Accessibility

To adjust the contrast or size of text when viewing the PK Online Collections, click on the Accessibility tab that can be found in the top right-hand corner of the page to view and select options.

How to Use the PK Online Collections

The PK Online Collections contains over 33,500 records covering our entire archive and object collection. These can be searched in the following ways:

Search the COLLECTIONS

This enables you to search for a specific word or words.

- On the homepage, type any word(s) into the search bar marked 'Type here to search the collections'.
- Click on the magnifying glass symbol.
- A list of your search results will then appear. These will be all the records that contain the word(s) that you are searching for. Each record that appears in the search result list will show its title, the first part of its description, its unique ID number, and a digitised image or PDF symbol if available.
- To select a record from the search result list, click on the record you are interested in. This will then open the item's full record providing further details including:
    - The items full description.
    - A larger view of the digitised image (if an image is available).
    - ID number - unique to that item.

- Date - that the item was produced, if known.
- Country - that the item is associated with.
- Number of items - for example, this could be one volume or a collection of papers.
- Measurement – length and height of the item.
- Theme - that the item is associated with relating to our list of Themes (see the Search by THEMES section below for more information).
- Company - that the item is associated with.
- Related items - any items that are related to the selected item. For example, it could show a collection of photographs from the same event. To view RELATED ITEMS, click on any that appear in the list. This will then open that item's full record.

- If you would like to keep a reference of an item, click on '+ add to my collection' (this can be found below the title of the item). The record will then be added to 'MY COLLECTION' (this can be found at the top right-hand corner of the page).

  MY COLLECTION
  - Allows you to keep a list of the items that you are interested in. To view your selection, click on MY COLLECTION at any time. From here you are also able to email your selection to yourself or print it out for you reference. This will also be the list you can send to archive@pkporthcurno.com to arrange to view them in person or to buy digital copies (see our copies and research section at the end of this guide for details of charges).
  - Please note that all copies are provided for PERSONAL USE ONLY and cannot be published without first seeking permission from PK Porthcurno.

- To return to your search result list, click on '<Back to search results' (this can be found at the top left-hand corner of the page).
- You can also filter your search results using the 'FILTERS' column on the right-hand side of the page.

  FILTERS
  - This column shows you what you can filter by according to your current search results. These include:
    - Country
    - Format
    - Company
    - Theme
    - Dates (either input one date by typing in Start date or you can input a date range by typing in both a Start date and an End date).
  - If you know the ID number of the item you are interested in, you also have the option to type it in RECORD ID.

    - To select a filter, click on the box next to your desired filter (you can select as many filters as you like). Scroll to the top of the filters column and click Apply. Your search result list will now update to show only the records that meet your filter criteria.
    - Next to each available filter you will see a number. This tells you how many items there are in the collection that matches that filter. For example, 'photograph colour [356]' tells you that there are 356 colour photographs related to your search criteria.
    - To reset filters, click on the box next to each selected filter to un-select it, then click Reset. This will then update your search result list accordingly. Alternatively, you can just click on the normal back arrow in the very top left-hand corner of the screen.

- To start a new search, click on the Our Collections tab at the top of the page which will return you to the homepage.

Search by THEMES

For a general browse of the collections, you can search by selecting one of 24 themes.

- Click on EXPLORE ALL THEMES. This will take you to the page listing all our themes (for details on what each theme contains, please see Guide to Themes in our HELP GUIDES section).
- Click on a theme to select it. This will then open a search result list showing all the items that are associated with the selected theme.
- You can filter the search result list using the FILTER column as described in the FILTER section above.

Search by WORLD MAP

This enables you to browse the collections based on a specific location.

- Click on WORLD MAP.
- A world map will appear showing pin drops or circles with numbers inside.
- If you hover your cursor over a pin drop it will show you the name of the location. Click on the pin drop and a list of items associated with that place will appear below the map. Click on an item and it will take you to its full record.
- The circles with numbers represent more than one location. If you click on the circle, it will zoom in on the map to show more locations (either as pin drops or more circles). You can continue to click on circles to zoom in further.
- To move around the map, hover over the map and grab it by holding down the right mouse/touchpad key. Use the mouse/touchpad to then move the map in any direction.
- You can also select a location by clicking on the Show locations list that can be found below the map on the right-hand side. A pop-up window will appear that lists all the places that we have associated items for. You can either scroll down

the list to find a location you are interested in or type the placename into the search bar that appears at the top of the list.
- To view items for another location, click on another pin drop on the map or select another placename from the list.

Search PHOTOGRAPH COLLECTION

This enables you to search our collection of digitised photographs. This does not include photographs that have not been scanned. We shall continue to add to these as more of our photographs are digitised by our Archive Volunteers.

- Click PHOTOGRAPH COLLECTION.
- A page showing thumbnails of photographs will appear that includes their title and unique ID number.
- You can search the photographs by typing any word(s) in the search bar Search within these results… Click on the magnifying glass symbol and a list of photographs meeting your search criteria will appear.
- To view a photograph, click on the item and a larger view of the image will appear with further information. This includes:
    - Title
    - Description of photograph.
    - ID Number - unique to that item.
    - Date - that the item was produced, if known.
    - Format – type of item (for example, photograph colour, photograph sepia)
    - Number of items – how many photographs there are under that ID number.
    - Themes - that the item is associated with relating to our list of Themes
- You can use the forward and back arrows to scroll between the photographs in your search result list.
- To view a photograph's full record, click on View in collection>. From this page you can then '+add to my collection' if you wish. To return to your search result list, click <Back to search results.
- To obtain a digital copy of a photograph, email archive@pkporthcurno.com and include the ID number(s) of the photograph(s) you are interested in. There is a charge for this service (please see the copies and research section at the end of this guide for details).
- Please note that all photographs are provided for PERSONAL USE ONLY and cannot be published without first seeking permission from PK Porthcurno.

Search STAFF RECORDS

This enables you to search the names of those once employed by the early telegraph companies.

- Click on STAFF RECORDS.
- The staff records table will start loading (this will only take a few seconds).
- A table will appear listing staff names. The table includes:

    - Surname
    - Initials - may also contain first names where known.
    - Employer - which telegraph company they were employed by.
    - Staff Index ID No. - unique ID number given to each staff index.
    - Volume No. - when a company has more than one volume of staff records.
    - Page No. - page on which their staff record appears (please note that some staff may have more than one page recording their employment).
- You can choose to either scroll through the list of names (you can select how many entries to view by changing the number in the Show … entries box), or you can type a surname into the search bar Filter by surname.
- You can reorder the list by clicking on the black arrows next to the headings. For example, if you click on the arrow next to 'Surname' it will order the list alphabetically by surname, rather than by employer.
- If the name of the person you are interested in appears, this means that we do hold their staff record in our archive. You can then email archive@pkporthcurno.com to either book a time to come and view the record or to arrange to obtain a digitised copy (please note that there is a charge for this service. See our copies and research section below for details). Please include the following details in your email:
    - Person's name.
    - Staff index ID number.
    - Volume number.
    - Page number.

Copies and Research

PK Porthcurno can provide digital copies of archive material or undertake research on your behalf. You can also visit us in person to carry out your own research. Details of our current charges are below.

Digital copies (for PERSONAL USE ONLY)	Charge
Digital copies of archive material, inc. photographs, staff records	£12 per image
Research service (undertaken by Collection Staff)	
Hourly rate	£35
Day rate	£262.50
Onsite research	
Use of own camera	£20 per day
Use of Bookeye 4 book scanner	£30 per day

Our Bookeye 4 book scanner is also available to hire onsite for the scanning of private collections or those held by other heritage organisations. Please contact us for prices.

Publication – Please contact us if you wish to publish any of our archive material. We have a scale of charges based on the number of copies, the type of publication, and if the publication is in the UK or worldwide. Payment and a signed licence form will need to have been received before any material can be published.