EXPLANATION FOR THE CATALOGUE

Each item we have, whether it be a postcard, photograph, will, map, artefact or whatever, is assigned a unique reference number when catalogued on our database. The database catalogue will appear as a series of records as soon as soon as you log in as a web member.

An asterisk in each of the green column headings denote whether that field is searchable, and clicking on each one arranges contents ascending or descending - signified by an upward or downward pointing triangle respectively.

The Search Bar will accept any names, dates or terms and has options for entering multiple terms. You can also search for the item's reference number.

The page selection buttons will move through pages of batched records - one page up or down, or to the beginning and end of the whole database or selection. There are also options to export data to Word or Excel files.

To view an individual record, click the magnifying glass button on the extreme right hand side of each one. 🔎 This gives a table with rows showing a fuller view of how the item was catalogued, including the date and name of the last cataloguer to edit the item. The table will only appear when you click on this button – see below for a detailed explanation.

The column names of a record's table are:

➢ Column 1- ref No(*) - our catalogue's reference number in order of recording. This is unique to each catalogued item.

➢ Column 2 - Type – this shows the closest fit out of the following categories: artefact, display caption - interpretative panel or essay for exhibition, display photograph - large size for exhibition, document, newspaper cutting, photograph - or cutting which includes photograph/s, postcard or will.

➢ Column 3 - Status – whether an original or a copy.

- Column 4 - Author(*) – the name of the author, editor, photographer, maker or other originator. For postcards this shows the publisher and (if we know it) his reference number.

- Column 5 - Subject/Title(*) – a brief explanatory heading. For press cuttings this will be the headline if there is one, even if it is obscure.

- Column 6 - Date/Period(*) – the period has been catalogued in multiple-decade spans. The actual date of the item is narrowed down in the 'Description' field (where the recommended search format is DD-MM-YYYY). Those dating from the two world wars are isolated like this: 1900-13, 1914-19, 1920-38, 1939-45, 1946-49.

- Column 7 - Description(*) – A detailed description of the item that includes as much information as we could find. Suggested relevant keywords for searching include: agriculture/farming, buildings, carnivals, commerce, communication, education, hopping, impact photos, leisure, maps, organisations, people, pubs, religion, roads, social order, sport, transport, war.

- Column 8 - Location Physical(*) – this is where the item is stored in our Centre (e.g. which drawer, cupboard, shelf in the office or whether off site). To save space many recent acquisitions are not physically stored, and this field will show *'None – electronic only'*.

- Column 9 - File Name(*) – the full filename of the electronic copy (useful if wish to order a print from us). For zipped folders the individual filenames of the contents are shown.

- Column 10 - 🔍 - this gives a table with rows showing a fuller view of how the item was catalogued, as discussed above. See below for a detailed explanation.

➢ Column 11 - ✏ - for editors only.

➢ Column 12 - 📄 - for editors only.

　📊 Clicking on this symbol at the top of the page enables you to print the information as an Excel file.

　📄 Clicking on this symbol at the top of the page enables you to print the information as a Word file.

　📊 Clicking on this symbol at the top of the page enables you to print the information as an Excel CSV file (comma separated values).

Detailed explanation of Column 10 table headings:

Extent – the physical size of the item.

Area Code - This is MARDEN-U in all cases – only relevant when quoting a catalogue number county-wide (e.g. MARDEN-U-1234). Our catalogue is duplicated and sits within Kent County Council's own database. This is the prefix used within theirs.

Original owner - who donated the item, loaned it for MHG to make a copy, or still owns it if we have it on extended loan. It may also be a purchased item.

Loan conditions - any conditions made by the donor and any copyright details.

Location electronic – If the electronic copy is uploaded to the catalogue (the default location) this field is left blank. Otherwise the location within the MHC network is shown, e.g. 'Resources > Audio'.

Action required – this may state if anything more needs to be done to the record or if the item needs repairs etc.

Notes – anything not already mentioned which the cataloguer feels should be recorded.

Catalogued Date – this is the last date on which the catalogue entry was edited, not necessarily the date of creation.

Catalogued By – is the user ID of the last person to edit the entry, not necessarily the original cataloguer.

Record status – will say complete, FILE TOO LARGE TO UPLOAD, requires revision, requires upload or requires revision & upload.

Uploaded file - image files will display a thumbnail here. Other files (e.g., pdf, doc, zip) will not.