

# How To Do a Search in the UTM Sports Photos Index

## **How to Use This**

This index provides item-level access to sport and team images in selected UTM University Archives' record series. It does *not* index all images held by the department, but will eventually include sports photos among the departments' general photo holdings and the school's annual yearbooks. However, not all players are known or were photographed, information about each surviving image varies, and not all images survive—there is no guarantee that every individual who played at UTM will have a photo in Archives' holdings. Presently the index covers the contents of two discrete archival collections in record series 70/12: 1) team-sports photos from the UTM Sports Information Office (mostly individual and team portraits); and 2) studio portraits of players. Other departmental holdings will be indexed as staff time allows.

The index works by organizing information appearing on an individual photograph or the original filing envelope (if it survives). Unidentified photos are not indexed. Not all photos have the same amount of available data. A studio portrait, for instance, does not have a jersey number, and a jersey portrait may have a year but no name assigned. An individual action shot lacking a name will at least provide a sport and number. The database groups images by category so that action shots, team portraits, individual portraits, and individual jersey images may be identified and pulled separately. Images are identified (where data survives) by name, year, sport, status as staff or player, uniform number, and image type. Each recognizable individual in each image is entered as a separate record. Searchers may enter data in several fields to narrow specificity.

The index *will not* bring up digital photo images. All of these fields point to a specific Archives record series, box and folder number, essentially a physical address for individual pictures, so that an item may be retrieved for duplication. Departmental duplication policies and shipping charges will apply. The series, box, and folder number must be included in any communication with the department.

## **Finding an image**

Data may be entered into any field; adding too much data will narrow the possible responses. To pull a photo, departmental staff needs the Collection/Series number, box number, and folder/page number under "Location." Results are not sorted into any order.

## **Field Conventions**

Since the index includes different types of photos and various media, data have been standardized. Not using standard data forms will complicate searches or return no results.

### Name

The field is not case-sensitive. Names are recorded in inverse order (with the last name first) and have to be searched the same way. For example, a search for H. Kirk Grantham would be entered "Grantham, H Kirk". The search function truncates automatically and will bring up all the data

entries common to what has been entered, so “Smith” will bring up anyone named Smith, and “Smith, J” would bring up Smiths named Jay, Jennifer, Jill, John, Joseph, etc.

#### Year

The year the photo was taken, not the season or school year; a range of years may be specified. Both options allow search results to be limited to a specific time period.

*Examples:* “1967” or “”1965-1968”

#### Sport

Sports should be entered in their proper format, although entries are collated by gender.

*Examples:* “football”; “basketball, women”; “basketball, men”

#### Location

The series number effectively specifies different types of photos and is key to locating individual photos. For photoprints from the Sports Information office holdings, series number: 70/12. If you are only looking for headshots of sports players and sports staff, you will enter the series number 70/12/02. If looking for both, leave the field blank and all related photos will appear.

#### Staff or Player

Left blank, both staff and player photos will be searched.

#### Uniform Number

Any photograph in which a UTM jersey number is readable has been included in the index. Entering *any* value in this field will bring up *only* uniform photos, whether action or posed, and will *not* include studio portraits. If the uniform number of a player is not known, simply leave it blank and images fitting other search points will be included.

#### Type of Image

This field is actually two, and data from this field tell what sort of image is available. The available fields are: media, print, yearbook, or transparency (slide). If this field is left blank, all formats are retrieved.

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