TROVE

Getting started with Trove:
The virtual library at your fingertips

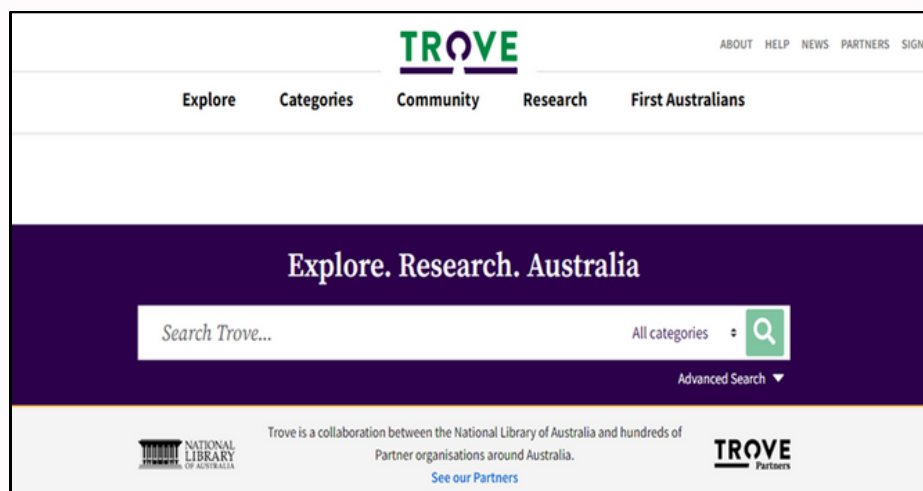## An Introduction

Written by Christine Yeats FRAHS

Contents

1. Introduction

1.1 What is Trove?

Trove's vision is that all Australians engage with cultural collections without barriers and over generations for a strong connection with Australia's cultural history.[1]

The National Library of Australia (NLA) manages and maintains Trove, which was launched in December 2009.[2] Trove makes a vast and ever-expanding collection of Australian resources available to the public at no cost through a single point of entry. It is an invaluable tool for everyone, connecting them to digital images and information about the collections provided by hundreds of Trove Partners across Australia. Partners include libraries, museums, galleries, the media, government and community organisations.[3]

1.2 What's on Trove

Trove provides:
- access to material that has been digitised that is freely available.
- links to material from partner organisation websites, which may be freely available.
- descriptions of material that is not freely available online or has not yet been digitised, along with the location of the partner organisation that cares for it.
- contributions from the Trove community.[4]

1.3 Trove's categories

Trove has developed nine categories to help users access its vast collection. There is an additional category called Lists for users. These categories can help users limit searches to specific areas of interest − events, people, places, organisations, newspapers and photographs – and avoid being overwhelmed by unrelated material.

Trove's categories are:

- Newspapers and gazettes.
- Magazines and newsletters.
- Images, maps and artefacts.
- Research and reports.
- Books and libraries.
- Diaries, letters and archives.
- Music, audio and video.
- People and organisations
- Websites.
- Lists.[5]

2. Describing Trove's Categories

2.1 Newspapers and gazettes
The category provides access to the digital copies of the millions of pages from Australian newspapers and government gazettes.

Newspapers published in Australia in languages other than English are included. For a list of these languages, go to: https://trove.nla.gov.au/help/categories/magazines-and-newsletters-category and scroll down the page.

2.1.1 Tips on searching the Newspapers and gazettes category
Select the Newspapers and gazettes category for access to digitised newspapers and gazettes. Information about the location and other details relating to the newspapers and gazettes that have not been digitised is provided in Trove's Books and libraries category.

Most newspapers in this category were published before 1955 as they are generally understood to be out of copyright. One exception is the *Canberra Times*, which covers 1926–1995. This was part of an individual agreement with the publisher.[6]

The *Australian Women's Weekly* is in the Newspapers and gazettes category because when it was digitised, the only way for Trove to ingest digitised publications was through the newspapers pipeline. Systems for managing magazines, journals, books, images, and other digitised content came later.[7]

2.1.2 Gazettes

Gazettes are official publications for the purpose of notifying the public of government business. Commonwealth, State and Territory publish official gazettes.[8]

The following gazettes have been digitised and are available on Trove:
- The New South Wales Government Gazette (1832–1900)
- The Government Gazette of the State of New South Wales (1901–1968)
- New South Wales Police Gazette and Weekly Record of Crime (1860–1930)
- The Commonwealth of Australia Gazette (1901–)

For more information on the digital copies of newspapers and gazettes in this category: https://trove.nla.gov.au/help/categories/newspapers-and-gazettes-category

2.2 Magazines and newsletters

The Magazines and newsletters category consists of digitised pages of Australian magazines, literary and special interest journals, and born-digital publications (publications created in a digital format). Smaller organisations' publications, such as school yearbooks or newsletters from special events, may be found in this category.[9]

2.2.1 Tips on searching the Magazines and newsletters category

Not all the material in this category has been digitised and can be viewed online. Information about the location and other details relating to the Magazines and newsletters that have not been digitised is provided in Trove's Books and libraries category.

For more information on the digitised magazines and newsletters in this category: https://trove.nla.gov.au/help/categories/magazines-and-newsletters-category

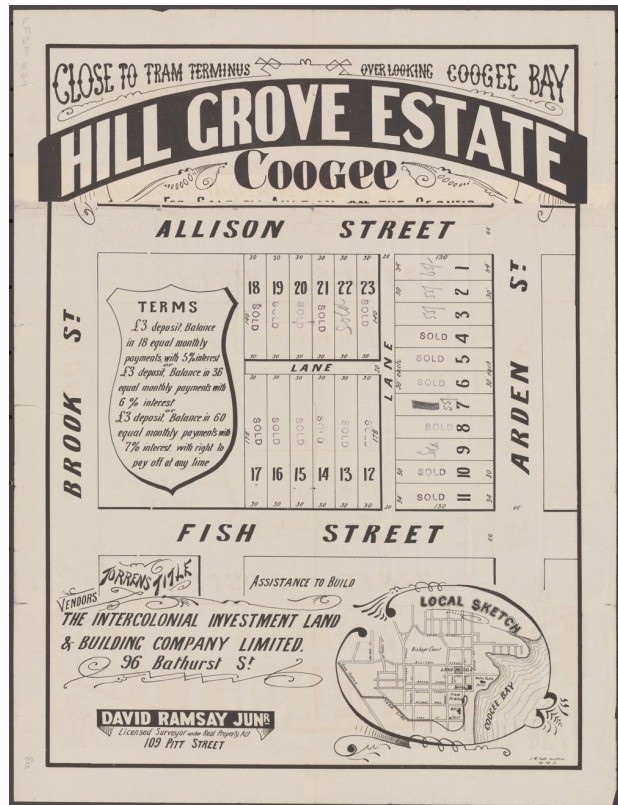## 2.3 Images, maps and artefacts

This category includes a range of visual, artistic and cartographic collections. There are photographs, prints, drawings, watercolours, cartoons, miniatures, paintings, architectural plans, sculptures, printed ephemera and maps.[10]

2.3.1 Tips on searching the Images, maps and artefacts category

Not all the material discoverable in this category has been digitised and can be viewed online. There are links to the digital images if they are available either on Trove or one of Trove's Partner's websites. If the digital image is not available online, there may be a link to the organisation which has the item in its collection. Conditions may apply.

For more information on the Images, maps and artefacts category:

https://trove.nla.gov.au/help/categories/images-maps-and-artefacts-category

2.4 Research and reports

The Research and reports category comprises a wide range of publications from the academic and research community. It also includes research-based publications undertaken outside this sector, for example by historical societies and family history groups.

Description:
- Datasets (from research publications).
- Periodicals (includes journals, magazines and newspapers from research communities).
- Articles (includes abstracts, book chapters, conference papers, full-text journal or magazine articles, reports, reviews and working papers).
- Theses.
- Conference proceedings.
- Government publications.[11]

2.4.1 Tips on searching the Research and reports category
There are digital copies of some material in the research and reports category, but not all the material that is discoverable in this category has been digitised and can be viewed online. Where the item is not available online, there is generally a link to the institution or organisation that holds the item.

For more information on the Research and reports category:
https://trove.nla.gov.au/help/categories/research-and-reports-category

2.5 Books and libraries

The Books and libraries category provides access to digitised and electronic books. It also provides information on the location of material such as books, government publications, periodicals, articles and theses held in library collections across Australia, including material that has not been digitised.[12]

2.5.1 Tips on searching the Books and libraries category

Books and other material that have not been digitised but are held in one of the libraries across Australia may be available for interlibrary loan through local or university libraries.

For more information on the Books and libraries category:
https://trove.nla.gov.au/help/categories/books-and-libraries-category
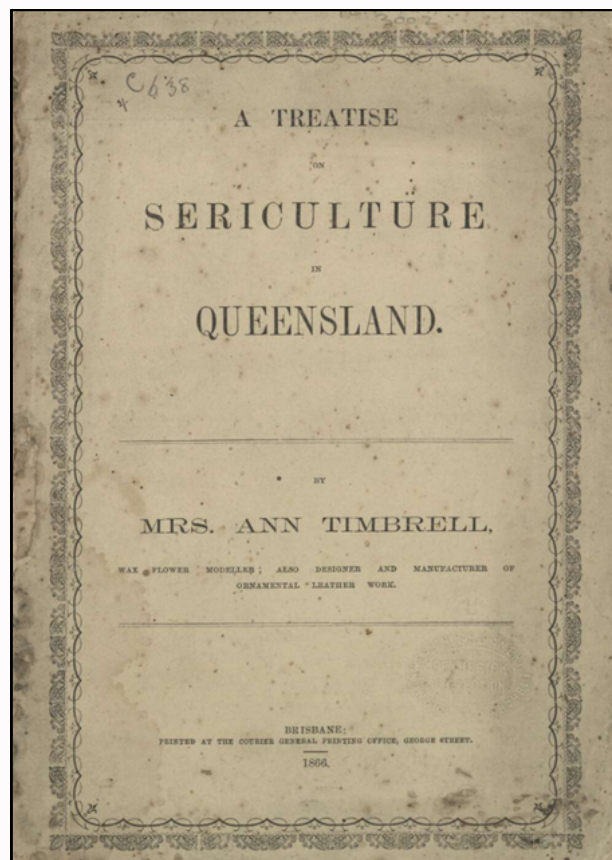
2.6 Diaries, letters and archives

This category includes unpublished materials from archival and other collections such as organisational records, personal papers and manuscripts.

Description:
- Unpublished material − includes the digital copies of the Australian Joint Copying Project (AJCP) microfilms, personal letters, diaries, handwritten notes, personal photographs, scrapbooks, draft manuscripts and the records of organisations
- Published material − includes files of press clippings, ephemera collections such as menus, programs and advertising material
- Government publications − includes published reports and reviews.[13]

2.6.1 Tips on searching the Diaries, letters and archives category

While some of the material in this category has been digitised, many collection items can only be accessed in hard copy. Conditions may apply to uncopied material. Researchers are advised to check with the organisation or institution that holds the material.

For more information on the Diaries, letters and archives category:
https://trove.nla.gov.au/help/categories/diaries-letters-and-archives-category

2.7 Music, audio and video
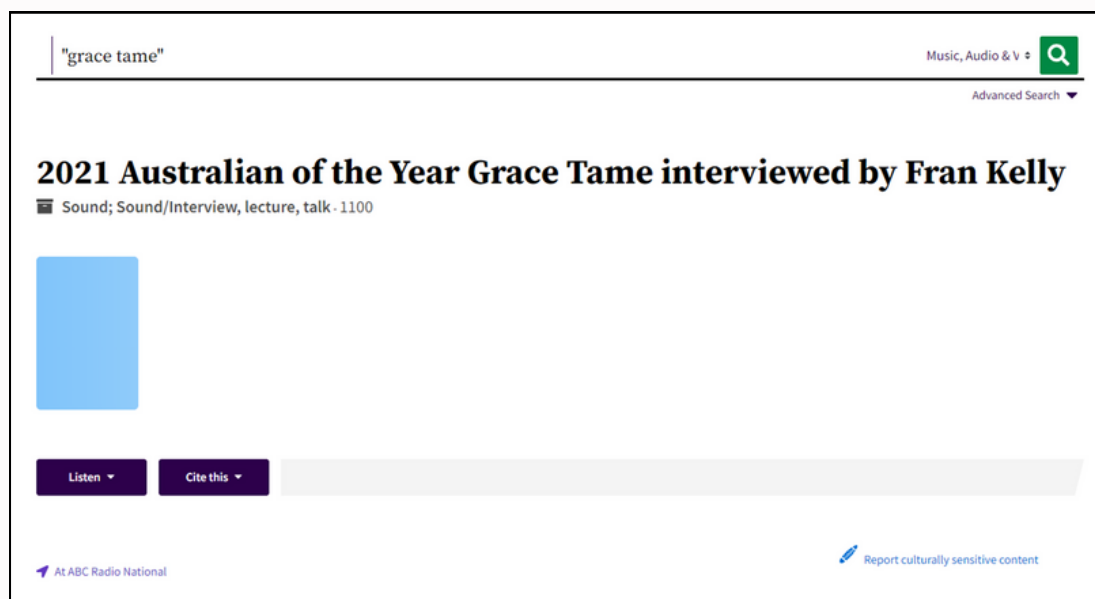
Trove users can explore oral history, folklore and interview recordings, sheet music, and information on other audio and video media collections.

Descriptions used:
- Sounds (includes recordings of interviews, lectures, talks, music, and other sounds such as radio segments or field recordings)
- Printed music
- Audiobooks
- Videos (includes captioned films)
- Government publications with audio-visual material attached.[14]

2.7.1 Tips on searching the Music, audio and video category

While some of the material in this category is available online, other items are not available in digital format. Researchers are advised to check with the organisation or institution which holds the material. Conditions may apply.

For more information on the Music, audio and video category:
https://trove.nla.gov.au/help/categories/music-audio-and-video-category

2.8 People and organisations

Much of the information about Australian people and organisations in this category has been contributed by Trove's partners. These include:

- National Library of Australia
- Australian Dictionary of Biography
- Australian Parliamentary Library
- The Australian Women's register
- Design & Art Australia Online
- Encyclopedia of Australian science

The following information has been brought together:

- Biographical information (includes dates and places of birth and death, occupation and life achievements)
- Links to records for associated people (such as relatives, collaborators and partners)
- Lists of items in Trove by or about that person or organisation (includes books, images, newspaper articles, maps, sheet music and oral histories).[15]

2.8.1 Tips on searching the People and organisations category
The information provided varies from a summary to a longer entry. In most cases, there may be links to the contributing partner's website where more details may be provided.

For more information on the People and organisations category:
https://trove.nla.gov.au/help/categories/people-and-organisations-category

2.9 Websites

This category allows researchers to go back in time to explore archived websites from over 8 billion records stored on the Australian Web Archive. This includes material 'relevant to the cultural, social, political, research and commercial life and activities of Australia and Australians'.[16]

The Australian Web Archive contains:

- Australian websites selected for the PANDORA Web Archive (one of the world's first web archiving initiatives).
- Australian Government websites (formerly accessible through the Australian Government Web Archive).
- Websites with addresses that end in .au (collected annually).[17]

2.9.1 Tips on searching the Websites category

Material will continue to be added to the Australian Web Archive. Some archived web pages are restricted from public use for a variety of reasons. It may be because the organisation that published the web page has asked for it to be restricted.[18]

For more information on the Websites category:
https://trove.nla.gov.au/help/categories/websites-category
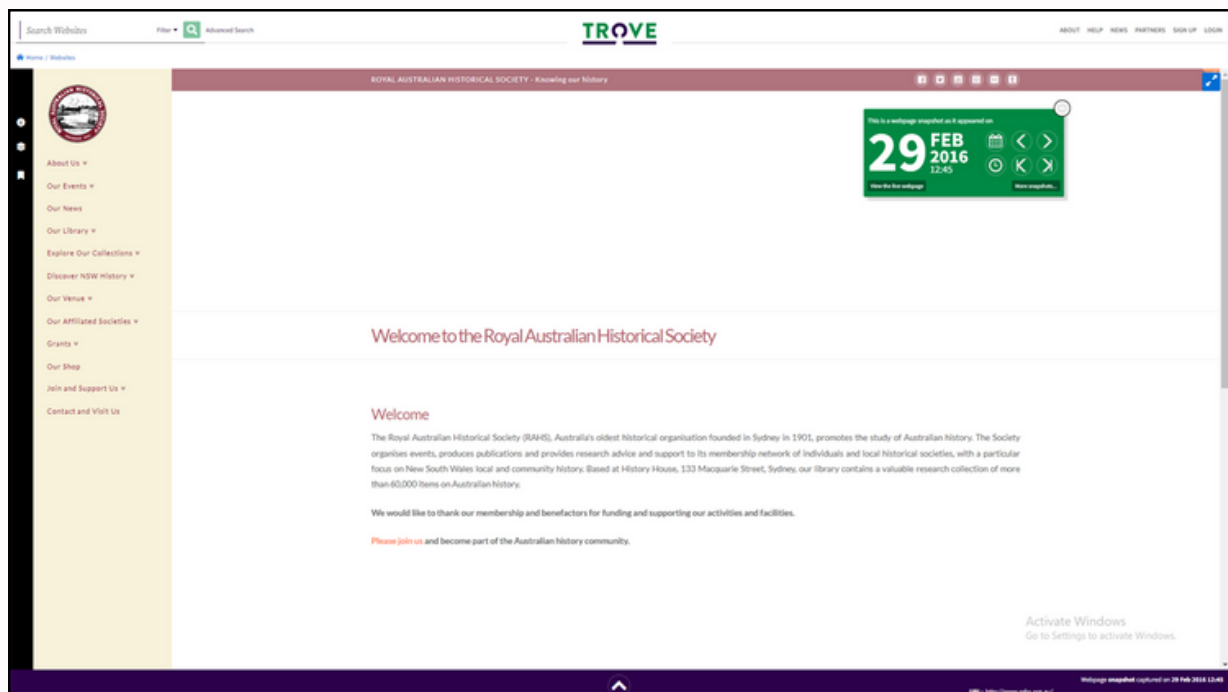
2.10 About Lists and Trove accounts
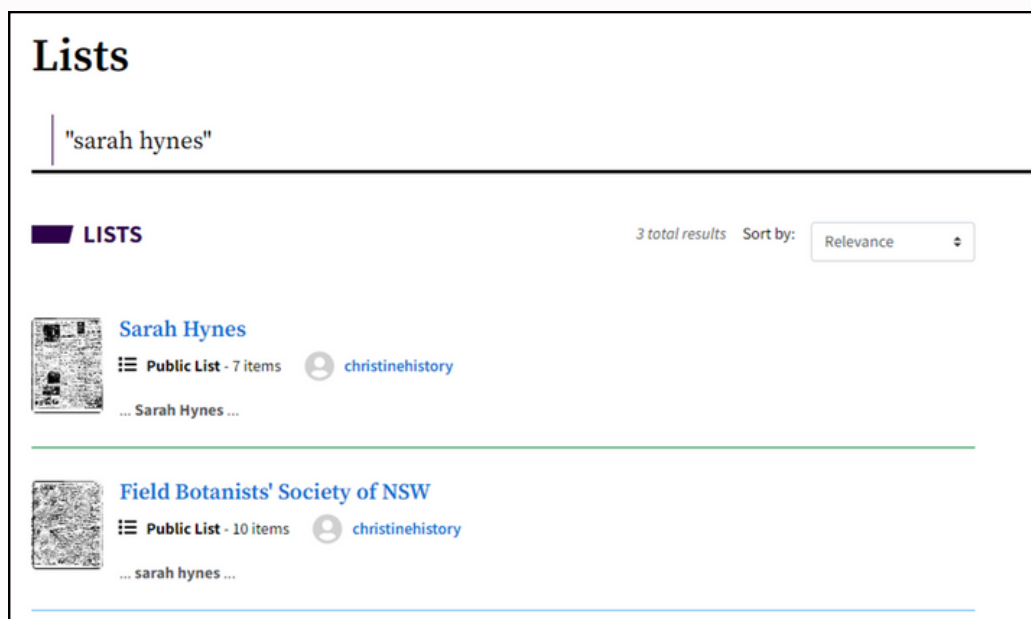
Trove's List category enables users to collect item records, articles, and web pages related to their research and keep track of what they have located. Users can store and organise their lists to suit their requirements. Lists can be private, public, or collaborative.

A quick way to find out about creating your own list is to click 'Community' from the headings under the Trove icon on the homepage.

Here you will find a link to a helpful video and more information about:
- Private, public and collaborative lists
- Create a list (step-by-step)
  - With a Trove item
  - With a newspaper or gazette article
- Add to a list (step-by-step)
  - Trove work or item
  - Newspaper or gazette item
  - web page
- Trending lists (lists that have been recently added or updated [within the last hour] with the newest content, tags and notes)
- More about lists

Users need to open a Trove Account to set up or edit a Trove List. Once a Trove Account has been set up, users can 'collect item records, articles and web pages' and connect with researchers with similar lists.[19]

Trove accounts are free. With an account, users can also keep a record of their contributions to Trove. This can include correcting the text, adding tags and notes, and creating lists and collaborative lists (see https://trove.nla.gov.au/help/your-trove-account).

For more information about Lists: https://trove.nla.gov.au/help/become-voluntrove/lists

3. Ways that Trove's categories can assist researchers

Trove's categories play a significant role in organising historical content and make it easier to delve into specific aspects of Australia's history. Whether researchers are studying a specific time period, a particular region, or a particular aspect of Australian history, the categories on Trove can be an invaluable tool for research.

These are just some of the ways that Trove's categories can be of assistance:

Historical Newspapers:
Newspapers are categorised by location and date, allowing researchers to access firsthand accounts of historical events, societal changes, and cultural trends.

Digitised Collections:
Collections of photographs, diaries, manuscripts, and maps that have been digitised and organised into categories on Trove provide unique insights into Australia's history and offer a glimpse into the lives of people from the past.

Cultural and Social History:
Trove's categories cover various aspects of Australian culture and social life, including art, literature, music and sports. By exploring these categories, researchers can get a comprehensive understanding of the nation's heritage and how it has evolved over time.

Government Publications:
Government publications and records can be crucial for studying historical policies, legislation, and administrative changes that have shaped Australia's past.

Indigenous History:
For those interested in learning about the history and culture of Australia's Indigenous peoples, Trove's categories offer access to materials like oral histories, traditional stories, and academic research on Indigenous communities.

Cross-referencing and Connections:
Browsing through related categories can help researchers discover unexpected connections and contexts that might enhance their research or provide new insights into the period being studied.

Historical Advertisements:
Advertisements from the past provide valuable information about consumer culture, products, and services that prevailed at specific periods.

Cultural Artefacts:
Trove's collections include photographs, artworks, and other cultural artefacts that visually represent the past.

4. Searching Trove's categories

Researchers can choose which search option they prefer:

- **Search or basic search:** This is the default search option. Researchers can choose to search in one or all categories.
- **Advanced search:** Using this option researchers can search within a category, using extra filters to refine the search.[20]

4.1 Using a basic search

4.1.1 Searching all Trove categories
Enter the keyword/s in the Search box at the top of the Trove homepage. As Trove searches exactly what is entered, ensure it is the correct spelling.

Aboriginal and/or Torres Strait Islander languages
Researchers can enter keyword/s in Aboriginal and/or Torres Strait Islander languages and non-English languages. They can also enter the name of an Aboriginal and/or Torres Strait Islander language to get results that may contain the language.

Examples:
Enter *tjukinya* to find items with this keyword in Pitjantjatjara language.
Enter *Pitjantjatjara* to find items that may have Pitjantjatjara language content.

Select the green magnifying glass button to begin the search.

Trove will search all categories and generate a list of up to three results containing the keyword/s in each available category. Scroll down the list of category results.

Select the 'See all ... results' button at the bottom right of the category section to see more results within a category.[21]

4.1.2 Searching within a Trove category

Enter the keyword or keywords in the Search box at the top of the Trove page. As Trove searches exactly what is entered, ensure it is the correct spelling.

Aboriginal and/or Torres Strait Islander languages

Researchers can enter keyword/s in Aboriginal and/or Torres Strait Islander languages and non-English languages. They can also enter the name of an Aboriginal and/or Torres Strait Islander language to get results that may contain the language.

Examples:

Enter *tjukinya* to find items with this keyword in Pitjantjatjara language.
Enter *Pitjantjatjara* to find items that may have Pitjantjatjara language content.

Select a category from the drop-down menu on the right-hand side of the Search box.

Select the green magnifying glass button to begin the search, which will generate a list of results containing the keyword in the selected category.[22]

4.1.3 Refining Trove's search results

Researchers can refine the results depending on the size of the results from either a Basic or Advanced Search. This is done through the 'Refine Your Results' facility using the filters on the right-hand side of the page. The filters vary according to the category selected for the search. The filter is applied by selecting the checkbox next to it. To remove the filter, select the checkbox again.[23]

Filters available in the categories:

- **Type:** This will vary depending on the category that has been selected.
- **Format:** Format (for example Book, Video, Article).
- **Place:** Place of publication.
- **Title:** Title of publication.
- **Access:** Online availability, and whether it is freely accessible or whether access conditions apply.
- **Rights:** Rights statement, such as whether it is in or out of copyright or if there is a Creative Commons licence.
- **Category:** Trove has re-used the term 'category' in listing the filters. Here, it refers to the kind of content (e.g., articles, advertising, family notices).

- **Date Range:** Decade or year it was published.
- **Language:** Language of the work.
- **Aboriginal and Torres Strait Island Language:** Language using Austlang codes.[24]
- **Illustration Type:** (for newspapers, gazettes, magazines, newsletters) Type of illustration (e.g., photo, map, cartoon).
- **Word Count:** Number of words in the work.
- **Occupation** (for correspondence, collections, people and organisations)**:** Occupation of the person
- **Scale:** Street level through to country level.[25]

For more information on refining research results, go to: https://trove.nla.gov.au/help/searching/search

4.1.4 Sorting the relevance order of Trove results
By default, Trove sorts the search results in relevance order. This can be changed on the 'Sort by' box on the results page to 'Year (Earliest first)' or 'Year (Latest first)'.

More information on basic searches: https://trove.nla.gov.au/help/searching/search

4.2 Advanced Search

If a basic search does not return satisfactory results, an advanced search may provide more options to help refine the results.

To select an 'Advanced Search', click on the arrow beside the words 'Advanced Search' underneath the green magnifying glass button on the Trove home page.

Select the category to be searched and the 'advanced search' search page will open. Add the search terms to the fields provided. As Trove searches exactly what is entered, ensure it is the correct spelling.Trove will generate filter options for the selected category, followed by a list of search results containing the keyword/s or phrase entered.

More information on advanced searches:
https://trove.nla.gov.au/help/searching/advanced-search [26]

5. Searching for First Australian content

Researchers can locate content relating to First Australian peoples, cultures and languages using Trove's basic or advanced search. Information on cultural safety, First Australian content, and Trove's selected terminology is on the Cultural Safety for First Australians page.[27]

Alternative spellings may affect the search
Searching old documents that mention Aboriginal and Torres Strait Islander language groups may be challenging. Different ways of spelling can cause problems for people researching language groups as material may have been filed under the spelling at the time rather than the modern common spelling accepted today. For example, Gamilaraay, a Pama–Nyungan language of the Wiradhuric subgroup found mostly in south-east Australia, has several alternative spellings used currently and historically, including Camileroi, Gamilaroi, Kamilaroi, Yuwaalaraay, Wallarai (Austlang).[28]

Search for content in Aboriginal and Torres Strait Islander Languages
In the Search box at the top of the Trove page, enter the Aboriginal and/or Torres Strait Islander language keyword/s to find items that may be in the language. The name of an Aboriginal and/or Torres Strait Islander language can also be entered to get results that may contain the language.

Select the green magnifying glass button to begin the search. Trove will generate a list of results containing the keyword/s in each available category.

Scroll down the list of category results. Select the 'See all ... results' button at the bottom right of the category section to see more results within a category.

If there are search results in Aboriginal and Torres Strait Islander Languages, the filter will appear in the 'Refine Your Results' menu on the right side of the screen.

To see more languages, select the 'Show more' link (or the list can be minimised by selecting the 'Show less'). Choose one or more using the checkboxes. To remove all selections, uncheck the box/es or select 'Clear all' underneath the search field.[29]

For more information on searching for First Australian content:
https://trove.nla.gov.au/help/searching/first-australian-content/searching-language-groups
https://trove.nla.gov.au/help/searching/searching-first-australian-content

6. Using complex search commands

'Search commands are special words and symbols that help to refine search results'. A single search command can be used or a complex combination can be constructed.[30] This can be done using either a basic or an advanced search.
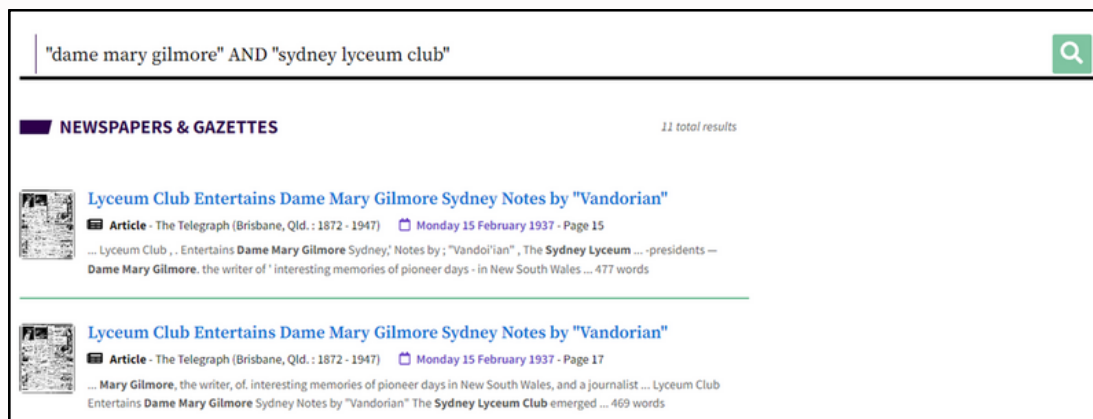
Selected examples of search commands

6.1. Quotation marks
Quotation marks will give results containing a specific phrase rather than separate words.

Examples:
- "Alfred Deakin"
- "South Australia"

6.2. AND
The use of AND between words or a phrase will link the words or a phrase. You can also use a plus sign (+) instead of AND.

Example:
- "Alfred Deakin" AND "South Australia"

6.3 OR
Use OR to get results that contain one or more of the words.

Example:
- cat OR dog

6.4 NOT
Using NOT will exclude items from results that contain word(s). A minus sign (-) can be used instead of NOT.

Examples:
- cat NOT dog
- cat -dog

Both of these examples will give results that contain 'cat' but do not 'dog'.

6.5 Surnames beginning with 'Mc' and 'Mac'
There are often variations in the way names beginning with Mc and Mac are recorded. Sometimes surnames beginning with Mc or Mac are recorded as M'. Try a search without the 'c', or replace the 'c' with a space and search as a phrase.

Examples:
- mchugh
- mhugh
- "m hugh"

6.6 Brackets
Use brackets to group search terms together and combine search commands. Putting brackets around each set of search commands will improve the results.

Examples:
- "South Australia" AND (elections OR politics) NOT (Adelaide OR Kingston)
- (cats AND dogs) NOT rabbits
- (cats dogs) -rabbits [31]

For more information on using complex search commands:
https://trove.nla.gov.au/help/searching/constructing-complex-search-query

7. Browsing newspapers and gazettes on Trove

As well as searching Trove's digitised newspapers and gazettes using the Basic or Advanced Search, researchers can also use the 'Browser' to explore this category.
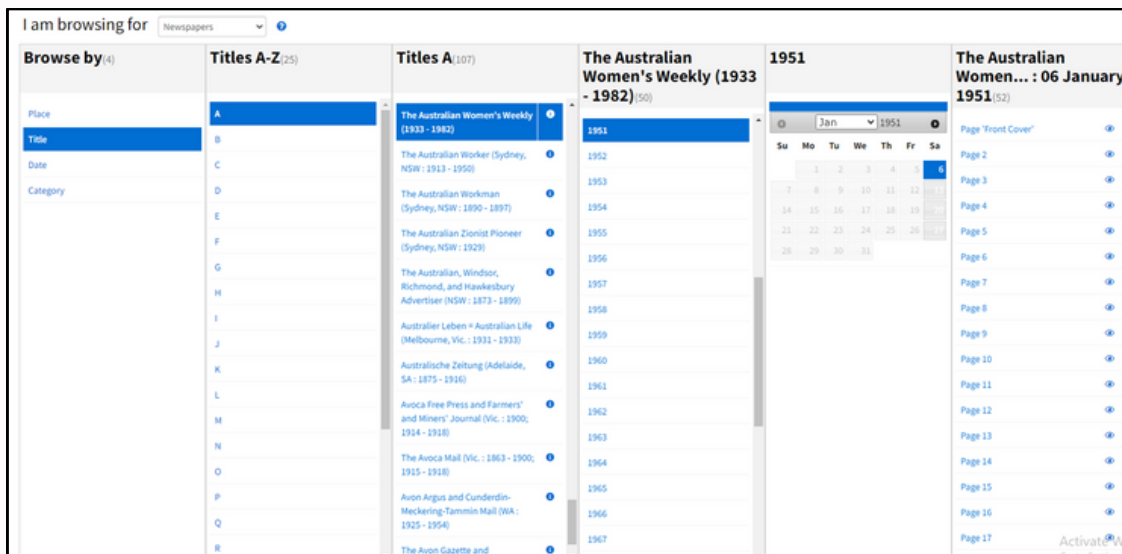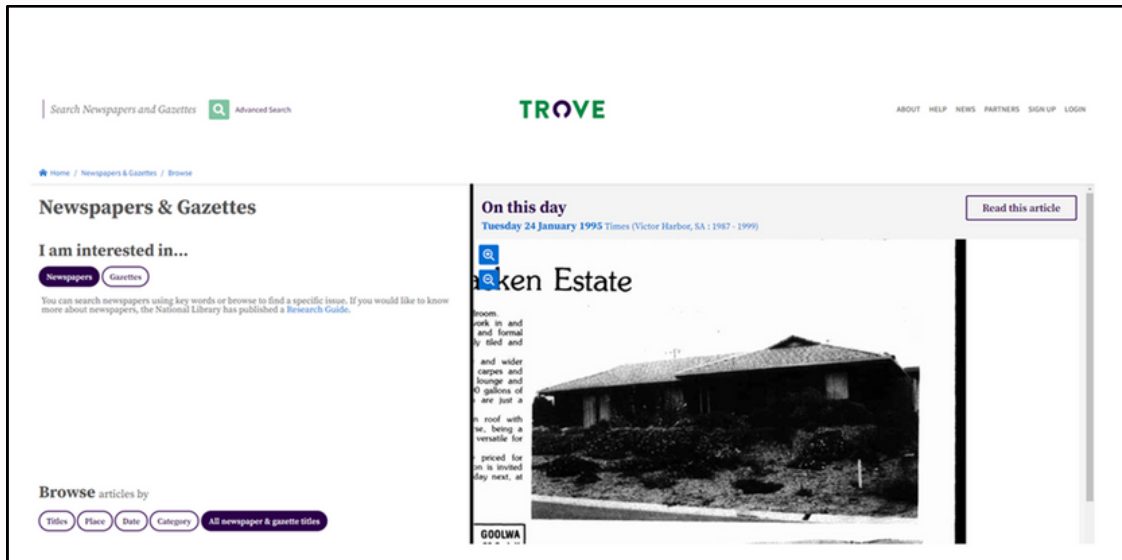
Newspapers
Newspapers can be browsed by:

- **Title:** If the title of the publication is known, users browse for it alphabetically. Newspaper titles may change depending on the date on which they were published, so it may be necessary to browse for variations of the title.
- **Place:** Browsing by place will enable researchers to locate a specific newspaper based on where the publication was published.
- **Date:** Browse or filter your search using a specific date range. Trove organises date ranges by decade, year, month and day. For information on a particular event from multiple publications, filtering by date can assist in finding related articles.
- **Category:** Categories describe article types such as 'Advertising' or 'Family notices'. These help refine the browse, search and filter functions in Trove's Newspaper zone.

Gazettes

Gazettes can be browsed by:

- **Place:** Browsing by place enables researchers to locate a specific gazette based on where the publication was available.
- **Title:** If the title of the publication is known, researchers can browse for it alphabetically. Gazette titles may change depending on the date on which they were published, so it may be necessary to browse for variations of the title.
- **Date:** Browse or filter your search using a specific date range. Trove organises date ranges by decade, year, month and day. Filtering by date can assist in finding articles on a particular event from multiple publications.
- **Issue:** Government Gazettes are assigned an issue number within each publication year. If the year and issue number are known, it can be browsed by issue.
- **Category:** Categories describe article types such as 'Notices' or 'Proclamations and Legislation'. They help refine the browse, search, and filter functions.
- **Index:** Each year Government Gazettes collate data for an annual index. When searching for specific notices, the gazette indexes can be browsed to find the year and issue in which a notification has been published.[32]

To browse Trove's newspapers and gazettes, go to: https://trove.nla.gov.au/newspaper/

More information on browsing newspapers and gazettes: http://tinyurl.com/2s3kuzkv

8. Navigating Trove

Trove has many features to help you navigate your way through your search results. There is guidance to help make best use of search results lists. In addition, there are links to information about using Trove's sidebars, viewers and players.

Icon	Description
A	When you open an item – newspaper article or gazette notice – it will be the original text of the article
(bookmark)	Get information about the item you are viewing, such as title, issue and other bibliographic details to use in a citation. You will also get the URL for the Article Identifier and the Page Identifier
(tag)	View or add a tag - a short descriptive term that you can easily associate with the article. Tags are useful in marking out names or events using common terminology.
(list)	See which lists this article or page appears in, or add the article or page to a list. Note: to add to or view your private lists you must be logged in to Trove.
(speech bubble)	View or add notes relating to the article that provides additional context. Notes can also be used to highlight issues with the text or suggestions for further research.
(layers)	View the original and additional categories for the article and add additional categories. Tip: These are the 'categories' used when you refine your results.
(download)	Download digital copies in available formats (usually text using OCR), PDF or an image (usually JPG) -
(cart)	Order a copy of the image. You can order standard or higher resolution images. All copy orders are referred to the National Library of Australia's Copies Direct service. If an item is in copyright you may require permission from the copyright holder to obtain a copy.
(printer)	Print a copy of the page or article.
(expand)	Change the display location of the sidebar information pane from the left column to a row at the bottom of the screen.

- The sidebar is located on the left side of the page. It can be used to find information on what is being viewed and options to access it.
- The Trove viewer can help magnify or print digitised visual content.
- A Trove audio player can help play certain sections of an audio track, view transcripts or download audio.

There is more information on Trove's sidebars, viewers and players under these headings on the Navigating page:

- **Newspaper viewer:** Digitised newspapers and gazettes.
- **Journal viewer:** Digitised journals, such as magazines, newsletters, academic journals and research reports.
- **Image viewer:** Images and artefact photographs.
- **Map viewer:** Digitised maps.
- **Book viewer:** Digitised books.
- **Finding aids:** Browsing diaries, letters, archives and other unpublished materials.
- **Audio player:** Listening to oral history interviews and folklore recordings.
- **Web archive:** Navigating archived website.

These are explained on Trove's 'Navigating' page: https://trove.nla.gov.au/help/navigating

Acknowledgement

This booklet has been prepared using the online content provided about Trove by the National Library of Australia.

Further information

- **Trove Data Guide:** https://tdg.glam-workbench.net/home.html
- **Introduction to Trove Searching:** https://trove.nla.gov.au/announcement/2022/04/26/introduction-trove-searching
- **Help Searching:** https://trove.nla.gov.au/help/searching
- **Discover Trove:** https://www.youtube.com/watch?v=E5UEJV_wDr4
- **Trove for family history:** https://www.youtube.com/watch?v=Mnv1121Wkgc

Endnotes

[1] 'Trove strategy', *What is Trove?*, https://trove.nla.gov.au/about/what-trove, accessed 15 January 2024.

[2] Trove homepage, https://trove.nla.gov.au/.

[3] *Principal Partners*, https://trove.nla.gov.au/partners/list/all, accessed 15 January 2024.

[4] 'Source and accessibility', *Trove Content*, https://trove.nla.gov.au/about/what-trove/trove-content, accessed 23 January 2024.

[5] *Trove's Categories*, https://trove.nla.gov.au/blog/2020/01/24/introducing-categories, accessed 23 January 2024.

[6] *Newspapers and Gazettes*, https://trove.nla.gov.au/help/categories/newspapers-and-gazettes-category, accessed 16 January 2024.

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