Hope Digital Collections - User Guide
https://archives.hope.ac.uk/

Hope Digital Collections enables keyword searches across the breadth of our holdings allowing you to delve deep into our collections. The collections are split into two categories; Archives, and Special collections.

Home page and search screen – You can use the quick search box on the Home page to enter keywords for a general search. This will produce results from a search across all the collections at Hope University.

NOTE You can return to the Home page, to start a new search or just to browse the catalogue by clicking on "Catalogue home" in the navigation menu.

The navigation menu links to all features of the digital catalogue.

Search - Use the Search option in the navigation menu to search within a collection or to include or exclude fields to refine the results. For example, add a date range to narrow the search field.

Search

Text search   Search within   **Advanced**

Advanced search

Useful for very specific searches, this form allows you to choose the fields to include or exclude from the search.

Text search

text	e.g. Example search All of these words ˅
within	Click to choose field(s)...

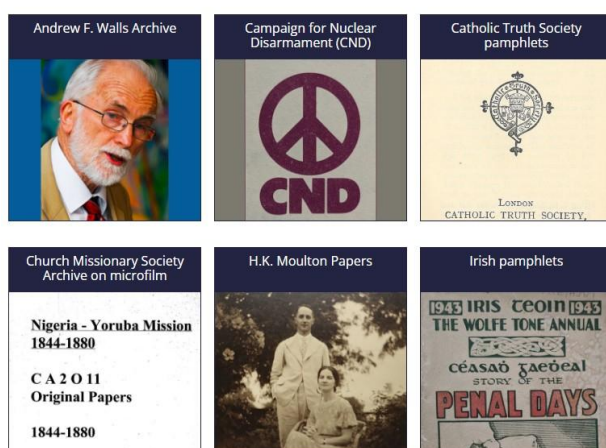**+ ADD MORE**

Date range

From   YYYY   To   YYYY

Options

⦿ Results that match in **all** of the above fields
◯ Results that match in **any** of the above fields

Browse - You can also choose to browse through the collections, which might give you a greater understanding of the structure of the content in the University's collections. On the Home page click on the tiles labelled "Browse Archives" or "Browse Special collections" to check out the content of each category.
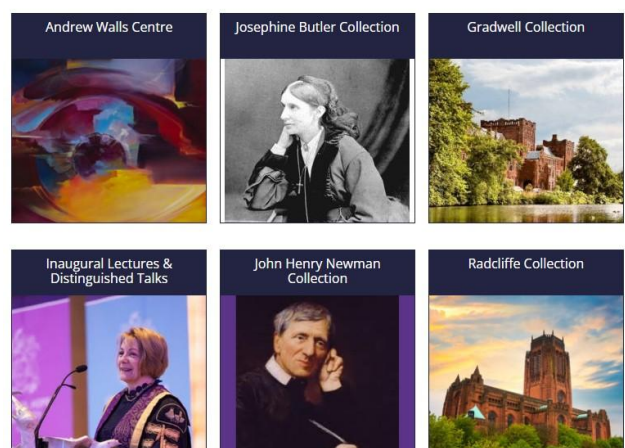
Archives

Order by: Title

Andrew F. Walls Archive	Campaign for Nuclear Disarmament (CND)	Catholic Truth Society pamphlets
Church Missionary Society Archive on microfilm	H.K. Moulton Papers	Irish pamphlets

Special collections

Order by: Referen

Andrew Walls Centre	Josephine Butler Collection	Gradwell Collection
Inaugural Lectures & Distinguished Talks	John Henry Newman Collection	Radcliffe Collection

Each page provides tabbed content of all the archives and special collections in alphabetical order. You can sort these collections by "Title", "Reference number" or "Date".

For each archive or special collection, the main page records the same types of information that should help you make a judgement about the relevance of that collection to your research. These should always include a Collection Level Description with core information like dates of creation, a description, the extent (size), administrative history (who created it and who has owned it). Importantly, they contain details of accessibility including constraints to access due to confidentiality (the latter might mean some files might be "closed" from access by researchers), for example, or the fragility of items.

Underneath the Content Level Description are links to a hierarchy of sections, sub-sections, series and sub-series, in an increasingly declining level of authority. Click on the **+** symbols to expand the hierarchy of sections and click on **Details** to find specifics for that section.

In this example (below) the sub-series General History is under the series Early Years in Childwall which is under the sub-section History of S. Katharine's College which is under section S. Katharine's College.

To navigate around the hierarchy there is a clickable breadcrumb trail above your search results -

S. Katharine's College » History of S. Katharine's College » The early years in Childwall, Liverpool

General History

Reference number	SKC/3/2/1
Level of description	Sub-series

Contents

This Sub-series contains the following Sub-series and Series. Click on a title to expand the tree, and click Details to view a catalogue entry in full. Only item or piece level records may be ordered for viewing.

+ SKC/3/2/1/1	General History of S. Katharine's College		Details
+ SKC/3/2/1/2	Correspondence		Details
+ SKC/3/2/1/3	History of the College	1899-1956	Details
+ SKC/3/2/1/4	Church of England Colleges Reports and Articles of Government		Details
+ SKC/3/2/1/5	Closure of S. Katharine's College and Transition to LIHE		Details
+ SKC/3/2/1/6	Newspaper Cuttings and Articles		Details
+ SKC/3/2/1/7	Centenary	1944	Details
+ SKC/3/2/1/8	Miscellaneous		Details

There are additional tools under Actions on the right, including "Print or Email catalogue entry" for future reference, or "Add to saved records", for an ongoing clipboard of records accessible via the navigation menu. At the end of your search strategy, you can email the list of catalogue entries to yourself or "Contact us" if you would like to make an appointment to view the items.

ACTIONS

Search within this collection:

[   ] 🔍

✉ Contact us about this collection

🖨 Print catalogue entry

✉ Email catalogue entry

☆ Add to saved records

Searching within...

📁 Radcliffe Collection

❌ Clear

Date range: (0801 - 1800)

[   ] - [   ] [+]

Collection

☐ Radcliffe Collection (99)

Level

☐ Section (1)
☐ Series (15)
☐ Sub-series (2)
☐ File (17)
☐ Item (64)

Digitised status

☐ Digitised (71)
☐ Not digitised (28)

To search within this collection, or series etc. add a keyword under Actions or simply click on the 🔑 symbol to navigate to a different level, narrow your results by adding a date range, or, view digitised content from the menu on the left.
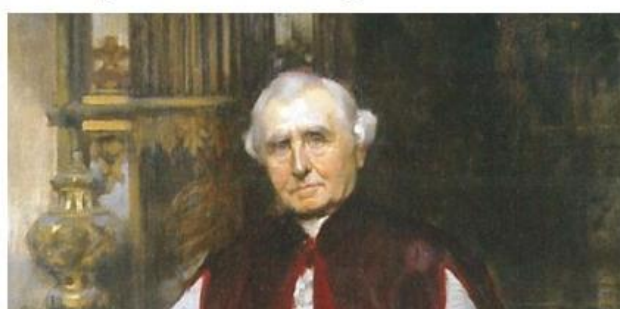
Insights – provides links to reported news about our engagement with archives and special collections including; collection highlights, digital exhibitions, past and present, and outreach projects working with students and staff from Liverpool Hope University, but also partners across different organisations in the Liverpool City Region and the North West.

The origins of Nugent

The Nugent Archive was deposited with Liverpool Hope in 2013 by the registered Catholic charity Nugent, pioneering work of Father James Nugent (1822-1905) and Father John Bennett (1891-1965), Chief Administr
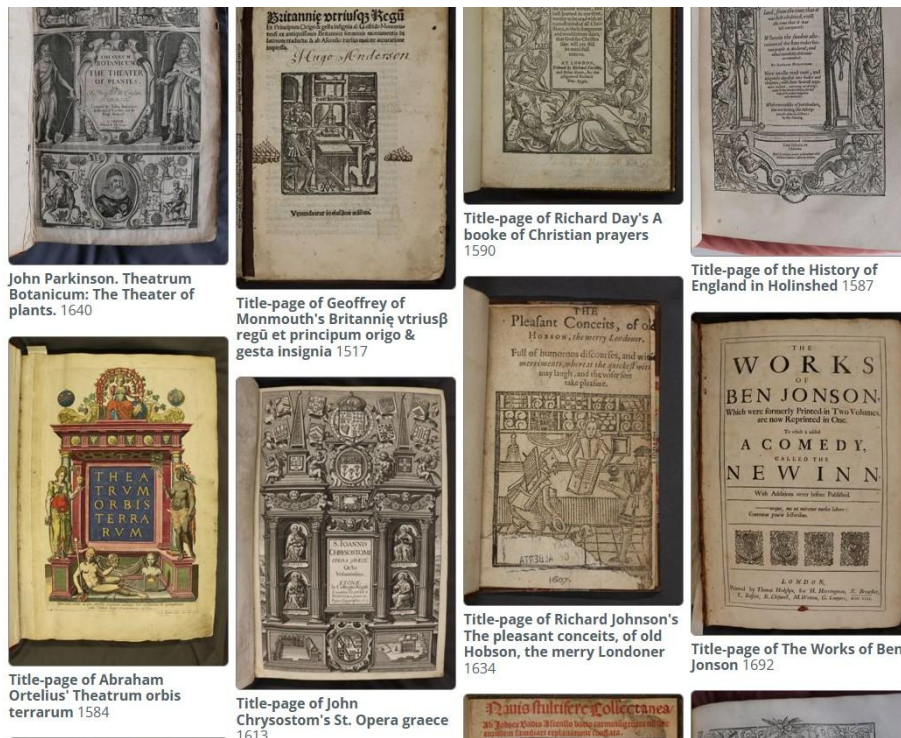
In the interests of researchers exploring their family history the institutional records relating to the children Archdiocese of Liverpool are held at Liverpool Record Office at Central Library, however, it was felt that the placed for educational purposes, at Liverpool Hope.
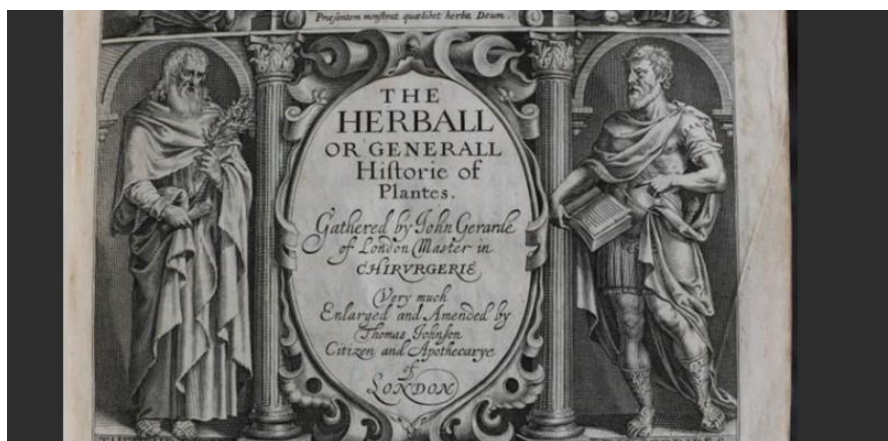
The Early Years - Father Nugent

Galleries – is a great resource to help you discover some of the digital records created, by photographing or scanning the physical record, to make them openly accessible. These resources have been curated by academics for use in teaching sessions and to further access to content beyond the classroom.

The galleries have been grouped by theme or subject, to highlight particular areas of research that might be of interest. To open click on the tile and see the juxtaposed digital images with their titles, scroll down to view the full extent of the gallery.

John Parkinson. Theatrum Botanicum: The Theater of plants. 1640

Title-page of Geoffrey of Monmouth's Britannię vtriusβ regū et principum origo & gesta insignia 1517

Title-page of Richard Day's A booke of Christian prayers 1590

Title-page of the History of England in Holinshed 1587

Title-page of Abraham Ortelius' Theatrum orbis terrarum 1584

Title-page of John Chrysostom's St. Opera graece 1613

Title-page of Richard Johnson's The pleasant conceits, of old Hobson, the merry Londoner 1634

Title-page of The Works of Ben Jonson 1692

Click on each image to read information on the item's relevance to the gallery theme.

Reference	B410tp
Title	John Gerard. The Herball or Generall Historie of Plantes.
Description	Gerard, John. *The herball or generall historie of plantes … Very much enlarged and amended by Thomas Johnson*. Printed by Adam Islip, Joice Norton and Richard Whitakers, London. 1636. Folio. STC 11752.
	John Gerard (1545-1612) was the best-known herbalist of the sixteenth century. The first edition of his *Herball or, Generall Historie of Plantes* was published in 1597 and contained a wealth of information in English about plants, particularly their medical uses, as well as