



## Lambeth Palace Library Research Guide Image system

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### 1. Image holdings

For guidance on the coverage of the system and the Library's image holdings, please see: <http://www.lambethpalacelibrary.org/files/images.pdf>

### 2. How to search

The system is available via this address:  
<http://images.lambethpalacelibrary.org.uk>

The image holdings are divided into collections, so you can either search across the collections, or (if you know which you require) search within a particular collection via the left hand collection selection menu. **You need to make this selection via the left hand menu before you start each search.**

To search, use the box at the top right of the screen. You can search using various types of search term. The system uses free text rather than a controlled vocabulary, so you can try searching, for example, a personal name, place name or subject.

Descriptions of images are largely based on information in the Library catalogues <http://www.lambethpalacelibrary.org/content/searchcollections>, but sometimes draw on additional information from the image itself.

You can use wildcards \* in searching. This can be helpful in widening a search, for instance to cater for singular/plural (e.g. drago\* for dragon or dragons).

If you know the reference for an item, you can try searching that way. Note that the system generally omits punctuation in references e.g. MS1f1r is MS 1 folio 1 recto. If you want to search for all images from a particular manuscript e.g. MS 1234, try using the format:

MS1234\*

Manuscripts from the collection of Sion College (sometimes referenced ARC L40.2) appear in LUNA with identifiers such as SionL40.2L1.

You can do a date search ('When') via the drop down menu in the advanced search option beneath the main search box e.g.  
1850



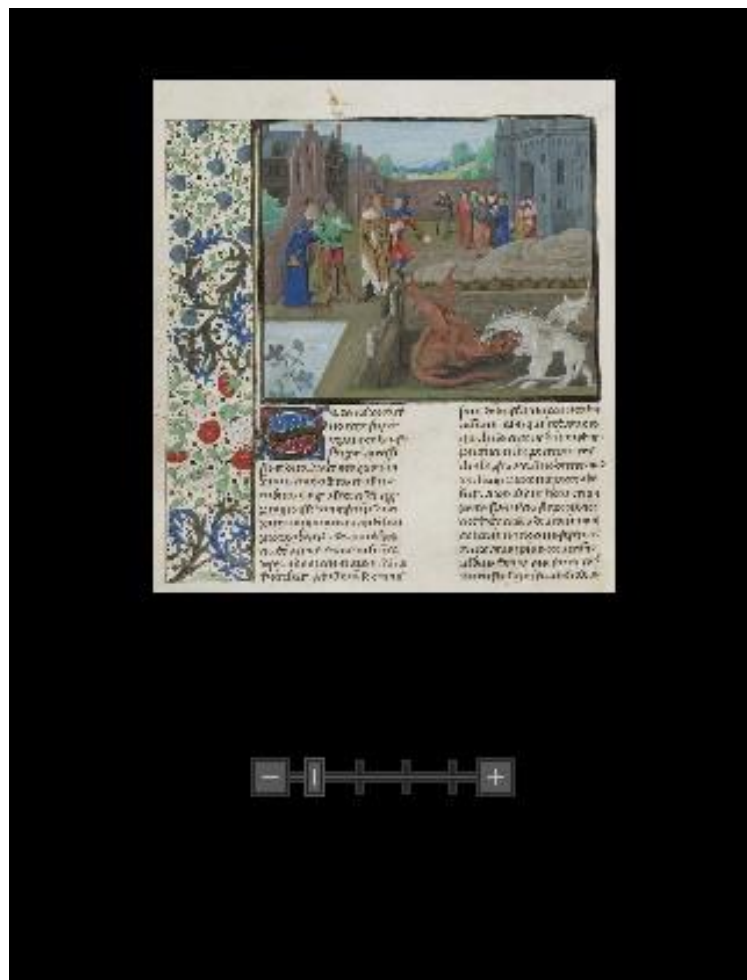
You can combine searches via the advanced search option beneath the search box.

To start a new search across collections, click the 'all collections' link towards the top left of the screen. If wanting to search a specific collection, make your new collection selection from the left hand menu, then start your new search via the right hand search box.

If you want to search more than one image collection, but not all of them, use the Advanced Search option at the top right of the screen, and uncheck the collections not required.

To browse images, make your collection selection from the left hand menu and then use the link in the middle of the screen.

To use the zoom function, hover over an image and use your mouse to drag the slider on the +/- tool:





Where volumes have been loaded into the system in book format (i.e. sets of consecutive images from the same volume, marked by a small red book icon on the image), you can select between one page view and two page view (via the page and book icons which appear to the left above the image) in navigating through the images.

For further information on searching see:  
<http://doc.lunaimaging.com/display/V71D/Searching>

You can use the 'Share This' feature on the top menu to generate a unique web link for an image, to share images with other users.

### **3. Takedown policy and procedures**

Lambeth Palace Library is committed to making its collections accessible, including digital images of holdings where possible. However, its policy is to do this only where compatible with copyright law and other considerations. In making these images available online the Library acts in good faith and measures have been taken to try to ensure that any rights managed images have been excluded (although descriptions for those excluded will be available). However, if you believe that you are the rights holder or have concerns about any images we have made accessible please contact the Library at [archives@churchofengland.org](mailto:archives@churchofengland.org) or by writing to:

Lambeth Palace Library  
Lambeth Palace Road  
London  
SE1 7JU

On receiving a request for an image to be taken down Lambeth Palace Library will acknowledge receipt by email or letter and will make an initial assessment of the concern.

If the complaint is deemed valid the material in question will be removed either temporarily, whilst a solution is agreed on, or permanently. Possible reasons for removal may include the material being judged to be a breach of copyright or data protection laws or if it is considered defamatory or offensive.

If images are removed for reasons of Data Protection or copyright then they will be reinstated at a later date once such issues abate. If an agreement can be reached with rights holders for images to be reinstated before such time then these will likewise be restored.