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## Introduction

Produced in conjunction with the National Library of China, East View's *China Comprehensive Gazetteers* (CCG) database presents a vast collection of Chinese local gazetteers spanning eight centuries 1229-1949. With approximately 7,000 titles (100,000 volumes) presented to date, CCG is perhaps the richest single resource available for researching China in multiple aspects, including its political history, literature, and religion, as well as the biographies of famous personages, its culture, economic development and, of course, its geography and natural history.

**Note on full-text titles:** A little under half of our CCG collection are titles with both full-image and full-text. Within titles offered with full-text, there are some gaps in full-text transcription, mainly due to original texts in seals and cursive scripts, or within maps and drawings. After checking for this content, we have found it impacts a small percentage of the 1.85M total pages provided in both full-image and full-text. If the National Library of China were to provide updated full-text files to improve coverage of these gaps, East View would of course integrate that into a future update of the database.

To learn more about which titles are available in full-text, go the Search section on page 5 to learn more about full-text and full-image searching in CCG. To see a full list of titles available in full-text, please refer to our China Comprehensive Gazetteers title list: <http://www.eastview.com/Files/CCGTitleList.xls>.

Contact [online@eastview.com](mailto:online@eastview.com) for any specific questions.

## Accessing the Database

**Web address:** <https://ccg.eastview.com/>

Individuals accessing CCG through an authorized IP network of a subscribed institution can save selected titles to reference later with **My Bookshelf**. This convenient feature is for researchers to keep track of titles with their own personalized access to previously selected research materials.

To see if you are accessing CCG through an authorized IP network of a subscribed institution, you will see the name of your institution at the top right corner.



The screenshot shows the header of the database interface. On the left is the East View logo. In the center, it reads "China Comprehensive Gazetteers" and "中国综合方志库 | 中國綜合方誌庫". On the right, there are links for "English" and "繁體中文". Below these, it displays "East View", "Your IP Address: 10.100.4.45", and "Login Register". A red arrow points from the text above to the "Your IP Address" line.

Go to page 13 to see how to use this feature of the database.

## Simplified and Traditional Character Comparison

One of the most important advantages of the CCG database is that it supports both simplified and traditional Chinese search. Regardless of whether simplified, traditional, or a variant form of Chinese characters are input, they all will retrieve the required data.

For example: Entering the simplified character 东 [East] will automatically bring up the traditional character 東.



Metadata 东 ? Q

282 results found

#	Title/Compiler	Print Type	Edition	Co
1	東陵工程處堂片簿：1 / (清)東陵工程處編	抄本	清光緒30-31年(1904-1905)	
2	山東省河務行政沿習利弊報告書：1 / 山東調查局編輯	石印本	清宣統2年(1910)	
3	[民國]廣東通志：60 / 鄒魯修；溫廷敬等纂	稿本	1987	
4	山東考古錄一卷：33 / [清]龐炎武撰	刻本	清光緒8年(1882)	
5	潘上南川都臺浦河工案牘：1 / 上海浦東塘工善後局輯	鉛印本	清宣統元年(1909)	
6	東遊日記：1 / 李光瀚撰	鉛印本	清宣統2年(1910)	

## Search Tips

The question mark button next to the search field provides guidance on how to search CCG.

The screenshot shows the search interface with a search field containing the text "Metadata". A red arrow points from the question mark icon in the search field to the "Search Tips" pop-up window. The pop-up window has a red 'X' icon at the top and contains the following text:

**Search Tips**

► Search in Traditional or Simplified Chinese

Exact phrase search

◄ Global Search

When choosing the Metadata search, your query will search through Title, Compiler, Volume, Edition, Publishing Location, and Print Type, however, it will not search through the Full Text. All spaces are considered to be an OR operator. What this means is that if you search for "三吴晋 1915" it will return results that contain "三吴晋" or "1915", many editions contain years, and some results may contain "三吴晋" in which case the top result would be anything that contains both sets of criteria.  
**Example:** 三吴晋 1915

► Logic operators

► Parentheses

For other help, please view our help document by clicking here.

## Search Guide

### Finding Full-Image + Full-Text Documents

Slightly less than half of our CCG collection are titles with both full-image and full-text. To see a full list of titles available in full-text, please refer to our China Comprehensive Gazetteers title list:

<http://www.eastview.com/Files/CCGTitleList.xls>.

Or, in the interface, you can see which titles are in full-image and full-text in the **Content Type** column. Read further on how to search for full-text content in CCG or downloading the full-text content.

HOME ABOUT HELP

Quick Search Advanced Search

Metadata ? Q

Subjects 6582 results found

#	Title/Compiler	Print Type	Edition	Content Type	Add to My Bookshelf
1	吳縣城區附刊：1 / 喬增祥撰	鉛印本	民國20年(1931)	Image	Add
2	〔隋〕《隋書》卷八：8 / (宋)張澣纂修	影印本	民國15年(1926)	Image+Text	Add
3	〔隋〕《四明志》卷二十一：21 / (宋)胡矩修；(宋)方鳳里，(宋)羅焘等纂	刻本	1950	Image	Add
4	〔隋〕《四明志》卷二十一：21 / (宋)胡矩修；(宋)方鳳里，(宋)羅焘等纂修	抄本	清	Image	Add
5	〔隋〕《隋書》卷一：1 / (宋)佚名纂修；(清)文廷式輯	刻本	清光緒33年(1907)	Image	Add
6	〔朝鮮〕《國志》：1 / (清)佚名撰	抄本	民國間	Image	Add
7	〔成化〕《寧波郡志》卷十：10 / (明)張璠修；(明)楊憲章	抄本	民國間	Image	Add

## View the Complete Catalog

When users leave the search box empty and click the search button, it will lead you to all titles found in the database.

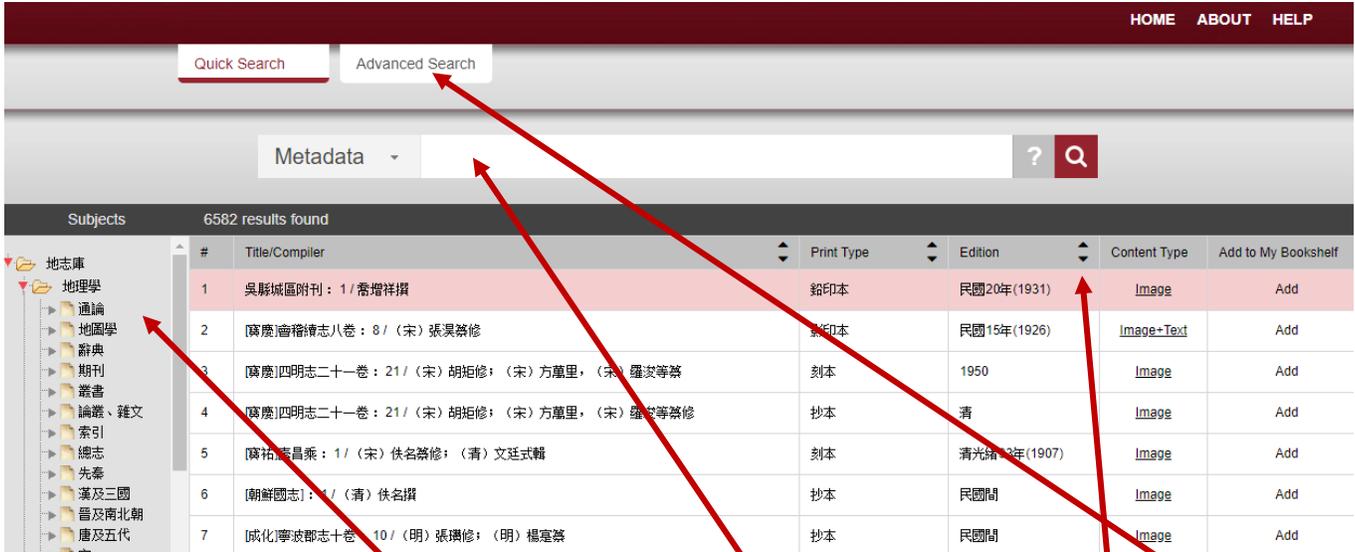
Leave this field blank, then choose the **Search** button (magnifying glass icon).

ABOUT HELP

Quick Search Advanced Search

Metadata ? Q

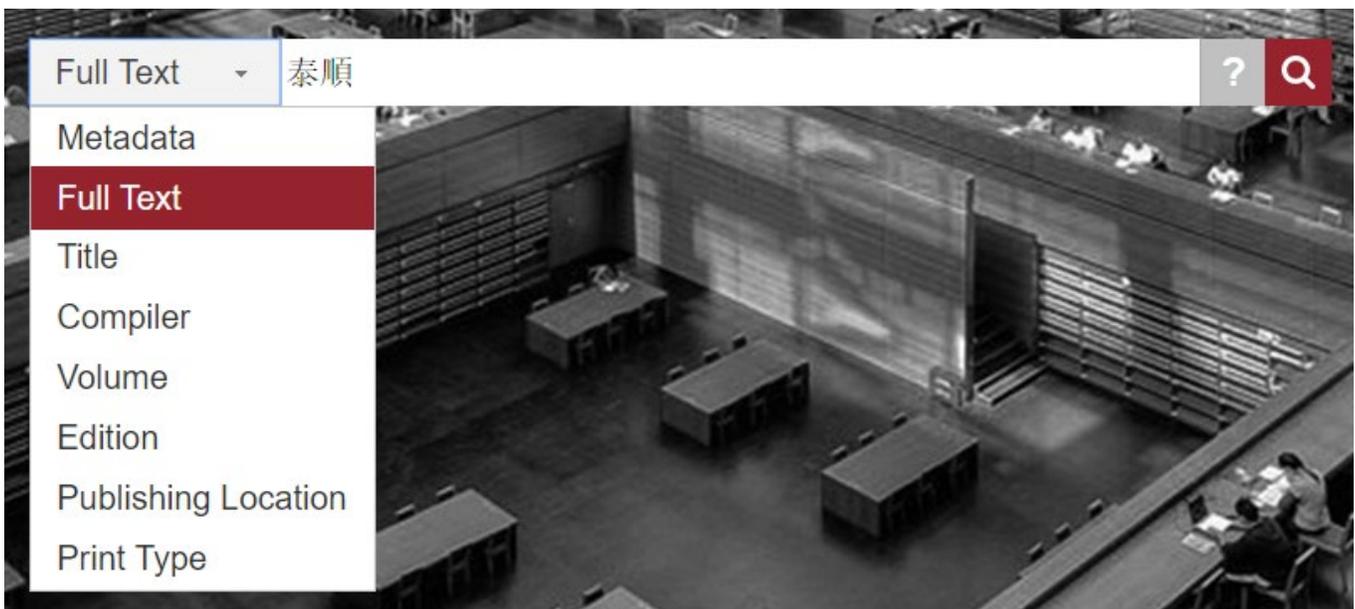
Your result will look like this.



From here, you may browse **Subjects**, enter text into the **Quick Search** field, click on the **Advanced Search** button to simultaneously search more than one keyword, or click on the **arrow buttons** to sort your results.

## Quick Search

With **Quick Search**, click on the drop-down button to search any one of these fields: Metadata, Full Text, Title, Compiler, Volume, Edition, Publishing Location, or Print Type. Within the empty frame, input the word you are searching for, and click the **Search** button.



A search in “Full Text” and a search in “Title” provides different results. To clarify, here is an example:

Task 1: If I am looking for all the local gazetteers of Taishun County (泰順/泰□), I key in 泰順 for a Full Text search. The snapshot below shows that if searching “Full Text”, the keyword will be highlighted in the Excerpts column.

#	Title/Compiler	Excerpts	Print Type	Edition	Content Type	Add to My Bookshelf
1	乾隆溫州府志三十卷卷首一卷 / (清) 李琦修; (清) 齊召南; (清) 汪沅器	建置記一《泰順縣志》教一諭諭相與一 新建城垣記一《泰順縣志》志永一嘉業式撰一 增城記一《泰順縣志》		清同治4年 (1865)	Image+Text	Add
2	雍正泰順縣志十卷卷首一卷 / (清) 朱國源修; (清) 朱廷瑋	首雍正七年己酉孟冬月之吉 文林郎知泰順縣事加一級上海朱 國源丹壺		清雍正7年 (1729)	Image+Text	Add
3	光緒溫州府志三十卷卷首一卷卷末一卷 / (清) 潘紹論修; (清) 周榮椿等纂	銅龍首舖可過泰順青田之衝青草益足以蔽高窟 雙港之冠一崇貞一志一清流 阻除羣室插天青田上游巖閣 門戶一縣		清光緒3年 (1877)	Image+Text	Add
4	雍正欽修浙江通志二百八十卷卷首三卷 / (清) 李衛等修; (清) 沈翼機; (清) 傅王露等纂	一永嘉密一印寺一 一泰順縣一 唐進士陶常泰 《泰順縣志》在 西隅陶家埭常字遷於 婺州人長發卒	浙江書局	清光緒25年 (1899)	Image+Text	Add
5	雍正欽修浙江通志二百八十卷卷首三卷 / (清) 李衛等修; (清) 沈翼機; (清) 傅王露等纂	雲院記一《南雁蕩志》刑部一尚書周坦撰一 建置記一《泰順縣志》教一諭 處相撰一 新建城垣記一《泰順縣志》	浙江書局	清光緒25年 (1899)	Image+Text	Add
6	雍正欽修浙江通志二百八十卷卷首三卷 / (清) 李衛等修; (清) 沈翼機; (清) 傅王露等纂	安縣一 《林孚濟涉亭記》瑞邑城臨江游南達平陽西抵泰順遠 越 《舊浙江通志》左填文峰後環樓樓	浙江書局	清光緒25年 (1899)	Image+Text	Add

In comparison, if the search was in the “Title” field, the keyword will be highlighted in the Title/Compiler column.

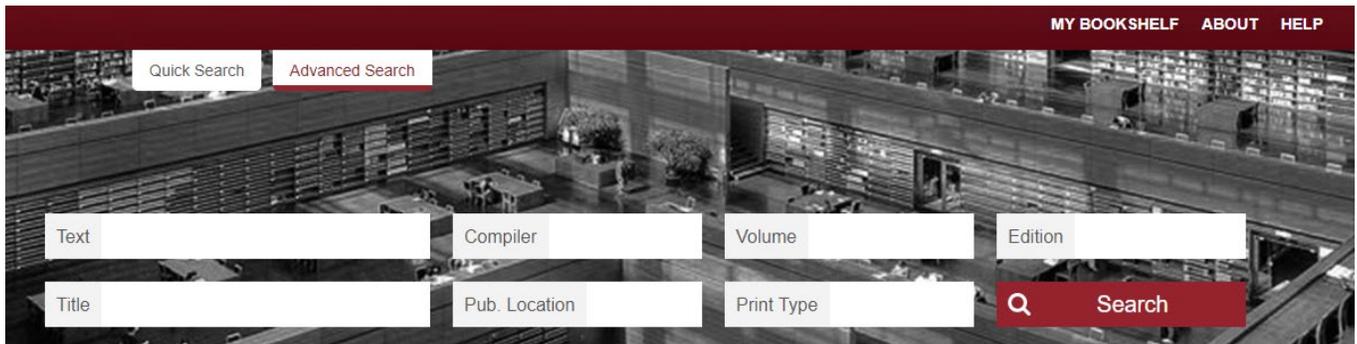
#	Title/Compiler	Print Type	Edition	Content Type	Add to My Bookshelf
1	光緒泰順分疆錄十二卷卷首一卷 : 13 / (清) 林鶴齡修; (清) 林用爵續纂修	刻本	清光緒4年 (1878)	Image+Text	Add
2	雍正泰順縣志十卷卷首一卷 : 10 / (清) 朱國源修; (清) 朱廷瑋	刻本	清雍正7年 (1729)	Image+Text	Add

Answer to Task 1: Searching in the Title field is more efficient. We can also see that a local gazetteer of Taishun County might not be named 泰順縣志 [local gazetteer of Taishun County], so a better choice for the keyword would be 泰順/泰□ [Taishun], rather than 泰順縣/泰□□ [Taishun County].

Since the Quick Search only searches one subject at a time, use the Advanced Search function to simultaneously search more than one field.

## Advanced Search

With **Advanced Search**, you can select two or more criteria and search them all at the same time. Choose any combination of Text, Compiler, Volume, Edition, Title, Pub. Location, and Print Type.



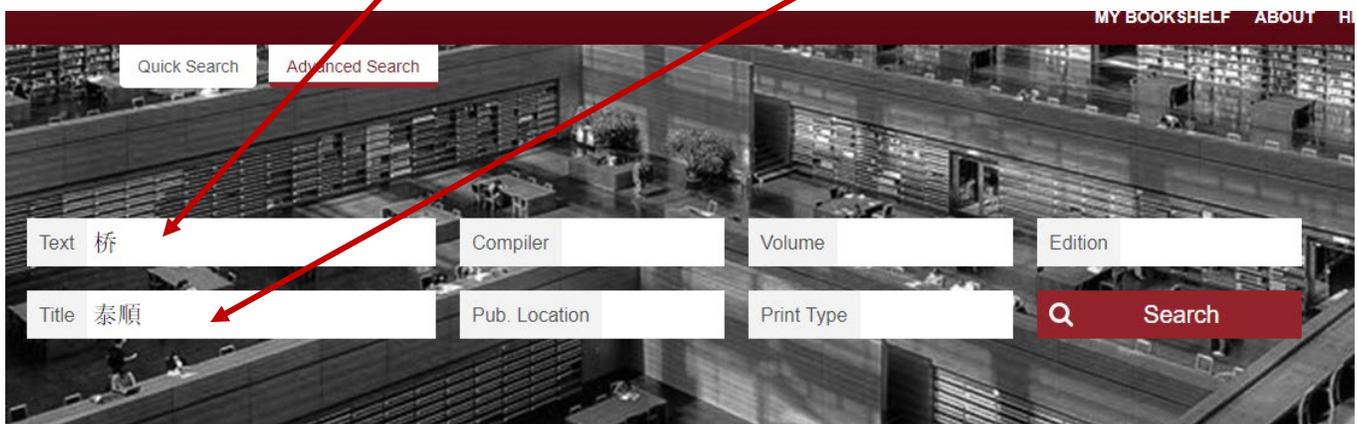
The screenshot shows the 'Advanced Search' page with a dark red header containing 'MY BOOKSHELF', 'ABOUT', and 'HELP'. Below the header are two tabs: 'Quick Search' and 'Advanced Search'. The main area features seven search input fields arranged in two rows: 'Text', 'Compiler', 'Volume', 'Edition' in the top row, and 'Title', 'Pub. Location', 'Print Type' in the bottom row. A red 'Search' button with a magnifying glass icon is positioned to the right of the bottom row. The background is a grayscale image of a library interior.

Within the search fields, input your keywords, and click the **Search** button. As with the Quick Search, if there is no content entered into the search fields, your search result will show all titles found in CCG.

Building on our example search (Task 1) from the Quick Search section, here is another example:

Task 2: How can I search more than one keyword at a time? I would like to find a list of ancient bridges 橋 located in Taishun County.

In the Advanced Search page, key in 桥 [bridge] in the **Text** box and key in 泰順 [Taishun] in the **Title** box (to narrow down the text scope to local gazetteers of Taishun County, as we have seen in Task 1). Click on **Search**.



This screenshot is identical to the previous one but with the search terms '桥' (bridge) entered in the 'Text' field and '泰順' (Taishun) entered in the 'Title' field. Two red arrows originate from the text in the previous paragraph: one points to the 'Text' field and the other points to the 'Title' field. The 'Search' button remains visible to the right.

By doing this, the search results will include all local gazetteers of Taishun County and highlight 泰順 in the **Title/Compiler** column, while at the same time, will include and highlight 橋 in the **Excerpts** column.

Subjects 93 results found - Sorting is not available for full text or advanced searches							
#	Title/Compiler	Excerpts	Print Type	Edition	Content Type	Add to My Bookshelf	
1	[雍正] 泰順縣志十卷卷首一卷：10 / (清) 朱國源修；(清) 朱廷瑛纂	龍州橋 葉瑞洋橋 石礮橋 俱五都一 西坑橋 錦溪橋 南溪橋 溪東橋 明隆慶庚午知縣王克家建 北溪橋		清雍正7年 (1729)	Image+Text	Add	
2	[雍正] 泰順縣志十卷卷首一卷：10 / (清) 朱國源修；(清) 朱廷瑛纂	在八都 鳳翔古鎮 在仙居橋內		清雍正7年 (1729)	Image+Text	Add	
3	[光緒] 泰順分疆錄十二卷卷首一卷：13 / (清) 林鶴纂修；(清) 林用霖續纂修	橋一邑紳陶一廷範建一迴瀾橋一在一都地村百念濠光緒年間一里人陶鴻年鶴年承祖父遺命一 一重建一有記一藝	羅陽林氏望山堂	清光緒4年 (1878)	Image+Text	Add	
4	[雍正] 泰順縣志十卷卷首一卷：10 / (清) 朱國源修；(清) 朱廷瑛纂	鎮東橋 在陽春門外石板蓋橋明隆慶四年造 洋洋橋 洋灘橋 知縣朱國源修 下濤溪橋 在城東十五里許		清雍正7年 (1729)	Image+Text	Add	
5	[雍正] 泰順縣志十卷卷首一卷：10 / (清) 朱國源修；(清) 朱廷瑛纂	有甃蓋所謂大者已盡而凡細事弗之遺可以觀政矣是故自斯橋之設也三魁有橋四溪有橋山間幽僻之地莫不有橋四方之		清雍正7年 (1729)	Image+Text	Add	
6	[光緒] 泰順分疆錄十二卷卷首一卷：13 / (清) 林鶴纂修；(清) 林用霖續纂修	橋一在周邊一水口一峽嶼新橋一同治八年里一人周頌倡建一赤巖前石橋一邑一紳一董國一資建一六墩橋一在	羅陽林氏望山堂	清光緒4年 (1878)	Image+Text	Add	

Answer to Task 2: We could not have gotten these results with Quick Search. Advanced Search works well if users have more than one keyword and want to search more than one field at a time.

## Book Interface

To view the books in your search results, choose the book you want to read by clicking on the **Content Type**.

Subjects 93 results found - Sorting is not available for full text or advanced searches							
#	Title/Compiler	Excerpts	Print Type	Edition	Content Type	Add to My Bookshelf	
1	[雍正] 泰順縣志十卷卷首一卷：10 / (清) 朱國源修；(清) 朱廷瑛纂	龍州橋 葉瑞洋橋 石礮橋 俱五都一 西坑橋 錦溪橋 南溪橋 溪東橋 明隆慶庚午知縣王克家建 北溪橋		清雍正7年 (1729)	Image+Text	Add	
2	[雍正] 泰順縣志十卷卷首一卷：10 / (清) 朱國源修；(清) 朱廷瑛纂	在八都 鳳翔古鎮 在仙居橋內		清雍正7年 (1729)	Image+Text	Add	
3	[光緒] 泰順分疆錄十二卷卷首一卷：13 / (清) 林鶴纂修；(清) 林用霖續纂修	橋一邑紳陶一廷範建一迴瀾橋一在一都地村百念濠光緒年間一里人陶鴻年鶴年承祖父遺命一 一重建一有記一藝	羅陽林氏望山堂	清光緒4年 (1878)	Image+Text	Add	
4	[雍正] 泰順縣志十卷卷首一卷：10 / (清) 朱國源修；(清) 朱廷瑛纂	鎮東橋 在陽春門外石板蓋橋明隆慶四年造 洋洋橋 洋灘橋 知縣朱國源修 下濤溪橋 在城東十五里許		清雍正7年 (1729)	Image+Text	Add	
5	[雍正] 泰順縣志十卷卷首一卷：10 / (清) 朱國源修；(清) 朱廷瑛纂	有甃蓋所謂大者已盡而凡細事弗之遺可以觀政矣是故自斯橋之設也三魁有橋四溪有橋山間幽僻之地莫不有橋四方之		清雍正7年 (1729)	Image+Text	Add	
6	[光緒] 泰順分疆錄十二卷卷首一卷：13 / (清) 林鶴纂修；(清) 林用霖續纂修	橋一在周邊一水口一峽嶼新橋一同治八年里一人周頌倡建一赤巖前石橋一邑一紳一董國一資建一六墩橋一在	羅陽林氏望山堂	清光緒4年 (1878)	Image+Text	Add	

When clicking on **Image** or **Image + Text** (information on next page on copying text), you will be directed to the book's **Graphic Interface**. Your browser will open a new tab with the graphic interface of this content. When this new tab is opened on the browser, the first tab will stay opened on the search results screen.



TIP: There is one other way to book's graphic interface. Click on the Title of the book, then the Metadata will open. Click on "Read" on the metadata interface. This will be further explained in the "Metadata Interface" section in this User Guide.

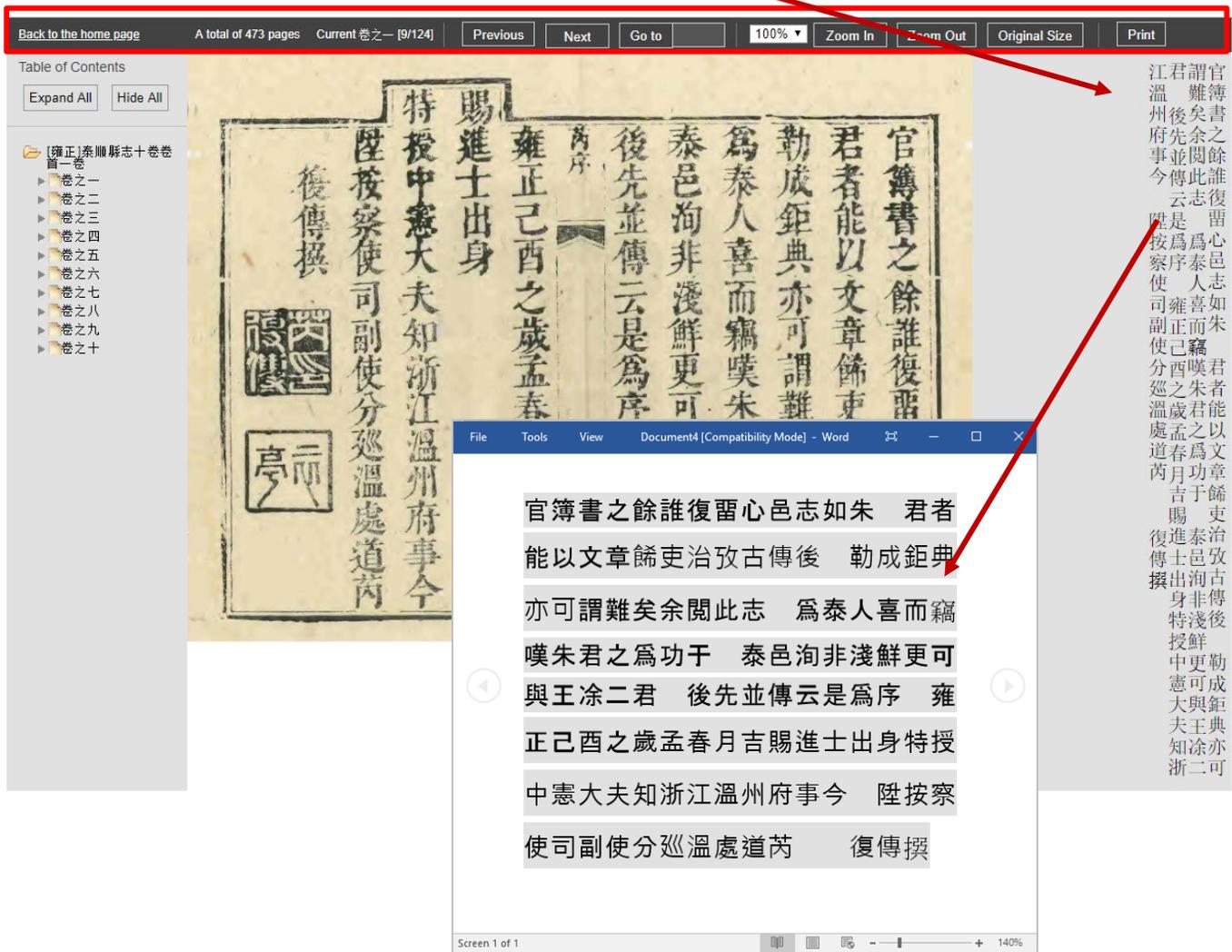
## Overview of Interface Functions

Using the **tool bar** at the top, you can return to the home page, see which page number is shown in the current view, toggle pages, zoom in/zoom out to view the content in high-resolution, and print, among other tasks.

## Copying/Pasting Text from Image + Text Content

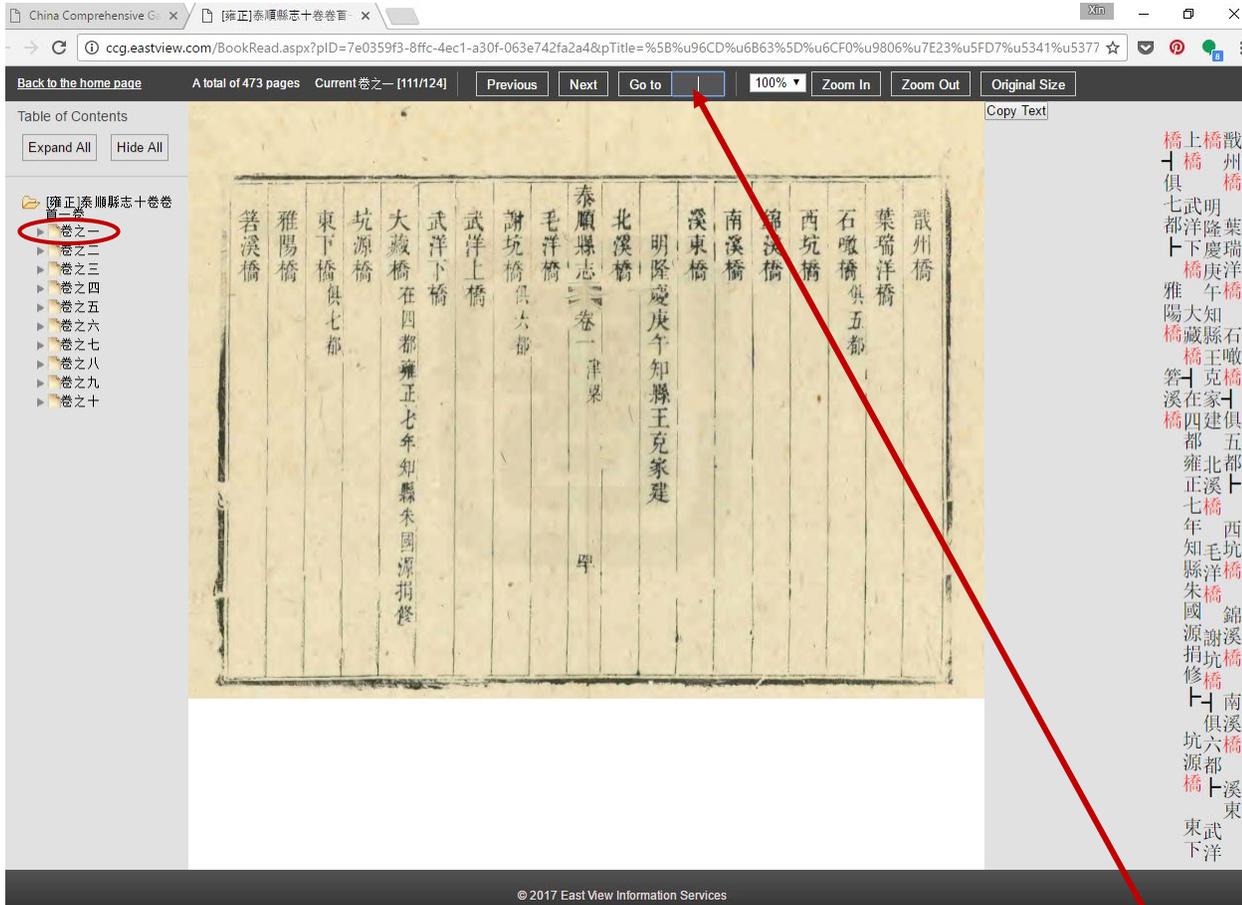
When text is shown (when the content is **Image + Text**, see previous page for example), full text/characters may be copied in one click. To copy the text, simply click on the text with your mouse cursor to highlight the section, and choose Ctrl C on your keyboard. Ctrl V will allow you to paste the text into Word or any similar program.

An image showing Text pasted into Word is shown on the next page. This will give you the option to read, copy, and paste text from CCG content into other documents.



## Table of Contents

View the first subfolder icon (“卷之一” [volume 1]) in Figure 5.



Click the title of each volume, and the graphic panel in the middle of this webpage will show the first page of this volume. Use this function to freely navigate to the other volumes in this book.

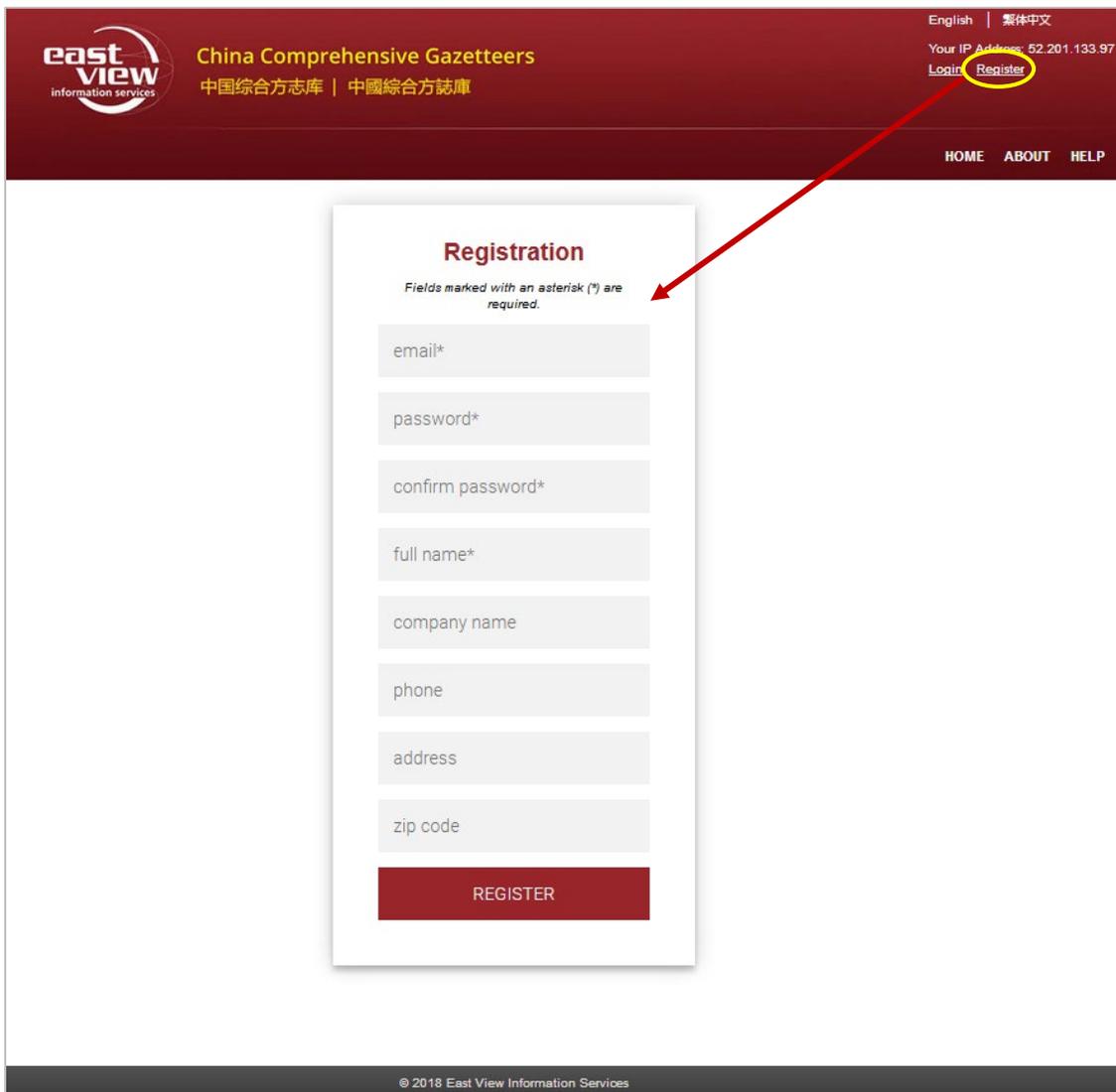
TIP: If you want to read the previous or the next page of the current content, or go to a certain page in this volume, please use the corresponding buttons on top of the webpage. When you click on the Table of Contents, it will only go to the first page of each volume, and you will not be able to go back to the current content by clicking the Back button on your browser.

## My Bookshelf

Individuals accessing CCG through an authorized IP network of a subscribed institution can save selected titles to reference later with **My Bookshelf**. This convenient feature is for researchers to keep track of titles with their own personalized access to previously selected research materials.

### Registration

If you would like to utilize the **My Bookshelf** feature in CCG, you will need to access the database from your subscribed institution IP network, then, register your personal profile using the **Register** link in the top right corner of the website.

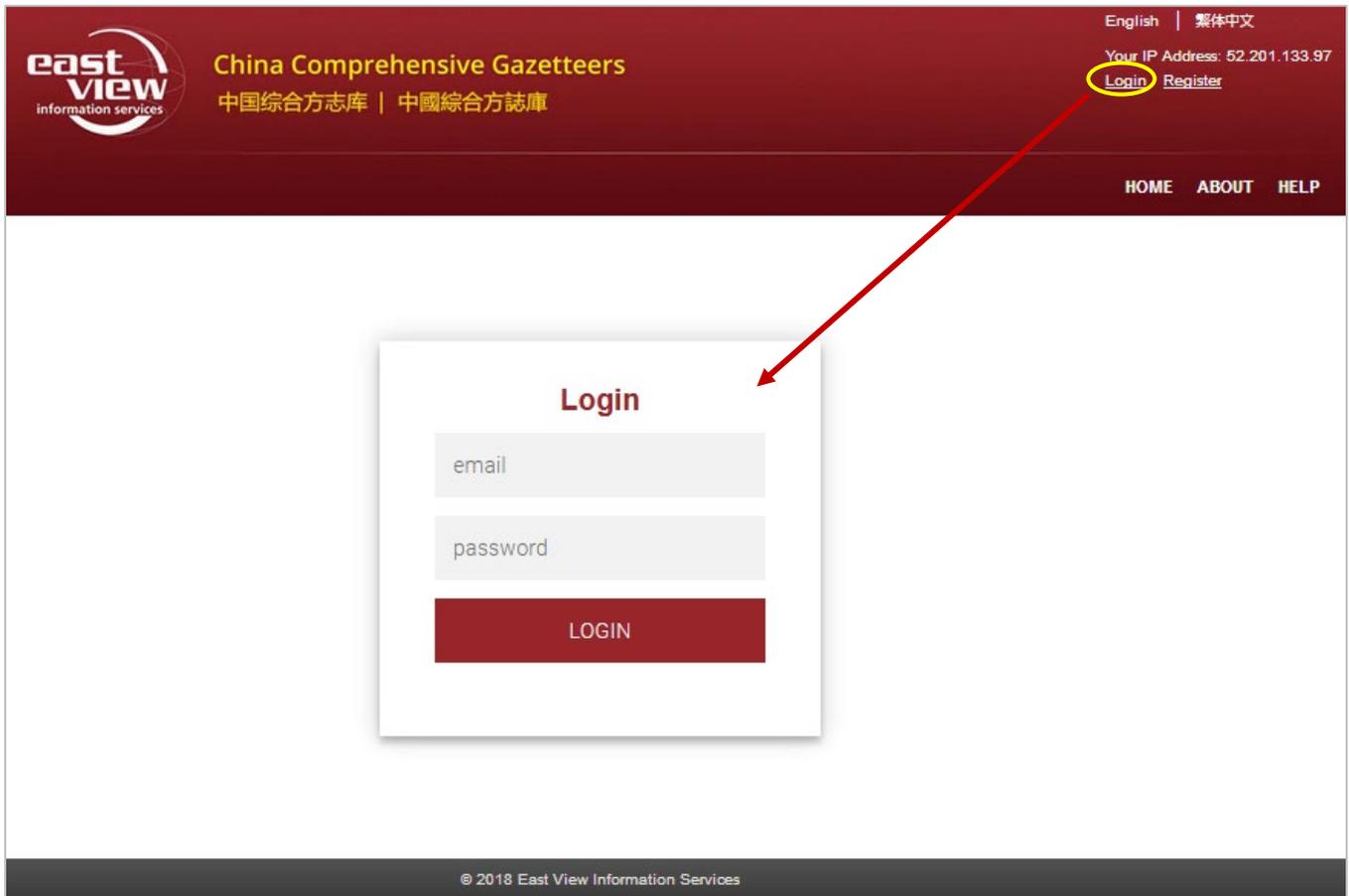


The screenshot shows the top navigation bar of the East View website. On the left is the logo and name. In the center is the site title. On the right, there are language options, the user's IP address, and links for 'Login' and 'Register'. The 'Register' link is circled in yellow. Below the navigation bar is a navigation menu with 'HOME', 'ABOUT', and 'HELP'. The main content area features a registration form with the following fields: email\*, password\*, confirm password\*, full name\*, company name, phone, address, and zip code. A red arrow points from the 'Register' link in the top right to the registration form. At the bottom of the form is a red 'REGISTER' button. The footer contains the copyright notice: © 2018 East View Information Services.

Simply complete the form and use the username (email) and password you provided to access **My Bookshelf** later.

## Login

Once you have registered, click **Login** at the upper right of the screen and enter your username and password to access the “My Bookshelf” feature of CCG.



You can make changes to your account by going to the links in the upper right after login or choose the **Log out** link to complete your session.



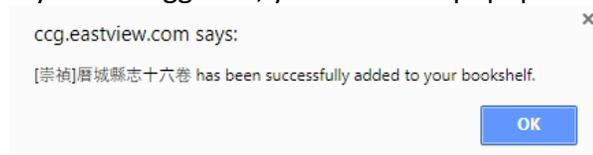
To access the **My Bookshelf** area, you will also need to be accessing CCG through an authorized IP network. Please click the **Login** link and enter email and password that you provided at registration. You will be logged in and will see your personal information along with the IP address in the top right corner. You will also now see **My Bookshelf** link in the main menu.

Titles may be added or removed from **My Bookshelf**. Enter the book catalog interface and select the **Add** button in the **Add to My Bookshelf** column to add a book title to your bookshelf.

Subjects 93 results found - Sorting is not available for full text or advanced searches

#	Title/Compiler	Excerpts	Print Type	Edition	Content Type	Add to My Bookshelf
1	[雍正]秦州縣志十卷卷首一卷：10 / (清) 朱國源修；(清) 朱廷瑋纂	歡州橋 蕪瑞洋橋 石墩橋 十俱五都 一 西坑橋 魏溪橋 南溪橋 溪東 橋 明隆慶庚午知縣王克家建 北溪 橋		清雍正7年(1729)	Image+Text	<b>Add</b>
2	[雍正]秦州縣志十卷卷首一卷：10 / (清) 朱國源修；(清) 朱廷瑋纂	在八都 鳳翔古鎮 在仙居橋內		清雍正7年(1729)	Image+Text	Add
3	[光緒]秦州分廳錄十二卷卷首一卷：13 / (清) 林鶴榮修；(清) 林用霖續纂修	橋 十邑紳陶 一廷範建 一迴欄橋 一在一都 池村百念渡光緒年間 一里人陶鴻年數年 承祖父遺命 一 一重建 一有記 一藝	羅陽林氏望山堂	清光緒4年(1878)	Image+Text	Add
4	[雍正]秦州縣志十卷卷首一卷：10 / (清) 朱國源修；(清) 朱廷瑋纂	鎮東橋 在陽春門外石板窩 橋 明隆慶 四年造 洋洋橋 洋壽橋 知縣朱國源 修 下漆溪橋 在城東十五里許		清雍正7年(1729)	Image+Text	Add
5	[雍正]秦州縣志十卷卷首一卷：10 / (清) 朱國源修；(清) 朱廷瑋纂	有愷蓋所謂大書已盡而凡縷事弗之遺可 以觀政矣是故自斯橋之設也三魁有橋 泗 溪有橋 山澗幽僻之地與不有橋 四方之		清雍正7年(1729)	Image+Text	Add
6	[光緒]秦州分廳錄十二卷卷首一卷：13 / (清) 林鶴榮修；(清) 林用霖續纂修	橋 一在周邊 一水口 一峽嶼新橋 一同治八 年里 一人周鎮俱建 一赤巖前石橋 十邑 一 紳 一 一董國 一資建 一 大羅橋 一在	羅陽林氏望山堂	清光緒4年(1878)	Image+Text	Add
		往則不復觀 汪後壽至百餘歲無疾而終				

If you are logged in, you will see a popup that the title has been successfully added to your bookshelf.



To view your selected titles, go to the homepage or book catalog interface, click the **My Bookshelf** button, and the saved titles can be viewed.

Subjects 6582 results found

#	Title/Compiler	Print Type	Edition	Content Type	Add to My Bookshelf
1	吳縣城區附刊：1 / 翁增祥撰	鉛印本	民國20年(1931)	Image	Add
2	[廣慶]廣德縣志八卷：8 / (宋) 張異纂修	影印本	民國15年(1926)	Image+Text	Add
3	[廣慶]四明志二十一卷：21 / (宋) 胡矩修；(宋) 方萬里；(宋) 羅凌等纂	刻本	1950	Image	Add
4	[廣慶]四明志二十一卷：21 / (宋) 胡矩修；(宋) 方萬里；(宋) 羅凌等纂修	抄本	清	Image	Add

See the full list of selected titles:

Your bookshelf contains 9 title(s)

#	Title/Compiler	Edition Type	Time Period/Dynasty	Content Type	Date	Remove
1	[朝鮮國志]1\ (清) 佚名撰	抄本	民國間	Image (圖像+全文)	10/18/2017 7:53:20 AM	Remove 刪除
2	[道光]武進縣志重修十二卷·12\ [清]翟慎行修; [清]翟慎典纂	刻本	清道光11年(1831)	Image+Text (圖像+全文)	10/18/2017 7:53:38 AM	Remove 刪除
3	[道光]歙縣志十卷卷首一卷·11\ (清) 勞逢源修; (清) 沈伯業纂	刻本	清道光8年(1828)	Image (圖像+全文)	10/18/2017 7:53:41 AM	Remove 刪除
4	[道光]武進陽湖縣志三十六卷卷首一卷·37\ (清) 孫瑛, (清) 王德茂修; (清) 李兆溶, (清) 周儀建纂	刻本	清道光23年(1843)	Image (圖像+全文)	10/18/2017 7:53:44 AM	Remove 刪除
5	[崇禎]廬城縣志十六卷·16\ [明]宋祖法等修; [明]葉承宗等纂	刻本	明崇禎13年(1640)	Image+Text (圖像+全文)	10/18/2017 7:54:27 AM	Remove 刪除
6	[道光]新津縣志四十卷卷首一卷·41\ (清) 陳壽學修; (清) 葉芳模纂; (清) 鄭安仁續纂修	刻本	清道光19年(1839)	Image (圖像+全文)	10/18/2017 7:55:56 AM	Remove 刪除
7	[道光]新城縣志十八卷卷首一卷·19\ [清]李廷榮修; [清]王振鐸等纂	刻本	清道光18年(1838)	Image (圖像+全文)	10/18/2017 7:55:59 AM	Remove 刪除
8	[崇禎]長樂縣志十一卷·11\ (明) 夏允彝纂修	刻本	1994年	Image (圖像+全文)	5/16/2018 2:10:36 PM	Remove 刪除
9	[隋]四明志二十一卷·21\ (宋) 胡矩修; (宋) 方肇里, (宋) 羅安等纂	刻本	1950	Image (圖像+全文)	5/16/2018 2:10:45 PM	Remove 刪除

total 1 Page(s)

To remove the item, click **Remove** at the end of that item's row.

PLEASE NOTE: Only book titles are saved in the "My Bookshelf". If you are saving the book so that you can refer to a specific page, volume, or image, remember to make a note to yourself of the page number or volume. A specific page or image of content cannot be added to "My Bookshelf," even if you add it from the search results page.

Still have questions? For more assistance, please contact us at [online@eastview.com](mailto:online@eastview.com).

## Metadata Interface

To view the metadata of the book, go back to a search and find a title of interest. Go to the Title/Compiler column, point at the title itself and click.

The screenshot shows a search results table with 6582 results found. The table has columns for #, Title/Compiler, Print Type, Edition, Content Type, and Add to My Bookshelf. A red circle highlights the title '吳縣城區附刊：1 / 喬增祥撰' in the first row. A red arrow points from this title to a detailed view below. The detailed view shows the following metadata:

Title and Compiler:	吳縣城區附刊：1 / 喬增祥撰
Print Type:	鉛印本
Edition:	民國20年(1931)
Classification Number:	地220.177/942
Affiliated Subject(s):	江蘇

At the bottom of the detailed view, there is a 'Read' button circled in red. The footer of the interface reads '© 2018 East View Information Services'.

Click on the **Read** button to access the book graphic interface of the title.

## General Definition of Terms

Referring to the image above, the metadata terms may be defined as follows:

**Title/Compiler** - This column includes the title of the publication and the responsibility statement. The title of the publication often includes an initial reference to a time period in parentheses (reign period or Republican period) as well as the number or volumes in the title. The responsibility statement lists the individual(s) or group(s) involved in the production of the publication. This often includes a compiler and other individuals in the editorial team.

**Excerpts** - This column includes an excerpt of the full-text which includes the search term used.

**Content Type** - The columns reference whether the text is available as an image, or image plus full text.

**Print Type** - The production method of the digitized edition, for example hand-written transcript or lithograph.

**Edition** - This is information on the editions digitized for use in the CCG database.

## Other Helpful Resources

**Some Thoughts on Traditional Chinese Bibliographic Terminology**

<http://scholarsarchive.byu.edu/cgi/viewcontent.cgi?article=1733&context=jeal>

**Cataloging Guidelines for Creating Chinese Rare Book Records In Machine-Readable Form**

[http://www.eastasianlib.org/ctp/webinars/ChineseRareBook/CRBP\\_guidelines.pdf](http://www.eastasianlib.org/ctp/webinars/ChineseRareBook/CRBP_guidelines.pdf)

Still have questions? For more assistance, please contact us at [online@eastview.com](mailto:online@eastview.com).