

ROYAL AUSTRALIAN HISTORICAL SOCIETY



LIBRARY TEST CATALOGUE

USER GUIDE

INTRODUCTION

Thank you for accessing the test version of the Royal Australian Historical Society's new online library catalogue.

This short guide includes the following sections:

- **Getting Started – Access and Searching**
- **Refining and Reviewing Results**
- **Additional Features – User Accounts and Alerts**

Your input on the test catalogue will help us improve the search experience, identify and fix any issues, and ensure it best supports historical research and discovery.

If you notice anything that's not working quite right or have suggestions, please get in touch with RAHS Librarian Donna Newton:

✉ Email: library@rahs.org.au

Please note: not all RAHS collections are currently included in the online catalogue. If you're looking for something specific or would like more information about an item, feel free to contact us.

Last updated: 26 July 2025



For more information on our collections discoverable online:

www.rahs.org.au/library-collections/

GETTING STARTED

STEP 1: OPEN THE TEST CATALOGUE

Go to: <https://rahs.softlinkhosting.com.au/liberty/libraryHome.do>

STEP 2: SEARCH



OPTION 1: BASIC

The Basic Search bar is the fastest way to find items in the RAHS Library Catalogue.

How it works:

- Type one or more keywords into the search bar (e.g. Sydney, convicts, Macquarie Street)
- Suggested keywords may appear as you type. These suggestions show up below the search box and can help you save time. On some devices (like phones or tablets), they may disappear fast - so tap quickly if you see one you want!
- The online catalogue will search titles, authors, subjects, notes, and other key fields.
- Results are listed by relevance, showing the most likely matches first.

Tips:

- Use specific keywords for better results. Broad words like history or Australia can return thousands of results and may cause the search to time out.
- You can use quote marks to search for a phrase (e.g. "Women Convicts")
- Use the Asterisk * as a Wildcard. It replaces part of the word and is useful if you're not sure of the exact form or spelling to use (e.g. archaeolog* finds archaeology, archaeological, and archaeologist).
- Use AND, OR, and NOT to refine your search. These words help you combine or exclude keywords to get more relevant results. They need to be in capital letters as they are a command.
 - AND narrows your search by finding items that include both terms (e.g. convicts AND Parramatta)
 - OR broadens your search by finding items that include either term (e.g. Parramatta OR Harris Park)
 - NOT excludes a term (e.g. Parramatta NOT factory)

STEP 2: SEARCH (Continued)

The screenshot shows the 'Advanced search' interface. At the top, there is a search bar with the placeholder 'Enter your search here ...' and a link to 'Advanced search'. Below this is a 'Clear All' button. The 'Search Type' section contains a 'Search Across:' dropdown menu set to 'Find best match'. The 'Search Fields' section includes input fields for 'Title ... enter here', 'Author ... enter here', 'Subject ... enter here', 'Year From' (with a range), 'Publisher ... enter here', and 'Series ... enter here'. Each of these fields has a magnifying glass icon to its right. At the bottom, there are three filter sections: 'Types' (with 'Affiliated Societies Serials' selected), 'Material Format' (with 'All' selected), and 'AHS Collection' (with 'All' selected). Two callout boxes are present: one in the top right corner pointing to the 'Advanced search' link with the text 'Select "Advanced"', and another in the center pointing to the 'Search Across:' dropdown with the text 'Select Search Match'. A large pink rounded rectangle highlights the 'Title', 'Author', and 'Subject' input fields.

OPTION 2: ADVANCED

Advanced Search lets you narrow results using specific fields like title, author, subject, or date. It's useful when you're looking for something precise and want to filter out unrelated material.

How it works:

- Choose the Search (Match) Operator you want from the drop-down list. They are:
 - **Find all words** – this option will find resources that contain every word you enter in the Search field
 - **Find Best match** – may find a large number of resources and will sort them in order of relevance
 - **Find any of the words** – will find resources that include one or more of the words you enter in the Search field
 - **Find the phrase** – will find resources that contain every word you entered in the Search field in the order you entered them
- You can refine your results over a number of specific fields - The fields are in the pink boxes
 - Use specific fields to target your search (e.g. author or subject) rather than relying on general keywords.
 - Combine multiple fields to refine results (e.g. title + author).
- You can also refine your results on fields that are unique to us:
 - RAHS Collection
 - Material Types - which is the format of the record
 - Types - determine what information is displayed in the record e.g you will see different information if the type is "Image" compared to "Book"
- Use the magnifying glass next to a field to browse matching entries from the database.

STEP 2: SEARCH (Continued)

Subject ... enter here

Randwick



Magnifying glass

In this example, we have typed 'Randwick' in the subject field and then clicked on the Magnifying glass to see the subjects that contain 'Randwick'.

SUBJECT SEARCH

Enter search terms for the authority file.

Select entries from the authority file listing to the right separated by the desired operator. Then click 'Finish' and the search strategy will be transferred to the search form.

Selected Terms:

The selected terms are displayed here.

1-20 of 41

- Anglican Church - Randwick NSW (5)
- Blythswood School, Randwick, NSW - history (1)
- Brigidine College, Randwick, NSW - history (1)
- Brigidine Sisters, religious order - Randwick, NSW - history (1)
- Canvas Town--NSW--Randwick (1)
- Cemeteries - Randwick, NSW (4)
- Coogee Preparatory School, Randwick, NSW - history (1)
- Destitute Children's Asylum, Randwick, NSW (7)
- Gaols - Randwick - NSW (1)
- Land grants - Randwick, NSW (1)
- Land titles - Randwick, NSW (1)
- Marcellin College, Randwick, NSW - history (2)

There are 41 subjects that contain Randwick and we are interested in cemeteries or gaols.

SUBJECT SEARCH

Enter search terms for the authority file.

Select entries from the authority file listing to the right separated by the desired operator. Then click 'Finish' and the search strategy will be transferred to the search form.

Selected Terms:

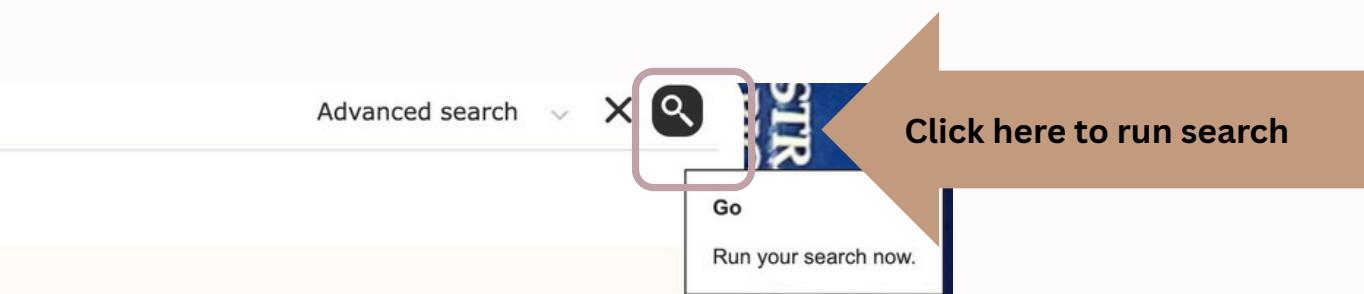
"Cemeteries - Randwick, NSW"
OR "Gaols - Randwick - NSW"

The selected terms are displayed here.

1-20 of 41

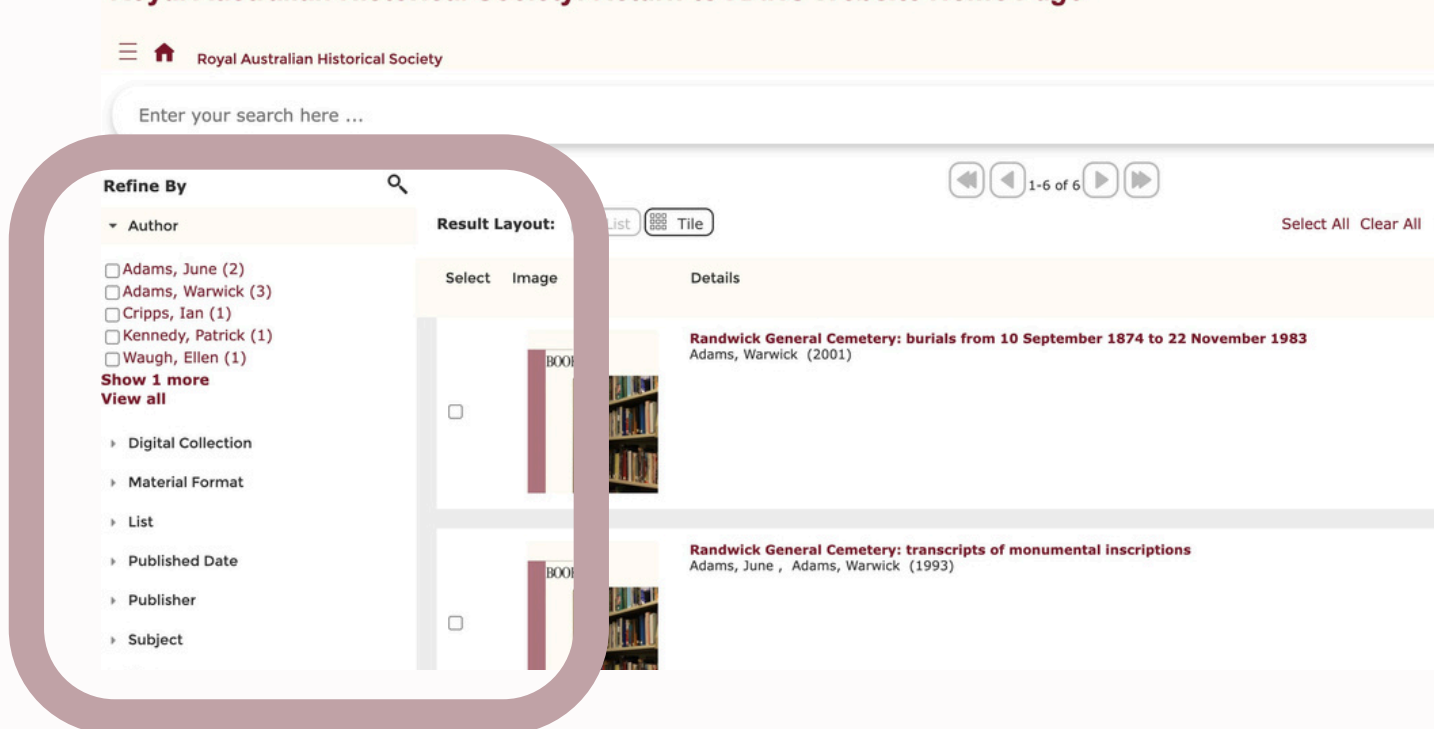
- Anglican Church - Randwick NSW (5)
- Blythswood School, Randwick, NSW - history (1)
- Brigidine College, Randwick, NSW - history (1)
- Brigidine Sisters, religious order - Randwick, NSW - history (1)
- Canvas Town--NSW--Randwick (1)
- Cemeteries - Randwick, NSW (4)
- Coogee Preparatory School, Randwick, NSW - history (1)
- Destitute Children's Asylum, Randwick, NSW (7)
- Gaols - Randwick - NSW (1)
- Land grants - Randwick, NSW (1)
- Land titles - Randwick, NSW (1)
- Marcellin College, Randwick, NSW - history (2)

Click Finish



Below are the results. In **Refining and Reviewing Results** we will go through ways you can narrow your results using filters (like author or material type), view item details, print or download lists, and generate citations for your research.

Royal Australian Historical Society: Return to RANS website home Page



NAVIGATION TIP

On the top on the navigation is the “Text” icon - if you click on this you have three options: **“Home”** will take you back to the front page of the catalogue; **“My Portal”** is to access features if you have set up a user account (see final section) and **“Other Searches”** which has some predefined searches, including a list of most recent books added to our catalogue.



REFINING AND REVIEWING RESULTS

When you run a search, the results appear in a list that shows key details such as the title, author, subjects, publication date, material format, type of record, and classification ID (which helps us locate the item in the library).

The information displayed can vary depending on the type of record. Books, journal articles, images, and other formats will show different fields based on their Bib type.

Sample Search Results

Basic Search = Shoalhaven

This search has returned 332 records - see the number of records in the pink box. You can click the arrows to scroll through results OR you can Refine them by several fields - highlighted by the gold arrow.

Royal Australian Historical Society: Return to RAHS Website Home Page

The screenshot shows the RAHS website search results for 'Shoalhaven'. The header includes the RAHS logo and a 'Logout' link. The search bar shows 'Shoalhaven' and 'Basic search'. A sidebar on the left titled 'Refine By' lists various filters: Author, Digital Collection, Material Format, List, Published Date, Publisher, Subject, and Type. The main results area shows a table with columns 'Select', 'Image', and 'Details'. The first result is 'Sail and steam in the Shoalhaven' by Russ Evans, (2005), with a book image and a classification ID of 991.8 SHO. The second result is 'Shoalhaven District, NSW - ephemera', with a vertical file image and a classification ID of VF 991.8 SHO. A gold arrow points to the 'Refine By' sidebar, and a pink box highlights the pagination controls showing '1-10 of 332'.

We are interested in seeing if there are any RAHS journal articles or images so we will refine by ‘Material Type’. Other options are:

- Author
- Published Date
- Publisher
- Subject
- Type (this is ‘Bibliographical Type’) and helps determine what information is displayed in the record, e.g. you will see different information if the type is “Image” compared to “Book”.

Sample Search Results (continued)

▼ Material Format

- ☐ History Magazine (3)
- ☐ JRAHS (23)
- ☐ Map (2)
- ☐ Monograph (179)
- ☐ Monograph_Vertical File (100)
- ☐ Photograph (8)
- ☐ RAHS Conference Proceedings (1)
- ☐ RAHS Newsletter (12)
- ☐ Serial (3)

Click on box to see JRAHS articles

Click on box to see Photographs

Once you have clicked the material types you want to see then run the search by clicking on the magnifying glass to see your refined results.

Refine By



If there is a record on the list that interests you, then click on it to get more details:



Alexander Berry, the laird of Shoalhaven / Jervis, James

 Email
  Add to My Catalogue
  Request
  Print/Save
  Get Permission

GMD: JRAHS

Title: Alexander Berry, the laird of Shoalhaven

Authors: Jervis, James (155);

Publication date: 1941

Volume: 2

Part: 1

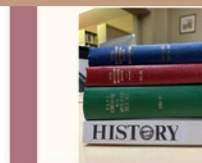
Numbering: 18-87

Subjects: Berry, Alexander (1781-1874) (41); Voyages and travels (204); Shoalhaven LGA (297); Bligh, William (1754-1817) (132); Voeuax, Joseph (1765-1846) (29); Maoris - conflicts (5); Ships (152); Trade and trading (54); Wollstonecraft, Edward (1783-1832) (10); Macquarie, Lachlan (1762-1824) (301); Winge-carribee LGA (230); North Sydney LGA (288); Brisbane, Sir Thomas Mكدougall (1773-1860) (68); Timber industry (75); Throsby, Charles (1777-1828) (24); Davison, Thomas (d.1822) ; Hume, Hamilton (1797-1873) (52); Goulburn, Frederick (1788-1837) (10); Darling, Ralph, Sir (1775-1858) (112); Coolangatta, NSW ; Hall, Edward Smith (1786-1860) (17); Chinese in Australia (109); Knopwood, Robert (1763-1838) (2); Geology (16); Field, Barron (1786-1846) (31); Busby, James (1801-1871) (13); Clarke, William Brannwhite (1798-1878) (6); Eurobodalla LGA (117); NSW - Legislative Council (11); Politics and government (831); Convicts, transportation of (30); Cowper, Sir Charles (1807-1875) (38); Nicholson, Sir Charles (1808-1903) (31); Banks and Banking (93); Terry, Samuel (1776-1838) (18);

Classification: 990 JRAHS

ISSN: 0035-8762

Example of one of the journal article records



Ulladulla (30/05/1937)

 Email
  Add to My Catalogue
  Request
  Print/Save
  Share
  Link

GMD: Photograph

RAHS Collection: Adastral Aerial Survey

Title: Ulladulla

Provenance: Donated by Wyong Museum and Wyong Historical Society, 2011

Description: Black and white negative

Notes: Aerial view of Ulladulla township looking east south east, showing Ulladulla Harbour and Beach. Warden Head Reserve and lighthouse are in the background.

Imprint: 30/05/1937

Region: Illawarra

LGA: Shoalhaven City Council

Subjects: *Adastral Airways* (178); *Aerial photography* (181); *Ulladulla, NSW* (19);

Copyright: Copyright expired. Permission to reproduce image from RAHS.

File: Collection_Adastra Aerial - 0157.jpg (1.19 MB) Download

Embedded File:



Example of one of the photograph records



Reviewing Results Further: Actions

At the top of each record—or from the drop-down menu in the results list—you'll see **Actions** you can take, including:



Nowra (30/05/1937)

GMD: Photograph

RAHS Collection: Adastra Aerial Survey

Title: Nowra

Provenance: Donated by Wyong Museum and Wyong Historical Society, 2011

Description: Black and white glass slide; negative

List of 'Actions' you can take

Reviewing Results Further: Actions

At the top of each record—or from the drop-down menu in the results list—you'll see **Actions** you can take, including:

- **Email** – Send a brief record of your search results to yourself or someone else.
- **Request** – Opens an email with item details that you can send to the RAHS Librarian for more information.
- **Print or Save** – Print or temporarily save results.
 - Note: To save results permanently and re-run searches later, you'll need to log in with a user account.
- **Get Permalink** – Copy a direct link (URL) to the item or results page for quick access later.

You can also add records to My Catalogue - your list of selected items to review further. This feature requires you to have a user account and be logged in

In the drop down menu for lists of records you also have option to export results in multiple formats which you can then copy and paste into an email or document.

SEARCH RESULTS EXPORT

Results exported as APA

Copy and paste the citation(s) below.

A shipwreck gave its name: the story of the "Coolangatta". (n.d.). Nowra: Shoalhaven Historical Society.

A tour of history on the south coast Kangaroo Valley and Moss Vale. (n.d.) (11 p. : illus.). Blacktown, NSW: The Prospect Trust.

Addenda to Gauffered Velour (as at 31 December 1996). (1996).

All about bridges. (n.d.). [Sydney: NSW. Department of Main Roads.

Allen, Lynne, & Florance, Robyn. (1997). *Our heritage: a focus on Plunkett Street: education kit for school students*. Nowra: Shoalhaven Historical Society.

Alley, George Underwood. (1923). *Sassafras*.

An Australian Post Office history: Sussex Inlet. (1980). Sydney: Australia Post.

Antill, R. G. (1982). *Settlement in the south: a record of the discovery, exploration and settlement of the Shoalhaven River Basin, 1803-1892*. Culburra: R. G. Antill.

As time goes by: Terara Public School 1878-2003. (2003). Terara: Terara Public School.

All Clear All

-
-
-
-
-
-

SEARCH RESULTS EXPORT

Select an export format

You have selected **332** resource(s) for export.
You can refine the resources to export by selecting the desired resources from the search results

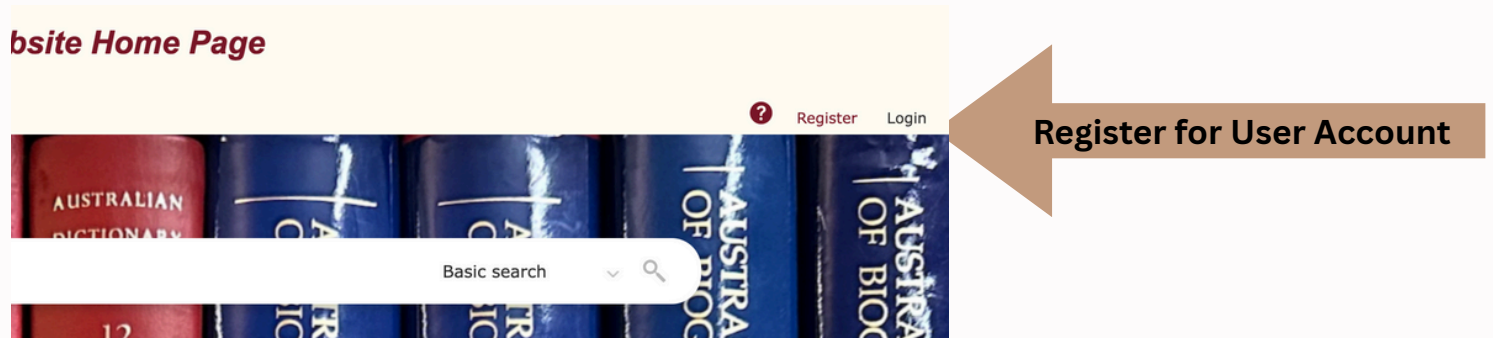
Format:

- ☐ RefWorks
- ☐ EndNote
- ☐ BibTeX
- ☐ Mendeley
- ☐ Zotero
- ☐ ProCite
- ☐ APA
- ☐ Harvard
- ☐ MARC

Go

Close

ADDITIONAL FEATURES – USER ACCOUNTS AND ALERTS



To take full advantage of the RAHS Library Catalogue, you can register for a user account. This gives you access to personalised features that support your research and make it easier to manage your results.

How to Register

1. Click the Register button on the catalogue's home page.
2. Fill in the required details and submit the form.
3. Your account will be set up within two business days.

Features Available to Registered Users

Once logged in, you can:

- Save search results and re-run previous searches;
- Add items to your personal catalogue (My Catalogue) for future review;
- Set up alerts and interests tailored to your research needs;
- Receive messages from the library (e.g. updates, reviews, or catalogue matches).

My Personal Interests/Alerts

Under My Portal > My Personal Interests, you can add topics, authors, or subjects that interest you.

When new resources matching your interests are added to the catalogue, you'll receive an alert in your Messages section.

We'll be creating a short video to introduce these features in the coming months, with more to follow based on your feedback. Thank you for helping us improve the RAHS Library Catalogue. We're excited to share more features and resources as the catalogue grows.



Front Image: Aerial view of Ulladulla, facing south east out to the water, 30/05/1937, [RAHS Collection - Adastra Aerial Survey]

Back Image: Aerial view of the town Nowra, 30/05/1937, [RAHS Collection - Adastra Aerial Survey]