

Finding material in the archives

Choose your research topic (this could be a topic, place, person or organisation) and then follow the steps below.

Access the online search catalogue, Enterprise: https://rdg.ent.sirsiidynix.net.uk/client/en_GB/special/



What is the catalogue telling me?

When you use Enterprise to search the collections, it looks through all our catalogued records to produce a list of results that feature the search terms you use.

You can see a typical record below, which features a variety of information. This is not only useful in determining whether it is relevant to your research, it also contains information that will help staff to identify and locate the item.

TITLE

This describes the form of the item (e.g. booklet, file, photograph etc) and offers a brief description of it.

PUBLICATION DATE

The date of publication or creation of the item. Sometimes we can only offer an approximate date or none at all.

Title: Photostat copy of letter from William Wordsworth to Messrs Longman and Rees
Publication date: 18 December 1800
Archive level: file
Part of: Articles and pamphlets series MS 1393 2/88-94
Further information may be available:
http://www.reading.ac.uk/adlib/special_archives/110047329

Select an Action ▼

	Reference number	Loan type	Location
IRL	MS 1393 2/89	NON-LOAN	Contact Special Collections to view this archive

ARCHIVE LEVEL

This tells you at what level the record refers to. If you see fonds, series or sub-series here it means that the record refers to many items. Some of our archives are large and so sometimes we cannot retrieve fonds, series or sub-series requests. To explore the individual items that make up the archive, click on the link under 'Further information may be available'. If you see 'file' or 'item' it means that the record refers to a single document or folder.

REFERENCE NUMBER (sometimes CALL NUMBER)

This is the unique reference given to the item and is crucial to staff in identifying and locating the item.