U.K. Parliamentary Papers
House of Commons Parliamentary Papers, 1715-2004
House of Lords Parliamentary Papers, 1800-1910

COVERAGE
House of Commons Parliamentary Papers includes over 200,000 House of Commons sessional papers from 1715 to 2004, with supplementary material dating back to 1688. This material includes: parliamentary proceedings, reports, bills and registers. It covers all areas of social, political, economic and foreign policy.

STARTING
Go to iFind and search for “UK Parliamentary Papers” or click on the link to the resource from your subject’s library guide. If prompted, log in with your Swansea University username and password.

SEARCHING
There are 4 search options in UK Parliamentary Papers:
Basic Search; Advanced Search; Search By Number; Members, Offices & Constituencies

Basic Search: To carry out a Basic Search, use the search box on the home page. Type a keyword or, if you are searching for a phrase, enclose the words in quotation marks to make sure the words are next to each other. This search option allows you to search across all fields including the full text.

Find Terms: You can also use the terms used by the resource to search - you may find that your search is more effective by doing this. Below the search box you will...
see a Find Terms option. Click on this and then simply browse through the list of terms, select a term/s and click on Paste to Search.

Combining Terms
Terms can be combined using and, or, not or near:

Disraeli and Gladstone would find items which are on both Disraeli and Gladstone. Disraeli or Gladstone would find records containing either Disraeli or Gladstone. A larger number of results will be returned. Disraeli not Gladstone would find items about Disraeli but not Gladstone. Disraeli near/4 Gladstone would find items where Disraeli is within 4 words of Gladstone.

Truncation
Use the asterisk * to find variations on a spelling. e.g. work* finds work, works, working, worker, workman, workmen etc.

ADVANCED SEARCH
Click on Advanced Search on the toolbar at the top of the page (or under the basic search box). Advanced Search allows you to search within specific types of document by choosing your selection from the Paper Series menu on the left of the screen.
Enter your search terms into the search boxes (if you need more search boxes, click on Add a row). The drop down menus above each search box allow you to search across All fields including full text, All fields except full text or search within the Author/Chair, Title or Subject fields.

Under the search boxes you will see More Search Options where you can limit your search by Date or Parliamentary Session. Below this you will see that you can limit by Century / Collection, Paper Type or Document Features:

For example, you could do a title search for mining and children and then narrow your search to Illustrations / photographs under Document Features.

For alternative formats please contact:
Tel: 01792 295697  Email: library@swansea.ac.uk

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OTHER WAYS OF SEARCHING

Search By Number – This can be useful if you know a particular bill number, command number or House of Commons paper number. For example, if you knew that a particular command paper had the number 380 and was presented during the 1842 parliamentary session, you could enter these details in the Command Papers search boxes to find the document:

**Command Papers**

e.g. 1884 [Cd.4198] or 1911 [Cd. 5967] or 1929-30 [Cd. 3556]

<table>
<thead>
<tr>
<th>Parliamentary Session</th>
<th>Date Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session (e.g. 1842)</td>
<td>Volume (e.g. 23)</td>
</tr>
<tr>
<td>1842</td>
<td>380</td>
</tr>
</tbody>
</table>

Members, Offices & Constituencies – To look up a member, simply enter their name into the search box e.g. corbyn, jeremy. You can use the Lookup Member link to check for correct spelling. You can also search by Keyword or Constituency (again you can select from a list by clicking on Lookup Constituency).

Under the search boxes you can see that you can search by Office, Party Affiliation or Nation - e.g. under Party Affiliation you could select Socialist to bring up a list of Socialist party members. When you use the check boxes for Office, Party Affiliation or Nation you needn’t type anything into the search boxes. For example, check the box for Assistant Postmaster-General under Office and click Search to see which MPs have held that position.

Click on the title of any result to view the full record. Within the full record you will see several tabs e.g. you could click on Parliamentary Offices to track a member’s progress through parliament:

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Debates – To search within debates, click Search for Debates on the home page or use Advanced Search and select the Hansard and Debates options from the menu on the left hand side (de-selecting other options under Paper Series).

WORKING WITH RESULTS
When you have carried out a search you may find that you have a large number of results. You can sort them by relevance or date (oldest first / most recent first) by clicking the down arrow next to Sort By Relevance. There are several ways in which you can narrow your search and refine your results to find more relevant items.

Modify Search  Click on Modify Search above the search box to go back and modify your search, adding more search terms.

Search within your results  When you have run your search, click on Search within results and add another term. For example run a search for "factories (accidents)" and check the Search within results box (under the search box). Enter a term to search within these results e.g. type Wales into the search box.

Filter by  On the left hand side of the screen, under Filter by, you can see that you can filter your results by Date, Parliamentary Session, Paper Series, Paper Type, Chamber, Document Type, Document Features etc. So, for example, you could
narrow your results down to documents with tables / graphs (under Document Features).

Full text To see the full text of any document, click on the title (you can also click on Full text – PDF under the title and select the option you require). When you have opened the full record you will see a menu on the left with your search terms highlighted. This allows you to navigate to the page where your search terms appear. You can also search within the document – simply type a search term in the Search Within box.

The Details tab gives details about the document (which may be useful when you reference it) and the Document Features tab highlights features such as illustrations etc.

Related News – When you open the full record for a result, on the right of the screen you will see Related News with links to newspaper articles from the time. This can help to give context to the document.

KEEP A RECORD WITH MY RESEARCH

You may find it useful to keep a record of your results. To do this you will first need to create a My Research account. Simply click on the My Research icon at the top of the screen, click Sign into My Research and choose the option to create an account.

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Now, when you have run a search, simply click in the checkbox to the left of the results you would like to keep. Then click on Save and Save to My Research. You can also save a search. Click on the folder at the top right of the screen and click on Recent searches.

Then click on Save Search to My Research, name your search and save it. To retrieve saved documents and saved searches at a later date, sign into My Research by clicking on the link at the top right of the screen.

Create a permanent link - You can also create a permanent link to the document - just click on Permalink under the record for a document in the list of results. The person opening the link will need to login.

PRINTING, SAVING AND EMAILING RESULTS
When you have clicked on the title to open the full record of a document you will see several options at the top right of the screen: Download PDF, Email, Print, Save, Share.

HELP
Online help is available at any point by clicking on at the top right of the screen. For further help and advice please email artslib@swansea.ac.uk or contact your Subject Team – contact details are on the Library Guides at http://libguides.swansea.ac.uk/.

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