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IMPORTANT MESSAGE: More links have been added in the Pre-2012 Club Publications list. These include Vol. 1 of the Pomona and Bull's Birds of Herefordshire. See What's New.



The Woolhope Club

Exploring Herefordshire's history, natural history and geology since 1851



Archaeology



Buildings



History



Geology



Nature



People



Maps



Pottery

The Woolhope Naturalists' Field Club was founded in 1851 to further the study of the natural, historical and social environment of Herefordshire, which lies on the border between England and Wales. The 'Field' part of the Club's name means that they made expeditions around the county and beyond. Their studies were published as yearly 'Transactions' which continue to this day, in which academic papers as well as reports of the Club's activities during the year are published.

Special interest groups in the club have their own journals. This literature will be made available over time to all visitors to the Club's website with some privileges reserved for Club members.

The Club's library is housed within the Hereford library building in Broad Street, and visitors are welcomed on Thursday mornings.

This website has been live since 31 October 2018. Information about Herefordshire, from Buildings to People, will be added regularly.

Contact Us

Get in touch if you have any questions.

CONTACT

Join Us

Single membership only £13 per year!

JOIN



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 Website developed for the Woolhope Club by Orsham Press

A User Guide to the Woolhope Club's website

www.woolhopeclub.org.uk

The Club's Website

The Club's website has been designed with several aims:

- to allow the Club to continue with its founding goal 'the practical study, in all its branches, of the natural history of Herefordshire', now widened to include archaeology, history, geology etc., and publication of these studies.
- to allow publication of material which cannot be accommodated in the Club's printed *Transactions*.

1. The top row of the webpage



1.1 The Home Page symbol

From the Home Page webpage users can access all the website's functions, though data can only be accessed by following lower-level menu options. Selecting this symbol will take you to the website's Home Page wherever you are on the website. It is not available on every webpage so you will have to return to an earlier page.

1.2 The SEARCH function

SEARCH is also signified by a magnifying glass symbol. Selecting this option will take you to the website's main search function.

SEARCH

The two main publications by the Club, the *Transactions* (since 1852) and HAN (*Herefordshire Archaeological News*, from 1966 to 1983) have been and will continue to be indexed. Some 37,000 of these index entries form the main basis for the search, but newer material has either been indexed or keyworded; the web pages themselves are also searched. Be aware that an index is only as good as its compiler and you must be prepared to think laterally. In particular, many personal names are not indexed. There are two links to helpful information at the top of the Search webpage.

The **SEARCH** terms

You can choose to include the Transactions and/or HAN and/or 'Other content' in the search. 'Other content' includes all other types of material including the webpages.

The keywords you put in the 'Search term' box are '**ANDed**' i.e. if you put HEREFORD CASTLE in it will find items where both 'Hereford' and 'castle' are present. Tick or untick the items which you wish to be searched. Although you can limit the search to a year range, be aware that quite a lot of items do not have a year value attached to them, so you will omit results you might want. The search cannot handle wild cards at the moment, so think about putting in plurals as well. The results are presented in a table form in the order of 'TYPE'. As there may be many results or 'hits' it is possible to download all the results to a spreadsheet using 'Download Results' at the top of the results list.

If a copy of the document found is available to download or view, this will be shown on the right of the hits list. All HANs are available to download; *Transactions* for the last 10 rolling years are for members only but increasingly historic issues will be available. It is recommended that you read the whole article and not confine yourself to the page numbers given; some of the older *Transactions* are in 3-year volumes so check the years either side if you can't find the reference.

1.3 **JOIN** and **LOGIN**

JOIN contains contact details for the Club' membership secretary. At the moment it is not possible to join the Club online.

LOGIN allows Club members to login to access material which is for Club members only. Examples include recent *Transactions*, Newsletters and donated material which is for members' eyes only

2. The **FUNCTION** tabs

Below the **SEARCH** row are 'Tabs' which lead into the site data. If you are viewing the website on a tablet or phone you will need to select the three lines to the left of the **SEARCH** to bring them down the left of your screen.

2.1 WOOLHOPE CLUB

Under this heading there are a number of sub-headings giving more information about the Club and its activities.

A copy of this User Guide will be found under the first sub-heading – The CLUB'S WEBSITE. The other sub-headings are as follows:

| | |
|----------------------------|-------------------------------------------------------------------------------------------------------|
| CLUB TODAY | A description of the Club's current activities |
| CLUB'S ORGANISATION | A list of the Club's officers and committees |
| GEOFFREY WALTER SMITH FUND | Information about the GWS fund, the projects it has supported and details on how to apply for a grant |
| HISTORY OF THE CLUB | The background to the founding of the Club and the history of its activities |
| PAST MEETINGS | Reports of past meetings |
| CLUB LIBRARY | Information on the Club's library and how to make use of it |
| FINANCIAL REPORTS | Annual Accounts |
| CLUB RULES | The Club's rules as published in 1852 and the current set |

2.2 TOPICS

Six main headings have been chosen under which to group the different sorts of data held on the website and these can be browsed from these headings: Archaeology, Buildings, History, Geology, Nature and People. In addition, there are two special topics, Maps and Pottery. The separate Maps section is a more convenient access path as maps are of relevance to all Topics; Pottery houses a re-written version of a pottery database held at one time on the club's old website. The topics can also be accessed via the picture panel below. Selecting any of the topics leads to a page which

describes the scope of the topic, with a panel of sub-topics, which may themselves have sub-topics, on the left. The Pottery database is slightly different. There are cross-overs between different topics; if you don't find what you are looking for in one try another, or **SEARCH** by keyword.

2.3 PUBLICATIONS

This heading allows direct access to the Club's publications, for example when someone is checking a reference. At this time, there are eight Publications headings, though this can be increased.

Transactions: At present, it is only possible to access online copies of most 19th-century issues and those from 2003 to date. The last 10 years' issues are only accessible to members. However, a project has been approved to have older issues scanned and uploaded. A yearly process will be to add the latest issue and add its index to the overall index. Issues will be made available to view for non-members. Scroll down the page to see the different issues and select to view or download.

Transactions Extra: Publication under this heading is designed as alternative to the printed *Transactions*. Papers published here must be written to the academic standard required for publication in the printed *Transactions*. They will go through the same approval process by the Club's Publication Committee. They will be indexed and the index added to the *Transactions* index.

Herefordshire Archaeological News (HAN): This publication was the journal of the Club's Archaeological Research Section (ARS), which has now lapsed, and was issued at varying intervals from 1966 (HAN 1) to HAN 83 in 2015. All issues have been indexed and are available online and as downloads.

Pre-2012 Club publications: this simple list of Club publications will allow access to downloadable versions as they become available, either as links to external websites or pdfs of the text. The uploading of these is a standard website procedure. Publications which are still in copyright may be restricted to members only.

Web only publications: This method of publication is intended for items of a less formally academic nature though they will still be checked for suitability and relevance for the Club's website. When uploaded to the system, 'tags' i.e. search keywords will be attached to the upload file to enable the **SEARCH** mechanism to find them.

Club Newsletter and Earth Matters: Both these publications are available to Club members only immediately after publication, but older issues (with confidential or copyrighted information redacted) may be published online.

Book Reviews: Although book reviews are included in the *Transactions*, these do not appear until at least a year after publication of the books, so detailed reviews will be made available as soon as they are available.

2.4 NEWS

A longer version of a red ALERT BANNER item can be added to the NEWS heading. These will gradually be pushed down by newer news items.

2.5 WHAT'S NEW

Although major tranches of new data added to the website will be brought the user's attention by the 'Alert Banner', this will soon be superseded by other news. WHAT'S NEW will keep a permanent record of additions so that users can scroll down the page and search for keywords by the CtrlF function. The items will be accessible by the **SEARCH** function, of course.

2.6 MEETINGS

The MEETINGS information is input, held and displayed in a structured way. Entries can be amended and deleted at will. When a session's programme is over, the information and any meeting report can be transferred manually to PAST MEETINGS under the WOOLHOPE CLUB heading.

2.7 CONTACT US

The '**CONTACT US**' option allows a website user to send a message to one of the Club officers in the drop-down list. It is not possible for security

reasons to allow attachments to be sent via the **CONTACT US** form. However, the officer concerned will contact the enquirer directly or pass the message on to the correct officer.

3. The ALERT BANNER



IMPORTANT MESSAGE: The Alert Banner gives urgent news and new data alerts

The red 'IMPORTANT MESSAGE' strip across has two functions: firstly, to alert members to alterations to e.g. a meeting change. It is also used to inform members when a new set of data has been added.

4. MORE INFORMATION

The **CONTACT US** and **JOIN** buttons are repeated at the foot of the Home webpage. There are also links to **Terms & Conditions** for website users, and the Club's data rules are contained in **Privacy & Cookies**. There is no **HELP** button as such. If you have a problem please use the **CONTACT US** button and send an email to the Website Manager.

5. WHAT DO I DO IF...?

The website appears to be an old version: Put the website address directly into your browser (www.woolhopeclub.org.uk). Some search engines will bring up an old version which has been saved in an archive. Your own system stores a 'cached' version of the website to enable you to access it quickly. At the top left of your screen is a backwards circular arrow, select this and you will get the latest version.

The website layout seems wrong: Internet Explorer is not supported any more and gives some problems. Try another browser.

I'm trying to LOGIN but it doesn't work: If you received an email on 1 November 2018 telling you that the new website was live, we have an email address registered for you. Have you changed it since then? If so, you need to advise the Membership Secretary of your new email address. If the website accepts your email address, then you are registered but you

need to register a password. Take the option for a forgotten password and a link for you to set a new one will be sent to you by email.

I've found an error on the website: Please let the Website Manager know the details as soon as possible via the **CONTACT Us** option.

I'm using the SEARCH but it doesn't find what I know is there: Look at the helpful hints on the Search page. You may have to think laterally or gradually widen your search – it all depends on what's been indexed in the past. Don't fix the date; select all the tick boxes. Try putting plurals instead of a singular word. Sometimes the wrong issue year has been put in the index – look at the years either side.

The SEARCH gives too many results: Try progressively adding another keyword into the search box. Think about downloading the file of results and searching that. You can save the results for later. You should have spreadsheet software which enables you to search the results or you can copy the results into the text processor.

Names and personal details are missing from some publications: Where possible, personal details of members and contributors have been removed to comply with stricter privacy regulations. Members' names and addresses are no longer printed in the *Transactions* – the end of a 170-year-old tradition.

I'm not interested in any of the information on the website: The answer is in your hands. Make suggestions on what you would like to see to Website Development via the **CONTACT US** option.

I have some information for the website: Contact Website Development via the **CONTACT US** option. Give some details about the material and the form it's in and you will be contacted as soon as possible.