

**School of English /  
Leeds University Library**



**UNIVERSITY OF LEEDS**

# Summary Guide to Using the Leeds Poetry 1950-1980 Catalogue

# Summary Guide to Using the Leeds Poetry 1950-1980 Catalogue

## Searching

On accessing the Leeds Poetry 1950-1980 catalogue, you will be presented with the “Search” page by default. The following searches are recommended:

- **General Keyword**

A useful general search on the main content of the catalogue records, especially the “Contents” field. Search terms are highlighted when records are called up from the results hit-list. When combined with the option to search for a “Phrase”, this is a useful way of searching for poem titles.

- **Full Text**

Similar to the General Keyword search, but searches the entire content of catalogue records. This type of search is likely to return more, but less specific, results than a General Keyword search.

- **Subject and Name**

Conducts searches specifically on the catalogue’s extensive subject, personal name and corporate name indexes. When searching for a personal name, it is not necessary to invert the name form or use capital letters.

## Results

Once you have conducted a search, you will be presented with a results hit-list which includes both general collection-level records outlining the entire content of a collection, and more specific component records giving details of specific sections from a collection, or even individual files. Component records and collection-level records referring to the same overall collection will often contain the same information.

- The presence of a collection-level record in a results hit-list indicates that the collection as a whole contains material relevant to your search.
- Component records (of which there may be more than one, at different levels) are identified by a file symbol. If you are searching for specific material, it may be quickest to try and identify the most specific title in the results list, e.g. “Letters to Jon Silkin”, rather than the broader “Silkin Correspondence” or the collection-level record “Literary Papers and Correspondence of Jon Silkin”.

## Browsing

The Leeds Poetry 1950-1980 catalogue incorporates a number of ways of browsing and navigating in addition to specific search options.

- **Browsing indexes**

Selecting the “Browse Indexes” option from the main search page gives access to the catalogue’s indexes. Browsing the Name (Personal and Corporate) and Subject indexes is a useful way of identifying material relating to a particular person, topic, or type of material (e.g. Correspondence, Drama). On entering a subject term or name to browse, you will be taken into the relevant index at the point where that name or term appears. Clicking on the term in the index list will bring up a results hit-list.

When browsing personal names, you need to invert the name form. For example, Jon Silkin should be entered as: Silkin, Jon.

You can conduct “random” browses of the Name and Subject indexes simply by entering an initial letter. For example, entering “a” as a subject browse term will take you to Subject headings beginning with the letter “a”.

- **Table of Contents**

Selecting the “View Summary of Entire Catalogue” option from the main search page will take you to an expandable table of contents for the catalogue. Navigating through the “table of contents” is recommended as a means of gaining a general overview of the content of individual collections.

## Navigational Features Within Catalogue Records

The following navigational features contained within individual catalogue records can aid the discovery of additional relevant materials.

- **Separated and Related Material Fields**

These fields provide information about other related materials held within a particular collection, or in other collections. Where possible, hyperlinks have been included which will take you to descriptions of the separated or related material.

- **Access Points**

These are Name and Subject terms which link into the catalogue's indexes. Clicking on the terms within a catalogue record will take you into the relevant index at the point where that term occurs. Clicking on the term in the index will bring up a hit-list of other records containing that term.