Guide for using ‘Search the Collections’

Help for searching this database is provided at the bottom of the ‘Search the Collections’ homepage. For ordering material from the Prints, Drawings, Paintings and Photographs collection we require the museum number (e.g. E.120-1977) and the gallery location of the object (e.g. Level E, case MP, shelf 139, box F).

Guide for using the ‘Study Room Catalogues’

To search the Study Room Catalogues (Micromedia), scans of the old Prints, Drawings, Paintings and Photographs Study Room catalogues, click on ‘Search the Study Room Catalogues’.

Highlight which ever catalogue you require (e.g. ‘Drawings and Watercolours’ or ‘Subject Index’ or 'Topographical Index') under ‘Available Catalogues’ and click ‘Search’. Or click 'Global search' to search all of the media catalogues simultaneously.

In the ‘Keyword’ box enter the artist’s SURNAME only e.g. "Turner" or the subject e.g. "Dogs" or the place name e.g. "Sheffield" and click ‘Search’. Then click on the artist name, subject or place name link and the individual pages of the old catalogue sheets will appear.

Scroll through the catalogue sheets by clicking ‘Next Page’ at the top of the scanned page (also remember to scroll down on each page using the scroll bar on the left of the screen as some entries are listed at the bottom and will not be immediately visible).

Make a note of the museum numbers of the objects in which you are interested (e.g. E.15-1954 or Circ.50-1921) and also the location or pressmark which are the handwritten letters and numbers on the far right-hand side. Please note that many of the ‘Subject Index’ locations are out-of-date so it is important to note the museum number of the object as mentioned above.