

# SEARCHING OUR ONLINE ARCHIVE CATALOGUE

Our online archive catalogue can be found at:

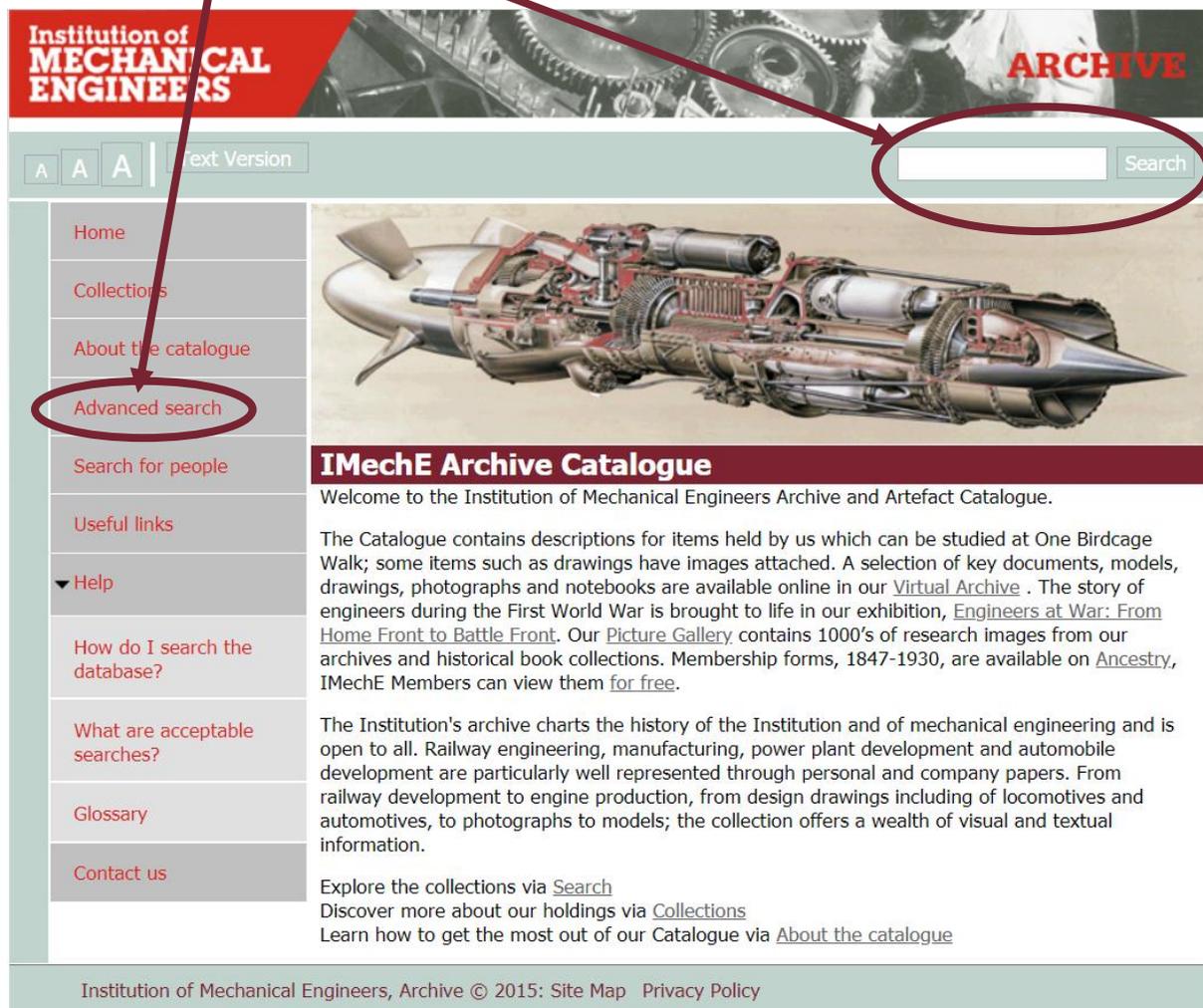
<http://archivecat.imeche.org/CalmView/Default.aspx?>

Our catalogue includes entries for all our catalogued archive material and artefacts.

## HOW DO I SEARCH THE CATALOGUE?

There are two ways to search our catalogue;

- **Simple search**
- **Advanced search**



The screenshot shows the IMechE Archive Catalogue website. At the top left is the Institution of Mechanical Engineers logo. Below it is a navigation menu with links: Home, Collections, About the catalogue, **Advanced search** (circled in red), Search for people, Useful links, and Help. The Help section includes links for 'How do I search the database?', 'What are acceptable searches?', 'Glossary', and 'Contact us'. On the right side, there is a search bar with a 'Search' button (circled in red) and a large image of a mechanical engine. Below the image is the 'IMechE Archive Catalogue' section, which includes a welcome message and a detailed description of the catalogue's contents. At the bottom of the page, there is a footer with the text 'Institution of Mechanical Engineers, Archive © 2015: Site Map Privacy Policy' and 'Powered by CalmView© 2008-2020'.

## SIMPLE SEARCH

The **simple search** is accessed via the “Google style” search box in the top right-hand corner of the catalogue homepage.

- The **simple search** will only search the **title** and **description** fields of our catalogue

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### IMechE Archive Catalogue

Welcome to the Institution of Mechanical Engineers Archive and Artefact Catalogue.

The Catalogue contains descriptions for items held by us which can be studied at One Birdcage Walk; some items such as drawings have images attached. A selection of key documents, models, drawings, photographs and notebooks are available online in our [Virtual Archive](#). The story of engineers during the First World War is brought to life in our exhibition, [Engineers at War: From Home Front to Battle Front](#). Our [Picture Gallery](#) contains 1000's of research images from our archives and historical book collections. Membership forms, 1847-1930, are available on [Ancestry](#), IMechE Members can view them [for free](#).

The Institution's archive charts the history of the Institution and of mechanical engineering and is open to all. Railway engineering, manufacturing, power plant development and automobile development are particularly well represented through personal and company papers. From railway development to engine production, from design drawings including of locomotives and automobiles, to photographs to models; the collection offers a wealth of visual and textual information.

Explore the collections via [Search](#)  
 Discover more about our holdings via [Collections](#)  
 Learn how to get the most out of our Catalogue via [About the catalogue](#)

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## ADVANCED SEARCH

The **advanced search** will search any of the fields of our archive catalogue entries. The advanced search also allows you to refine your search.

- From the catalogue homepage click on '**Advanced search**' which can be found in the left-hand sidebar menu. This will take you to the advanced search page

The screenshot shows the 'Advanced Search' interface. On the left is a sidebar with links: Home, Collections, About the catalogue, **Advanced search**, Search for people, Useful links, Help, How do I search the database?, What are acceptable searches?, Glossary, and Contact us. The main area is titled 'Advanced Search' and contains the following fields:

- Title**: Input field with a 'Refine Search Criteria' link below it.
- Description**: Input field with a 'Refine Search Criteria' link below it.
- Any Text**: Input field with a 'Refine Search Criteria' link below it.
- Ref No**: Input field.
- Alt Ref No**: Input field with a 'Refine Search Criteria' link below it.
- Physical Description**: Input field with a 'Refine Search Criteria' link below it.

At the bottom of the search area are 'Search' and 'Clear' buttons. The footer contains the text: 'Institution of Mechanical Engineers, Archive © 2015: Site Map Privacy Policy' and 'Powered by CalmView© 2008-2020'.

- You can enter any term into the '**Any Text**' box and then hit the enter button on your keyboard or click the grey search button at the bottom of the page. This will search all the fields in our archive catalogue
- Alternatively, if you know the archive catalogue reference number of the material you would like to view you can enter this in the '**Ref No**' box before hitting enter or clicking on search
- If you only know part of the archive catalogue reference you can use an \* as a wildcard. i.e. entering NAP\* will bring all results that start NAP. You may use the \* wildcard in any search field
- To search only the '**Title**' field, please enter your search term(s) into that field
- To search only the '**Description**' field, please enter your search term(s) into that field

## SEARCH RESULTS PAGE

Once you have clicked on the search button or hit enter you will be taken to the **search results** page. The results will show all catalogue entries which matched the search terms you entered on the search page.

- The **search results** page default is to show 5 results per page. You can amend this to show more results per page, or all the results on one page by clicking on the drop-down box and selecting the number of results you would like to see
- The **search results** page will give you basic information about the archive catalogue entries which have matched your search including; the archive reference number, the title of the entry, a description of the entry, the position of the record in the collection's hierarchy, and the date(s) of the entry

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A A A | Text Version  Search

[Home](#) **Advanced Search > Search Results**  
Click on the underlined 'Reference' to view details  
[Refine Search](#)

1 to 5 of 5267 **Next ▶ Last ▶** **5 ▼**

Reference	Title	Description	Level	Date
<a href="#">NAP/17/4/1</a>	Jet pipe	Gazelle 218/Naiad. Third angle projection, elevations and sections with part list. Scale 1/4...	Item	c1948
<a href="#">NAP/17/4/2</a>	Naiad layout	Gazelle 218/Naiad. Annotated layout with close-up of selected parts. Across two sheets. Scale 1...	Item	c1948
<a href="#">NAP/17/4</a>	Technical design sketches	Mainly relating to Wellington bomber, large format hand-drawn sketches/drawings.	SubSeries	c1948
<a href="#">NAP/7/3/1</a>	4 bearing engine	E224. Elevation. Proposed turbine arrangement.	Item	c1948
<a href="#">NAP/7/3</a>	Technical design sketches	Large format hand-drawn sketches/drawings.	SubSeries	c1955-1961

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- To learn more about a particular entry click on the underlined reference. This will take you to the '**Record**' page

## RECORD PAGE

The screenshot shows the 'Record' page for an archive entry. At the top, there is a navigation breadcrumb: **Advanced Search > Search Results > Record**. Below this, a 'Full Item Description' section shows a hierarchy: **NAP - D Napier and Son** (circled in red), **17 - Naiad**, and **4 - Technical design sketches**. The main record details are as follows:

Ref No	NAP/17/4/1
Alt Ref No	NAP/D/1/1
Title	Jet pipe
Date	c1948
Description	Gazelle 218/Naiad. Third angle projection, elevations and sections with part list. Scale 1/4 full. Signed.
Extent	1 item
Level	Item
Physical Description	Pencil on trace
Dimensions	772x1368 mm
Access Status	Digital
Image	

At the bottom of the record, there is a navigation bar with '1 of 5267 Return to search results' and 'Next ▶ Last ▶▶'. The footer contains the text: 'Institution of Mechanical Engineers, Archive © 2015: Site Map Privacy Policy' and 'Powered by CalmView© 2008-2020'.

The top section of the **record** will show how the archive catalogue entry that you have selected fits into the hierarchy (or family tree) of the archive collection to which it belongs. For more information about archive hierarchies please see below.

The bottom section of the **record** will tell you more information about the selected archive catalogue entry, including:

- **Ref No** – This is the unique archive reference that is used to identify the archive catalogue entry. You will need to provide this in order to order material to view
- **Alt Ref No** – This refers to any previous references that the archive item may have been known as. Sometimes when we re-catalogue material we assign a new reference number. Where that has been the case we always retain the previous reference number
- **Title** – This is the title of the archive catalogue entry that you have selected
- **Date** – This will tell you the date(s) of the archive catalogue entry that you have selected
- **Description** – This will describe the scope and content of the archive catalogue entry you have selected. In most cases, this will not provide an index or transcript of the entry
- **Extent** – This tells you more about the quantity of the archive catalogue entry you have selected. i.e. 1 volume, 2 files
- **Level** – This will tell you where the archive catalogue entry sits in the collection hierarchy (or family tree). **N.B. You may only request to view archive catalogue entries that have the level 'item'**
- **Physical Description** – This will tell you the format of the archive item
- **Dimensions** – This will tell you the measurements of the item, if and where appropriate
- **Access Status** – This will provide information regarding any access conditions to the archive catalogue entry that you have selected. Sometimes this will say 'Digital' where we hold a digitised surrogate copy of an item. If that is the case, you may be able to access this online without requiring a physical visit. On other occasions this may say 'Closed' where access to an item is restricted
- **Image** – Some of the digital surrogate images we hold of our archive items are included with the catalogue entry for that item. You may click on the image to view a larger version

## **ARCHIVE HIERARCHIES (FAMILY TREES)**

When cataloguing archive collections we follow a number of international and national standards which provide guidance as to the structure of our catalogues and the information we should be recording.

Our catalogues are of a hierarchical arrangement. This can look a little like a family tree.

We try to ensure that we do not mix records created by different people or organisations together. For example we would not add a notebook by Joe Bloggs to the same collection as a notebook by Jane Smith. Instead they would remain as two separate collections as the notebooks were created by two different people.

We also ensure that we keep records in the order in which they were originally filed or kept by their creator, something archivists call original order. This can mean that records seem to be in an illogical order. However, maintaining a collection's original order allows us to learn more about the creator, the circumstances under which the records were created and the relationships between different records.

We arrange a collection into a high level and several lower levels. The high level is often known as a 'collection' and includes all the material which makes up that collection. The high level will describe the collection as a whole and will provide a general sense of the collection as well as listing the lower levels. The lower levels, often known as 'series', 'sub-series', 'file', 'item' or 'piece' provide more information about the different parts of the collection.

For example:

PPJB Personal papers of Joe Bloggs (Fonds)

PPJB/1 Engineering notebooks (Series)

PPJB/1/1 1965 (Item)

In this example the high level or fonds is the personal papers of Joe Bloggs. The lower level is the series of engineering notebooks and the item is an individual diary.