



USING COLLECTIONS ONLINE TO SEARCH GEOFFREY C WOOD'S NELSON EVENING MAIL PHOTOS - A BROWSING GUIDE

The Geoffrey C Wood proof books, covering his photos taken for the Nelson Evening Mail from 1960 until 1978, have now been catalogued, digitised and uploaded on to our Collections Online as a convenient way to search for these photos.

SEARCHING IMAGES

This is a substantial collection comprising over 246,000 photos so let us take a look at how we can refine a search from among this vast resource to find what we want.

Go to the Nelson Provincial Museum website:

<https://www.nelsonmuseum.co.nz/>

Select 'Research' then 'Research Online' then under 'Collection Online' click to 'Search The Collection'.

Use the Search bar to search for word(s) located anywhere in any record. For example, an object Simple Search on the word Black will return all objects which are black in colour, those depicting Black Street, along with those by any artist named Black.

You can choose to search on Object or Person records and can limit your results to only records that have images.

Phrases

You can search on an exact phrase by placing quote marks around the words. For example, "Queen Elizabeth" will find only records with these two words together, rather than in different parts of the record.

Records containing more than one term anywhere in the text

Place "+" before each term or connect the terms by placing AND between them. E.g., Queen AND Elizabeth

Exclude records containing a particular term

Place “-” in front of the term you wish to exclude, or type AND NOT between the terms. E.g., +Queen -Elizabeth This will find records containing the word ‘Queen’ and without the word ‘Elizabeth’.

Grouping Searches

You can group multiple words together by placing them inside brackets. E.g. (Queen AND Elizabeth) OR (Queen AND Street).

Wildcards

To search for records that contain variations of the same word, use “*” after the common part of the word. E.g., paint* would find records with the word painter, painted or painting.

Advanced Search

Use the Advanced Search page to search only a specific collection and to search on one or more pieces of information in combination.

Search prompts in Advanced Searches will behave in one of the following ways:

- Scroll box allowing multiple terms to be selected (e.g., Artist, Media)
- Date Prompt allowing a range of years.
- Text Prompt allowing any search text to be entered

Result pages

The collection online site offers three default display modes for your results:

- List view: The briefest view, with identifying information for each record displayed as a single line of a list
- Label view: Basic identifying and descriptive information
- Lightbox view: An image-based view, with only basic identifying information

To switch between display modes, click on the list, label or lightbox icon on the results page. You can click on the image or linked record text to go to the Detail view for a specific result.

Shortlist

Your shortlist is a place to keep a separate list of results that are interesting or relevant to you. This list will be maintained throughout your current session, regardless of other searches you make. However, your shortlist will not be saved or maintained after you have left the collection catalogue.

Use the 'star icon' or 'add all to shortlist' buttons to build up your shortlist. You can use 'go to shortlist' to view the shortlist and you can use the 'star icon' to remove records from your shortlist. You can then choose to email this list to yourself, which will be in the form of hyperlinks, which you can click on to take you straight back to any of those records.

ORDERING IMAGES

As Nelson Provincial Museum holds the negatives for this collection, once found among the proof sheets, any of these can be ordered. We will then retrieve and digitise the negative into a high resolution digital image for your order. The image supply fee is \$20 + any applicable reproduction fees, such as for commercial use.

Orders can be placed through our website:

<https://www.nelsonmuseum.co.nz/research-online/#order-images>

Please provide your contact details, state the purpose for which you are wanting the image so we can determine if reproduction fees are applicable, and provide the references for the images you are wanting.

For the references you will need to make a note of the film number and the frame number. In the following example (on the following page) we can see that the film is named L4700 and if one was wanting the image of the scout sitting on a chair the frame number would be 4, making the reference L4700_fr4. The film number and range of frames for the subject can also be found in the description for the record.



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