


Identifying Records

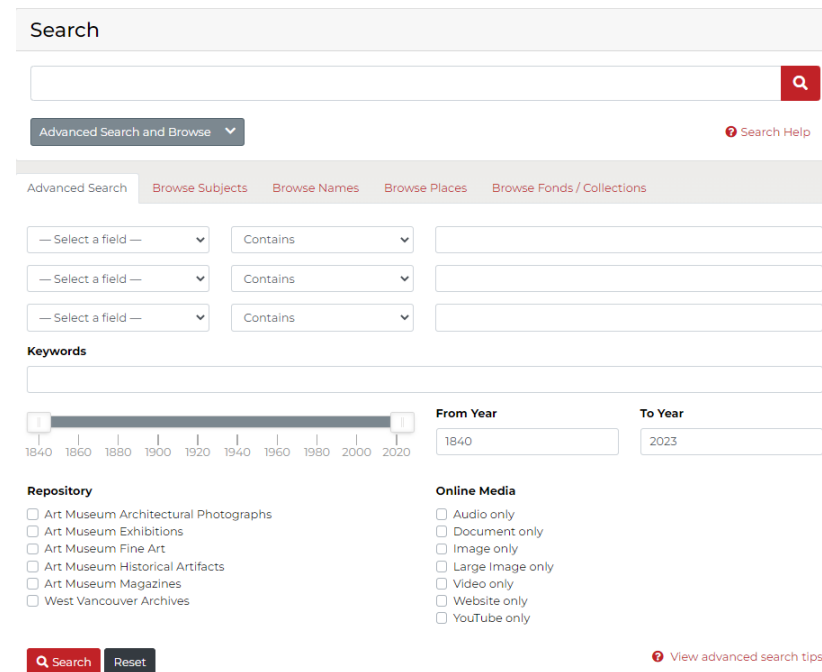
The West Vancouver Collections online search provides a range of options for identifying records, art works and artefacts in the collections of the West Vancouver Archives and West Vancouver Art Museum.

Conduct a quick search across all repositories using the main search bar:



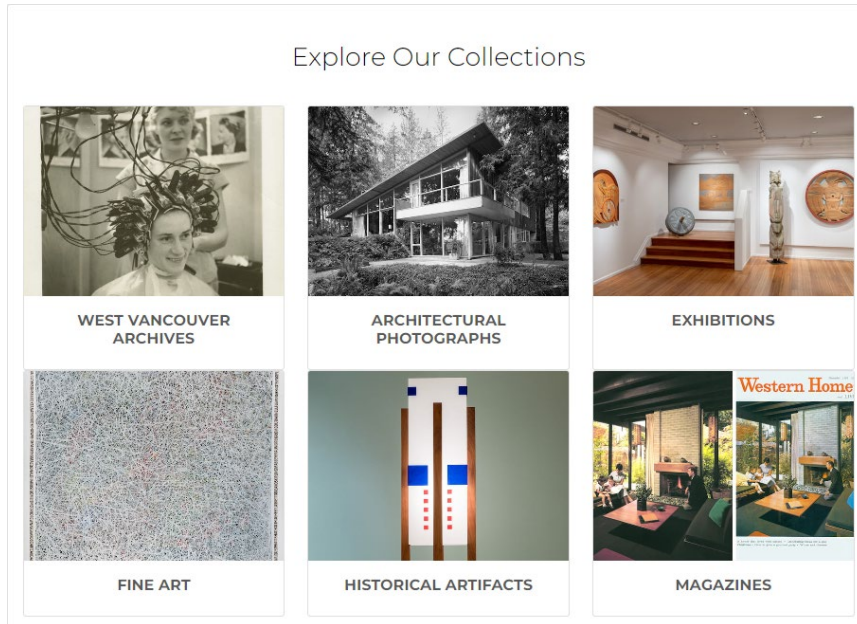
A screenshot of the main search interface. It features a search bar with a magnifying glass icon on the right. Below the search bar is a button labeled "Advanced Search and Browse" with a right-pointing arrow. To the right of the search bar is a "Search Help" link with a question mark icon.

Refine your search using some of the options available under Advanced Search and Browse:

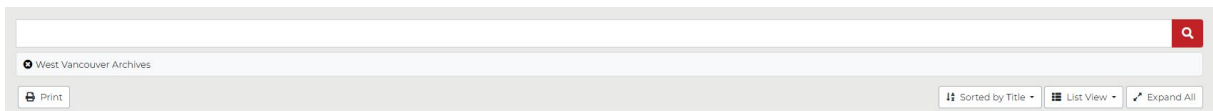


A screenshot of the "Advanced Search and Browse" interface. It includes a search bar at the top with a magnifying glass icon and a "Search Help" link. Below the search bar is a dropdown menu labeled "Advanced Search and Browse". Underneath are four tabs: "Advanced Search" (selected), "Browse Subjects", "Browse Names", "Browse Places", and "Browse Fonds / Collections". The "Advanced Search" section contains three rows of search criteria, each with a "Select a field" dropdown, a "Contains" dropdown, and a text input field. Below this is a "Keywords" section with a text input field. A timeline slider is present, ranging from 1840 to 2020, with "From Year" and "To Year" input fields set to 1840 and 2023 respectively. There are two columns of checkboxes: "Repository" (Art Museum Architectural Photographs, Art Museum Exhibitions, Art Museum Fine Art, Art Museum Historical Artifacts, Art Museum Magazines, West Vancouver Archives) and "Online Media" (Audio only, Document only, Image only, Large Image only, Video only, Website only, YouTube only). At the bottom, there are "Search" and "Reset" buttons, and a "View advanced search tips" link.

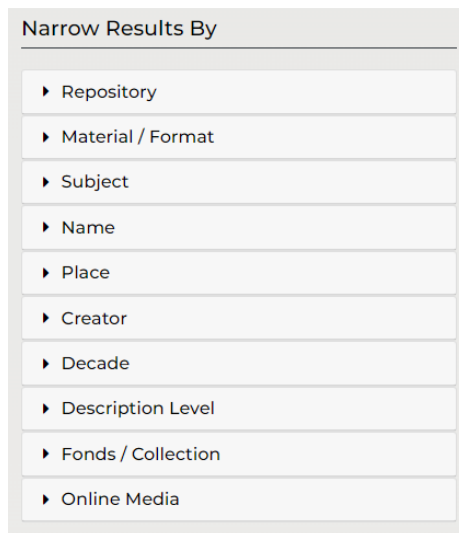
Search across all repositories, or narrow your search by selecting a specific repository or collection:



A simple search can be conducted by entering key words into the main search bar at the top of the page:



Or, refine your search by using the various facets on the left of the page:



For more detailed help with basic and advanced searching of the West Vancouver Collections site, please visit <https://archives.westvancouver.ca/help>

Citing Archival Records

It is essential to provide accurate citations for any archival sources that you plan to use. This will enable you, other researchers, and archives staff to identify and locate the records in the future. All citations of archival materials should include:

- Name of the repository (i.e. West Vancouver Archives)
- Name of the fonds or collection
- Reference code
- Description of the series, file, or item, including the date
- Name of the author, artist, or photographer when known.

Examples:

- West Vancouver Archives. Rupert Harrison collection. 1488.WVA.RAH Businesses on the 2400 block of Marine Drive, May 25, 1965. Photograph by Commercial Illustrators Ltd., Industrial Photographers.
- West Vancouver Archives. Joseph B. Leyland fonds. CA BWVA F003-S03-F01, Union of British Columbia Municipalities correspondence, 1933-1941.

Formatting requirements vary across institutions, publications, and disciplines. Style guides, such as the *Chicago Manual of Style* provide additional suggestions for citation. Archives staff can assist you in developing complete citations for records.

TIP

Record complete citations on any copies you receive as a quick reference should you need to cite the records in the future.

Historical Content Advisory

Records held by the West Vancouver Archives reflect the language and attitudes of the historical period in which they were created. Some materials include language or images that are racist, sexist, ableist, homophobic, or otherwise offensive and discriminatory. Many of these terms and attitudes are unacceptable today.

Though upsetting, original archival records will not be altered. In order to function as historical evidence for the attitudes and viewpoints of the past, it is necessary to retain historical language. West Vancouver Archives provides additional descriptive information to place records in their proper context. This is an ongoing process. If you see records with inappropriate language or content, please contact West Vancouver Archives at archives@westvancouver.ca. Please include the archival reference number or the permalink to the record.

Glossary of Archival Terms

Accession	The transfer of legal and physical control of an acquisition of records to the Archives.
Appraisal	The process of evaluating documents for the purpose of acquisition and ongoing preservation.
Acquisition	Obtaining records for the Archives through donations, transfers, loans, or purchase.
Architectural drawings	Plans, sketches, blueprints, or other visual representations used in the design and construction of buildings and landscapes.
Archives	<ol style="list-style-type: none">1. All of the records created, received, and preserved by an individual, group, or organization in the course of its regular activities (synonymous with <i>fonds</i>);2. The institution or program responsible for acquiring, preserving, and making archival records available to researchers;3. The building in which archives selected for permanent preservation are kept.
Arrangement	The process of identifying the hierarchical groupings of records within a fonds. The arrangement of a <i>fonds</i> may include <i>sous-fonds</i> , <i>series</i> , <i>sub-series</i> , <i>files</i> , and <i>items</i> .
Cartographic material	Records that depict a portion of the earth's surface, including maps, charts, plans, surveys, and sketches.
Collection	A group of records gathered together because they pertain to a particular creator, subject, or are of a specific physical form.
Conservation	The science and practice of physically treating documents for preservation purposes.
Copyright	The right of a creator of a photograph, book, letter, map, or other archival record to control the use, reproduction and publication of the item or receive compensation for its use.
Creator	The person, group, or organization that created and maintained the archival records. Also known as the provenance of the records.
Deaccession	The formal and permanent removal of records from the physical control and ownership of the Archives.

Description	A written representation of archival material, such as an inventory, guide, finding aid, or database, used to gain administrative control or to assist researchers in identifying and understanding materials. Description mirrors the arrangement of materials, from the general to the specific.
Digitized records	Records that were created in an analog format and subsequently converted to a digital format. Examples include scanned photographs or paper documents, and audio tape or film that has been transformed into a format that is readable by a computer.
Electronic records	Records that are created, stored, and retrieved by computers or other digital devices. They include records originally created in electronic form (e.g. digital photographs, email) and records that have been subsequently digitized (e.g. scanned photographs).
Ephemera	Documents created for transitory purposes, including tickets, advertisements, brochures, and calling cards.
File	A group of records organized and kept together in a predetermined order, usually (but not always) in a single folder. Description of a file is always linked to higher levels in the arrangement hierarchy (usually the series or the fonds), and may be linked to the lower item level.
Finding aid	Any archival description that is created to assist researchers in identifying and understanding archival records. Finding aids may include inventories, indexes, lists, databases, and guides to holdings.
Fonds	All of the records, regardless of physical format, created, accumulated, and used by an individual, group, or organization in the course of its regular activities.
Graphic material	Two-dimensional pictorial representations, including cartoons, sketches, photographs, prints, and paintings.
Item	A single photograph, report, map, letter, or other archival record. Description of an item is always linked to higher levels in the arrangement hierarchy (the file, series, or fonds). The item is the lowest, most precise level of description, and relatively few archival records are described at the item level.
Level of description	The level of arrangement at which the records are described. Archival documents may be described at the <i>fonds</i> , <i>sous-fonds</i> , <i>series</i> , <i>sub-series</i> , or <i>item</i> level.

Moving images	Visual images, with or without sound, that present an illusion of motion when viewed, including films, videocassettes, and digital video recordings.
Original order	The order or arrangement given to the records by their creator and maintained by the Archives so that the relationships among all components are preserved.
Personal information	Recorded information about an identifiable individual other than contact information. The West Vancouver Archives has an obligation to protect personal information in its custody in accordance with the <i>Freedom of Information and Protection of Privacy Act</i> .
Physical description	A statement of the number, size, and physical format of the records being described.
Physical format	The appearance and structure of the record, including the medium on which it is stored. This may be a broad description of media type (e.g. textual records, photographs) or a more specific statement (e.g. glass negative, cylinder recording).
Preservation	The practice of providing for the storage and physical protection of archives to prevent their damage and deterioration.
Processing	Activities involved in making records available for use. Processing includes addressing any initial preservation requirements, arranging, describing, labelling, and storing materials.
Reference code	A code provided to facilitate retrieval of records from the Archives, typically consisting of a coded form of the arrangement hierarchy or an individual item number.
Series	A grouping of records within a fonds that form a unit because of their relationship to one another. Series may be based on original order, subject, function, or physical form. Description of a series is always linked to the higher level fonds, and often to the lower levels in the arrangement hierarchy (subseries, files, items).
Scope and content	A statement of the limits or breadth (scope) and subjects or information (content) of a group of records, including how they are organized.
Sound recording	Aural information stored on discs, magnetic tape, cylinders, digital devices, or other media.

Sous-fonds	A subdivision of the fonds based on the structure of the creator. For example, a family fonds may contain sous-fonds for each family member, while an organization's fonds may contain sous-fonds for each department. Description of a sous-fonds is always linked to the higher level fonds, and often to the lower levels in the arrangement hierarchy (series, files, items).
Subseries	A grouping of related records within a series which are identifiable by their filing arrangement, subject, function, or physical form. Description of a subseries is always linked to the higher level series and fonds, and often to the lower levels in the arrangement hierarchy (files, items).
Technical drawing	Plans and sketches for the construction of movable objects (e.g. machinery, ships, tools, weapons) or stationary structures other than buildings (e.g. bridges and dams).
Terms of use	Terms by which records may be accessed, used, reproduced, and published based on legal requirements, donor stipulations, and administrative or conservation conditions.
Textual records	Written records, such as letters, reports, manuscripts, pamphlets, ledgers, etc., which may be handwritten, typewritten, photocopied, published or unpublished, and recorded on paper or in digital form.