

Tips for Searching the Museum of Art & Archaeology's Collection

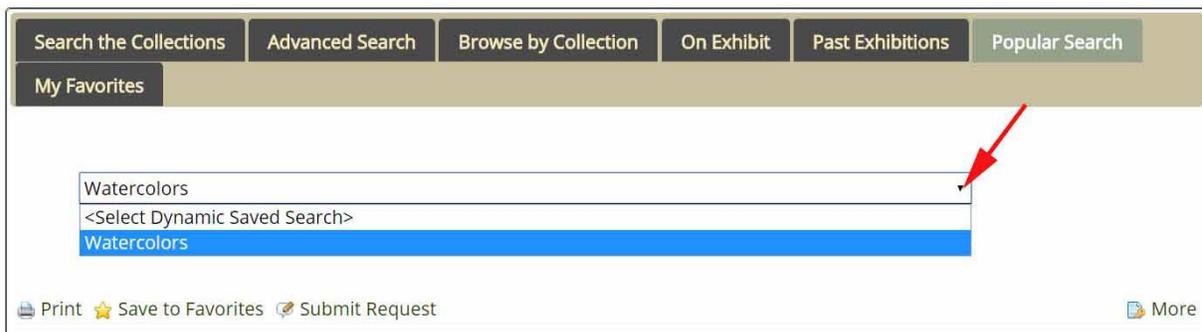
Basic Searches

The basic search ("Search the collections") on the front page searches for matches in all fields.

The "Browse by Collection" tab allow you to browse some different types of collections (e.g., Paintings or Prints).

The "On Exhibit" tab will show a list of all objects that are on display in the galleries. You can also see what was on display in past exhibitions on the "Past Exhibitions" tab. Please be aware that if an object is/was on loan for the exhibit, it may not appear, depending on the requirements of the lender. [Please note: not all past exhibitions are uploaded to the site. Museum staff continue to work on this.]

The "Popular Search" tab will bring up a list of searches that have been set up by museum staff. Click on the down arrow to bring up a list of possible searches.

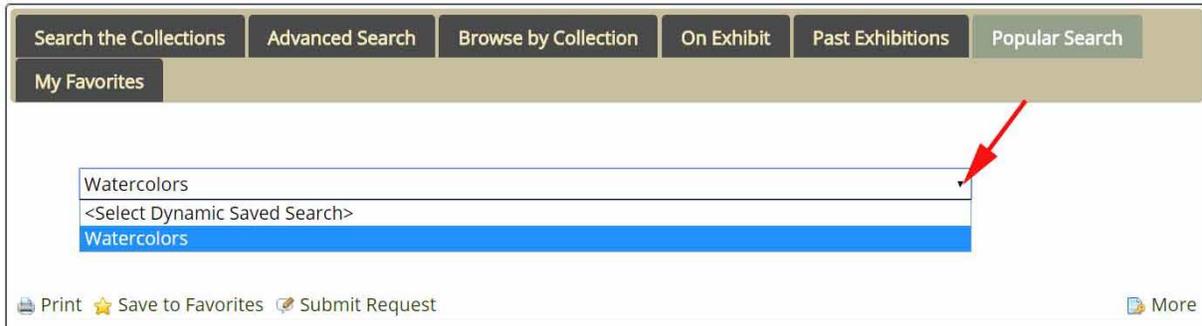


The online public portal is a work in progress. Museum staff continue to make updates to the database records for consistency and ease of searching. Here are some tips to make your searches result in more "hits."

1. The "Search the Collections" tab allows basic keyword searching. [Please note: this function searches more fields than the ones that display. This may cause records to come up that don't seem related at all to the Search.]
2. The "On Exhibits" tab brings up a list of every item currently on display in the galleries.
3. * serves as a wild card.
4. Try thinking if the term used in the search could be plural/singular. For example, if you're looking for watercolors and something doesn't come up, trying searching watercolor*. In this case, you will catch everything that has watercolor or watercolors. [We're working on ways to have searches automatically check for plurals/singulars.]
5. Try thinking if there might be variants on a name that you're searching for. For example, if you're looking for artist Joe Jones, you might also search Joseph Jones.

Advanced Searches

Clicking “Advanced Search” takes users to a search page where they can specify search terms for nine different fields: Title, Object ID, Object Name, Artist/Maker, Culture, Materials/Medium, Geographic Location and Historic/Cultural Period.

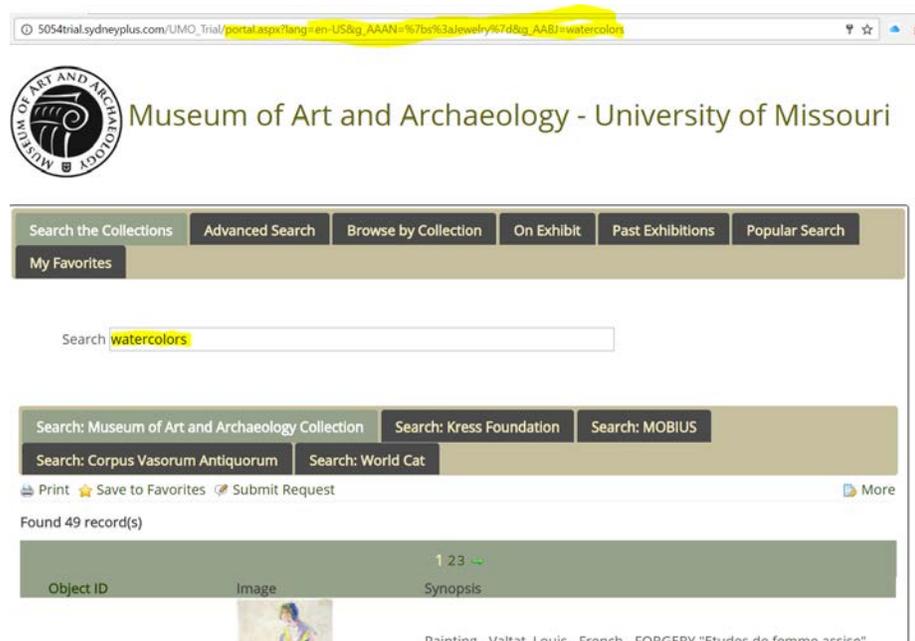


1. Synopsis searches multiple fields at once: Title, Artist/Maker, Object Name, Date, Culture, Materials/Medium, and Geographic Location.
2. The Object Name is the general type of object an item in the collection is (e.g., print, drawing, painting, statue, reliquary, vase, etc.)
3. Historic or Cultural Period allow you to specify things such as [Please note: this field may not currently be filled in on every record. So, depending on that field only may narrow your results more than you expect.]

Sharing your Search

On the bottom right of search screens, you will find “Share the Search.” If you click on this the web address will change. You can copy and paste that link to share it with anyone. Clicking on that link will take them directly to the record.

You can also use “Share the Search” to share a list of objects. It will produce a link that will do the same search you just did.



Contact Linda Endersby (endersbyl@missouri.edu) if you need assistance with your search.