

PAMBU CATALOGUE CHEAT SHEET

The Pacific Manuscripts Bureau (PMB) catalogue can be found at <https://asiapacific.anu.edu.au/pambu/catalogue/>

The PMB catalogue uses archive management software. Content in the catalogue is arranged into **collections** and **items**. **Collections** are usually a grouping of records that share the same origins or provenance. The collection will have the same creator or creating agency and the records are likely to have been created for the same purpose. **Items** are the individual records within the collection. For example, an individual photo within a collection is considered an **item**.

When looking at your search results, the system will indicate whether you are looking at a collection record or an item record. Though it is not obvious, it is marked under the title and beside the reference ID. See the example below.

National news bulletins

AU PMB MS 1414 · Collection · 1980-1998

This collection is composed of news reports (which are called bulletins) that were written every day for the 6:30 evening news show. Each box contains approximately 10 to 11 folders that represent the month of the year.

They are filed in chronolog...

Solomon Islands Broadcasting Corporation

National news bulletin, January 1980

AU PMB MS 1414-001a · Item · Jan 1980 ·

Part of [National news bulletins](#)

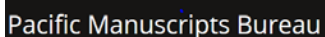
Solomon Islands Broadcasting Corporation

Searching

When you click in the search box, select **Global Search**.

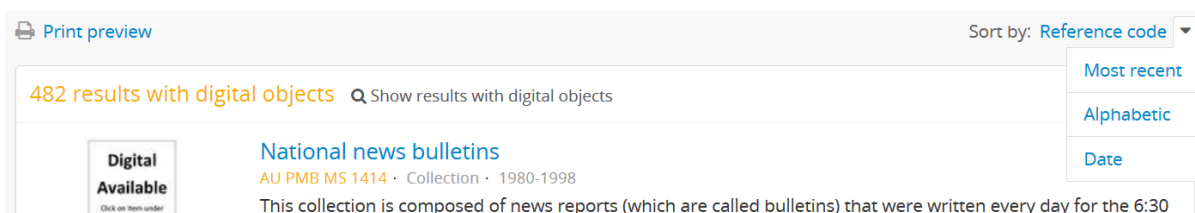
If you are searching for a phrase, make sure you put the phrase in quotation marks. For example: If you search **Solomon Islands** the system will find every record with the word **Solomon** and every record with the word **islands**. Searching for **"Solomon Islands"** will only find records with that exact phrase.

When you want to start a new search, return to the home screen by clicking the black button in the top left hand corner of your screen, as per the image below.




Sorting your results

You can change the order in which your results are displayed by using the drop down menu at the top right hand corner of your search results. See the example below.



Print preview Sort by: Reference code ▾

482 results with digital objects 🔍 Show results with digital objects

	National news bulletins AU PMB MS 1414 · Collection · 1980-1998 This collection is composed of news reports (which are called bulletins) that were written every day for the 6:30
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Most recent

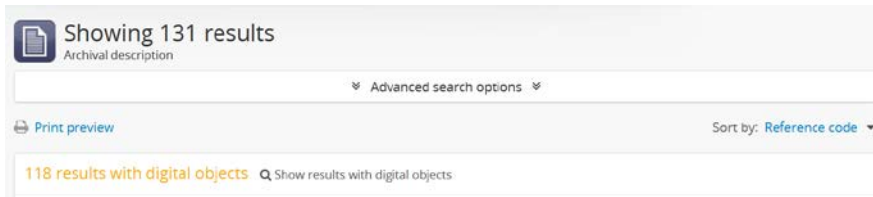
Alphabetic

Date

Narrowing or filtering your search results

The catalogue has a number of filters that enable you to narrow the number of search results you see.

To see only results that have a digital object (digital file) attached, click the link above your search results **Show results with digital object**. See the example below.



You can also narrow your search results using the filters on the left hand side of the screen:

PART OF Groups items that belong to the same collection.

CREATOR/NAME Groups items by the same creator or another person (NAME filter only) in the archival description that has an authority record (as indicated by a hyperlink).

LEVEL OF DESCRIPTION Allows you to view only collection level records, or only item level records.

MEDIA TYPE Allows you to view only text files (MS or DOC collections) or only image files (PHOTO collections).

Advanced searching

By selecting **Advanced Search Options** you can use Boolean operators AND, OR, NOT to combine search terms and tailor a search more specific to your research needs.

AND good for combining search terms. Example: Fiji AND Methodist

OR good for searching for synonyms or spelling variations. Example: "Mount Hagen OR Mt Hagen"

NOT good for filtering out results you are confident will be extraneous

WILDCARD * is used to replace missing letters. Example: **mission*** will find mission, missions, missionary, missionaries

Date Range good for finding records that only relate to a particular period of time.

Archival descriptions

Archival descriptions are the bibliographic metadata that describe the collection or the item. Remember to check the field **Conditions governing access** for any access restrictions. Remember to check the field **Conditions governing reproduction** to familiarise yourself with the PMB copyright policy.

Clipboard

You can save a shortlist of materials you wish to view by clicking on the paperclip icon to the right of each record.

Finding aids and other resources

For finding aids and other useful resources, visit the PMB website <http://asiapacific.anu.edu.au/pambu/>

Contact us on pambu@anu.edu.au or via Facebook @pacificmanuscripts bureau