# Wellington County Museum and Archives
# Instructional Video Series

## The Wellington County Historical Society Essay and Journal Collection

Welcome to the Wellington County Museum and Archives instructional video series. In this video, I'll show you how to search the Wellington County Historical Society Essay and Journal Collection database.

### What is the Wellington County Historical Society Essay and Journal Collection?

The Wellington County Historical Society has held an annual essay contest since 1943. They have also published an annual journal highlighting various historical themes and topics documenting the history of Wellington County since 1987. These essays and journals are collected in this database.

### Finding the database

Let's start with how to find the database on our website.

- In your web browser, navigate to the Wellington County website, at *www.wellington.ca*.
- Next, hover over "Discover" at the top of the page, then click "Museum & Archives" in the menu that appears, to get to the Museum and Archives home page.
- From here, click the "Collections & Research" link.
- Scroll down to see a list of our online databases.
- The third one is "Wellington County Historical Society Essay and Journal Collection". Click the plus sign to expand this option, and then click the red 'Search' button at the bottom of the tab.
- This will take you to the Wellington County Historical Society Essay and Journal Collection database search page.

### How to search the database

When the page loads you will notice that the search results table is already at the bottom. At the top there are two fields to search by.

- The first field is "Select Document Type" with a pull down menu. You can search by **Essays**, **Journals**, or both. **Essays** span from 1943 to 2013. These are all the essays that have been submitted for the essay contest. **Journals** span from 1987 to

2011. These are the articles published in the yearly *Wellington County Historical Society Journal*.

- The second field is "Enter Search Phrase," where you can put in a name, place, school, building … or any keywords to search for.
- The search results table is underneath and it has the following headings:
    - Publication Name tells you the year of publication;
    - Publication Type tells you if the item is a journal or an essay;
    - Original Document gives you a scan of the original essay or journal, which will not be keyword searchable;
    - Transcribed Document will give you a typed transcription, which is keyword searchable using the keyboard shortcut Ctrl + F.

Let's try an example. If I leave the document type as "All" and then search for "picnic", I get 68 results. If I change my document type to "Journals" and then click search again, I get 16 results. If I just search for "Essays," I get 52 results.

- Click the plus sign to the left of the result to see all of the fields in the table.
- To look at the essay or the journal you can either click "Original Document" or "Transcribed Document." Either choice will open a new window with the document.
- If you click a journal, you will get the entire journal, but if you click an essay you will just get that one essay.
- If your search term has more than one word, like a name, do not put quotation marks around them – this will not yield any results. For example, if I look up "John Connon" with quotations, no results, if I take them away then I get 16 results.
- Let's look at the first document in this list of results, which has the publication name "Essay 1964-1978_06". Under "Original Document," if I click "Details," a new window will open with a scan of the original essay as it was submitted. If instead I click "Details" under "Transcribed Document," a window will open with a transcribed copy of the document. I can then use the keyboard shortcut Ctrl + F to search for John Connon in the document.

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**We'd love to hear from you if you have questions or need further assistance. Good luck with your research! We hope to see you soon at the Wellington County Museum and Archives.**

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