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STRATFORD FESTIVAL ARCHIVES CATALOGUE

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A Detailed Guide to Conducting Searches by

SIMPLE SEARCH

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

HOW TO SEARCH

Selecting the Simple Search Option

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

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

    …or select *Simple Search* from the side action panel.

Choosing Which Collection to Search

- Pick a collection by checking the appropriate box.

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.*
- Scenery
  - *-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*

Searching More Than one Collection at Once

You can search any combination of collections, including all of them at once, by clicking the appropriate check boxes.

Search in
- ☑ Object Collection
- ☑ Archives Collection
- ☐ Production / Event Register
- ☑ Person / Institution Register

The more collections you select, the longer your search will take. Results are not instantaneous. Your patience is appreciated.

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<u>s</u> 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.

Refining Search Results

If your search was conducted in a single collection, or after selecting a single collection from the *Search Overview* options (see the section on Navigating Results), records matching your search will be presented in a Brief Display.

On the left menu bar, there is a menu titled *Actions* with several options for refining, altering and 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. If you wish to conduct the refined search in all the originally selected collections, be sure to re-check the appropriate boxes before starting the new search.

- **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.

NAVIGATING RESULTS

Navigating the Results Overview Page

If you choose to search more than one collection at a time, you will be directed to a *Results Overview* page. This page gives you a summary of how many results are found in each collection for your given search terms.

- **To view results from a particular collection**, click the *Search* icon (ie. the magnifying glass) associated with the collection that interests you.


- **To switch between results from different collections,** locate the *Switch Database* panel on the left menu bar, and select your desired collection from the list.

- **To view results from multiple collections at once**, right-click the *Search* icon (ie. the magnifying glass) and select *open in new tab* (the exact language of this option will differ depending on your internet browser).
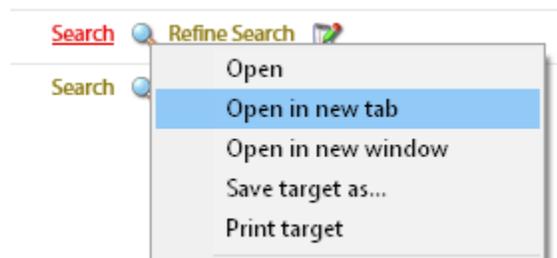
This process can be repeated for all collections that interest you.

To refine results within a single collection, click the *Refine Search* icon (ie. the paper with the green pen). This will redirect you back to the simple search page, where you can make changes to your search terms. Be aware that taking this action will automatically limit your new search to within the collection that was being viewed when the option was selected. If you wish to conduct the refined

search in all the originally selected collections, be sure to re-check the appropriate boxes before starting the new search.

Navigating the Brief Display

If your search was conducted in a single collection, or after you have selected a collection from the *Search Overview*, records matching your search will be presented in a Brief Display.

The Brief Display presents a brief amount of information about each record and displays that information in a list.

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.

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.

Enabling Gallery Display

The default view in the Brief Display module is a list of items with small images (when available). However, for searches that are of a pictorial or artistic nature, it may be more 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.

Gallery Display will appear like this:

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').

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…

…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.

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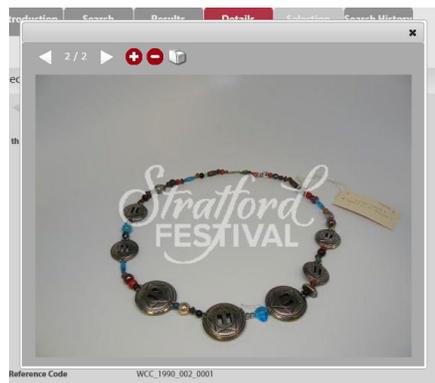
Use the left and right arrows at the top left of the screen to switch between images. The plus and minus signs can be used to zoom in and out on the image. The printer icon will open the image in a new tab and prompt your browser's print menu. The black 'X' at top right will close the viewing box and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

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):

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.

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. Higher resolution images (such as those suitable for display are 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:
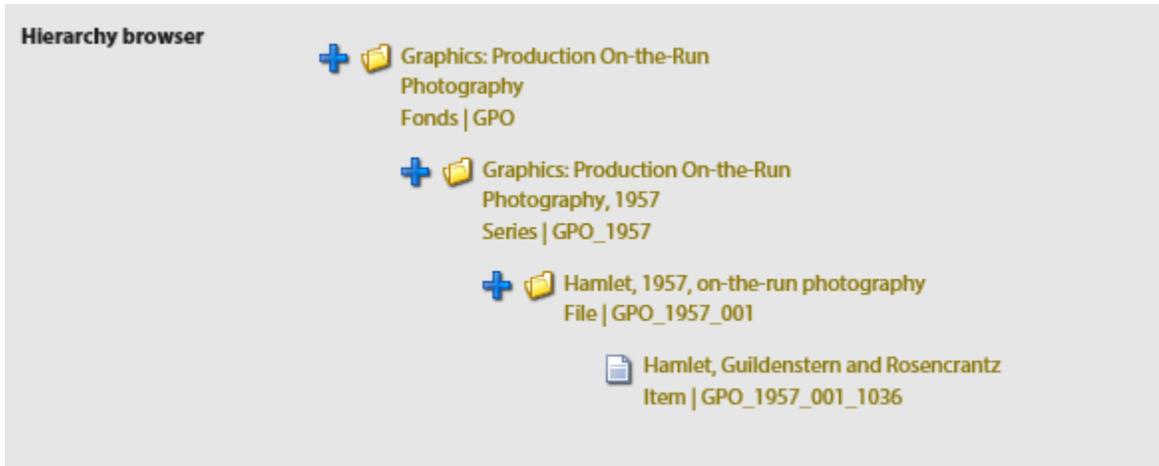
Materials in archives are organized into hierarchical groups known as fonds, series, files and items. It is best to think of these structures like a physical cabinet, with the fonds being the cabinet, the series being individual drawers, the files being files, and the items being papers within each file.

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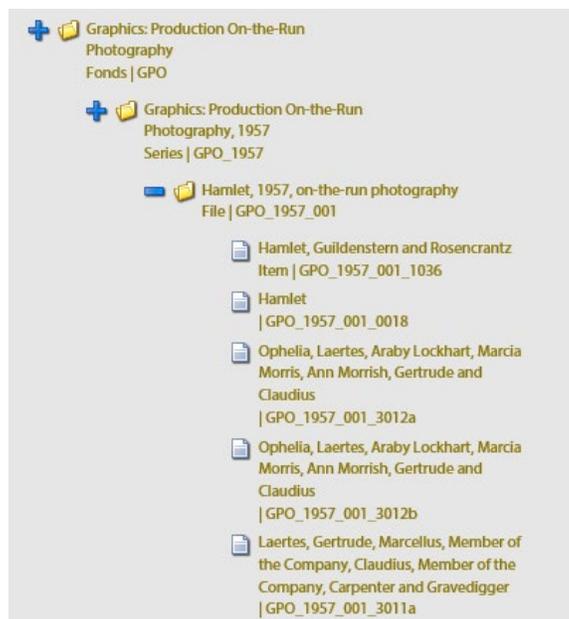
You can then click on an individual item record (say, Hamlet, GPO_1957_001_0018) to see more information about that item.

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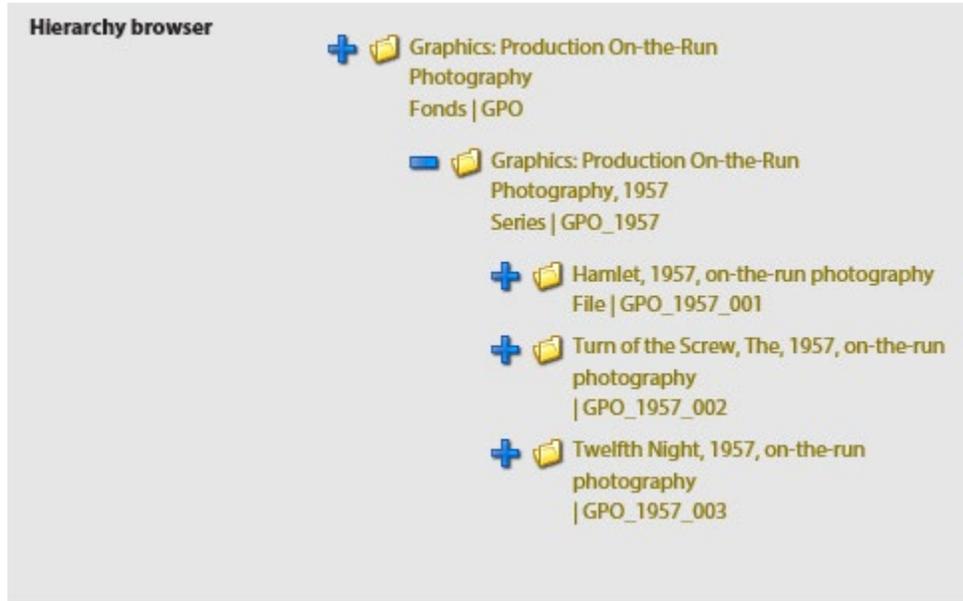
This structure allows a researcher to jump easily between related materials in a collection.

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.

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*.

	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 📝

INOPERABLE SEARCHES

Searches that Cannot be Conducted via Simple Search

Due to the nature of the cataloguing software, certain searches cannot be successfully conducted via the Simple Search Interface.

- **Searching by Role in the Persons Database**
    - Conduct this search via the Production/Event Register on the *Advanced Search* interface. Use the search box titled *Role in a Production*.