

OLIS

Searching for Older Printed Material (Pre-1850)

Contents

1. Background
2. Current Standard
3. Searching Tips (general)
 - 3.1 Telnet version
 - 3.2 Web OPAC
4. Searching Tips (specific)
 - 4.1 Reference number (e.g. ESTC/STC/Wing)
 - 4.2 Place of publication
 - 4.3 Printer/Publisher name
 - 4.4 Date of publication
 - 4.5 Subject
 - 4.6 Shelfmark
 - 4.7 Copy-specific notes (General copy notes)
5. Special Material
 - 5.1 Incunabula
 - 5.2 Music
 - 5.3 Maps
 - 5.4 Ephemera
 - 5.5 Ballads
6. Other Resources, via OxLIP "Title List"
 - 6.1 English Short Title Catalogue (ESTC)
 - 6.2 Hand Press Book database (HPB)
 - 6.3 Illustrated Incunabula Short Title Catalogue (IISTC)
 - 6.4 Early English Books Online (EEBO)
 - 6.5 Eighteenth Century Collections Online (ECCO)
 - 6.6 Internet Library of Early Journals (ILEJ)

1. BACKGROUND

OLIS represents the latest phase in the evolution of library catalogues in Oxford over several centuries. Over the last few years, it has begun to bring about the fusion of the separate catalogues of many different libraries into a single union catalogue. The process of evolution is still going on, with the result that the catalogue inevitably contains some problems and inconsistencies that cannot be resolved quickly. These problems are particularly apparent with the earlier material in the catalogue.

The automation of library catalogues in Oxford began with the conversion of the Bodleian's catalogue of Pre-1920 material to machine-readable form, a process which began in the 1960s and which eventually culminated in the publication of a CD-ROM by Oxford University Press in 1993. Automation of current cataloguing processes began in 1988 with the introduction of OLIS.

Early retrospective conversion projects at the English Faculty Library and Taylor Institution Library included some basic records for early material. Many of the college libraries have been adding their antiquarian holdings since 1995 through the Early Printed Books Project (<http://www.lib.ox.ac.uk/epb/>) and, following several special projects at the Bodleian; there are now many detailed records for early books on the main OLIS database. In addition, records for eighteenth century material with Oxford holdings from the ESTC (English Short Title Catalogue) were added in 1998, and the unrevised records from the Bodleian's Pre-1920 Catalogue were loaded into OLIS in 2000.

The nature of this growth, coupled with the fact that earlier records were created on a different system, has resulted in catalogue records in a variety of styles and of varying quality. The desirable levels of detail and consistency will take a long time to achieve. **As a result of these factors, there may sometimes be more than one record on the system for a single bibliographic item and sometimes more than one record for an individual copy.** The ultimate aim is to eliminate this duplication and to upgrade all the records to current standards but, until then, it will be necessary to bear these points in mind when searching for older material on OLIS. It is also important to realise that not all early books are yet included on the system.

2. CURRENT STANDARD

The current standard for cataloguing antiquarian material is applied to virtually all new cataloguing of books published up to 1820 and many up to 1850. When earlier records are revised, they are generally upgraded to this standard. The standard attempts to describe the 'ideal copy', and aims to include as full a transcription of the title page as possible, including the punctuation, but not line-breaks, capitalisation, or changes of font. The records also include the prescribed punctuation between the fields of the MARC record, as required by international standards (e.g. : between title and sub-title; / before the statement of responsibility, etc.) resulting in some instances of 'double punctuation'. The imprint/colophon is fully transcribed, although addresses are often omitted. Any omissions from these transcribed areas are marked by the customary symbol: ...

In recognition of the fact that the names of places, publishers, printers, booksellers, etc. in the imprint tend to be given in a variety of forms and languages, headings are additionally supplied for such names in a standardised form. Standardised place-names are given in hierarchical form Country/City, and can be browsed in the *Place of publication* index. Likewise, standardised names of publishers, printers and booksellers can be found in the author index or artist/printer index on Telnet OPAC or the author index on the web OPAC.

The pagination is given in more detail than for modern books, and should account for all the leaves, including blanks. The format of the book (fol., 4°, 8°, 12° etc.) is normally given in place of the size, which is supplied as a copy-specific note. Many more notes are included for antiquarian material than for modern books, and these notes often include the register of signatures and references to published descriptions of the book (e.g. STC, Wing and ESTC numbers are cited). In most cases, information concerning individual copies (e.g. binding, provenance information, imperfections) is supplied, in a varying amount of detail, according to the library concerned or the importance of the information. Since these details are copy-specific,

they are linked to the shelfmarks (call numbers) of particular copies rather than supplied in the main bibliographic description of the edition.

3. SEARCHING TIPS (general)

The guidelines given below offer advice on various ways of searching for antiquarian material. These instructions should be used in conjunction with the following documents available on the OLIS homepage:

Telnet OPAC: Basic Searching

Telnet OPAC: Advanced Searching

Web OPAC: Getting Started

Web OPAC: Further Functions

Web OPAC: A Detailed Guide for Readers

In general, the Telnet version of OLIS offers greater and more flexible search options than are currently available on the web OPAC, making it better suited to the more complex searches sometimes necessary for antiquarian material. If your search does not succeed at first, it is always worth trying a different approach before concluding that what you are looking for is not there. When searching for journals, you need to search the title index rather than the journal index, in order to retrieve all relevant journals, including those from the Bodleian's Pre-1920 Catalogue. If you see the message "there are no holdings for this item", please consult library staff.

3.1 Telnet version

It is necessary to use the Telnet version of OLIS to place stack requests at the Bodleian for periodical parts whose current status is listed on the catalogue as "Received". You also need to use Telnet if you wish to limit your search to a particular library. In addition to the usual searches, the OLIS Second Search Screen offers further options, some of which may be useful for finding older material. To reach this screen, highlight *Further search options (second screen)* from the 'Welcome to OLIS screen' and press Return. For additional search options which are not listed on the Telnet screens, see also section 4 below. When you have retrieved a record, highlight *Full display* and press *Return* in order to see the fullest version of the record.

3.2 Web OPAC

At the *Choose Database* screen, click on *Both Oxford OLIS and Bodleian Pre-1920 Catalogues* to avoid missing items. The *Bodleian Pre-1920 Catalogue* only contains Bodleian books catalogued before 1989, and it does not contain all of them because now, as the records are upgraded or replaced by ones of better quality, the original records are gradually being deleted or transferred to the main database. If you have a long list of results, you can sort them by date (provided there are not more than 500 results) and then use the *Jump to* option to move quickly to the early editions towards the end of the list. Once you have located a record, click on the *Full Display* and, if necessary, scroll up and down, to see the whole bibliographic record and the copy specific notes (lacking in the *Normal Display*) for each library with holdings. If an OLIS record has a link to an electronic resource, e.g. EEBO, you can click directly into the resource from the web OPAC version of OLIS.

4. SEARCHING TIPS (specific)

NOTE It should be understood that, with the variety of styles involved, not all records will necessarily contain all of the following features. Only books catalogued or re-catalogued fairly recently, to the current antiquarian standard, are likely to include most of these details. For instance, the Pre-1920 Catalogue records will be much briefer and will not contain STC, Wing and ESTC numbers or uniform headings for printers' names.

4.1 Reference number (e.g. ESTC/STC/Wing)

Telnet

Type **n=** followed by the prefix for the source, followed by a space and then the reference number, e.g.

n=estc r13407

n=stc (2nd ed.) 13327

n=wing m2146

n=adams e1042

n=brunet v 913

If the system finds a match, it will return the record. Only if it does not find a match will it produce a list. If the system returns a record or a list of titles, you can use the Browse option from within the record or list of titles (highlight *Browse* and press *Return*) to look at surrounding numbers. You can also browse by entering a range, e.g.

n=stc (2nd ed.) 13327-13400

It is often impossible to predict exactly the format of the source of entry, but for an **n=** search, you have to get this exactly right, e.g. you would need to know whether or not to include (**2nd ed.**) after **stc**, and you would need to type **n=wing (cd-rom, 1996), m2139**, for this particular record.

It is therefore often more effective to use the Note Word search and only type the reference number, e.g.

for Wing (CD-ROM, 1996), M2139, type: **nw=m2139**

for ESTC R13407, type: **nw=r13407**

for STC (2nd ed.) 13327, type: **nw=13327**

for Adams e1042, type: **nw=e1042**. However, note that in this case, such a search retrieves two records, only one of which has the Adams reference.

Web OPAC

Choose *Search for keywords*, key in search term in the first box and select *Notes* from the drop down menu. If you know the exact reference number on OLIS, including the source, key it in, e.g.

estc r13407

stc (2nd ed.) 13327

wing m2146

adams e1042

brunet v 913

If you are not sure of the exact format of the source, just key in the reference number, e.g.

for Wing (CD-ROM, 1996), M2139, type: **m2139**

for ESTC R13407, type: **r13407**

for STC (2nd ed.) 13327, type: **13327**

for Adams e1042, type: **e1042**. However, note that in this case, such a search retrieves two records, only one of which has the Adams reference.

4.2 Place of publication

Telnet

To find a standardised hierarchical form of place name, type **pl=** followed by (in English) the country and then the city of publication/printing, e.g. **pl=netherlands leiden**. Look for entries in the index qualified by the term *Hier. Place*. The form of place name as it appears in the imprint of the book can also be searched in the same way by keying it in directly (e.g. **pl=Lugduni Batavorum**), but remember that the place name will often be prefixed by a preposition or other words. A keyword search (**plw=**) may be better for this purpose.

Web OPAC

To find a standardised hierarchical form of place name, choose *Browse in index*, and in the box, key in (in English) the country and then the city of publication/printing, e.g. **netherlands leiden**, and select *Place of publication* from the drop down menu. The form of place name as it appears in the imprint of the book can also be searched in the same way by keying it in directly (e.g. **Lugduni Batavorum**), but remember that the place name will often be prefixed by a preposition or other words. A keyword search may be better for this purpose. For a keyword search, choose *Search for keywords*, key in all or part of a place name, e.g. **lugduni batavorum** or simply **batavorum**, and select *Place of publication* from the drop down menu.

4.3 Printer/Publisher name

Telnet

To find a standardised form of a printer's, publisher's or bookseller's name, type **a=** or **ap=** (i.e. you need to search the author index or artist/printer index rather than the publisher index) followed by the printer's name in inverted form, e.g.

ap=estienne, henri

For firms, enter the name directly, e.g.

ap=plantijnsche drukkerij

Forms such as 'Heirs of' are entered in direct order (in the appropriate vernacular), e.g.

ap=heredi di aldo manuzio

Individual words in the imprint may also be searched in the publisher index using keywords, e.g.

puw=officina plantiniana

but remember that forms of names in early imprints are highly variable.

Web OPAC

To find a standardised form of a printer's, publisher's or bookseller's name, you need to search the author index rather than the publisher index. Choose *Browse in index*, key in the printer's name in inverted form, e.g.

estienne, henri

For firms, enter the name directly, e.g.

plantijnsche drukkerij

Forms such as 'Heirs of' are entered in direct order (in the appropriate vernacular), e.g.

heredi di aldo manuzio

Then select *All authors* from the drop down menu.

For a keyword search of the standardised form of printer's, publisher's or bookseller's name, choose *Search for keywords*, key in all or part of a place name, e.g. **estienne**, and select *All authors* from the drop down menu.

Individual words in the imprint may be searched in the publisher index using keywords, but remember that forms of names in early imprints are highly variable. Choose *Search for keywords*, key in word(s) from the imprint in the box, e.g.

officina plantiniana and select *Publisher* from the drop down menu.

4.4 Date of publication**Telnet**

Type **dtw=** followed by the date, in standardised Arabic numeral form. Note that this search will pick up dates in Roman numerals. This should not be attempted as an independent search, but can prove useful in conjunction with other keyword searches, e.g.

plw=venice dtw=1504

Web OPAC

Choose *Search for keywords*, click on *Set/Clear Limits*, key in the date, in Arabic numerals, in the date box, e.g. **1688**, click on *Set Limits*, key in a search term in the first box, e.g. **Milton**, select *All authors* from the drop down menu.

4.5 Subject

The form subdivision **–Early works to 1800** is often used for works written or issued before this date.

Telnet

Type **s=** then the subject you are interested in, and either scroll to find or type **Early works to 1800**, e.g.

s=Architecture -- Dictionaries -- Early works to 1800

s=Censorship -- Early works to 1800

Web OPAC

Choose *Browse in index*, type as much of the subject heading as you wish in the box, e.g.

Architecture -- Dictionaries -- Early and select *LC Subjects* from the drop down menu.

4.6 Shelfmark**Telnet**

When you first log on to Telnet OLIS, if you choose a library by typing its 3-letter code, e.g.

EFL, you can search by shelfmark in that library (apart from those libraries which restrict details of their holdings to their own members). Type **c=** followed by the shelfmark, e.g.

c=YK18.1[Par]

You can then use the **Forward** and **Backward** options to look for other holdings shelved near the item. Depending on the classification scheme used by the library, you may find works by the same author or written at a similar time.

c= search will only show you shelfmarks in the library you chose at the log on stage. If you wish to search for shelfmarks in a different library, type **c=** then the 3-letter library code, then two colons, then the shelfmark, e.g.

c=bod::Marl. T 19

Be very careful with spaces and punctuation, as they make a difference. Also, bear in mind that some shelfmarks may not have been entered consistently in the first place.

If the shelfmark includes the format, e.g. quarto, in Telnet, type the letter **o** in lower case instead of superscript zero, e.g.

c=bod::4o I 6(2) Th.Seld.

c= is an excellent way of searching a particular collection. Since it is a browse command, you do not need to type the whole shelfmark, you can just enter the part which refers to the collection you are interested in and then use the **Forward** and **Backward** options, e.g.

c=bod::wood

If you have found a record not by shelfmark, but some other means, e.g. **aw=Heywood tw=blessed dtw=1635**, and you are interested to see what other books a library holds shelved in that collection, you can select *Extend search* and press return to get a list of fields which you can extend, so you could choose one of the author numbers to find other books by that author. If you extend one of the shelfmark fields, by typing the number of the relevant shelfmark and pressing return, the system will take you to the relevant place in a browsable list of that library's shelfmarks.

Web OPAC

Choose *Browse in index*, in the box type the 3-letter library code, then two colons, then the shelfmark, e.g. **efl::YK18.1[Par]** then select *Shelfmark (holdings)* from the drop down menu. All the same search terms can be entered as described above in 4.6 on Telnet OPAC.

4.7 Copy-specific notes (General copy notes)

This will search the text of all the notes attached to particular copies, including the names of former owners, binding materials and inscriptions. You can search for one or more terms in all the following categories of notes:

- Accession number
- Bookplate:
- Binding:
- Folded sheets: (unique to the copy)
- Note: (general antiquarian note)
- Hand coloured illustrations: (copy-specific only)
- Imperfect: (e.g. wants final leaf)
- Limited edition number:
- MS additions:

- Provenance name: (Any copy-specific name, e.g. owner, donor, holograph inscription, bookseller, binder)
- Provenance note: (This note records the relation to the book of any name given in the provenance name note)
- Previous shelfmark:
- Size: (Height of book in cm.; mm. if less than 10 cm.)
- Binding unit: (Number of physical volumes where a work has been bound after publication and the number of physical volumes differs from the number of bibliographical volumes)
- Bound with: (Information about works bound together with the work in question)

Telnet

Type **cgw**= followed by a keyword or keywords.

Note that this search will retrieve the relevant bibliographic record. You will need to select each holding, by entering the line number and pressing return, then select *Notes display* and press return, and scan the notes yourself to find which copy has the notes you are interested in. If there is more than one holding, the *Full Display* in the web OPAC will be easier to use because there you can use the scroll bar to scan the notes of all the copies attached to a particular bibliographic record.

Web OPAC

Choose *Search for keywords*, type one or more keywords in the box and select *General Copy Notes* from the drop down menu. However, the text of the notes can be seen only in the *Full Display* (click on the *Full Display* option). You will need to scan the notes of all the copies attached to a particular bibliographic record to find which copy has the notes you are interested in.

5. SPECIAL MATERIAL

Certain categories of material may not be included in OLIS or only partially catalogued. It may sometimes be necessary to consult manual catalogues in the relevant library/reading room.

5.1 Incunabula

While pre-1501 books can be found on OLIS, the Bodleian's incunabula are additionally the subject of a highly detailed published catalogue:

A catalogue of books printed in the fifteenth century now in the Bodleian Library, Oxford / Alan Coates, Kristian Jensen, Cristina Dondi, Bettina Wagner and Helen Dixon ; with the assistance of Carolinne White and Elizabeth Mathew ; blockbooks, woodcut and metalcut single sheets by Nigel F. Palmer ; an inventory of Hebrew incunabula by Silke Schaeper. Oxford University Press, 2005.

For further details, see:

<http://www.bodley.ox.ac.uk/dept/scwmss/rarebooks/incfront.html>

5.2 Music

A large proportion, though not all, of the Bodleian's antiquarian printed music is now catalogued onto OLIS but the holdings of other libraries are, as yet, poorly represented.

5.3 Maps

The Bodleian's Todhunter Allen Collection of maps and atlases (<http://www.bodleley.ox.ac.uk/guides/maps/infofrme.htm>) is now catalogued on OLIS.

5.4 Ephemera

The John Johnson Collection of Printed Ephemera is mostly not catalogued on OLIS but some of its catalogues etc. are available online (<http://www.bodleley.ox.ac.uk/johnson/johnson.htm>) and some include images.

5.5 Ballads

Broadside ballads from the Bodleian's collections are contained in a separate catalogue, which includes full-text digitised images (<http://www.bodleley.ox.ac.uk/ballads/>).

6. OTHER RESOURCES, via OxLIP “Title List”

<http://www.bodleley.ox.ac.uk/oxlip/>

6.1 English Short Title Catalogue (ESTC)

Descriptions and locations for letterpress materials printed in Great Britain or any of its dependencies in any language, as well as for materials printed in English anywhere else in the world up to 1800.

6.2 Hand Press Book database (HPB)

Records for European printing of the hand-press period (ca.1455-1830) from the Consortium of European Research Libraries.

6.3 Nineteenth Century Short Title Catalogue (NSTC)

Lists of British books printed 1801 – 1919, i.e. books published in Britain, its colonies and the United States of America; books in English wherever published; and translations from English.

6.4 Illustrated Incunabula Short Title Catalogue (IISTC)

A CD-ROM version of the British Library's database of 15th century printing. Contains images illustrating about 2,000 editions.

6.5 Early English Books Online (EEBO)

For images of around 125,000 editions and fully searchable versions of up to 25,000 texts, from the beginnings of print to 1800, including works listed in Pollard & Redgrave, and Wing.

6.6 Eighteenth Century Collections Online (ECCO)

For images and full text searches of around 150,000 English and foreign language titles printed in the UK, and many works from the Americas, 1701-1800.

6.7 Internet Library of Early Journals (ILEJ)

Digitised runs of six 18th and 19th century journals.