**HOW TO USE THE DATABASE**

Users can use the following categories to search and filter the narrative responses on the database.

**MO Code**

This is the unique alpha-numerical number given to every Mass-Observation correspondent. Those depositing 12th May diaries or submissions to the Open Call do not have a number.

**Type of submission**

Submissions included in this database are in the form of 12 May diaries, Directive responses, and responses to MO’s COVID-19 Open Call.

See ‘Background Information’ for further details on the different types of submission.

**Type of collection**

This allows the user to filter by collection title; e.g. Directive title or 12 May diary.

**Biographical information**

Users can search by key biographical data (where this information has been provided by the writer):

· Gender

· Birth cohort

· Relationship status

· Region

· Occupation

· Employment status

· Sexuality

· Religion

· Disability

Please note that search results for 12th May responses and Open Call submissions cannot be filtered by sexuality, religion or disability.

**Keyword**

The material in the COVID-19 collection has been catalogued using a list of keywords created as part of the project.

These keywords have been selected to reflect terms and concepts that had arisen over the course of the pandemic, and also to capture other subjects covered in Directive and 12th May Diary responses. They are a combination of terms taken from: HASSET (the Humanities and Social Science Electronic Thesaurus); FAST (Faceted Application of Subject Terminology) derived from the Library of Congress Subject Headings (LCSH); bespoke terms, including those related to COVID-19.

**Full text search**

The database can be used to search the full text of most narratives on the resource. This search box searches .txt files of the narrative responses. These files were created through two methods. The text files of word-processed responses were created through an automatic process using Adobe. Transcriptions were made of handwritten responses. Due to the amount of time it takes to transcribe material, there are gaps in the transcriptions which will affect full-text searching. Work continues to