

Saanich Archives Search Tips

The Saanich Archives Online Search is powered by AtoM (Access to Memory) software developed by Artefactual Systems. See [user documentation](#)

Basic Search

- Enter a single keyword into the Search bar at the top of the page (in the header).
- Not case sensitive.
- Do not use punctuation or symbols.
- For broader results use a truncated word preceded or followed by an asterisk *. Examples: Use **farm*** not farms and you will get items with farm, farms, farming, farmland etc. Use ***berr*** and you will get loganberry, loganberries, strawberry, strawberries etc.
- You can search for short phrases or individual photo numbers using quotation marks. Example: “Gorge Waterway” or “2015-014-093”.
- Results for common words will produce lots of results.
- You can narrow results by choosing filters listed on the left side. Example: after searching “Gorge Waterway”, click on “Aerial photographs at left (under Subject heading) for photographs of the Gorge Waterway that are aerial only.

Browse

- To the left of the Search bar is the Browse button. Click on this button to see the available browsing categories (pull-down menu):
 - Archival Descriptions – descriptions of our collections
 - People and Organizations – Example: Curtis, Hugh Austin; or Horticulture Centre of the Pacific.
 - Subjects – example: Agriculture
 - Places – including Local Areas
 - Digital Objects – all photographs

Browse search options are also available on the left side of the screen, above the “Popular this week” list.

Advanced Search

- Use if you would like to search for multiple criteria.
- Click once in Search bar. Click on “Advanced search” text that appears below it.
- To search for results within a specific fonds or collection, enter term into search field and then begin typing fonds or collection name into “Top-level description” field below.
- You can also or expand your search using the “Add new criteria” button. If you need help, please contact us.
- Results can be filtered by:
 - Level of description
 - Digital object (image) available
 - Finding aid
 - Copyright status
 - General material designation (type of record, i.e. textual record, architectural drawing)
 - Date range

Search results show core information about each photograph:

- Thumbnail
- Caption
- Number
- Date
- Collection
- Photographer
- Location

Click on the thumbnail image to display a larger image. From the larger image you can return to the search results on the previous page or print the image using the internet browser “Back” and “Print” options.

Help

If you need help using the online database or have questions or concerns, please contact us at archives@saanich.ca or 250-475-5494 ext. 3478.