Online Catalogues

Cornwall Record Office’s online catalogues contain many thousands of entries, and are the first step on your path to research.

Cornwall Record Office catalogues

Once you have clicked on the link to Cornwall Record Office catalogues (pictured above) the page below will come up. Click ‘Search catalogue’ from the left hand list.

You will then see the following page. Fill in the details of your search. (Please turn over for more information on how to do this effectively).

Once you have searched, a page similar to the one below will come up. Please click on the running numbers on the left in bold for more information about the items.

<table>
<thead>
<tr>
<th>Ref No</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD448</td>
<td>Cornish documents</td>
<td>1596-1958</td>
</tr>
<tr>
<td>AD448/50</td>
<td>Notes taken from books on Cornish history</td>
<td>nd</td>
</tr>
<tr>
<td>AD621/55</td>
<td>Notebooks containing jottings on Cornish history</td>
<td>nd</td>
</tr>
<tr>
<td>AD894/11/6</td>
<td>Chronological account of individuals and events in Cornish history</td>
<td>1757-1844</td>
</tr>
<tr>
<td>AD1100/5</td>
<td>Cornish history and customs</td>
<td></td>
</tr>
<tr>
<td>AD1100/5/139</td>
<td>Newspaper cuttings, Cornish History and traditions</td>
<td>1987-1995</td>
</tr>
<tr>
<td>AD1100/9/11</td>
<td>‘A History of the Church of St Levan’ by J.C. Burr</td>
<td>1994</td>
</tr>
<tr>
<td>AD1600/11/3</td>
<td>Notes on religious matters, people and events</td>
<td>1965-1974</td>
</tr>
<tr>
<td>AR/1/7</td>
<td>Grant and quitclaim of service and rent, land in Probus</td>
<td>Late 13th</td>
</tr>
</tbody>
</table>

Updated 20/08/2014
Searching the catalogue

1. You can search the catalogue using words or phrases, dates, reference
   numbers and predefined formats. You can use as many fields as you wish. The
   more precise your search, the more exact the results will be (but sometimes
   being too precise can limit your results). The results may contain a list of
   individual items or entire collections.

2. Look at the diagram below to find out how each field (box) affects your search.

   - **Use this field if you know the reference number of a collection or**
     **document. All CRO reference codes start with a letter, e.g. MRO is the**
     **code for the Mining Record Office collection.**
   
   - **Enter a word or phrase here to search any catalogue field containing text.**
     **This field is likely to return a large number of results.**
   
   - **Enter a word or phrase here to search the title field of a collection or**
     **document, e.g. ‘Parish Church’ or ‘minute book’.**
   
   - **Use this field to find records of a particular format.** You can enter the
     following formats: Audio-Visual; CD-ROM; Electronic Media; Glass
     negative; Manuscript; Map; Volume; Microform; Ordnance Survey Plan;
     Pamphlet; Photograph/postcard; Photographic negative; Plan;
     Print/Drawing; Printed material.

   - **If Word Options is set to ‘PHRASE’ the search will find records where**
     **the words occur in the order typed into the field. If it is set to ‘AND’,**
     **the search will find records which include the words typed in any order.**
     **‘AND’ is a more flexible way to search.**

   - **Please be aware that documents are catalogued by the type of**
     document (e.g. ‘Correspondence’, ‘Photograph’), relevant names, places
     and dates. Some documents will contain additional information as to
     their content. Generally documents are not catalogued by theme or
     subject context (e.g. typing ‘politics’ into the search box will not be very
     helpful. Typing a person, place, party or name of document involved in
     the subject area will be more useful).
   
   - **The online catalogues have Help Pages to assist you further.**