# How to Search the Online Database

This Digital Archive is a sampling of the Maine State Museum's Permanent Collection. You can browse through the collection or perform advanced searches with key words or phrases.

## **Curious About What's in the Collection?**

• Click "Browse" in the top menu. You can scroll down to see the different "Subjects/Themes," or use the left menu options to browse by "Object Name," "Artist-Maker," and "Place Made."

|   | STATE<br>UM<br>here.    |                 |                      |                  |
|---|-------------------------|-----------------|----------------------|------------------|
|   |                         | Home Visit      | Exhibits Collections | S Learn Support  |
| HOME BROWSE                             | SEARCH EXHIBITS         | MY LIST ABOUT   | search collection    | s word or phrase |
| Browse Fields                           | Subjects/Theme          | es Unique Terms |                      |                  |
| Click the term to show<br>unique values | To browse items click o | n the term      |                      |                  |
| Object Name                             | All Objects             |                 | 340                  |                  |
| Artist-Maker                            | African American        |                 | (3)                  |                  |
| Place Made                              | Agriculture/ Food       |                 | (1)                  |                  |
| Subjects/Themes                         | Agriculture/Food        |                 | (5)                  |                  |

• If you select "Browse All," you will see a grid with a thumbnail image of each item and some basic information. To see a specific item, just click on the "Image," "Catalog Number," or "Object Name."

# Looking for Something Specific?

Click "Search" in the top menu. There is a search window at the top right of the page. Type what you're looking for and click the "Search" button.



Maine State Museum Online Database Search Guide



If you're looking for items from a specific **Exhibit**, you can click "Exhibits" in the top menu bar. We will gradually add more objects associated with specific exhibits.

If you're looking to find a certain kind of item, be creative in your search terms.

# **Advanced Search**

This feature allows you to search by "People," "Date Created," "Place Created," "Object Name," "Title," or "All Fields." Note that our catalog may have information in a different format than you expect. For example, if you search "1874," you might miss an object cataloged with the date range "1870 – 1880."

## Search Tips

Search terms should include key words or short phrases. Try to avoid using terms such as: *with, the, photo, object, people, history,* etc.

## Examples:

- For painting of John Neptune, use: "John Neptune" or John Neptune.
- For a flag flown in battle during the Civil War, use: "Civil War" flag.
- For image of trees, use: tree.

Quotation marks ensure words, numbers, or phrases are in exact order.

#### Examples:

- "68.149.21"
- "Civil War"
- "Lobster trap"

#### **Related Items**

Once you're in a record, you can find related items. The "Related" section at the bottom contains objects with the same name, maker, place, or other similarities. Each term is a link that you may click to follow.





#### Saving Items to a List

If you want to be able to find your favorite items again, you can create your own list. When you are on an object page, look for the star icon to the upper right of the object title.



When you hover over the star, it turns yellow and the text "Add to My List" appears. Just click that text. The star will turn blue if you've done it correctly; if not, try clicking again.

To see your saved items, click "My List" in the top menu bar. Once you have a list, you can use the buttons on the left side of the page to "Print" and "Download" your list, or "Clear All" to start again.

#### What do the Terms mean?

The **Catalog Number** is the code used to identify each item in our collection. It's the most precise way to find something. If you ever need to contact the museum about an item, this is the number to have!

The **Object Name** indicates the type of object. These are chosen from a nomenclature list and might not be everyday words you recognize.

**Alternative Names** are used when there is a more commonly used or more specific name for something than the official Object Name. For example, an artifact with the Object Name "Cap" is more specifically a Penobscot Hood, so that's the Alternative Name. An artifact with the Object Name "Cup, Tea" may have the Alternative Name "teacup."

**Titles** are used to provide additional helpful information. When a title is in quotation marks, it was the title chosen by the artist or maker.



The **Artist-Maker** field shows the person, group, or business who created the object. There can be more than one. "Unknown" means the museum cannot identify who made it.

**Place Made** might be different than where the object was used. For example, a farmer may have bought a shovel made in Massachusetts but used it in Bangor, Maine. Place Made would still be Massachusetts. The order shows state first, then county, then town.

**Date Made** may also be different than when an object was used. It shows when something was created.

- A **date range** means we believe the object was made at any point within that date range. For example, if the date is 1870-1900, we know it was not made before 1870 and it was not made after 1900.
- **Circa** means ten years before or ten years after the date listed. Ca. 1750 means it could be anywhere from 1740-1760.

The **Media Materials** are what the object is made of. For example, a hammer's Media Materials could be wood and metal.

**Measurements** show the size. The quotation mark (") means inches. Multiple numbers show different dimensions, like length, width, height, etc. They may not be in an order that makes sense. Try comparing these numbers with the photo to get a sense of which measurement is which.

The Credit Line tells you who donated the item.

If you click the link next to **Copyright Statement**, you will see what permissions you might need if you want to use the image. If you have questions, contact the museum at <u>images.statemuseum@maine.gov</u>.

**Subjects/Themes** let you sort objects by general topic. For example, a carving of fish has the themes "Art/Folk Art" as well as "Sport Hunting/Sport Fishing."

If you see a field with the word "**Probable**," it means there are good reasons for thinking the information is correct, but it cannot be completely proven.

# Troubleshooting, Questions, and Comments:

We are constantly working to improve our collections database, and we may update records in the future. If you have questions or comments about objects, please contact <u>collections.statemuseum@maine.gov</u>.