

## Searching for People

Use this procedure to search for people on [heritageburnaby.ca](http://heritageburnaby.ca). People searches can return multiple types of records, depending on availability. Executing a search with just the name returns all record types available, such as photographs, textual works, landmarks and book chapters, to name a few. However, a search can be narrowed down to one or more specific types of records, such as photographs only.

### Search Using Simple Search

- To access the search field on the Heritage Burnaby home page, scroll down the page to **Search all Collections**.



#### Search all Collections

Search the combined collections of the Office of the City Clerk, City of Burnaby Archives, the Burnaby Village Museum and the Burnaby Heritage Planning Program. Your search can be refined once you begin.



[Advanced Search](#) | [Help](#)

- To specify a person, in the search field, enter the first and/or last name.

If the correct spelling or full name is unknown, enter the known letters and use an asterisk for the unknown letters. For example, enter **ceper\*** to return all records that begin with "ceper", including "Ceperley".

- To execute the search, click .

87 records – page 1 of 4.

	<b>H.T. Ceperley</b>
Repository:	City of Burnaby Archives
Date:	[1910]
Collection/Fonds:	Burnaby Art Gallery Collection
Description Level:	Item
Physical Description:	1 photograph : b&w copy negative ; 10.5 x 7 cm
Item No.:	241-001
Storage Location:	A/V Storage
Scope and Content:	Photograph of H.T. Ceperley, copied from a publication.
<a href="#">MORE DETAIL</a>	
1 Image	

The number of results is displayed at the top of the list.

- Perform one or more of the following actions:

If you want to	Then
Browse all records displayed...	Scroll down through the records.
Narrow down the search further...	Under the <b>Narrow By</b> field, expand the applicable category and then select one or more filters. For example, a common filter for a person search may be <b>Type/Format → Photograph</b> .
Add a record to a customized list...	<input type="button" value="Add to List"/> <b>Note:</b> This list is only maintained for your current browser session. When you close the heritageburnaby.ca session, the list is cleared.
View items in <b>My List</b> ...	Access the Advanced Search page. Your saved lists are indicated on the main menu as <b>My List: [# of lists]</b>

If you want to	Then
Return to the top of a record list...	Click <a href="#">Back to Top</a>
Return to the Heritage Burnaby home page...	On the main menu, click <a href="#">HOME</a> .
Print a list...	At the top of the search results, click <a href="#"> Print</a> .  The list opens in a separate browser view. Use the print function specific to your web browser. <b>Tip:</b> For most browsers, the right-click menu offers a print option.
Copy the record's URL link for emailing or adding to your browser favorites...	At the bottom of the record information, click <a href="#">Permalink</a> .  A new web page displays with the unique URL address for the single record.

## Search Using Person/Organization Filter

1. On the main menu of [heritageburnaby.ca](#), click [RESEARCH](#).
2. Under **Search all Collections**, enter the first and/or last name. For example, enter **Sprott**.
3. To retrieve results, click  [Search](#).
4. To narrow results further, under the **Narrow By** panel on left of page, click **Person/Organization**.

A controlled list of indexed names is displayed based on the search term entered. Even though the exact phrase you entered may not display in the list, review the proposed list for suitable matches. Selecting an indexed term returns a narrower, more specific set of results.

5. If applicable, select the checkbox next to a filter.



To apply more than one filter, reopen the **Narrow By** category to select another filter. The list of results automatically updates as filters are applied.

## Search Using Alphabetical List

1. On the main menu of [heritageburnaby.ca](#), click [RESEARCH](#).

2. To access more detailed search options, click  [Advanced Search](#)



3. Next to **Advanced Search**, click [Browse Names](#).

4. Select a letter of the alphabet to search and scroll through the results until a suitable search term is found. Click the selection to display the results.

## Search Using System Proposed Search Term/Phrase

1. Access a text search field on either a research results page or on the Advanced Search page.



2. Based on the text entered in the search field, the system automatically proposes search ideas in a dropdown. If an idea is suitable for your search, select it from the list.



If you don't want to use a proposed idea, click anywhere outside of the search box and the list will disappear.