

Epexio - brief user guide (<https://collections.londonmet.ac.uk/>)

The archive catalogue enables keyword searches across the breadth of our holdings and the archive descriptions, allowing you to delve deep into the collections.

1/Home page and search screen including advanced search option. This allows you to be as precise or general as you wish. Enter title or author; or enter a subject. This will produce results from a search across the archive collections of the University.

Text search Search within Advanced

Search all records

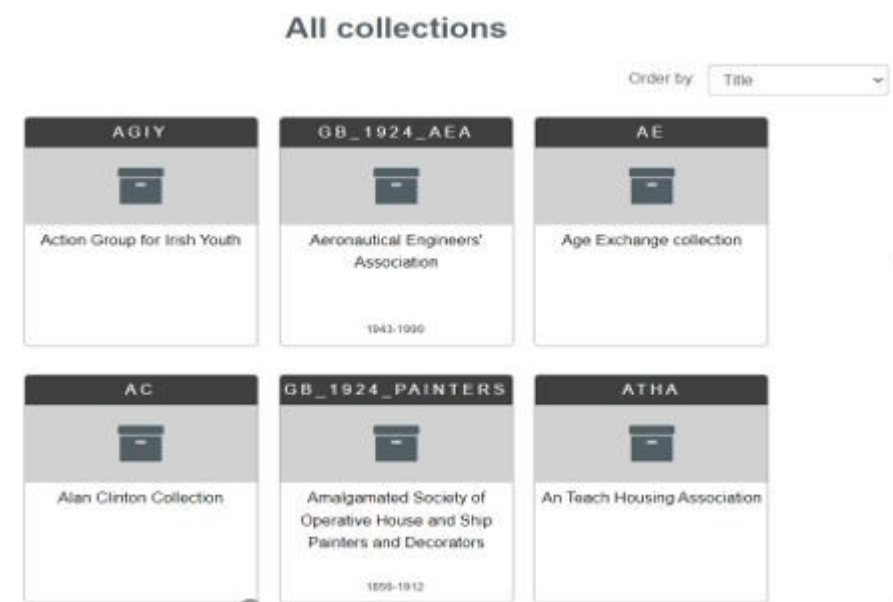
e.g. Example search

Match all words
 Match any of the words
 Words appear together as a phrase

Clear Search

You can also choose to browse through the collections, which might give you a greater understanding of the content and structure of the content in the University's Special Collections. NOTE Both parent and child collections are called "collections" in Epexio. Parent collections (known as Management Groups) are: Archive of the Irish in Britain, TUC Library, University Archive, Parker Knoll Company, and the Wates Business Archive. The distinction should be clear once you start using the site.

2/browse (below) – ALL COLLECTIONS provides a list of all the sub-collections in alphabetical order



You can sort these sub-collections by "Title", "Reference number" or "Date".

3/Featured collections (below) – provides links to the main parent collections with access via “OTHER” to the remaining parent collections.



For each collection (both parent and child) 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 (Collection Level Description) with core information like dates of creation, a description, the extent (size), Administrative history (who created it and has owned it). They also importantly contain details of access such as fragility or constraints due to confidentiality (the latter might mean some files might be “closed” from access by researchers).

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 Peter Wates is under the series Managing Directors’ Books which is under the sub-section Charge Books which is under section Operations.

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

E. & A. Wates Business Archive » Operations » Charge books » Managing directors’ books

Peter Wates (PBW), 1958-1995

Reference number	EAW/5/1/1/1
Level of description	Sub-series
Date	1958-1995
Description	Books labelled PBW from 26 to 29 and 34 to 63. Books 30 to 33 are missing.
Extent and medium	34 volumes
System of arrangement	Chronological.
Access status	Mixed

There are additional tools in a bar on the left, including Print or Email the page for future reference, or Add to an ongoing clipboard of records for your session. There is also a handy section of suggested Related Records to help you extend your research on a theme/s that has been devised by Epexio.