#### **Searching for Records Electronically Source Sheet No. 46**

Searching for records in an Archives is very different from searching for books in a Library. Some reasons for this are:

* owing to the vastness of its collection it is unlikely that every item in an Archives will be listed in a subject index or catalogue;
* users are unable to browse the Archives holdings because records are stored in a secure repository which is not accessible to the public;
* records have to be identified and requested prior to viewing in the Search Room;
* record items may be withheld from access if they do not accord with the Archives Access Clearance Policy or are too fragile or badly deteriorated to be made available;
* records may not be borrowed from an Archives.

Electronic finding aids are the latest and quickest means of locating records held by the Archives. The City Archives has developed its own database based around **t**he Council’s electronic records and document management system (EDRMS) called TRIM. The TRIM application is used to manage the Council’s archives (as well as its current business records) and has been configured to enable public users to search the archived record titles stored in the system (note: these are not images of the documents themselves but the record item descriptors, known as metadata, that allow users to determine the relevance of the record to their research interests).

The database may be accessed in-house using the personal computer at the City Archives Search Room, or online by logging into the City Archives web site [www.adelaidecitycounci.com/archives](http://www.adelaidecitycounci.com/archives)

Keep in mind however, that the Archives’ Database can only be used for locating records that have been entered into it. To date slightly less than 50% of the City Archives’ total holdings have been entered into the TRIM system. The process of inputting more records into the database is ongoing, although most of the main record series are already in the system.

To get a full picture of the totality of our finding aids, both electronic and traditional hardcopy, seeCity Archives Source Sheet No. 4 City Archives Finding Aids.

**Searching for Records Online**

Access to the Adelaide City Council Archives Database is available through our website [www.adelaidecitycouncil.com/archives](http://www.adelaidecitycouncil.com/archives)

**Search Options**

* **Word Search** – this method allows you to search for words used in the title of an item, for example, a search for ‘Colonel Light’ will bring up every item registered in the database with the words ‘Colonel’ and ‘Light’ but will not find a record with the title ‘Col Light’. Conversely, a search for ‘Col Light’ will locate all records with ‘Colonel’ and ‘Light’ in the title but also records with the words ‘colonial’ and ‘lights’ will be listed as well.
* **Record Number Search** – this method allows you to type the Record Number of an item into the search field which takes you directly to the item you require. The number must be the same as it is in the database (e.g. if you are trying to find a Building Plan and type in BAP32828:01 it will not locate BAP32828, however if you type BAP32828 it will locate BAP32828:01).

If you find a record that you would like to view, click ***Add to Cart*** in the left-hand column and this record will be added to your shopping cart.

When you have completed your searching, click on the ***Checkout*** link at the top of the list and you will go to your records request form.

Complete your contact details and click the ***Checkout*** button which will send the request form to the Archives.

You will then receive an email from the Archives confirming your records have been requested. An Archives Access Officer will contact you within one working day to confirm your request and advise when the items will be available for viewing in the Search Room.

**Searching for Records on the Archives Search Room Computer**

You are also able to search the Archives collection in the Search Room using the Archives Search Room Computer:

* Click Search on toolbar.
* Select Find records.
* In the Search By box select the search method you want to use by clicking on the arrow at the end of the box. This will open a drop-down box from which you can select the search method by clicking on it. In most cases you will probably want to search by Title Word.
* If you use more than one word in a Title Word Search the system will find record items using all the words you input. See staff for further instructions on completing a search for records using multiple words.
* Type in the search criteria in the Equal To box. Then click OK at the bottom of the screen. A list of record items that the search has located will appear on the screen arranged in Record Number order.
* To view them in another order, click on the title box at the top of the column you wish to view under e.g. Title, Date Created or Date Closed.
* Use the scroll wheel on the mouse or the buttons at the right of the screen to scroll through the record items listed. If you want to find out more about the properties of a particular item highlight it then double-click on it.
* List the record items you wish to view on a Request for Records to be Retrieved for Viewing in the City Archives Search Room form and hand it to staff for processing. Items will generally be available for viewing within 24 hours.

**Further Information**

**City Archives:** Topham Mall, off Currie and Waymouth Streets, Adelaide 5000

**Counter / telephone enquiries:** 9**.**00 am to 5.00 pm Monday to Friday

**Search Room open for public research:**10.00 am to 4.00 pm Tuesday to Thursday

**Telephone:** +618 8203 7439

**Email:** cityarchives@cityofadelaide.com.au

**Web:** https://cityofadelaide.com.au/cityarchives