

GUIDE TO SEARCHING THE ARCHIVE ONLINE

ROYAL VOLUNTARY SERVICE ARCHIVE & HERITAGE COLLECTION

18/07/2017

ROYAL
VOLUNTARY
SERVICE

Together for older people

This is a more detailed guide to searching the [Archive Online \(Online catalogue\)](#) and downloading digital items from the collection. If you need further help with your search or can't find what you are looking for please contact our enquiry service archive@royalvoluntaryservice.org.uk.

BASIC SEARCH

The simplest way of searching the Archive online is to add a word or short phrase to the search box available on the [Archive online](#) page.

If you are searching for a phrase it helps if you restrict them to specific places or titles such as *'Meals on Wheels'*, *'Stoke-on-Trent'* or *'Home Help Oxford'*.

You should avoid using non-describing words such as *'a'*, *'or'*, *'in'* such as *'Home Help in Oxford'* as these will reduce the number of results returned.

Also avoid including very common words or acronyms like WVS or WRVS, as these will return thousands of results.

The screenshot shows the website's header with the Royal Voluntary Service logo and navigation links. The main content area features a breadcrumb trail, a sidebar with navigation options, a featured record section with two items, and a search section with a search box and a 'Go' button. The search section includes a tip for using the 'Advanced search' field.

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You are here: Home > About us > Our history > Catalogue

Our history

- > Timeline - the first 75 years
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- Our Patron
- Our President

Royal Voluntary Service Archive and Heritage Collection Online Catalogue

Featured record

First ever edition of the WVS Bulletin

View record

Featured record

The April 1952 edition of the WVS Bulletin

View record

Search

Go

Advanced search

This fully searchable catalogue contains listings, many with preview images of a selection of historical material housed in our Archive & Heritage Collection. It is also the gateway to our digital, downloadable version of all 419 issues of the WVS/WRVS Bulletin from 1939-1974.

Tip: If you only want to search the Bulletins click 'Advanced search' above and type your word or phrase into the *Bulletin Text* field.

ADVANCED SEARCH

If you want to narrow down the results that you get from a search, you can use the ['Advanced search'](#), which gives you many more options to search the Archive online.

The fields available to search include:

Keyword(s) – This is the main descriptive text field. You can change the nature of your search by using the 'Refine Search Criteria' option, which allows you to do AND, OR and NOT searches e.g.

- *With all the words (AND) - will return results which contain all of words you have searched for.*

- *With at least one of the words (OR) – will return results which contain at least one of the words you have search for.*

- *Without the words (NOT) – will return results which don't contain the word you have searched for.*

Bulletin Text – This field allows you to search the [WVS Bulletin/WRVS Magazine only](#). You can change the nature of your search by using the 'Refine Search Criteria' option, which allows you to do AND, OR and NOT searches e.g.

- *With all the words (AND) - will return results which contain all of words you have searched for.*

- *With at least one of the words (OR) – will return results which contain at least one of the words you have search for.*

- *Without the words (NOT) – will return results which don't contain the word you have searched for.*

WRVS Assoc. News Text – This field allows you to search for copies of the WRVS Association Newsletter only. You can change the nature of your search by using the 'Refine Search Criteria' option, which allows you to do AND, OR and NOT searches e.g.

- *With all the words (AND) - will return results which contain all of words you have searched for.*
- *With at least one of the words (OR) – will return results which contain at least one of the words you have search for.*
- *Without the words (NOT) – will return results which don't contain the word you have searched for.*

Category – This field allows you to pick a single category of records to search using a drop down menu.

Month and/or year – You can search for dates using the following formats - Month and year e.g. *January 1945*; dd/mm/yyyy e.g. *01/01/1945* or year eg *1945*.

Name of copyright holder – If you want to search for a particular copyright holder eg Crown, or Fox Photos, you can enter the name here. We would recommend that you use only single words or well-known phrases. *For example if you wanted to search for pictures from Fox Photos, we would recommend only typing 'Fox'.*

As with the 'Keyword(s)' field above you can use the 'Refine Search Criteria' option to do different types of search.

Reference number (Ref No) – Where you know the specific reference of a record you want to view e.g. *WRVSA&HC/WRVS/HQ/P/CD/EMFE001*

Alternative reference number – Where you know a reference number for material you may have seen printed in a book or journal article e.g. *259*

Level – If you are familiar with archives and want to search only for a particular level of record, e.g. *a series, file, item* then you can use the drop down menu to select which type of records you want to search.

Access to the advanced search can be found under the basic search bar

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Royal Voluntary Service Archive and Heritage Collection Online Catalogue



Search

Advanced search

This fully searchable catalogue contains listings, many with preview images of a selection of historical material housed in our Archive & Heritage Collection. It is also the gateway to our digital, downloadable version of all 419 issues of the WVS/WRVS Bulletin from 1939-1974.

Tip: If you only want to search the Bulletins click 'Advanced search' above and type your word or phrase into the *Bulletin Text* field.

Featured record



First ever edition of the WVS Bulletin

Featured record



The April 1952 edition of the WVS Bulletin

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- Our Patron
- Our President
- Our ambassadors
- Our people
- Working for us
- Suppliers

Advanced search

Keyword(s)

▶ Refine Search Criteria

Bulletin Text

▶ Refine Search Criteria

WRVS Assoc. News Text

▶ Refine Search Criteria

Category

Month and/or year

Name of copyright holder

▶ Refine Search Criteria

Ref No

Alternative reference number

Level

SEARCHING FOR ...

INDIVIDUALS

Individuals are extremely hard to track down within the Archive & Heritage Collection. However, we have included the names of individuals in many of our photographs, which originally appeared in local and national newspapers and other publications and were therefore already in the public domain. Names are not included in non-public domain items. If you want to make a search for an individual within the collection, you will need to make an enquiry through our [enquiry service](#), but certain rules apply so please read our [guide to making an enquiry](#).

PLACES

Due to the geographical way the WVS/WRVS compiled and filed its records, searching for information about individual places is the easiest way to make a search in the collection. While WVS/WRVS had offices in over 2,000 locations around the country, the place you are looking for might not have one, but will have been served by a nearby office which administered the activities in your town or village. You can also search by County and Country (excepting England). Download a list of all of the WVS centres for [England](#), [Scotland](#) and [Wales](#) sorted both alphabetically by centre and alphabetically by county. Reports might not be available for some centres, or others may be patchy due to the survival of historical records.

SERVICES

Many records (principally photographs) have service keywords placed in their descriptions eg 'Meals on Wheels' or 'Darby and Joan club', however the Narrative Reports descriptions do not include service keywords, except in cases where enclosures were included with the original narrative report. Download a basic list of [service keywords](#).

ORAL HISTORIES

The simplest way to find oral histories in the collection is to use the basic search and type [‘Voices of Volunteering’](#) in the search box. If you are looking for a particular individual, service, geographical location or time period then you can use the Advanced Search. In the Keywords type a service type *e.g. Meals on Wheels, person e.g. Maureen Jones or place e.g. Norfolk and chose ‘Oral History’ from the Category field.*

Either method will produce a list of search results. By clicking on the links you can open each record and from there access and download the summary sheets and oral history recordings. For information on downloading digital archives please see the Downloading Archive Content section below.

WRVS BULLETIN AND WRVS MAGAZINE

All 419 issues of the Bulletin/Magazine can be found on our online catalogue and are free to search view and download.

The best way to discover the Bulletins is to do an advanced search on our [Archive online.](#)

You can pull up a list of all 419 issues by choosing “WVS Bulletin” from the category drop down, and then pressing the search button. This way lets you pick any issue and you can browse through (the most fun way of finding random facts and stories).

You can search the text of all the WVS Bulletins using WVS Bulletin Text field. A search here will only locate mentions of the word or phrase in the body text of the Bulletin, and nowhere else in the Archive online.

You can refine your search using the powerful advanced search feature. *For example if you only wanted to find references to Manchester from the 1960s.*

- *Select ‘WVS Bulletin’ from the category drop down field*
- *Type ‘1960-1969’ into the date field*

- Type 'Manchester' into the 'Bulletin text' field

- Press the 'search' button

While the OCR is very good and has been manually checked, there is a lot of use of Hyphenation in the Bulletin and so some instances of place names or keywords e.g. *Meals on Wheels etc.* may not turn up on a word search. Also if you are trying to look up common words this may return 100's of irrelevant results. To help:

Try using part of the word and a wildcard '*' to improve your chances e.g.

'Manche' for Manchester or 'Evacu*' for Evacuation.*

If searching for a Long Service medal recipient with a common name, which is also a word which may appear in the main body of text, e.g. *Mrs Green*, If you know their full name try doing a search with the following format: e.g. *'Green, Mrs. P. A.'* You should also restrict your search to the date period 1961-1974 as the Long Service medal was not introduced until 1961.

Services such as Meals on Wheels are often Hyphenated e.g. *Meals on Wheels*, or acronyms often have dots between characters e.g. *S.E.A.C.* You will find these are inconsistently used over time, so try using all the variants.

Try using phrases in quotation marks to narrow your search e.g. *"Meals on Wheels"*

Searching the Archive online will only bring up the record for the individual issue in which that word or phrase is mentioned. For information on downloading digital archives please see the Downloading Archive Content section below.

WRVS ASSOCIATION

The records of the WRVS Association were deposited in the Archive in 2013 you can search for the catalogue entries on Archive online using the key word search or Ref No field with *WRVSA&HC/WRVSA/HQ/**. There is also a collection of newsletters created by the WRVS Association between 1974 and 2013. You can search the text of the PDF copies using the WRVS Assoc. News

Text field (see above). More information about the Association and its other records can be found [here](#).

POSTERS

In addition to the publications collection there is a separate collection of posters created by WVS/WRVS departments between 1938 and 2008, find a full list of departments below.

The simplest way to search the collection is to type key words into the search on the Archive Online page. Another way to search for publications is to use the Advanced Search and select the poster and then hit search. You can also do a simple search in the Ref No field with WRVSA&HC/WRVS/HQ/PUB/PSTR/*.

Any of these methods will produce a record you can click on the links to access the description of each item. You can also open a larger version of the poster by clicking on the thumbnail.

PUBLICATIONS

The publications collection includes leaflets, booklets, bookmarks, posters (not in the main poster collection) and certificates. They were created by the WVS/WRVS departments between 1938 and 2010, find a full list of departments below.

The simplest way to search the collection is to type key words into the search on the Archive Online page. Another way to search for publications is to use the Advanced Search and select the type of publication you are looking for e.g. Bookmark and then hit search. You can also do a simple search in the Ref No field with WRVSA&HC/WRVS/HQ/PUB/PUB/*. Any of these methods will produce a record you can click on the links to access the description of each item. If you would like to view copies please [contact the archive](#).

NARRATIVE REPORTS

All the Narrative Reports written between 1938 and 1965 have been catalogued for more information about this series please visit the [Fact Sheets page](#). The simplest way to find Narrative Reports in the collection is to use the basic search and type 'Narrative Report' in the search box. If you are looking for a particular geographical location or time period then you can use the Advanced Search. In the Keywords type the place name *e.g. Lancashire or Devizes*. If you are looking for a particular year type it in to the Month and/year field *e.g. 1941*. Either method will produce a list of search results. By clicking on the links you can open each record. Reports written between 1938 and 1942 can be viewed by clicking on the red PDF symbol in the record. If you are interested in copies of reports from 1943-1965 please contact the [enquiry service](#).

CIRCULAR NOTICE

This is a series of letters/memorandum circulated to regional administrators, county and county borough offices and all members from 1938-1974. They cover a wide range of topics from the ARP Animals Committee, Assistance for evacuees & Homeless Persons, WRVS Information Desks-Wimbledon and the Books On Wheels Film. In fact most of the services you associate with WVS/WRVS plus a few more can be found in these files. Search Circular Notice in the category field of the [advanced search](#).

PHOTOGRPAHS

There are over 4,000 photographs taken between 1938 and 2013 on Archive Online, thumbnails for those which are Crown or WRVS copyright can be viewed on search results and individual record entries. The easiest way to search photographs is to use the Category field in Advanced Search and select photograph.

DOWNLOADING ARCHIVE CONTENT

Searching the Archive online will only bring up the catalogue record for the collection, file, item etc. If you are looking for content available online such as the Narrative Reports, WVS Bulletins, WRVS Magazines, Posters, Photographs, Association Newsletters and oral histories you will need to download them. To do this you will need to:

- Run a search for the items or information you are looking for
- Open the individual catalogue record of the item you want to look at by clicking the reference number
- Find the relevant field which holds the archive content you can download this will be different for different types of record

Record	Field(s)
Narrative Reports	Media Download
WVS Bulletins/WRVS Magazines	Media Download
Posters	Thumbnail
Photographs	Thumbnail
Association Newsletters	Media Download
Oral histories	Transcript – Document MP3 – Media Download Summary Sheet – Media Download

If a download is available then there will be a symbol in the relevant field. The symbol depends on the type of document/record you want to look at.

Record	Symbol
Narrative Reports	Red PDF
WVS Bulletins/WRVS Magazines	Red PDF
Posters	Where available an image of the poster
Photographs	Where available an image of the photograph. If restricted by copyright then a camera with no image available logo.
Association Newsletters	Red RDF
Oral Histories	Transcript – a hyperlink to the document Summary Sheet – Red PDF MP3 – Blue speaker

Please note that since updating Archive Online in July 2017 photographs and posters can be viewed in search results list under thumbnail.

WRVSA&HC/WRVS /HQ/P/TR/AMB001	Line of wartime ambulances and transport vehicles	08/09/1941	
WRVSA&HC/WRVS /HQ/P/CH/CRE001	WVS open air creche for children	1945-1950	
WRVSA&HC/WRVS /HQ/P/F/DFV001	Evacuee mothers dig for victory on an allotment Norfolk	1939-1945	
WRVSA&HC/WRVS /HQ/P/CH/HOL001	Children's Holiday, Frome	27/08/1960	
WRVSA&HC/WRVS /HQ/P/CH/CRE002	WVS run creche for children at an Agricultural Show	1945-1950	
WRVSA&HC/WRVS /HQ/P/TR/AMB002	Loading casualty into wartime transport Ambulances	08/09/1941	
WRVSA&HC/WRVS /HQ/P/CH/CRE003	Children with WVS in a creche	1945-1950	

Example of symbols and where they are on the catalogue entry

Document WRVS/HQ/A&HC/VOV/FAWJ/FAWJ_Transcript.pdf



Media

Download



Thumbnail



Thumbnail

No Image



Available

If you have any issues with downloading from Archive Online please contact archive@royalvoluntaryservice.org.uk.

FAQS

WVS BULLETIN AND WRVS MAGAZINE FAQS

Why are there blank spaces on some of the pages?

In order to make the project achievable we have had to remove all of the pictures and adverts from the Bulletin which were not copyright of Royal Voluntary Service or in the public domain. Tracing the copyright owners of images and gaining their permission free of charge was outside the scope of the project. If you would like a copy of a page of the Bulletin including the images, you can order one through our [enquiry service](#) for research and private study purposes. Original copies of the majority of the Bulletins are also available for public access at the British Library in London.

Why are some articles obscured by black lines?

We were unable to gain permission from some third party contributors without paying a licence fee, and in order to make sure that we could make the Bulletin available free of charge to all we have had to redact a small number of articles.

I can't find what I am looking for using a search

Why not read our [guide to searching the Archive online](#), of the Bulletin but it may be that there is no information in the Bulletin about that person or subject. Alternatively you can [make an enquiry](#) to our archive team.

Can I reproduce articles from the Bulletin in my local history society magazine?

Any reproduction of material from the Bulletin must be under the terms of the non-commercial creative commons licence or the principal of fair dealing. For more detail on this see the [copyright and reproduction page](#). If you are still in doubt, please [contact Royal Voluntary Service](#).

Can I get a paper copy of the Bulletin?

Unfortunately we are unable to supply paper copies of the Bulletin. If you would

like a paper copy, you can print it out yourself for free, or you may be able to consult an original at the British Library in London.

I think you have included an article in the Bulletin without my permission.

Royal Voluntary Service believes it has made reasonable endeavours to identify and contact third party owners of credited articles. If you believe that an article has been included without your permission [please contact us](#) and we will do our best to help.

WVS/WRVS DEPARTMENTS

Administration

American

Books-on-Wheels

Bulletin

Civil Defence

Children

Clothing

Community

Disabled

Drugs

Elderly People

Emergency Services

Evening centres

Food

Fundraising

Family Welfare

General

Garden Gift Scheme

Gifts from Overseas

Good Companions

Health and Hospitals

Headquarters

Housing Association

Housewives Service

Industrial Workers

Marketing

One in Five

Old People's Welfare

Publicity

Refugees

Refugees and Repatriates

Residential Clubs

Prison Welfare

Salvage

Services Welfare

Services Welfare Home

Services Welfare Overseas

Special Reports

Street Organisations

Transport

Training

Uniform

Voluntary Service

Volunteer Welfare

Welfare

Welfare for Offenders Families

Young Families

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