## **How to find Royal College of Nursing Fellows**

This document is intended as a quick guide to finding information about RCN Fellows and Honorary Fellows, but it can be used to find any biographical information on the RCN archive catalogue.

You can find out more about what an RCN Fellowship is at UK; Royal College of Nursing Fellowship; 1976-; Award (epexio.com)

You can find out more about what an RCN Honorary Fellowship is at UK; Royal College of Nursing Honorary Fellowship; 1976-; Award (epexio.com)

## **How to find Fellows**

On the main search screen at RCN archive Catalogue (epexio.com) enter 'FRCN' and either click the magnifying glass or press return on your keyboard.

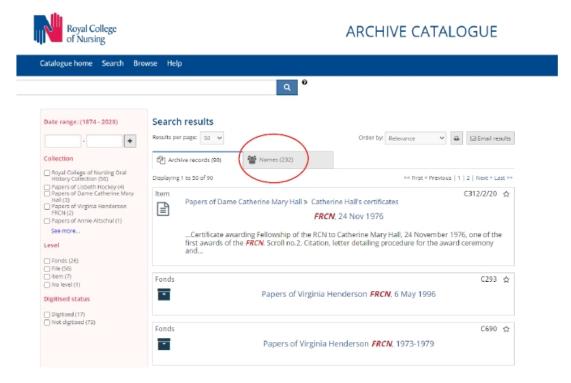


## ARCHIVE CATALOGUE

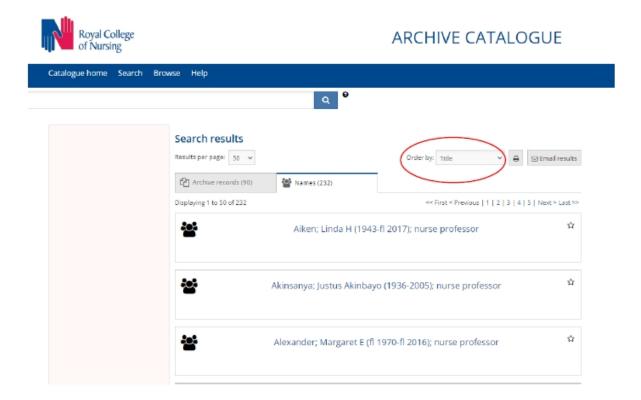




On the search results page which comes up you will see the archive records first. Choose the 'Names' tab to change this to the biographical records in the catalogue.



On the 'Names' tab page you can sort the search results alphabetically by surname. Select 'Title' from the dropdown menu in the box 'Order by:'



You can narrow the search results by adding a nursing specialism to your initial search on the home page. For example, 'FRCN' and 'community'. No

additional words are required. If the term you have used appears in the record, the search results will show it. If you do not find what you need, try a different term – perhaps a historical term.



You can also search using a combination of 'FRCN' and a geographical area. For example, 'FRCN Wales'. Results are dependent on what information is contained in the record.

Searching 'FRCN' will also bring up Honorary Fellows as the award is abbreviated to 'FRCN(Hon)' in the record. Not all Honorary Fellows are in the catalogue.

Please note that searching using the words 'fellow' or 'fellowship' will produce much wider results from the biographical records in the catalogue, including non-RCN awards.

## Search results: what am I looking at?

When you run a catalogue search you will find two types of record: Names and Archive records. They have separate tabs (see image above). All RCN Fellows have Name records but only a few have Archive records.

Archives around the world share data in standardised formats according to agreed archival rules or conventions. Your search results display Names records in the standard archival format for recording information about people.

The fields displayed are: surname, forenames, dates of existence, epithet, biography, published works, sources and rules/conventions. Occasionally title is included, e.g. Baroness. Most are self-explanatory but some have specific uses.

**Dates of existence** are dependent on what information we have, for example a date of birth. Sources for creating the record must be verified. This can be done through direct contact with the subject of the record, but sometimes this is not possible, and we will work from their archive collection and online information instead.

If we only know a birth date, it will appear as a year with a *b* in front of it. If we only know the death date, it will appear as a year with a *d* in front of it. If we know both you will see a *year-year* date.

A living individual will not have a closed *year-year* date or a *d year* date.

Often the research into an individual provides active dates, but no birth date. In describing the dates in which an individual is active in their field, the term *floruit* is used, abbreviated to *fl*. Floruit is the equivalent of 'circa'.

Examples: b 1923, d 1986, 1930-2001, fl 1970-2010

You will find further information with associated dates in the biography field which should add context.

Unlike Names records, Archive records start with 'Papers of..' or 'Interview with..' before giving the individual's name. The dates in these refer to the content of the collection, not the individual.

**Epithet** is a field containing a simple word or phrase which explains why this individual is in our records. It is what they are best known for professionally and may not be an accurate current description. All RCN epithets should contain the word *nurse* in some context, and commonly combine this with, educator, author, leader, professor etc.

Further context is available in the biography, but if you are reading through search result lists it is quicker to use the epithet. The epithet will appear as part of the name in union catalogues from many archive services. This ensures that researchers can easily find Jane Smith, Nurse rather than Jane Smith, Scientist and be directed to the right archive service.

The **biography** field has a prescribed format which aims to be objective and short. This includes an introductory line with the full name and dates followed by honours and awards; a brief description of the individual's professional activity including education, key posts and achievements, awards and honours. It is only relevant to include personal detail if it helps describe professional impact, for example if the field an individual works is relevant to a personal characteristic.

**Sources** are generally archival, personal or from the internet, but must be verified.

The RCN Archive catalogue follows the International Standard Archival Authority Record for Corporate Bodies, Persons and Families (ISAAR(CPF)) **rules/conventions** (as mentioned above). The archive team create the records using the National Council on Archives, Rules for the Construction of Personal, Place and Corporate Names, 1997 guidelines.