1982	1500 - 1599
		Collection: Wardrobe Collection Database	WCC_1982_006_0009

The construction/first use date of an item can be determined by looking at its reference code: the first four digits of this code constitute the year of the first production in which the item appeared. In the example below, the construction year is 1992.

Reference Code	WCC_1992_010_0002
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Note this division of dates only occurs in the Object Collection. Items in the archives collection are universally dated according to their date of creation.

ARCHIVES COLLECTION: SPECIAL FEATURES

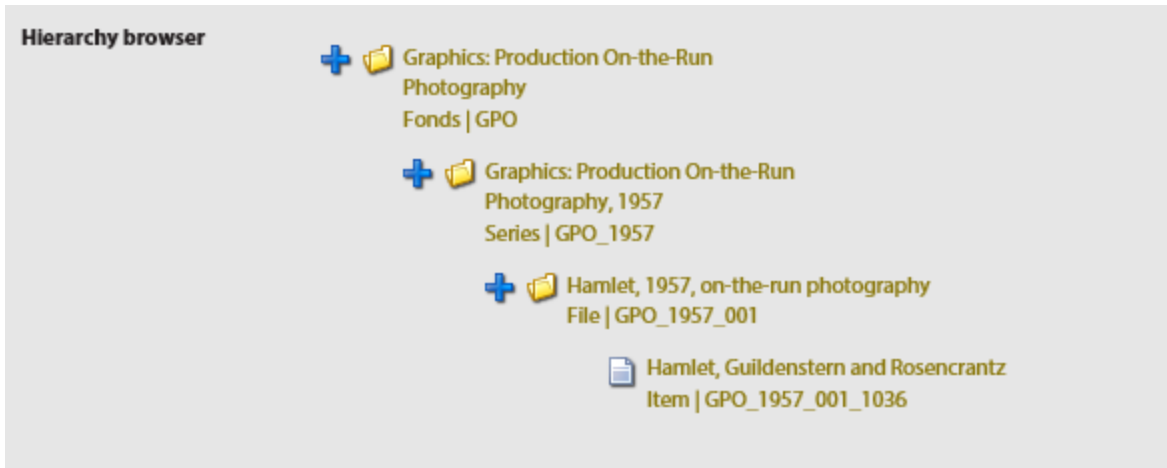
Viewing Images

Due to copyright, union and licensing restrictions, images in the archives collection are purposely provided at a low resolution in a watermarked, inflexible state. Images will appear when they are available. Only one image is associated with each archival item.

Higher resolution images (such as those suitable for display or publishing) are available upon request. For more information, consult the *Photo Release Procedures* section and *Photocopies and Reproductions* section of the [Stratford Festival Archives Website](#).

Navigating the Hierarchy Browser

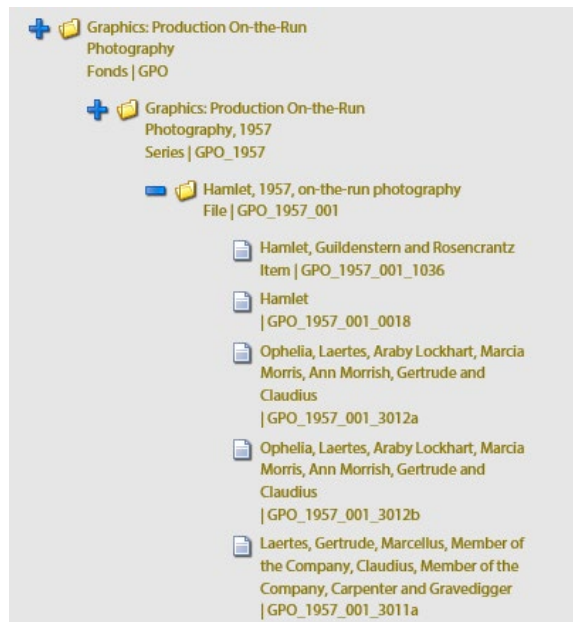
The Item Display in the Archives Collection includes a hierarchy browser below the main description. The Hierarchy Browser includes gold text and blue plus and minus signs. It looks like this:



Materials in archives are organized into hierarchical groups known as fonds, series, files and items. It is best to think of these structures like a physical cabinet, with the fonds being the cabinet, the series being individual drawers, the files being files, and the items being papers within each file.

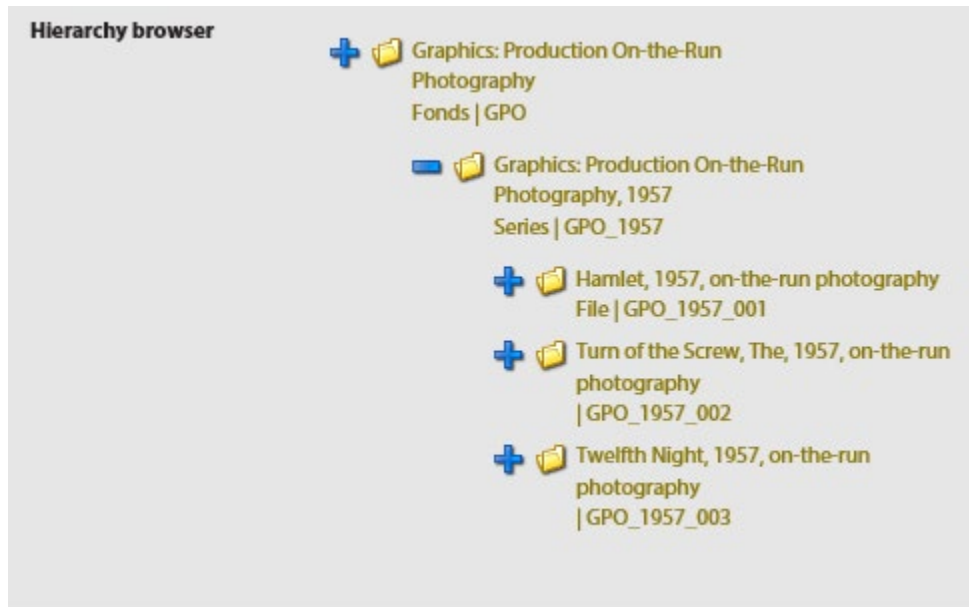
When blue plus and minus signs are present, the record in question is part of this kind of hierarchical structure. Clicking the plus and minus signs will allow you to see other parts of the structure in which the record is organized.

For example, clicking the plus sign by the file record for Hamlet, 1957 in the above example will give you a list of all items in that file:



You can then click on an individual item record (say, Hamlet, GPO_1957_001_0018) to see more information about that item.

Similarly, clicking the plus sign on the series level description will likewise cause the hierarchy to expand, thus showing you a list of all on-the-run photography from shows in 1957:



This structure allows a researcher to jump easily between related materials in a collection.

This structure is a national standard and is common to all archives in Canada. Similar hierarchal structures are used in archives around the world. While it is entirely possible to search the catalogue effectively without using these structures, they are valuable tools for those who are acquainted with them.

CREATING A PERSONALISED LIST OF RECORDS

To Select Records for a Personalised List...

- **In the Brief Display**, click the white check box in the top left corner of the record. You will see a number appear in the *Selection* tab on the top menu bar. Records can be selected from multiple collections in this manner.
- **In the Item Level Display**, items can be selected by clicking the white checkbox in the top left corner of the record. This box is labelled *Add this item to Selection*.

When you have finished selecting all records of interest, click the *Selection* tab at the top of the screen.



To navigate between selections from different collections, consult the database menu on the left sidebar. Select the collection whose results you wish to see. The number of records you've selected from each collection will be written in brackets.

Database

Archives Collection (2)

Production / Event Register (3)

Object Collection (2)

SEARCH HISTORY

Viewing and Repeating Previously Conducted Searches

The catalogue keeps track of previously-conducted searches from each individual session. To repeat a previously conducted search, select *Search History* from the menu tab at the top of the screen.



A list will appear with information on all your previously conducted searches. To conduct a search again, select *Refresh* from the options on the right side of the information bar. To conduct a search within the results generated by a previous search, select *Refine Search*.

Search History			
	Searched on	In database	Hits Search action
1.	Browse = she stoops to conquer	Object Collection	37 Refresh Refine Search
2.	Browse = she stoops to conquer Browse = kate hardcastle	Object Collection	11 Refresh Refine Search

MANAGING SEARCH RESULTS

Sorting and Exclusion Options for Search Results

To exclude results from your search that do not have associated images, click the box next to *Only records with images*.

Only records with images

To sort records alphabetically by title, or chronologically by date or archival reference number, click the appropriate box next to the *Sort By* title. To have search results appear in no particular order, select *Unsorted* from the list.

Sort by Unsorted Title Date Archival Reference Number

You may choose if records appear alphabetically or chronologically in ascending or descending order by selecting the appropriate box next to *Sort Order*.

Sort order Ascending Descending

Refining Search Results

After conducting a search, a list of actions appears on the left menu bar with several options for refining, altering or deleting your previously conducted search.

Actions

Refine Search
Search in results
Invert selection
Select all
Clear selection
Print

- **Refine Search:** selecting this option will direct you back the search page, where you can make alterations to your search terms. Be aware that taking this action will automatically limit your new search to within the collection chosen for refinement. In other words, if this option is selected while viewing results from the Object Collection, the new search will automatically limit itself to results from the Object Collection.
- **Search in results:** This option allows one to conduct a new search exclusively within the results obtained from a previous search. This can be repeated multiple times in order to narrow down search results.
- **Invert Selection, Select All and Clear Selection:** These actions apply to the personal selection of records. For more information, consult the section on [Creating a Personalised List](#) of results.

