

HOW TO SEARCH THE SAGHS PHOTOGRAPHIC COLLECTION ON THE CATALOGUE

1. Go to the Genealogy SA website

- Resources
- Society Library
- Library Catalogue



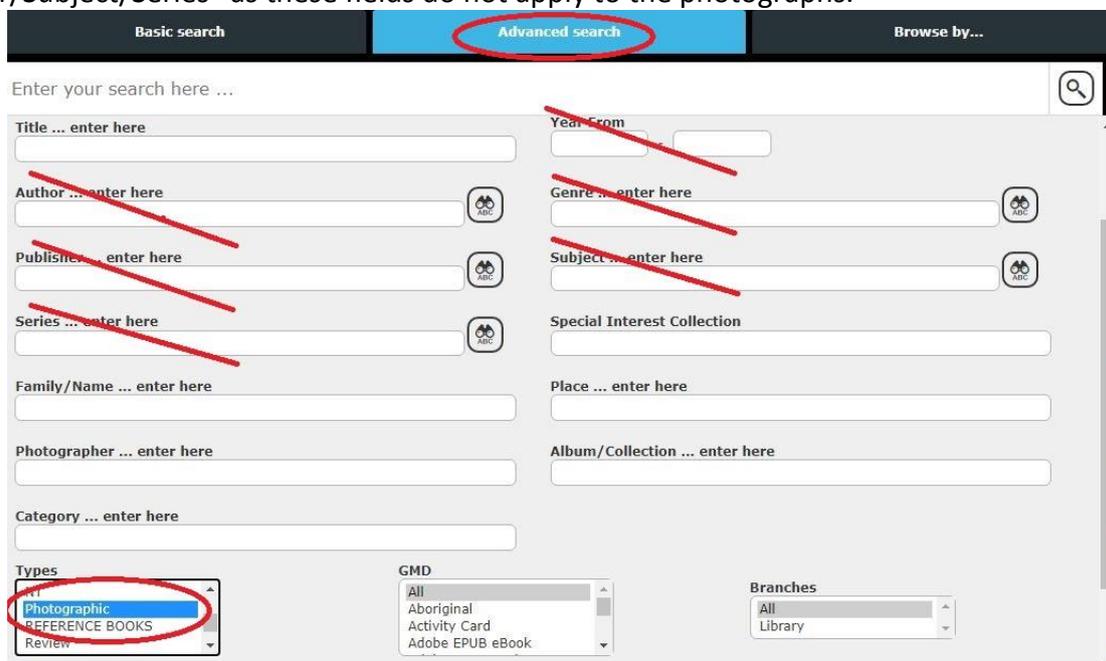
2. You can view the collection with either a “Basic” or “Advanced” search. Insert inverted commas at the beginning and end of a phrase if you want an exact match, i.e. “James Earle” rather than just Earle.

3. Select “Basic Search”

- Enter a key word or words into the search field and click enter
- This will show results for all types of resource i.e. photographs/books/CD’s/microfiche etc. To only search the photographic collection used the “Advanced” search.

4. Select “Advanced Search”

- From “Types” drop down menu, at the bottom of the page, select “Photographic” which will narrow your search to the photographic collection only i.e. you will not see results for books/CD’s/microfiche etc.
- If you click “enter” without putting any information in the search fields, you will see 500 photographs currently catalogued in random order. This is the maximum number of results that can be viewed in the catalogue at one time.
- To narrow your search, enter words into any of the search fields except “Year From/Author/Genre/ Publisher/Subject/Series” as these fields do not apply to the photographs.

A screenshot of the Genealogy SA search interface. The 'Advanced search' tab is selected and circled in red. The search fields are mostly redacted with diagonal lines. The 'Types' dropdown menu is open, and 'Photographic' is selected and circled in red. Other dropdown menus include 'GMD' (with options: All, Aboriginal, Activity Card, Adobe EPUB eBook) and 'Branches' (with options: All, Library). The search fields include: Title, Author, Publisher, Series, Family/Name, Photographer, Category, Year From, Genre, Subject, Special Interest Collection, Place, and Album/Collection.

5. The advanced search fields for the photographs are:

- **Title** – the title allocated to the photograph (i.e. the name of the person or place, event etc.)
- **Special Interest Collection** – photographs of common interest from various collections (refer to Pre-defined lists sheet)
- **Family/Name** – name of the person/people in the photograph
- **Place** – where the photograph was taken
- **Photographer** – who took the photograph
- **Album/Collection** – the album/collection the photograph is part of (if any)
- **Category** – category of the photograph (refer to Pre-defined Lists sheet)

6. From the results you can see more information about the photographs and, unless there is a restriction because of copyright, you will see a thumbnail image of the photograph, and if you click on the thumbnail you will see a slightly larger image.

The screenshot shows a search results page with a search bar at the top containing 'Enter your search here ...' and an 'Advanced search' dropdown. Below the search bar are navigation controls (back, forward, 1-10 of 16) and filters for 'Added in last' (Any Time) and 'Sort by' (Relevance). There are also buttons for 'Print/Save' and 'Share'. The results list shows three entries: 'Angelina Earle', 'Angelina Earle', and 'George Earle'. The second 'Angelina Earle' entry is circled in red. To the right of each entry is a small thumbnail image, with the thumbnail for the circled 'Angelina Earle' entry also circled in red.

7. If you hover your cursor over the title or, if you click on a title, an information box will appear and entries in the result that are in blue are links to other photographs which have exactly the same entry for that field, which can be seen if you click on that entry (i.e. Family/Name [Earle, C. H.](#))

The screenshot shows a detailed information box for 'Angelina Earle'. The box has a title 'Angelina Earle' and a small thumbnail image of a woman in a long dress. Below the title are buttons for 'Print/Save' and 'Get Permalink'. The information is organized into fields:

- Title:** Angelina Earle
- Photo ID:** P00084-08
- Album/Collection:** Album 00084 - Earle (98);
- Category:** Portrait (1359);
- Special Interest Collection:** Pioneer (23);
- Family/Name:** Earle, Angelina (5); Denford, Angelina (5); Earle, C. H. (7);
- Place:** Adelaide, SA [possible] (458);
- Date:** c1866-1874
- Inscription:** Mrs C. H. Earle [nee Angelina Denford] died at Port Adelaide July 31st 1874 aged 5[8] J.J. Earle's mother.
- Photographer:** Edward Farnnell, 83 Hindley Street, Adelaide (4);
- Notes:** Research notes filed with album. Carte de Visite.
- Donor:** Restricted
- Original Media:** Sepia photograph
- Digitised Media:** JPEG
- Copyright/Access:** Open Access
- Storage Location:** Album Box 01
- GMD:** Photograph

The 'Family/Name' field is circled in red, highlighting the link 'Earle, C. H. (7)'. The background shows a partial view of the search results list from the previous screenshot.