

SEARCHING FOR BYLAWS

1. Click the “Research” tab across the top. This will direct you to the advanced search page.
2. In the **Format** section, select the checkboxes for Bylaws.
3. To narrow your search, enter a description in the Keyword search bar. For example, to search for all reports and minutes related to animal control, enter animal control.
4. To narrow your search further, enter the date range if known.
5. To get search results, hit “Search”.

2

This screenshot shows the 'Advanced Search' page. The 'Keywords' field is empty. Below it are three rows of search filters, each with a dropdown menu for the field and a 'Contains' dropdown. At the bottom, the 'Format' section is circled in red, showing a grid of checkboxes. The 'Bylaws' checkbox is checked, while all other checkboxes (Architectural Drawings, Council Reports, Photographs, Artifacts, Cartographic Material, Landmark Descriptions, Sound Recordings, Books, Council Minutes, Moving Images, Technical Drawings, and Textual Records) are unchecked.

3

This screenshot shows the 'Advanced Search' page with 'animal control' entered in the 'Keywords' field. The search filters below are empty. The 'From Year' and 'To Year' fields are also empty.

4

This screenshot shows the 'Advanced Search' page with 'animal control' in the 'Keywords' field. A date range slider is highlighted with a red oval, showing the range from 1954 to 2004. The 'From Year' field contains '1954' and the 'To Year' field contains '2004'.

5

This screenshot shows the 'Advanced Search' page with the search results displayed. The 'Keywords' field contains 'animal control year:[1954 TO 2004]'. The 'Format' section is visible, with 'Bylaws' checked. The 'Search' button is circled in red, and the 'Search Help' and 'Clear Form' buttons are also visible.

6. View the search results page.
7. There are five categories of bylaws:
 - Bylaws - Abandoned
 - Bylaws - Adopted
 - Bylaws - Defeated
 - Bylaws - Other
 - Bylaws - Repealed

8. To further refine your search results, use the “Narrow By” filters along the left-hand side underneath “Format”.

FURTHER SEARCH TIPS:

9. Heritage Burnaby allows users to combine keywords with operators such as AND, OR, and NOT, to produce more relevant results. These terms must be in capital letters.
 - Entering animal control AND dog should return all bylaws that contain both of these words in the record.
 - Entering animal control OR dog should return records that contain one or both of the words. This list would be much larger than using the AND operator.
 - Entering animal control NOT dog should return records that contain animal control but not dog.

