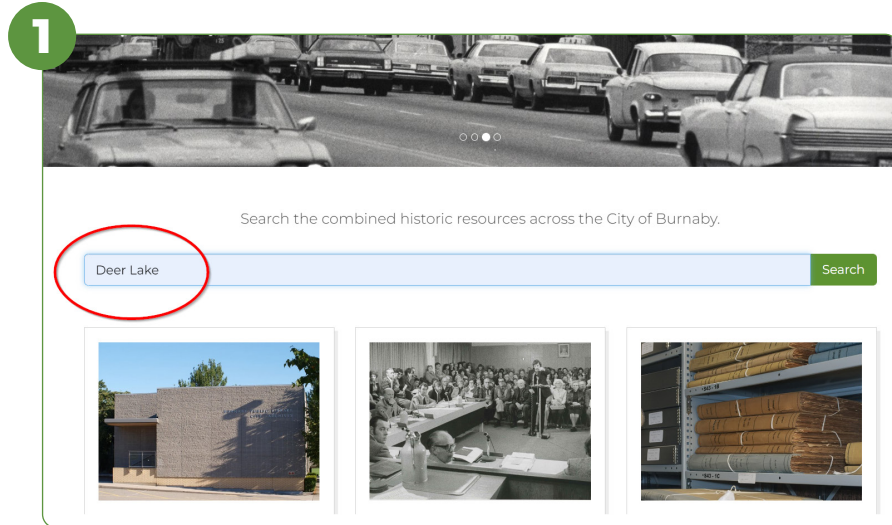
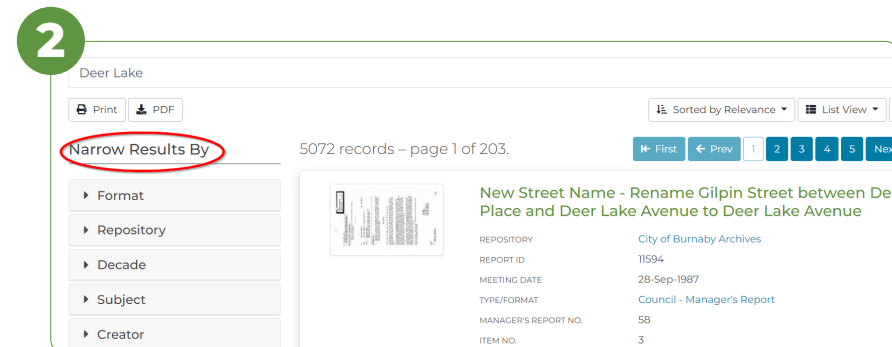


NARROWING YOUR GENERAL SEARCH

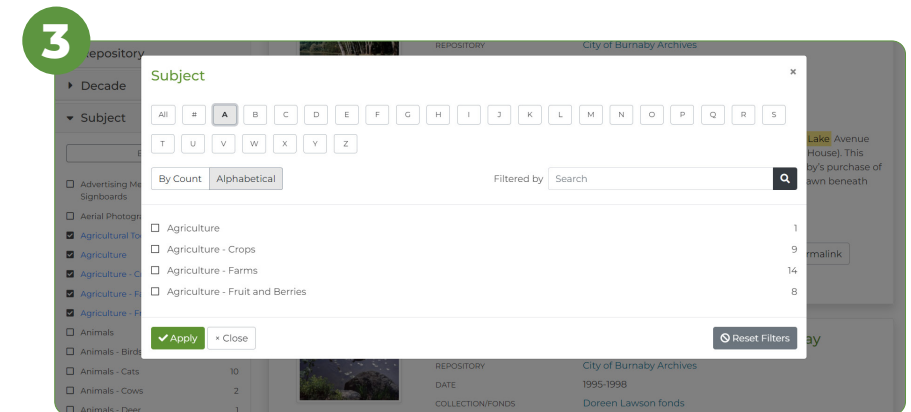
1. Begin at the homepage and type in your keyword(s). In this example, we'll type in "Deer Lake" as our keyword search. Click Search.



2. The results come back with more than 5000, so use the "Narrow Results By" filters along the left-hand side to refine the results. Choose only the filters that are applicable to your search, and none are required.



- **Format:** Narrows the search by the type of asset it is, such as artifact, photograph, audio or video file, etc. Select as many as are applicable.
- **Repository:** Narrows the search by which City Department holds the record. This assumes a high level of knowledge of the City's holdings.
- **Decade:** Narrows the search by date. Choose as many date ranges as necessary.
- **Subject:** Narrows the search based on the content shown or described in a record, or the use of an artifact for example. Most often, there are hundreds to choose from, so click "Explore" to browse by letter.



- **Creator:** Narrows the search based upon who created the item. This includes names such as book authors, photographers, videographers, etc. Most often, there are hundreds to choose from, so click "Explore" to browse by letter.
- **Person/Organization:** Narrows the search based upon the person or organization shown or described in a record, or a person connected with an artifact for example. Most often, there are hundreds to choose from, so click "Explore" to browse by letter.

NARROWING YOUR GENERAL SEARCH

- **Place:** Narrows the search based upon the place shown or described in a record, or connected with an artifact for example. Most often, there are hundreds to choose from, so click “Explore” to browse by letter.
- **Description Level:** Narrows based upon the formal “Rules for Archival Description”. These are different levels of detail about a record. Some researchers like to know the context of where a record came from, as it tells more than the record would on its own. For example, an “Item” is a photograph, but may belong to a “Series” that is a collection of three photo albums that relate to the same family or person.
- **Available Online:** Narrows by whether we have a digital version of the record, or just a description of the record.


FURTHER SEARCH TIPS:

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.

4

Place	
▼ Description Level	
<input type="checkbox"/> Fonds	138
<input type="checkbox"/> Series	114
<input type="checkbox"/> Subseries	261
<input type="checkbox"/> File	4593
<input type="checkbox"/> Item	23204
▼ Available Online	
<input type="checkbox"/> Audio	692
<input type="checkbox"/> Digital Book	16
<input type="checkbox"/> Document	89067
<input type="checkbox"/> Image	26909
<input type="checkbox"/> Large Image	25
<input type="checkbox"/> Video	164




Agnes & Elizabeth Michie Residence

REPOSITORY: Burnaby Heritage Planning
 DESCRIPTION: Residential building.
 ASSOCIATED DATES: c.1935
 STREET VIEW URL: [Google Maps Street View](#)

[MORE DETAIL](#) [2 Images](#)

[+ Add to List](#) [Share](#) [Feedback](#) [More Like This](#) [Permalink](#)



Alfred & Ruth MacLeod Cottage

REPOSITORY: Burnaby Heritage Planning
 DESCRIPTION: Located atop a hill on the southern shore of picturesque Deer Lake, the Alfred and Ruth MacLeod Cottage is a one and one-half storey, wood-frame, rustic Arts and Crafts-style bungalow. The cottage is well-maintained, but has been altered through the enclosure of much of its original wraparound vera...

ASSOCIATED DATES: 1913

[MORE DETAIL](#) [3 Images](#)

For more tips on effective searching like these, please see [Advanced Search Tips on the Help Page.](#)