

Manuscripts' Catalogue

About the Manuscripts' Catalogue

Search the Index

Search the Descriptions

This Catalogue has been developed with the aid of grants from



The Heritage Lottery Fund

The Gladys Kriebel Delmas Foundation

USER GUIDE

*Manuscripts Online Catalogue is now available on the Internet
at <http://molcat.bl.uk>*

or via the British Library Home Page at <http://www.bl.uk>

Version 4, Jan. 2000

CONTENTS

INTRODUCTION	p. 3
Contents of Manuscripts' On-line Catalogue	p. 5
How to search Manuscripts' On-line Catalogue	p. 8
SIMPLE SEARCHES	p. 9
Basic Index Search	p. 10
Basic Descriptions Search	p. 13
Manuscript Number Search	p. 15
COMPLEX SEARCHES	p. 17
Searching the Index	p. 17
Searching the Descriptions	p. 23
FAILED SEARCHES	p. 26
WARNINGS	p. 28
REQUESTING AND ORDERING	p. 29
APPENDIX A: Accents and Diacritics	p. 30
APPENDIX B: Catalogues available on-line	p. 31

INTRODUCTION

This Guide gives basic information about Manuscripts' On-line Catalogue which enables you to search for western manuscripts held by the Department of Manuscripts and the Music Collections. The system does not allow you to order manuscripts automatically (for Requesting and Ordering see p. 29).

Manuscripts' On-line Catalogue is based on the traditional cataloguing of the Department of Manuscripts and in particular on the catalogues published in the course of nearly two hundred years. If you have used these catalogues before, you will be familiar with the distinction between Index and Descriptions and you will know what information you can expect to find in each. If you have not used the catalogues in their printed form, please see Contents of Manuscripts' On-line Catalogue on p. 5.

On this terminal you are using a Web browser to access data via a network within the British Library. If you are familiar with searching the Internet, you will find the same techniques can be employed. For some basic instructions, see How to search Manuscripts On-line Catalogue on p. 8. The automated catalogue is now available on the Internet at <http://molcat.bl.uk> or via the British Library's Home Page at <http://www.bl.uk> (select Collections, then Manuscripts). You need only a standard Web browser such as Netscape 3 or Microsoft Internet Explorer 3.

The On-line Catalogue has been compiled by scanning over seventy printed volumes and merging them with the Automated Current Catalogue. It contains the same information and deficiencies as its sources. It is planned to cover all western manuscript accessions from 1753 to date but it is not yet complete. A list of the catalogues currently available on-line is on pp. 31-32.

The On-line Catalogue was first released for use within the British Library in time for the opening of the Manuscripts' Reading Room in the new building in January 1999. Between that date and the mounting on the Internet a year later, the accuracy of the data was systematically checked,

but enhancement of the catalogue by updating, correcting and filling gaps is a continuous process.

If you would like a copy of this guide, please ask at the Manuscripts' Reference Enquiry Desk. We welcome your comments and suggestions about the On-line Catalogue.

You do not have to use the On-line Catalogue. The printed catalogues are available on open shelves in the Manuscripts' Reading Room. In some cases, you may find them more satisfactory for your particular enquiry, or you may need to consult specialist catalogues and card indexes which are not automated. The staff at the Manuscripts' Reference Enquiry Desk will be pleased to help you.

Contents of Manuscripts' On-line Catalogue

Manuscripts' On-line Catalogue is designed to offer a single automated means of access to the existing mainstream catalogues of western manuscripts accessions from 1753 to the present day, but work is still in progress and there are some significant gaps.

- It comprises the main series of Catalogues of Additions and the catalogues of named collections hitherto available in print.
- It is derived from the same source catalogues as the published ten-volume *Index of Manuscripts* (Cambridge: Chadwyck-Healey, 1984-1986), but not directly from the *Index* itself. Some components, notably the Cotton, Harley, Lansdowne and Royal indexes and the *Index Locorum* which are included in the *Index of Manuscripts* are still in course of preparation for the On-line Catalogue. However, the On-line Catalogue contains a substantial amount of additional information about manuscripts acquired since 1950, the subject headings removed from the *Index of Manuscripts*, and narrative descriptions as well as index entries.
- It does **not** include the *Class Catalogue*, any of the printed special subject catalogues or the contents of handwritten card indexes.

A list of the separate catalogues included in Manuscripts' On-line Catalogue is on pp. 31-32 of this Guide. A current version can be seen on the screen if you select the option *About the Manuscripts' Catalogue* from the main menu.

A single search covers all the Manuscripts' catalogues which are mounted on the system. It is not possible to search these catalogues separately.

Manuscripts' On-line Catalogue includes material in western languages in the following categories:

- historical manuscripts and political papers
- literary and theatrical manuscripts
- biblical, theological and liturgical manuscripts
- illuminated manuscripts
- scientific manuscripts
- manuscript music
- manuscript maps, plans and topographical drawings
- charters and seals
- papyri
- facsimiles up to number 483

It also includes some Oriental manuscripts bearing early Additional numbers which must be ordered in the Oriental and India Office Collections Reading Room.

If you are uncertain whether all the information you want can be found on the On-line Catalogue, please ask at Manuscripts' Reference Enquiry Desk

Descriptions and Indexes

The traditional printed catalogues of the Department of Manuscripts generally consist of complementary Descriptions and Indexes.

Descriptions are narrative accounts of content, dating, state, language, bibliography, provenance, physical details, binding, decoration, etc., at the level of single items or volumes. In collections of related manuscripts, the Description reflects the hierarchical arrangement.

Indexes are based on personal and place names, with some corporate names and subject terms. These have selected by the cataloguers as the most relevant access points. An index entry may refer to a multi-volume collection, a volume or group of volumes, a span of leaves or one side of a single leaf. Indexes are compiled from the manuscripts themselves, not from the Descriptions, and will almost always be more detailed, with additional names not found in the Descriptions.

The **Manuscript Number** provides the link between Descriptions and Indexes and is used to identify and order the manuscript in the Reading Room.

You can use Manuscripts' On-line Catalogue just as you would the printed catalogues, but you can also perform more sophisticated searches:

- you can begin your search with either the Index or the Descriptions.
- you can search for names or subjects in the Index.
- you can search for keywords in the text of the Descriptions.
- you can search on manuscript numbers in the Index or Descriptions.
- during a search you can move from Index to Descriptions or Descriptions to Index - click on the text shown in blue on the screen for direct links.

Note: in some cases, there may be no Descriptions corresponding to Index records or there may be no Index entries for particular Descriptions, either because the data has not been compiled or because it has not yet been mounted on the On-line Catalogue.

Instructions are given under **Simple Searches** on pp. 9-16.

Additionally:

- you can search the Index for names, descriptive adjuncts, index entry keywords, language, state and date spans, separately or in combination (the terms are explained on pp. 18-21).
- you can search the Descriptions for keywords or phrases using Boolean logic (examples are on pp. 23-24).

Instructions are given under **Complex Searches** on pp. 17-25.

How to search Manuscripts' On-line Catalogue

The system is operated through the mouse. To select an option, activate a button on screen or flag a box for inserting search terms, drag the pointer into position and click the left mouse button once.

Use the keyboard only to enter search terms. You can type in upper or lower case letters or a mixture of both. Punctuation should generally be omitted.

If you need to enter a word containing an accent or diacritic, see the list of codes for special characters on p. 30.

If your search results occupy more than one screen, click on the down arrow on the scroll bar at the right-hand edge of the screen to move down the list.

Click on Go, then on Back to go to the previous screen and on Forward to go to the following screen.

Click on any text in blue to see more information. Click on the words in purple at the top and bottom of the screen to go back directly to the Manuscripts' Catalogue Home Screen or start new Index or Descriptions searches. Always return to the Home screen at the end of your session by clicking on MSS Home.

In Manuscripts' On-line Catalogue you cannot refine your results by performing a second search to reduce the list. If you retrieve too much data, you should go back and perform a new search using more limited terms.

You cannot print, recall a previous search, create a personal listing, or order items automatically from Manuscripts On-line Catalogue.

SIMPLE SEARCHES

How do I start a search?

At the Manuscripts' Catalogue Home Screen, click with the mouse where indicated to start.

How do I proceed from there?

Decide whether you are going to perform your search on the Index or the Descriptions, point to the option you have chosen on the Manuscripts' Catalogue Options Screen and click.

- *If you wish to know whether we have any manuscripts relating to a **person**, a **place**, a **common subject**, click on Search the Index and follow the instructions below for a Basic Index Search.*
- *If you wish to search the text of the narrative Descriptions for a particular **keyword**, click on Search the Descriptions and follow the instructions below for a Basic Descriptions Search.*
- *If you already know the **collection name** and **number** of the manuscript in which you are interested, click on either Search the Index or Search the Descriptions and follow the instructions below for a Manuscript Number Search.
If you want to see a full record of all the features of the manuscript, select the Descriptions search, but if you want a list of the index records which relate to it, select the Index search.*


If you would like to perform a more complex type of search on either Index or Descriptions, see the instructions on pp. 17-25.

Basic Index Search

On the screen headed Search the Index, point to the first box and click.

Enter a person's surname or main name, a place or a subject. You can enter a single word, a hyphenated word or two consecutive words from the main part of the name, but do not enter forenames and surnames together.

The system will search for whole words which match what you have entered. If you want to extend your search to include longer words, see under the instructions for Complex Searches on p. 22.

 Manuscripts: Search the Index		
Enter the Name:	<input type="text" value="kipling"/>	<input checked="" type="radio"/> Name:
Additional Name:	<input type="text"/>	<input type="radio"/> Includ
Descriptive Adjunct:	<input type="text"/>	<input checked="" type="radio"/> Start o
Index Entry:	<input type="text"/>	<input type="radio"/> Any P:
Language:	<input type="text"/>	
State:	<input type="text"/>	
Start Year:	<input type="text"/>	
End Year:	<input type="text"/>	Tips for
or Search Name,Adjunct + Index Entry:	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Cle"/>

Click on the Search button.

If you make a mistake, click on the Clear button and start again.

A list of index records which match your search term is displayed. If nothing has been found, you will see a message stating 'Number of hits: 0'.

Kipling (Joseph Rudyard) . *author* **Letters to E. H. Blakeney** 1910-1934. [Add. 48979](#) ff. 58-63
Kipling (Joseph Rudyard) . *author* **Poem, 'Home'** 1911. Copy. [Add. 48979](#) f. 178
Kipling (Joseph Rudyard) . *author; d. 1936* **'Kim'** circ. 1900. Autogr. draft. [Add. 44840](#)
Kipling (Joseph Rudyard) . *author; d. 1936* **'My First Adventure', and poems** 1879-1881. Typewritten copies and printed. [Add. 45337](#) ff. 120-126, 161-165, 227, 228, 284-294, 304
Kipling (Joseph Rudyard) . *author; d. 1936* **'The jungle Books'** 1894-1895. Autogr. [Add. 45540](#)
Kipling (Joseph Rudyard) . *author; d. 1936* **Letter to E. Rhys** 1917. Signed. [Eg. 3247](#) f. 44
Kipling (Joseph Rudyard) . *author; d. 1936* **Letters to Miss M. Morris** 1904, 1934. [Add. 45346](#) f. 180
[45348](#) f. 59
Kipling (Joseph Rudyard) . *author; d. 1936* **Letters to R. F. Sharp** 1928. [Add. 44919](#) ff. 11-13
Kipling (Joseph Rudyard) . *author; d. 1936* **Menu of a dinner in his honour** 1898. [Add. 45929](#) f. 88
Kipling (Joseph Rudyard) . *author; d. 1936* **Miscellanea** 1900-1923. Autogr. [Add. 45542](#)
Kipling (Joseph Rudyard) . *author; d. 1936* **Poem, 'After' ('Recessional')** 1897. Autogr. [Add. 45100](#)
Kipling (Joseph Rudyard) . *author; d. 1936* **Poem, 'The Burden of Jerusalem'** n.d. Typewritten copy
[Add. 45680](#) ff. 155-156
Kipling (Joseph Rudyard) . *author; d. 1936* **Poems** 1891-circ. 1916. Autogr. [Add. 44841](#)
Kipling (Joseph Rudyard) . *author; d. 1936* **Presented** in 1925, [Add. 44840](#) - 44841
Kipling (Joseph Rudyard) . *author; d. 1936* **Short stories** 1892-1896. Autogr. [Add. 45541](#)
Kipling (Joseph Rudyard) . *author; d. 1936* **Translations of his works, etc.** bef. 1926-1934. Gr., Lat., and Span. [Add. 45850](#) ff. 31-41

Click on the down arrow on the right-hand scroll bar to move down the list. The total number of hits is given at the bottom.

If the number of hits is more than 1000, you will see the message 'Please try a new Search with narrower constraints'. To do this, click on Go, then on Back to return to the Search the Index screen and enter further search terms in other boxes (see instructions for Complex Searches on pp. 17-22). Then click on the Search button.

To see the Description associated with an Index record, click on the blue manuscript number. Extracts of relevant Descriptions will be displayed. These will include the specific volume you chose, plus larger spans from the same collection or archive which include that volume. Choose the Description you want to see in full and click on Show the full text.

1. **Add 44840 - 44841**

Extract: KIPLING MANUSCRIPTS The following, Add. MSS. 44840, 44841, v presented by the author in 1925 on condition that the gift should not be made public lifetime and that there should be no collation or reproduction. 44840, 44841. PROSE AND POETRY OF JOSEPH RUDYARD KIPLING (d. 1936) Autograph.

[Show the full text](#) / [Find Index references](#) / [Show Description](#)

2. **Add 44840**

Extract: 44840. Vol. I (ff. 103) 'Kim o' the 'Rishti' original undated draft of the novel published in McClure's Magazine, New York, Dec. 1900 Oct. 1901, under the title of chapters ii (pp. 51-54 in the first English edition in book form, 1901) x (pp. 249-250) (pp. 313-314) are wanted

[Show the full text](#) / [Find Index references](#) / [Show Description](#)

Number of hits: 2.

If you want to order the manuscript you have found, write down its collection name and number and see the instructions for Requesting and Ordering on p. 29.

Click on Go, then on Back to return to a previous screen. To start a new search, click on MSS Index or MSS Descriptions at the top or bottom of the screen according to the type of search you wish to perform. When you have finished your session, click on MSS Home.


Basic Descriptions Search

On the screen headed Search the Descriptions, point to the box marked Enter the required text, and click.

Enter a keyword.

The system will search for whole words which match what you have entered. If you want to truncate your search term or enter more than one word, see the instructions for Complex Searches on pp. 23-25.

[MSS Home](#) : [MSS Index](#) : [MSS](#)

 **Manuscripts: Search the Descriptions**

Enter the required text: Title

or

Find a specific Manuscript (by Number)

[MSS Home](#) : [MSS Index](#) : [MSS](#)

Click on the Search button.

If you make a mistake, click on the Clear button and start again.

A list of extracts from Descriptions which contain your search term is displayed. If no matches have been found, you will see a message 'Number of hits: 0'.

Your search term is not displayed on this screen unless it occurs within the first four lines of a Description. If it occurs further down the entry, you will only see it at the next stage when you request the full text.

Click on the down arrow on the right-hand scroll bar to move down the list of extracts. The total number of hits is given at the bottom.

Select the Description you would like to see in full and click on Show the full text. In the Full Text display, your search term is highlighted in red.

Anglo-Saxon Manuscripts 900-1066, 1976, no. 8. For other medieval and later additions to the MS. see Campbell, *op. cit.*, pp. 19-21. Medieval annotations include a cypher in runes, *circa* 1000, f.1 (the alphabetical series of letters in Caroline minuscule added above the runes in a different contemporary hand do not, in fact, transliterate them); **neums**, with fragments of Latin texts, *circa* 1100, ff. 1, 1b, 88; scriptural notes and genealogies in Anglo-Saxon, 11th cent., f. 87b. The flyleaves, ff. i, iii, are part of an Exchequer receipt-roll, 19-20 Apr. 1347; f. ii is a modern vellum addition. The binding, 15th cent. (rebacked), is of white leather on wooden boards secured by metal clasps, inscribed respectively 'Ihc' and 'M', on modern leather thongs. Later annotations include the name 'Joan Davysun', early 17th cent., f. 1; the number '20', 17th cent.(?), f. 1b; annotations in at least three later 17th cent. hands on f. iii, quoting or referring to W. Somner's *Dictionarium Saxonico-Latino-Anglicum*, 1659, which mentions (s.v. Horshwael) the voyage of Ohthere, John Spelman's *Aelfredi Magni ... Vitae*,

To see the Index records associated with your chosen Description, click on Back to return to the Extract screen and then click on Find Index references.

If you would like to use the Descriptions hierarchies to select related Descriptions, see the instructions under Complex Searches on p. 25.

If you want to order the manuscript you have found, write down its collection name and number and see the instructions for Requesting and Ordering on p. 29.

Click on Go, then on Back to return to a previous screen. To start a new search, click on MSS Index or MSS Descriptions at the top or bottom of the screen according to the type of search you wish to perform. When you have finished your session, click on MSS Home.

Manuscript Number Search

You can search on a Manuscript Number from either the Search the Index or the Search the Descriptions screen (according to the type of data you wish to find).

On the Search the Index screen, point to Find Index Records for a specific Manuscript and click.

On the Search the Descriptions screen, point to Find a specific Manuscript (by Number) and click.

In the box marked Enter the Collection, click on the down arrow for a pop-up menu, scroll down to see the full list and click on the relevant collection name.

Click on the Enter the Number box below and enter the manuscript reference.

Enter only one number here. Use arabic or roman numerals following the conventions of the printed catalogues.

eg. Additional Manuscripts 42130
 Lansdowne MSS 305
 Detached Seals and Casts cc (do not enter the digit after the stop)
 Royal MSS 2 B VII (note spacing)
 Facsimiles 483 (omit * before the number)

Click on the Search button.

[MSS Home](#) : [MSS Index](#) : [MSS Descriptions](#)

Manuscripts: Find Descriptions

Enter the Collection:

Enter the Number:

Your search results will be displayed as described above for Basic Index and Descriptions Searches. You can continue your search following the instructions on pp. 12 and 14.

Click on Go, then on Back to return to a previous screen. To start a new search, click on MSS Index or MSS Descriptions at the top or bottom of the screen according to the type of search you wish to perform. When you have finished your session, click on MSS Home.

COMPLEX SEARCHES

Manuscripts' On-line Catalogue offers the means to search for names, words and dates, singly and in combination, which could not be accessed directly in the printed catalogues.

The principles of the Simple Searches described on pp. 9-16 can be extended to Complex Searches on both Indexes and Descriptions.

Searching the Index

From the Manuscripts Catalogue menu, click on Search the Index option. You can fill in one or more boxes on the search screen. If you fill in multiple boxes, the system will look for items in the appropriate parts of the index records that match **all** of the words or dates you supply.

Single-term searches are quicker but multiple-term searches may be better targetted.

The terms you see on this screen are explained briefly with examples in the on-line Tips for Searching and more fully below:

Manuscripts: Search the Index

Enter the Name:	<input type="text"/>	<input checked="" type="radio"/> Name:
Additional Name:	<input type="text"/>	<input type="radio"/> Includ
Descriptive Adjunct:	<input type="text"/>	<input checked="" type="radio"/> Start o
Index Entry:	<input type="text"/>	<input type="radio"/> Any P:
Language:	<input type="text"/>	
State:	<input type="text"/>	
Start Year:	<input type="text"/>	
End Year:	<input type="text"/>	Tips for
or Search Name,Adjunct + Index Entry:	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Cle"/>

or Find Index Records for a specific Manuscript

Name: enter a person's surname (or main name), a place name or the name of a corporate body:

e.g. **churchill**
 winchester
 hanseatic league

This search finds all matching names in the index headings, no matter what their function. Persons may for example be authors, recipients, copyists, illustrators, dedicatees, owners or subjects of the manuscripts.

Or enter a subject or generic term:

eg. **heraldry**
bible
diaries

This search finds all matching subject or generic terms in the index headings. Note that subject indexing is not comprehensive or consistent throughout the catalogues.

If your search results in a cross-reference to another name or subject heading, click on Go, then on Back, to return to the Search the Index screen and enter the preferred term in the first box instead. There are no automatic links in cross-references.

Additional name: enter a person's forename (or subordinate name), the second part of a compound place name, or an alternative name:

eg. **rudyard** (Name = kipling)
south (Name = america)
burney (Name = arblay)

This search finds a second matching name element in the index heading. It may be used in combination with a Name to narrow the search to an individual whose forename is known (but do not enter initials here). It may also be used to retrieve a place or corporate body where name elements might or might not have been inverted in the printed indexes, or a person who might have been entered under a different name eg. a woman who might be found under either maiden or married name.

Descriptive adjunct: enter a title of nobility, an epithet describing occupation, place of residence, relationship etc., or another qualifying term eg. a geographical unit:

eg. **marlborough** (omitting 'duke of')
pianist
dorset

This search finds all matching titles, epithets or qualifiers attached to names in the index headings. Note that epithets have not always been applied consistently eg. a person may be described as 'author' or 'writer'. To search on two adjuncts, the punctuation between them must be entered exactly as in the index entry. Adjuncts are normally separated by a semi-colon, except for qualifying place-names which are preceded by a comma.

There is a special formula for retrieving rulers who are indexed under their countries or popes indexed under Rome. Enter the country in the name box and the personal name as descriptive adjunct:

eg. **Name = england Descriptive Adjunct = george iii.**
 Name = rome Descriptive Adjunct = urban iv

Because of the structure of some traditional index headings and subheadings, the same formula can be applied to certain subject searches to restrict the results:

eg. **Name = art Descriptive Adjunct = byzantine**
 Name = poetry Descriptive Adjunct = icelandic

Index entry: enter a word or name to search for in the main part of the entry (not the heading):

eg. **logbook**
 fabula
 inquisition

This search finds all matching words or names in the main part of the index records (excluding the heading, language, state, dates and MS. number areas). It can be used to find works by title, types of manuscripts, names of recipients, etc., which have not been selected as entry points, particularly in the older catalogues. There is no need to indicate truncation eg. logbook finds also logbooks. In combination with a name, it can restrict the search results:

eg. **Name = byron Index Entry = juan**
 will find only entries relating to Byron's Don Juan.

Language: enter the name of a language in full or using the abbreviations found in the printed catalogues:

eg. **lettish**
 arabic
 anglo-sax

This search finds all matching language terms in the index records except 'English' which is understood by default and is not generally stated. It is not possible to use 'English' as a search term. If the language is a common one, it is better to combine it with a search term in another box to restrict the results.

State: enter a word describing the state of a manuscript:

eg. **draft**
 copy
 engraved

This search finds all matching words in the index records describing the state of a manuscript. Some common terms are: autograph (autogr.), draft, copy, fair copy, printed, MS annotations, engraved (enr.), lithograph, cipher (cypher), imperfect (imperf.), fragment (fragm.), forgery, palimpsest. Note that 'autograph' may not be stated explicitly, especially in the case of letters, where it is to be understood by default. Until editing is completed, users are advised to search also on the variant forms given in parentheses). It is better to combine this search with a term in another box to restrict the results.

Start year: enter in full the first year to be included in your search:

eg. **1000**
 1939
 -100 (for dates B.C.)

End year: enter in full the last year to be included in your search:

eg. **1025**
 1945
 -200 (for dates B.C.)

This search finds all the index records with dates either matching the search span exactly, or falling within its range, or encompassing it within a wider period. The search results are sorted chronologically. You may need to scroll down to reach the part of the list with the closest matches. To search on a single year, enter the same date as both start and end. In the post-Christian era, it is better to restrict your search spans to no more than 5 or 10 years and combine them with a search term in another box where possible.

Name, Adjunct + Index Entry: enter a name or word here if you are uncertain which box to use and want to search whole index records, but note that this search can be slow.

The four options at the right of the screen allow you to search on a name as a single whole word or as only part of a word:

eg. Name = lee	
(default) whole word / start of name	finds lee
whole word / any part of name	finds also wood-lee
include longer words/start of name	finds also leech
include longer word/any part of name	finds also cleeve

If you are unsure of the spelling of a name, enter the part you know and select the appropriate option to include longer words in the search.

Remember you can also search for Index Records for a specific Manuscript as described on p. 15.

Click on Go, then on Back to return to a previous screen. To start a new search, click on MSS Index or MSS Descriptions at the top or bottom of the screen according to the type of search you wish to perform. When you have finished your session, click on MSS Home.

Searching the Descriptions

From the Manuscripts' Catalogue screen, click on the Search the Descriptions option. The search screen offers one box into which you may enter one or more search terms using Boolean logic. For on-screen Help with connecting words, click on Tips.

eg.

sinfonia antartica

Finds words adjacent in Description, as in a title.

watermark near pot

Finds both search terms close together in Description, not necessarily adjacent.

map and views

Finds both terms in the same Description.

cipher or cypher

Finds Descriptions containing either term.

evangelist and not matthew

Finds Descriptions containing the first word but not the second.

A search term may be truncated with a * as the last character.

eg. **welling***

Finds Welling and Wellington.

Use this if you are unsure of the spelling of a word or name, or if you want to search on a foreign language word which may be in an oblique case, or on singular and plural forms.

To retrieve letters, which may be catalogued as either letter(s) (to or from one person) or correspondence (between two people) use the following formula, with parentheses round the terms joined by 'or' and 'and' as the link with a personal name:

eg. **(letter* or correspondence) and eliot**

[MSS Home](#) : [MSS Index](#) : [MSS](#)

Manuscripts: Search the Descriptions

Enter the required text: [Title](#)


or

[Find a specific Manuscript \(by Number\)](#)

Note that in the Descriptions, names are not always given in the preferred authority form eg. they may be abbreviated to surname only after the first occurrence or a title of nobility may be used. A name used as part of a short title may be repeated many times throughout a description of a collection. If you are searching for proper names alone, it is better to start with the controlled forms in the Index.

Your search results will be displayed as extracts from the start of relevant Descriptions. These will not necessarily contain the search term itself if it occurs further down the Description. Select the one you would like to see in full and click on Show the full text. Your search term is now highlighted in red.

If the manuscript you have found is part of a larger collection, its Description may be very brief eg. a span of dates for diaries. To find more information you can click on Show Descriptions hierarchy to see how related items are grouped. For an overall view of the collection, click on the widest span at the top of the list, then click on Show the full text.



Manuscripts: Descriptions Hierarchy

Search for:
63752-63781..PRESTON.PAPERS..Correspondence.and.papers.of.Sir.Richard.Gr

1. [Add. 63752 - 63781](#)
2. [Add. 63752 -](#)
3. [Add. 63753 -](#)
4. [Add. 63754 -](#)
5. [Add. 63755. -](#)
6. [Add. 63756 - 63763](#)
7. [Add. 63756 -](#)
8. [Add. 63757 - 63761](#)
9. [Add. 63757 -](#)

You can also click on Find Index references to see all the records attached to the Description.

Remember you can also search for Descriptions for a specific Manuscript as described on p. 15.

Click on Go, then on Back to return to a previous screen. To start a new search, click on MSS Index or MSS Descriptions at the top or bottom of the screen according to the type of search you wish to perform. When you have finished your session, click on MSS Home.

FAILED SEARCHES

A search can fail to retrieve items for a variety of reasons.

There is a typing error in the search.

Click on Go, then on Back correct the error and repeat the search.

The word contains an accent or diacritic.

Consult the codes for accents and diacritics on p. 30 or truncate the word to exclude the character.

Your search term is not matched in the part of the catalogue you interrogated.

If you searched on the Index, try the same search on the Descriptions and vice versa. Try a synonym or a different spelling of your search term.

The item cannot be found by the search type you used.

If you used a complex search, try a simple one and vice versa. Try entering your search term in a different Index box.

A ruler or pope cannot be found.

Enter country as Name and personal name as Adjunct (see special rule on p. 20)

The catalogue you require is not yet on-line

See the list of catalogues on pp. 31-32. Hard copies are available in Manuscripts' Reading Room.

There are no Descriptions matching Index records you have found and vice versa

Not all catalogues have both descriptions and indexes automated.

The information is not in the mainstream catalogues

A special catalogue or card index may answer your enquiry better. **The limited screen display makes it difficult to see the structure of a large archive**

The manuscript you are seeking is not held by the British Library

Consult the National Register of Archives or catalogues of other institutions.

The item for which you are searching is not a western manuscript

See the catalogues relating to other parts of the British Library's collections.

Use the published catalogues or computer printout in Manuscripts' Reading Room.

Until the Manuscripts' On-line Catalogue has been fully proofed and edited, it will contain imperfections. If any search fails and you do not know why, please consult the staff at Manuscripts' Reference Enquiry Desk. Your report will help us to correct and improve the catalogue.

WARNINGS

Manuscripts' On-line Catalogue contains exactly the same information and deficiencies as the printed source catalogues. When you use a printed catalogue, its typeface and condition may give visible warnings about its age and reliability which are lost on screen.

Whilst proofing is in progress you will still find some obvious errors such as spelling mistakes but we aim to achieve a very high level of accuracy when the work is completed. Text which is in double columns in the printed catalogues may appear scrambled at first.

Errors that have been noticed in the printed catalogues over the years will be corrected, but manuscripts have not been re-examined for the On-line Catalogue. Enhancement of the older entries is a very long-term objective.

Manuscripts catalogued during the 19th century reflect the terminology and nomenclature in use at that time. Titles and sometimes whole descriptions may be in Latin. Greek text is being transliterated where necessary but may be omitted if the same information is also conveyed in English or Latin within the entry.

Authority Control on the Index names is partial and in progress so you may find variants of the same name. There is no Authority Control on names repeated several times within a Description.

You cannot search comprehensively on information which is generally understood by default eg. 'English' as Language and 'Autograph' as State in Index records.

Note that in contrast to the filing order in the printed catalogues, inverted commas file first, and double forenames file before single in alphabetical listings of search results.

REQUESTING AND ORDERING

You cannot order manuscripts via the On-line Catalogue.

When you have identified the manuscript you wish to see, note the collection name and number and fill in a ticket by hand.

You must fill in one ticket for each manuscript. Do not order more than six manuscripts at a time.

If you are ordering an item for today, you should give your seat number. Manuscripts will normally be delivered to your seat. Certain manuscripts may be held at the Issue Desk - a light will flash on your desk when such a manuscript is ready for collection.

If any manuscript you have ordered is not available, a member of staff will tell you.

There are special arrangements for Direct Requesting of music manuscripts in the Rare Books and Music Reading Room, and for ordering oriental manuscripts. Please ask at the Reference Enquiry Desk in the relevant Reading Room.

APPENDIX A

ACCENTS AND DIACRITICS

In names or words containing accents or diacritics, use the character codes from the ANSI extended character set which follows. To insert a character from this list, hold down the ALT key and enter the relevant number using the right-hand key pad.

Single dagger	†	ALT 0134		
Ain	‘	ALT 0145		
Hamza	’	ALT 0146		
Spanish open exclamation	¡	ALT 0161		
Spanish open question	¿	ALT 0191		
Schloss	ß	ALT 0223		
Grave A:	À	ALT 0192	à	ALT 0224
Acute A:	Á	ALT 0193	á	ALT 0225
Circumflex A:	Â	ALT 0194	â	ALT 0226
Tilde A:	Ã	ALT 0195	ã	ALT 0227
Umlaut A:	Ä	ALT 0196	ä	ALT 0228
Degree A:	Å	ALT 0197	å	ALT 0229
Digraph AE:	Æ	ALT 0198	æ	ALT 0230
Cedilla C:	Ç	ALT 0199	ç	ALT 0231
Serbo-Croat D:	Đ	ALT 0208	đ	ALT 0240
Grave E:	È	ALT 0200	è	ALT 0232
Acute E:	É	ALT 0201	é	ALT 0233
Circumflex E:	Ê	ALT 0202	ê	ALT 0234
Umlaut E:	Ë	ALT 0203	ë	ALT 0235
Grave I:	Ì	ALT 0204	ì	ALT 0236
Acute I:	Í	ALT 0205	í	ALT 0237
Circumflex I:	Î	ALT 0206	î	ALT 0238
Umlaut I:	Ï	ALT 0207	ï	ALT 0239
Tilde N:	Ñ	ALT 0209	ñ	ALT 0241
Grave O:	Ò	ALT 0210	ò	ALT 0242
Acute O:	Ó	ALT 0211	ó	ALT 0243
Circumflex O:	Ô	ALT 0212	ô	ALT 0244
Tilde O:	Õ	ALT 0213	õ	ALT 0245
Umlaut O:	Ö	ALT 0214	ö	ALT 0246
Scandinavian O:	Ø	ALT 0216	ø	ALT 0248
Digraph OE:	Œ	ALT 0140	œ	ALT 0156
Thorn:	þ	ALT 0222	þ	ALT 0254
Hacek S:	Š	ALT 0138	š	ALT 0154
Grave U:	Ù	ALT 0217	ù	ALT 0249
Acute U:	Ú	ALT 0218	ú	ALT 0250
Circumflex U:	Û	ALT 0219	û	ALT 0251
Umlaut U:	Ü	ALT 0220	ü	ALT 0252
Acute Y:	Ý	ALT 0221	ý	ALT 0253
Umlaut Y:	ÿ	ALT 0159	ÿ	ALT 0255

APPENDIX B

CATALOGUES AVAILABLE ON-LINE

Catalogues of Additions

(including Additional and Egerton MSS Additional and Egerton Charters, Seals, Facsimiles to number 483 and Papyri)

1756-1782	Descriptions	1756-1782	Index
1836-1840	Descriptions	1836-1840	Index
1841-1845	Descriptions	1841-1845	Index
1846-1847	Descriptions	1846-1847	Index
1848-1853	Descriptions	1848-1853	Index
1854-1875	Descriptions	1854-1875	Index
1876-1881	Descriptions	1876-1881	Index
1882-1887	Descriptions	1882-1887	Index
1888-1893	Descriptions	1888-1893	Index
1894-1899	Descriptions	1894-1899	Index
1900-1905	Descriptions	1900-1905	Index
1906-1910	Descriptions	1906-1910	Index
1911-1915	Descriptions	1911-1915	Index
1916-1920	Descriptions	1916-1920	Index
1921-1925	Descriptions	1921-1925	Index
1926-1930	Descriptions	1926-1930	Index
1931-1935	Descriptions	1931-1935	Index
1936-1945	Descriptions	1936-1945	Index
1946-1950	Descriptions	1946-1950	Index
1951-1955	Descriptions	1951-1955	Index
1956-1965	Descriptions	1956-1965	Index
1966-1970	Descriptions	1966-1970	Index
1971-1975	Descriptions *	1971-1975	Index *
1976-1980	Descriptions	1976-1980	Index
1981-1985	Descriptions	1981-1985	Index
1986-1990	Descriptions	1986-1990	Index
1991-1995	Descriptions *	1991-1995	Index *

**provisional*

Catalogues of named collections available on-line

Arundel	Descriptions	Arundel	Index
		Burney	Index
Ashley	Descriptions	Ashley	Index
Blenheim	Descriptions	Blenheim	Index
Cecil of Chelwood	Descriptions	Cecil of Chelwood	Index
Cotton	Descriptions	Cotton	Index
G.K. Chesterton	Descriptions	G. K. Chesterton	Index
Gladstone	Descriptions	Gladstone	Index
		Greek Manuscripts	Index
Hargrave	Descriptions	Hargrave	Index
King's	Descriptions		
Lansdowne	Descriptions		
L. C. Plays	Descriptions	L. C. Plays	Index
Petty	Descriptions **	Petty	Index **
Royal	Descriptions		
Royal Music (MSS)	Descriptions	Royal Music (MSS)	Index
		Sloane	Index
Stowe	Descriptions	Stowe	Index
Yelverton	Descriptions	Yelverton	Index

CATALOGUES NOT YET AVAILABLE ON-LINE

		1783-1835	Index
Burney	Descriptions		
Harley	Descriptions	Harley	Index
		Index Locorum of charters	
		King's	Index
		Lansdowne	Index
		Royal	Index