

User's Guide/Help (June, 2026)

Please note that we have updated the WMR site, with slight changes in functionality and results. We will be updating the User's guide and ironing out other issues, as noted below, in the coming days.

The What Middletown Read search engine offers three different ways to search the records of the Muncie Public Library. An overview and instructions on how to operate each of them are included below. Please be aware that the original records upon which the database rests were at times inconsistent, with misspellings, incomplete entries, and other errors. Searches should be undertaken with that in mind.

To begin searching, select the Search Records link below.

Data Overview

Note that all project data is available on our [Github Repository](#).

Original Manuscripts

The database includes data collected from three interconnected sets of manuscripts as described below.

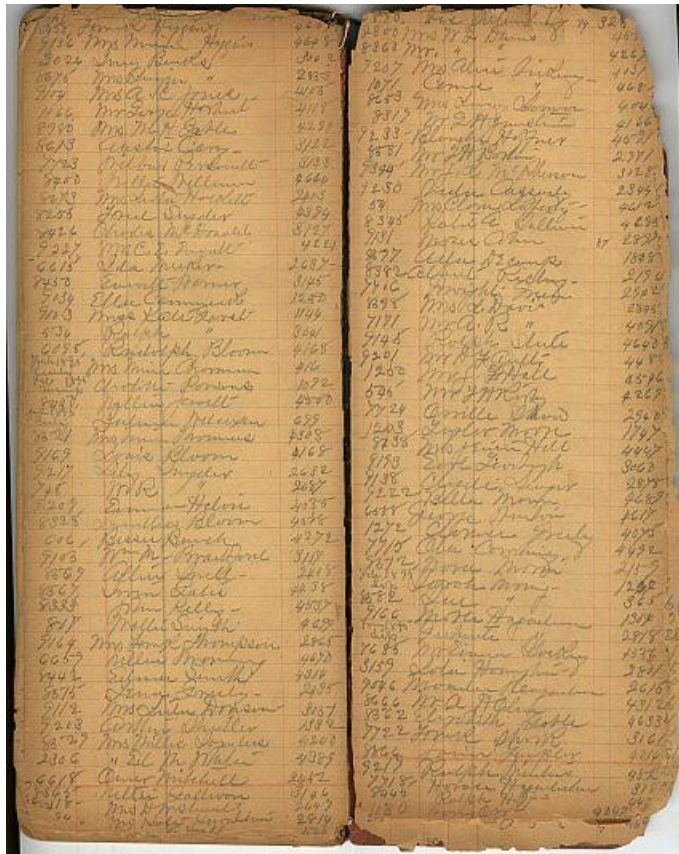
- **Books**

A two-volume Accession Catalogue ([example page](#)) includes every title (roughly 11,500) acquired and available for circulation in the library through 1902. Each record includes the consecutive number assigned to a book when it was acquired, along with the author's name and other bibliographic information.

- **Patrons**

Patron information is contained within a Register of Borrowers ([example page](#)) that lists every person (roughly 6,300) who joined the library from its founding in 1875 to 1902. Each record includes the consecutive number assigned to a patron, their name and address, and the name and address of their guarantor.

- **(Circulation) Transactions**



Finally, 25 ledgers (example page) record the each of the roughly 180,000 circulation transactions that tie together the library's borrowers and the books they selected. Each line in the ledger records the number of the chosen book, the name of the borrower, and a patron number (which did not always belong to the listed borrower--see 'borrowed cards' section).

Supplemental Information

In constructing the What Middletown Read database, we supplemented the original library records with external data.

- **Books**

Book records contain additional bibliographic information drawn from multiple sources, such as author pen names and standardized subject listings.

- **Patrons**

Patron records contain additional information derived from Muncie city directories, manuscript sources, and the 1900 U.S. census manuscript (the closest available) whenever possible.

This supplemental data makes it possible for users to conduct searches using demographic variables such as sex, race, and occupation or to formulate queries around bibliographic categories such author, publisher, or subject.

Viewing Original Source Materials

All of the search results in the What Middletown Read Database include links to the original records. Listed under the "Original Document" heading in the results tables, the "View Page" link for each record that opens a new browser window which displays a scanned version of the original MPL ledger page from which that record was retrieved. The original sources can also be accessed through Ball State University's Digital Media Repository [here](#).

Search Records

KEYWORD SEARCH
BASIC SEARCH
ADVANCED SEARCH

Search All Records

Enter a keyword to search across Patrons, Books, and Transactions

- Searches all database fields, not just displayed columns
- "Smith" → exact word only (finds Smith, not Smithson)
- Smith → partial match (finds Smith, Smithson, Blacksmith)

Include Non-Circulating Records

Book Results
 Patron Results
 Transaction Results

BOOKS (14) +

Filter Books Results:

Results per page: 10

Page 1 of 2

Book Query Results (Showing 1-10 of 14)

Acc. Date	Acc. Number	Original Document	Title	Author	Times Out
Nov. 10, 1898	12091	View Page	Following the Equator	Mark Twain	45
March 13th 1875	679	View Page	Autobiography & first romance	S. L. Clemens	4
March 13th 1875	1250	View Page	Innocents abroad	S. L. Clemens	93
July 27, 1894	8984	View Page	The American Claimant	Twain, Mark	82
Oct. 4, 1897	10532	View Page	Puddin' Head Wilson	Twain, _Mark_	78
May 12, 1900	11796	View Page	Adventures of Tom Sawyer	Twain, _Mark	71
Oct. 7, 1897	10556	View Page	Life on the Mississippi	Clemens, Sam'L	40
Aug 1st 1900	11953	View Page	The Man that Corrupted Hadleyburg &c.	Twain, _Mark	41
Dec 31	12622	View Page	Roughing It	Clemens, _ Sam'l L. (Mark Twain)	19
Oct 2, 1894	9175	View Page	Prince And Pauper	Twain, Mark	86

Anomalies—Gap in Records

There is one substantial gap in the available transaction manuscripts. The circulation ledgers that cover the period from May 28, 1892 to November 5, 1894 are missing. This gap encompasses a period in 1893 -1894 when the library was shuttered because of a smallpox epidemic in Muncie as well as a subsequent stretch when it did not permit books to circulate. It is possible that multiple ledgers covering this period were destroyed for fear that they could convey the smallpox infection.

Anomalies—Magazines

The Muncie Public Library subscribed to a number of popular magazines during the period covered by the What Middletown Read database. Patrons were permitted to borrow both individual issues and bound volumes of these periodicals. Individual issues of magazines did not have accession numbers (which were only assigned after a magazine was bound at a later date).

To record transactions involving unbound magazines, library staff simply wrote the title and issue date in the circulation ledgers (e.g "Scribners, Oct. 1895"). A search for a magazine title in the transaction comments field using the Advanced Search tool may produce additional circulation transactions involving that periodical.

To make these transactions searchable, we have assigned the accession number of the bound volume that includes the relevant issue whenever possible. However, it was not possible to document every circulation transaction involving a magazine in this fashion. The titles listed in some transaction records were illegible. Others listed issues or titles that were not bound during the period covered by available transaction records, and thus have no accession number available. Whenever a patron borrowed a single, unbound issue of a magazine, the issue date listed in the circulation ledger is recorded in the comments section included in the transaction search results.

Transaction Query Results (Showing 51-60 of 420)

Transaction Date	Original Document	Acc. #	Title	Borrower Name	Pat. #	Listed Patron Name	Transaction Comments
1894-11-30	View Page	8606	Scribners Magazine	Mark Carvel	2533	Mark Carvel	-
1894-12-11	View Page	7285	Scribner's Monthly	Mark Carvel	2533	Mark Carvel	-
1895-01-03	View Page	3587	Scribner's Monthly	Mr Isaac Spence	4583	Isaac Spence	-
1895-01-07	View Page	8607	Scribners Magazine	Mr E. L. Boyce	4831	Eugene Boyce	-
1895-01-30	View Page	10037	Scribners Magazine	J. A. Stephens	4307	J. Stephens	"Jan 1895 Scribner" listed as book ID
1895-02-07	View Page	10037	Scribners Magazine	John Turicchi	2612	John Turicchi	"Jan 1895 Scribner" listed as book ID
1895-02-09	View Page	8607	Scribners Magazine	Herbert Maddy	1494	Herbert Maddy	fixed patron number (orig. 1492)
1895-02-11	View Page	10037	Scribners Magazine	Mrs M. S. Claypool	76	Sarah McConnell	"Jan 1895 Scribner" listed as book ID
1895-02-15	View Page	10037	Scribners Magazine	Nannie Bloss	2246	Nannie Bloss	"Jan 1895 Scribner" listed as book ID
1895-02-16	View Page	8607	Scribners Magazine	Katie Fay	2647	Katie Fay	-

Anomalies—"Borrowed" Cards

When loaning materials, Muncie Public Library staff recorded the name of the borrower and a patron number, a phenomenon that we call a "borrowed card." In some instances, the borrower used a patron number that belonged to another person, evidently with the approval of the library staff. To address this issue, transactions results include both the name of the borrower ("Borrower Name") and the name associated with the patron number ("Listed Patron Name").

Comparing the "Borrower Name" field with the "Listed Patron Name" field can help users verify instances of actual "borrowed cards" as well as instances of variations on the same name (such as initials or abbreviations), misspellings, and transcription errors.

Download Results
 Book Results
 Patron Results
 Transaction Results

BOOKS (6040) -

PATRONS (1) +

TRANSACTIONS (12) +

Filter Transactions Results: Filter Clear Filter

Results per page: 10 ▼ 1 2 Next → Last → Page 1 of 2

Transaction Query Results (Showing 1-10 of 12)

Transaction Date	Original Document	Acc. #	Title	Borrower Name	Pat. #	Listed Patron Name	Transaction Comments
1897-03-01	View Page	8350	Castle Hohenwald	Mrs. Frank Claypool	78	Kate Wilson	'(KW)' written after patron name.
1897-03-03	View Page	1659	Harpers monthly magazine	A. C. Stouder	78	Kate Wilson	(K. W.) written after patron name.
1897-03-10	View Page	9039	Kidnapped	Walt N. Whiteley	78	Kate Wilson	'72' and '(KW)' written after patron name.
1897-03-11	View Page	9039	Kidnapped	W. N. Wildsey	78	Kate Wilson	(KW) written after patron name.

SEARCHING

Circulating & Non-Circulating Records

Search Records

KEYWORD SEARCH BASIC SEARCH ADVANCED SEARCH

Search All Records

Enter a keyword to search across Patrons, Books, and Transactions

Enter search keyword... Search All

Include Non-Circulating Records

- Searches all database fields, not just displayed columns
- "Smith" → exact word only (finds Smith, not Smithson)
- Smith → partial match (finds Smith, Smithson, Blacksmith)

The What Middletown Read database includes the records of books that never circulated and patrons who did not check out books during the period covered by the circulation records (1891-1892, 1894-1902). The default setting for searches produces results that include only those books that circulated and/or those patrons who checked out a book. If you wish to include the records of non-circulating books or inactive patrons in a search, check the "Include Non-Circulating Records" box next to the "Find Records" button.

How To: Keyword Search

Search Records

KEYWORD SEARCH BASIC SEARCH ADVANCED SEARCH

Search All Records

Enter a keyword to search across Patrons, Books, and Transactions

Twain Search All

Include Non-Circulating Records

- Searches all database fields, not just displayed columns
- "Smith" → exact word only (finds Smith, not Smithson)
- Smith → partial match (finds Smith, Smithson, Blacksmith)

The first tab for the What Middletown Read search engine offers users a simple keyword search. This allows users to search the entire database for a particular name (e.g. Twain or Thomas) or an exact word (e.g. "Encyclopedia" or "England"). The results will include any book, patron, or circulation transaction record that includes the search term(s). These results will appear at the bottom of the page in three sections: "Book", "Patron", and "Transaction". Click on a tab to review results (see the "Understanding Search Results" section for more detail on how to access and interpret search results.) Note that you can search for an exact term by using quotation marks around it (e.g. "Smith"). Without the quotation marks, a search for the term Smith would yield results for any record containing the letter sequence s-m-i-t-h (e.g. "Smithsonian"). For more precise searching, use the Basic or Advanced search tools described below.

How To: Basic Search

The second tab of the What Middletown Read search engine opens the Basic Search function. It allows users to make searches using multiple terms (drawn from a specific set of fields) and to limit searches by the dates of transactions. Users can fill in any combination and number of fields to conduct a

search. When appropriate, a dropdown menu will be provided to display available options. In other cases, suggested entries drawn from the data will appear as the user begins typing.

In performing a search for white women reading books by Stephen Crane, the following would be required:

- the 'Author/Contributor' field contains "Crane" (or "Stephen Crane" or "Crane, Stephen)--Suggested values will appear as you type.
- "White" option selected in the 'Race' field dropdown.
- "Female" option selected in the 'Sex' field dropdown.

To limit that search to circulation transactions which took place between July and December of 1899, fill in the requisite dates in the Transactions section. Note that such a search would only yield records for borrowers for whom we have the necessary demographic data.

How To: Advanced Search

The third tab of the What Middletown Read search engine opens the Advanced Search function. It allows users to complete searches using

any combination of terms across all parts of the database. Proceeding left to right, the steps to an Advanced Search are as follows:

1. **Where to Look? – 'Search In'**

Specify which record group to search. Available choices are 'Books', 'Patrons', and 'Transactions'.

2. Which Field? – 'For'

Specify which field within the given record group to search. Available options will vary based on the value specified in 'Search In' section. Searching for All Book Fields, for instance, would produce results that include the term search for in any part of the book record.

3. How to Match – 'With' This field allows you to specify how your terms are matched. The choices are as follows:

a. All of the Words

All terms specified in the 'Word(s) or Phrase' section must be present within the given 'For' field. The majority of web search engines use this behavior by default.

b. Any of the Words

At least one of the terms specified in the 'Word(s) or Phrase' section must be matched within the given 'For' field. This is the most generous matching option and can be useful for tracking down particularly elusive records.

c. Exact Phrase

Must contain the terms entered in the 'Word(s) or Phrase' section exactly as entered within the given 'For' field. This is the most stringent matching option which should only be used when certain of the term(s) being specified.

d. None of the Words

The term(s) specified in the 'Word(s) or Phrase' section must *not* be present within the given 'For' field. This option is particularly useful for weeding out unwanted results.

Note that certain fields, such as dates and numbers, may not require a matching option. If a matching option is not required for a particular search, it will not display on the screen for the given row.

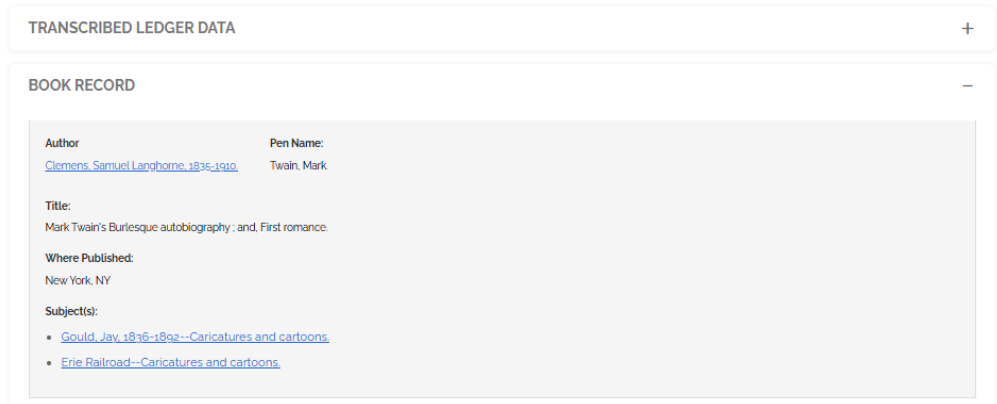
4. Term(s) – 'Word(s) or Phrase', Others

The final column in an advanced search allows users to specify the terms they wish to for which they wish to search within the database. Searches within date or numerical fields will present two input areas allowing for ranged searching. When possible, dropdown menus containing existing terms are provided. For fields with typing input, suggestions will appear as you start typing.

Repeat these steps for each term to be added to your search. One may currently combine up to 10 terms, from any variety of fields and sources, per advanced search. To display additional fields for searching, click on the 'More Fields' button. Clicking on 'Less Fields' will likewise reduce the` number of terms in your search.

Search Tips: Subject Search (note: Subject Search currently under repair)

Individual book records include Library of Congress subject headings, which appear as live links. Users can simply click on the subject



The screenshot shows a web interface for a book record. At the top, there is a header "TRANSCRIBED LEDGER DATA" with a plus sign on the right. Below it is a section titled "BOOK RECORD" with a minus sign on the right. The record details are as follows:

Author	Pen Name:
Clemens, Samuel Langhorne, 1835-1910.	Twain, Mark
Title:	
Mark Twain's Burlesque autobiography; and, First romance.	
Where Published:	
New York, NY	
Subject(s):	
<ul style="list-style-type: none">Gould, Jay, 1836-1892--Caricatures and cartoons.Erie Railroad--Caricatures and cartoons.	

heading to execute a search for all records that involve books that include that subject heading in their records. Results will include all such books, as well as the patrons who checked them out and the circulation transactions involved. It is also possible to execute a subject search by using the subject search fields available in both the basic and advanced search pages.

Search Tips: Search By Occupation Classification

Search Records

KEYWORD SEARCH BASIC SEARCH ADVANCED SEARCH

Search In: For: With: Word(s) or Phrase

Books (All Book Fields) All of the Words Enter search term..

Patrons Occupation Classification -- Select --

Transactions (All Trans. Fields) All of the Words Enter search term..

+ More Fields Find Records! Clear Form Include Non-Circulating Records

The WMR database offers users the opportunity to employ two levels of occupation groupings when searching the MPL records. Project staff classified the occupational listings for 2,580 library patrons. To do so they employed the scale first developed by Alba Edwards. [See Alba M. Edwards, "A Social Economic Grouping of the Gainful Workers of the United States," *Journal of the American Statistical Association* 27 (1933).] This scheme, which has been adopted and modified by a succession of scholars, remains a useful tool for grouping late nineteenth and early twentieth century occupations. This breakdown simply splits occupations into blue collar and white collar sets. A second, more expansive system further breaks down occupations into 5 groupings: High White Collar, Low White Collar, Skilled, Semi-Skilled/Service, and Unskilled/Menial Service. The option to search these classifications is presented in both the 'Basic' and 'Advanced' search forms under the 'Occupation Classification' field. In both cases, drop down menus with available options are provided for user convenience.

Other Search Tips

Foreign Born/U.S. Born Searching

To find all individuals born outside of the U.S. input 'Foreign Born' into any birthplace search field—'Birthplace' in 'Basic' search, and 'Place of Birth' in 'Advanced' search. Likewise, to find all U.S. nationals input 'U.S. Born' into any birthplace search field. **[Note: this feature is currently disabled and under repair.]**

Browsing

- **Books/Patrons**— To browse through book or patron records, go to the 'Advanced' search form and input a range for the record's respective identifier—'Accession Number' for books, and 'Patron Number' for patrons. Approximate valid ranges are: 1–15,000 for Accession Number and 1–6500 for Patron Number.
- **Transactions**— To browse through available transaction records, go to the 'Basic' or 'Advanced' search form and input a date range for the 'Transaction Date' field. This will display all available transactions for the specified time period.

UNDERSTANDING RESULTS

Viewing/Downloading Results

Display

After a search query is submitted results will appear as a list of tabs at the bottom of the page, divided into following three categories: Books, Patrons, and (circulation) Transactions. Each result tab will list the type of result (ex: 'Book') along with the number of results within them listed in parentheses. Click on each tab to view the corresponding records produced by a search query. These results can be downloaded for further analysis with spreadsheet programs such as Excel or statistical software packages such as SPSS. See the instructions below.

Search All Records

Enter a keyword to search across Patrons, Books, and Transactions

Alger, Horatio

Include Non-Circulating Records

Book Results Patron Results Transaction Results

- Searches all database fields, not just displayed columns
- "Smith" → exact word only (finds Smith, not Smithson)
- Smith → partial match (finds Smith, Smithson, Blacksmith)

BOOKS (56) +

Filter Books Results:

Results per page: 10 Page 1 of 6

Book Query Results (Showing 1-10 of 56)

Acc. Date	Acc. Number	Original Document	Title	Author	Times Out
March 13th 1875	568	View Page	Ragged Dick	Horatio Alger	23
March 13th 1875	566	View Page	Strong & steady	Horatio Alger	1
March 13th 1875	574	View Page	Tattered Tom	Horatio Alger Jr.	1
Sept. 2, 1897	10430	View Page	Dan, the Newsboy	Alger, _H_ Jr.	130
Feb 5 1900	11460	View Page	Dan, the Newsboy	Alger, _H_ Jr.	108
Feb. 20, 1900	11477	View Page	Rupert's Ambition	Alger, _Horatio Jr.	85
Dec 30 11891	7719	View Page	Tattered Tom 1st Series - Paul, the Peddler	Horatio Alger	198
Dec 30 11891	7720	View Page	Tattered Tom 1st Series - Tattered Tom	Horatio Alger	286
Dec 30 11891	7721	View Page	Tattered Tom 1st Series - Phil the Fiddler	Horatio Alger	270
Dec 30 11891	7722	View Page	Tattered Tom 1st Series - Slow And Sure	Horatio Alger	264

This image highlights some of the features available including: 1. Downloading Results, 2. Filtering, 3. Original Document Links, 3. Sorting, and 4. Pagination

Features:

1. Downloading Results

To download search results to a spreadsheet-friendly format (.CSV), select the results you wish to download by checking the boxes corresponding to each result type at the top of the results section--all results are selected by default. After selecting the results to download, click the 'Download Results' button to begin your download. Results will be downloaded in their original sorting order.

NOTE: Large result sets may take some time to download. Allow time for the download to complete before clicking the 'Download Results' button again.

2. Filtering

Users can filter all search results. To do so, enter the desired search terms (words or numbers) in the "Search" field in the upper right hand of the results display. Only those results which contain the desired term(s) will be displayed in the tabulated results.

3. Original Document Links

All results entries include a "View Page" link that leads to a scanned version of the page within the original document from which the corresponding record's information was drawn.

4. Sorting

Each type of result has a default sorting order, which can be altered at will. To sort on a single field, click at the top of a column (near the field's name--ex: Accession Date). The first click will result in an ascending sort. Clicking again will result in a descending sort. If uncertain of current sort settings, examine the directional arrows beside each field name. To sort on multiple columns, hold down the shift key as you click on each column you wish to sort by. The same rules for ascending/descending order apply.

5. Handling Large Result Sets (Pagination)

Each result set also has the option of setting how many results are displayed at any given time. One may display 10, 25, 50, or 100 results at once. The default is 10 entries per 'page'. Results larger than the current display limit are split into 'pages'. To navigate among pages, use the navigation buttons at the lower right corner of each result set. Text in the lower left will indicate your current location within the list of results.

Interpreting Book Results

The first results tab, labeled "Book", displays the list of book records corresponding to the query submitted. The columns for book results are as follows:

Accession Date

The date the book was first placed into circulation.

Acc. # (Accession Number)

The reference number assigned to the item by library staff.

Original Document

Link to original source material as mentioned in 'Viewing Results' section.

Title

The title of the work. A standardized version of the title is displayed when possible.

Author

The name of the author of the work. A standardized version of the author's name is displayed when possible, as well as any pseudonyms.

Times Out

The number of occurrences in which the given work was loaned to a patron.

Clicking on the 'Acc. #' or 'Title' columns will open the full record for the corresponding entry in a new browser window. See the 'Viewing Individual Records' section for more information.

For information on result features such as filtering and sorting, see the 'Viewing Results' section above.

Interpreting Patron Results

The screenshot shows a search interface with the following elements:

- Search tabs: KEYWORD SEARCH, BASIC SEARCH, ADVANCED SEARCH
- Search input: "clermonts" with "Search All" and "Clear" buttons.
- Options: "Include Non-Circulating Records" (unchecked), "Download Results" button, and checkboxes for "Book Results", "Patron Results", and "Transaction Results" (all checked).
- Help text: "Searches all database fields, not just displayed columns", "Smith" -> exact word only (finds Smith, not Smalltown), "smith" -> partial match (finds Smith, Smalltown, Blacksmith)
- Filter Books Results: "Enter filter term..." with "Filter" and "Clear Filter" buttons.
- Results per page: 10 (dropdown), "1" (selected), "Next", "Last", "Page 1 of 2"
- Table: Book Query Results (Showing 1-10 of 14)

Acc. Date	Acc. Number	Original Document	Title	Author	Times Out
Nov. 28. 1898	1209	View Page	Following the Equator	Mark Twain	45
March 13th 1899	679	View Page	Autobiography & first romance	S.L. Clemens	4
March 13th 1895	1250	View Page	Innocents abroad	S. L. Clemens	93
July 27. 1894	8984	View Page	The American Claimant	Twain, Mark	82
Oct. 4. 1897	10532	View Page	Puddin' Head Wilson	Twain, _Mark_	78
May 22. 1900	12095	View Page	Adventures of Tom Sawyer	Twain, _Mark	71
Oct. 7. 1897	10558	View Page	Life on the Mississippi	Clemens, Sam'L	49
Aug 1st 1900	11663	View Page	The Men that Compeled Hadalyburg &c	Twain, _Mark	41
Dec. 31	12622	View Page	Roughing It	Clemens, _ Sam'L L. (Mark Twain)	93
Oct. 2. 1894	9275	View Page	Prince and Pauper	Twain, Mark	86

Below the table are sections for PATRONS (0/8) and TRANSACTIONS (8/8), each with a "+" icon.

The second results tab, labeled 'Patron', links to the list of library patrons corresponding to the search query submitted. The columns for patron results are as follows:

Patron #

The reference number assigned to the patron by the Muncie Public Library.

Original Document

Link to original source material as mentioned in 'Viewing Results' section.

Date Joined

The date the patron originally became a member of the library.

Name

The name of the patron. A standardized version of the name is displayed when possible.

Residence

The address where the patron resided.

Clicking on links under the 'Patron #' or 'Name' columns will open the full record for the corresponding entry in a new browser window.

For information on result table features such as filtering and sorting, see the 'Viewing Results' section above.

Interpreting (Circulation) Transaction Results

The screenshot shows a web interface for searching records. At the top, there are tabs for 'KEYWORD SEARCH', 'BASIC SEARCH', and 'ADVANCED SEARCH'. Below these is a search box with a 'Search All' button and a 'Clear' button. A 'Download Results' button is also present. There are checkboxes for 'Include Non-Circulating Records', 'Book Results', 'Patron Results', and 'Transaction Results'. A 'Filter Patron Results' section includes a text input for filter terms and 'Filter' and 'Clear Filter' buttons. Below this, it shows 'Show: 10 entries' and navigation buttons for '1', '2', '3', 'Next', and 'Last'. The main content is a table titled 'Patron Query Results (Showing 1-10 of 98)'. The table has five columns: 'Patron #', 'Original Document', 'Date Joined', 'Name', and 'Residence'. The data rows are as follows:

Patron #	Original Document	Date Joined	Name	Residence
80	View Page	1875-05-05	Clayton Reid	E. Adams St.
175	View Page	1875-07-24	Frank Everett	W. Jackson St.
320	View Page	1875-02-02	Joshua C Bacon	Adams St.
458	View Page	1886-01-17	C R Flammng	East Jackson
247	View Page	1887-05-05	Minam Case	South Liberty
2430	View Page	1887-10-01	Ola Emerson	303 East Jackson
2577	View Page	1889-10-30	Carrie Floyd	Kilgore Avenue
2707	View Page	1890-10-15	Norwood Carnes	s Kilgore Ave
2714	View Page	1890-10-27	Willbur Sutton	West Gilbert
2771	View Page	1891-01-10	Arthur Leonard	501 Robert st.

At the bottom of the interface, there is a 'TRANSACTIONS (878)' section with a plus sign.

The third results tab, labeled "Transaction", lists the circulation transactions corresponding to the search query submitted. The columns for transaction results are as follows:

Transaction Date

The date on which the specified book was loaned to the listed patron.

Original Document

Link to original source material as mentioned in 'Viewing Results' section.

Acc # (Accession Number)

The assigned reference number of the book which was loaned out for circulation.

Title

The title listed for the book, based on listed accession number.

Borrower Name

The name provided to library staff by the patron for checking out materials.

Pat # (Patron Number)

The number provided to library staff by the patron for checking out materials.

Listed Patron Name

The actual name listed under the provided patron number. Useful for determining instances of 'borrowed cards' (see Data Overview: "Borrowed Cards").

Transaction Comments

Comments regarding the entry in the ledger, such as notes on handwriting interpretation or notes left by library staff in original document.

Due to their nature, no individual record view is available for transactions. Clicking on the 'Acc #' or 'Title' will lead you to that book's full record. Clicking on the 'Pat #' or 'Listed Patron Name' will likewise lead you to that patron's full record.

For information on result features such as filtering and sorting, see the 'Viewing Results' section above.

The screenshot shows the 'Search Records' interface with a search bar and filters. Below the search bar, there are three tabs: 'BOOKS', 'ISSUES', and 'TRANSACTIONS'. The 'TRANSACTIONS' tab is selected. Below the tabs, there is a search bar for 'Filter Transactions Results' and a 'Filter' button. The results are displayed in a table with the following columns: Transaction Date, Original Document, Acc #, Title, Borrower Name, Pat #, Listed Patron Name, and Transaction Comments. The table shows 10 rows of data, with the first row having a 'View Page' link next to the 'Original Document' column.

Transaction Date	Original Document	Acc #	Title	Borrower Name	Pat #	Listed Patron Name	Transaction Comments
1899-01-10	View Page	1006	Following the Equator	Mark Richards	4162	S Richards	-
1899-01-17	View Page	1006	Following the Equator	Garret Plak/ner	4300	Gar Plak/ner	-
1899-01-13	View Page	1006	Following the Equator	Mr. E. Seabrook	3445	E. Seabrook	Book 1006 checked out on some-day, records transactions recorded
1899-01-17	View Page	1006	Following the Equator	Mr. E. Seabrook	3445	E. Seabrook	-
1899-01-14	View Page	1006	Following the Equator	A.H. Orr	4348	A. Orr	** needed next to patron's name
1899-01-14	View Page	1006	Following the Equator	J.E. Ludlow	1141	Jae Ludlow	-
1899-01-08	View Page	1006	Following the Equator	S.B. Tyler	361	Alva Tyler	-
1899-01-05	View Page	1006	Following the Equator	Hilda Hovey	4802	Hilda Daniel	-
1899-01-05	View Page	1006	Following the Equator	D.K. Freeman	3005	D. Freeman	-
1899-01-10	View Page	1006	Following the Equator	D.K. Freeman	3005	D. Freeman	-

VIEWING RECORDS

Book Records

Individual book records include three sets of data, presented in three tabs. The first, "Transcribed Ledger Data", opens to present the information included in the Accession Catalogue for that title. The second tab, "Book Record," opens to present information drawn from publicly available bibliographic records

Accession # 679	Title: Autobiography & first romance	Author: S.L. Clemens	Original Source: View Page
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TRANSCRIBED LEDGER DATA +

BOOK RECORD -

Author Clemens, Samuel Langhorne, 1835-1910	Pen Name: Twain, Mark
Title: Mark Twain's Burlesque autobiography; and, First romance	
Where Published: New York, NY	
Subject(s):	
<ul style="list-style-type: none"> Gould, Jay, 1836-1892--Caricatures and cartoons Erie Railroad--Caricatures and cartoons 	

TRANSACTION HISTORY (4) +

available through the Library of Congress and other sources. Whenever possible, this section lists information about the exact version of the book or magazine that was held in the Muncie Public Library collection. The third and final tab, "Transaction History," presents the circulation data for the title in question.

Patron Records

Individual patron records are divided into three sets of data, contained within three tabs. The first, Transcribed Ledger Data, opens to present the information included in the Book Borrowers Register for that patron. The second tab, "Supplemental Data," opens to a section that includes information drawn from City

Patron # 80	Patron Name: Reid, Clayton	Original Source: View Page
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TRANSCRIBED LEDGER DATA +

SUPPLEMENTAL DATA -

City Directory	
Address se cor Adams and Hackley	Directory Year 1881-1882
Background Information	
Sex Male	

TRANSACTION HISTORY (55) +

Directories and the 1900 U.S. Census manuscript, whenever such information was available. The final section, Transaction History, includes all of the circulation transactions involving the patron (or patron number) in question.

(Circulation) Transaction Records

Due to the cumulative nature of transaction records, no individual record view is available. All available information for a given transaction record is listed in the transaction search results. For further information on the title or patron involved, click on their respective links within the transaction results table.