

ROYAL
PUMP ROOMS

Leamington Spa
ART GALLERY & MUSEUM

Royal Pump Rooms

ROYAL
PUMP ROOMS

Leamington Spa
ART GALLERY & MUSEUM



TAPPING IN

Your Guide to Our
Online Collections



TAPPING IN

In November 2008 Leamington Spa Art Gallery and Museum began a project to digitise its collections. The project, called 'Tapping In', created an electronic archive documenting all 11,000 items in the collection together with over 4,500 images. This archive is available through our website and through computers in the gallery. The project was carried out in partnership with Warwickshire County Council, with financial support from the Heritage Lottery Fund.

Where to look

You can search our online collection at:

www.lsagmcollections.org.uk

Or by following the link on the collections page of our website.

It is also available using one of the computers in the art gallery.

Using the Website

The Theme Viewer

This search function breaks the collection down into four more manageable categories:

- a) Collection
- b) Location – where an object or image is from
- c) Object Type – what an object is made out of or what it is
- d) Subject – the larger themes that an object might come under. This theme covers subjects such as 'Education' and 'Home, Household & Family Affairs'.

Use the theme viewer to browse the collections guided by the place, object type or subject that you are interested in. Most records will appear under a number of different themes.



The Top Hat Image can be found under:

> **Collection** - Social History

> **Object Type** - Textile - Clothes

> **Subject** - Costume & Textiles - 20th Century, Accessories, Hats and Men's Wear



12345 PARADE & TOWN HALL, LEAMINGTON

The Postcard can be found under:

> **Collection** - Photographs & Prints

> **Location** - Leamington Spa

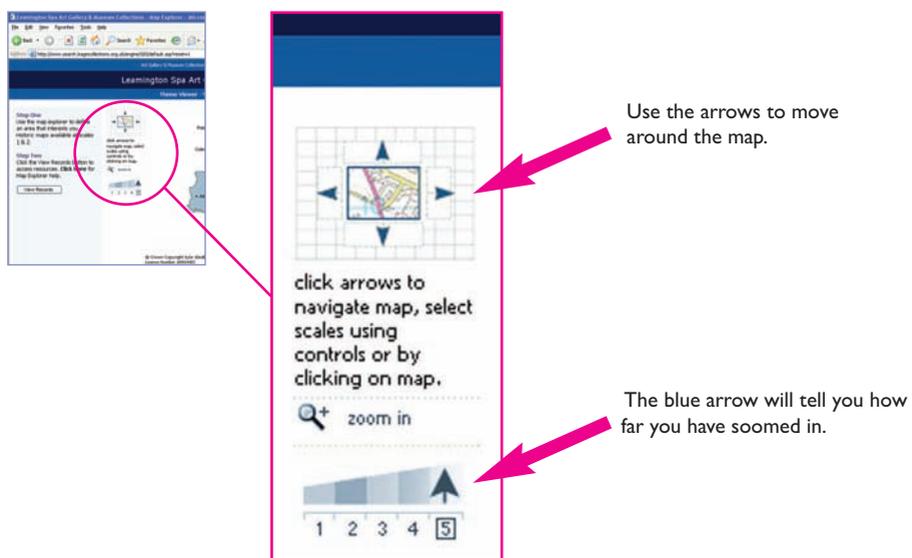
> **Object Type** - Photographic postcard

> **Subject** - Buildings, Architecture & Monuments - Government Buildings

The Map Explorer

Using this map you can zoom in to find a place you are interested in.

Follow the instructions on the page to zoom in and out. Zooming in will help you define an area that interests you. You can then click on 'View Records' to view all the records that relate to the area of the map you selected.



TIP

If you know the street or place name you are looking for you can find it quickly by using the search box in the bottom right hand corner of the screen.

Advanced Search

The Advanced Search is the most precise of the search themes. It is especially useful if you know what you are looking for.

The quickest way to use this theme is by entering a keyword or words e.g. the name of an artist.

Tip: Only use keywords - words such as 'to', 'or' and 'and' are not keywords.



This is a soft-paste porcelain vase made by Crown Derby, c.1810. The donor reference number is LEAMG : M1859.1949.1

You could search for this using the following key words: 'Crown Derby', 'Derby', 'vase', 'porcelain', 'soft-paste porcelain'.

Or you could use the first part of the Donor Reference Number – M1859.

Using the other advanced search options you can:

- Match keywords to a specific part of a record e.g. the title
- Set a historical period or date range for your search
- Select a media type, or object type
- Select an exhibition type to find objects with multiple images.

TIP

Click on the **Find Out More** link on the Advanced Search page to learn more about advanced search options.



My Album

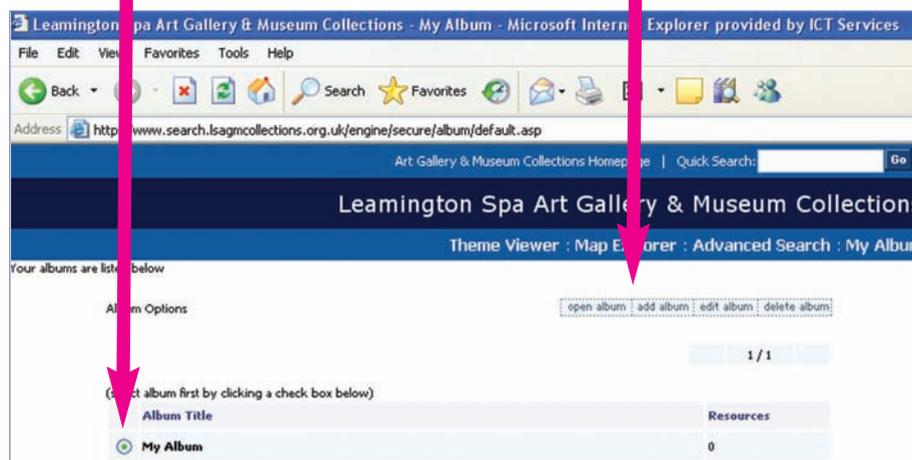
Using the 'My Album' application you can save and make notes on your favourite records by adding them to albums.

Enter your details into the New User form and click the **Register** button. You can now create your first album.

Click on the **Add** button and give your album a title and description. Then click **Submit** and **Continue**.

The green dot indicates which album you have selected. Click on the circle next to the album you want to work with to select it.

Use the buttons along the top to open, add images to, edit or delete the albums you have created.



TIP

Each record on the website has its own 'Add to Album' button. To add records to your album as you browse the website just click on this button and follow the instructions.

Thanks

The Tapping In Project was funded by the Heritage Lottery Fund and managed by Digitisation Officers Vicki Slade and Rosalyn Smith, assisted by other members of staff at Leamington Spa Art Gallery and Museum.

Volunteers:

Mark Clements
Matthew Cross
Lucinda Donnachie
Anneka French
Anna Larner
Fiona Lee
Jaina Mistry
Laura Murray

Harriet Palfreyman
Neepa Patel
Leon Robinson
Margaret Rushton
Joanne Tidswell
Amy Towers
Justine Williams

Organisations:

Warwickshire County Council
Staffordshire ICT, Staffordshire County Council

Thanks also to Kari Gordon and Jon Kirby

Contact

If you have any questions about the website or would like to talk to someone regarding the collection please contact:

Leamington Spa Art Gallery & Museum
The Royal Pump Rooms
The Parade
Leamington Spa
CV32 4AA

Tel: 01926 742700

E-mail: prooms@warwickdc.gov.uk

We hope you will enjoy exploring our collections