China Comprehensive Gazetteers
中国综合方志库 | 中國綜合方志庫

User Guide
January 2019

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www.eastview.com

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 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.

China Comprehensive Gazetteers
中国综合方志库 | 中國綜合方誌庫

English | 繁体中文
East View
Your IP Address: 10.100.4.45
Login   Register

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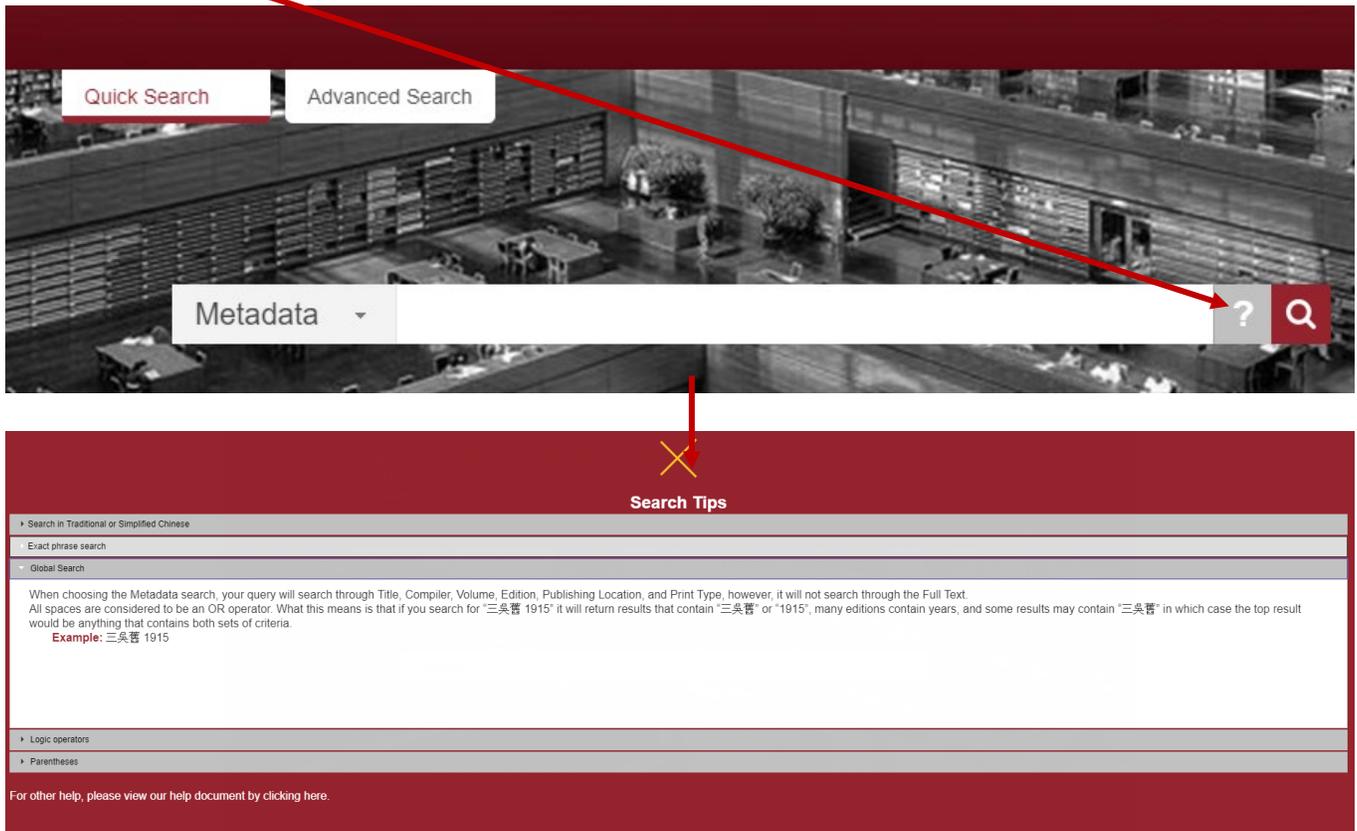
For example: Entering the simplified character 东 [East] will automatically bring up the traditional character 東.

| 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]鹿炎武撰	刻本	清光緒8年(1882)	
5	潛上南川都壹浦河工案牘：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 / 李光鄴撰	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.

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.

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.
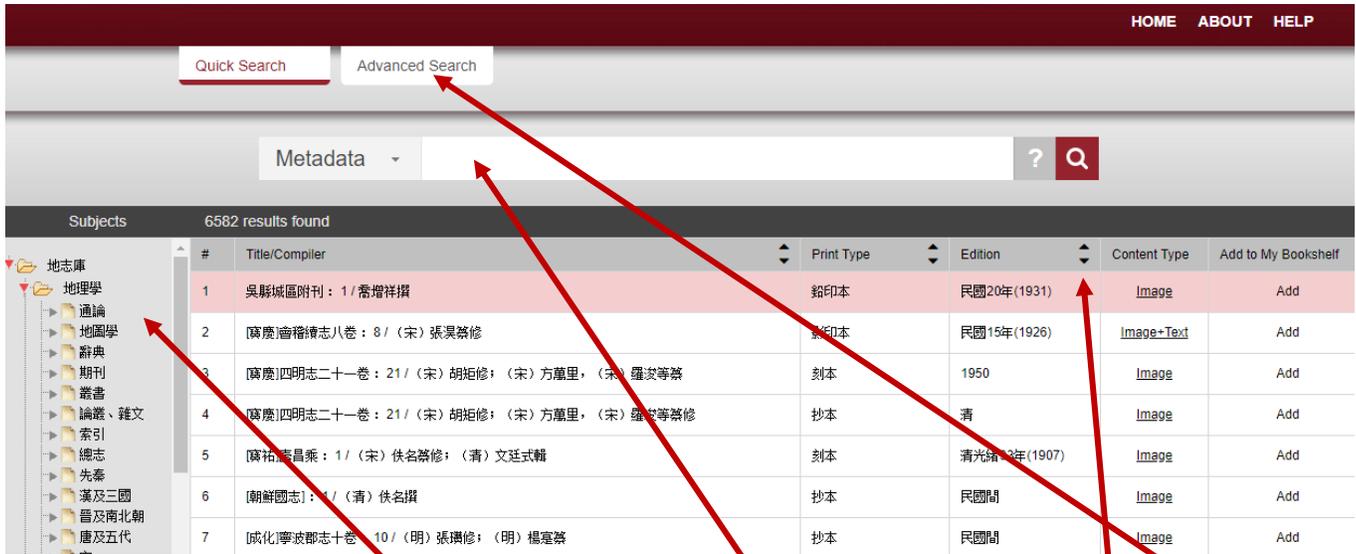
Leave this field blank, then choose the Search button (magnifying glass icon).
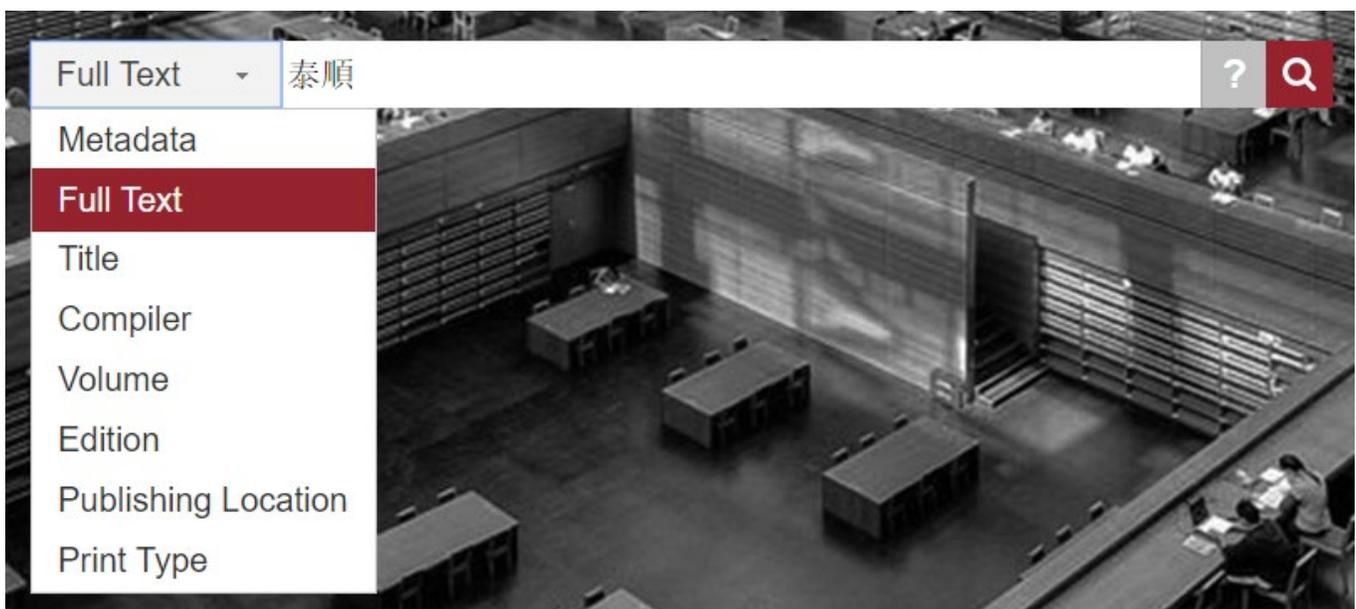
Your result will look like this.

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.

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

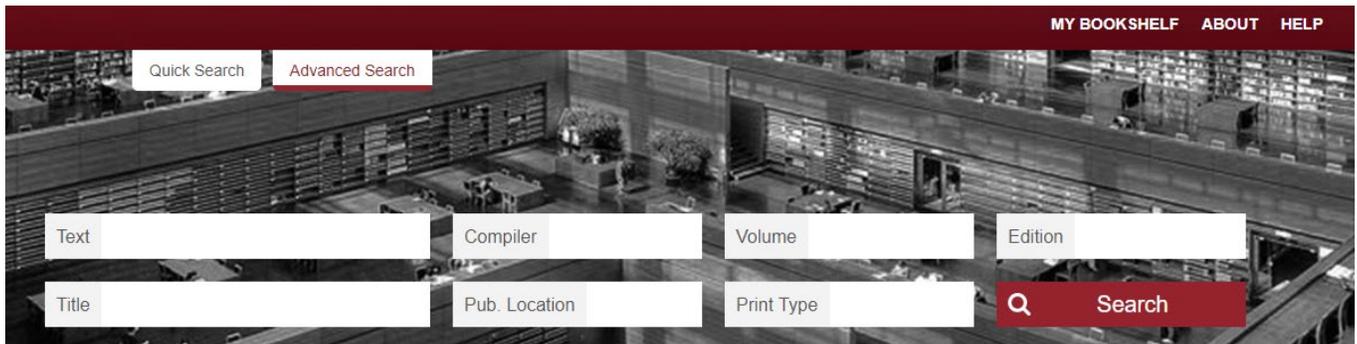Answer to Task 1: Searching in the Title field is more efficient. We can also see that a local gazetteer of Taishun County might not be named 泰順縣志 [local gazetteer of Taishun County], so a better choice for the keyword would be 泰順/泰□ [Taishun], rather than 泰順縣/泰□□ [Taishun County].

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.
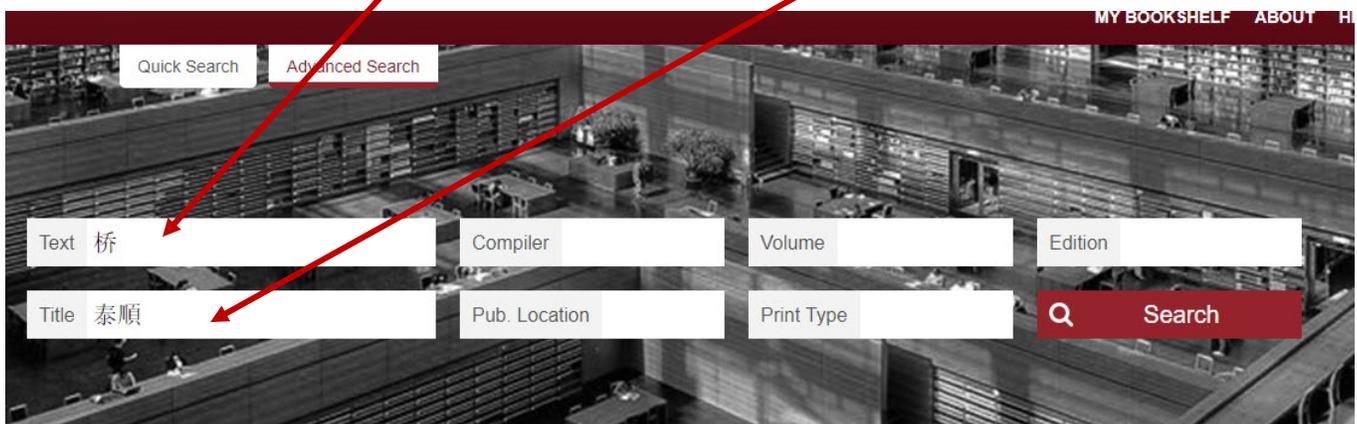

Within the search fields, input your keywords, and click the Search button. As with the Quick Search, if there is no content entered into the search fields, your search result will show all titles found in CCG.

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 □ [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.

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.

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.

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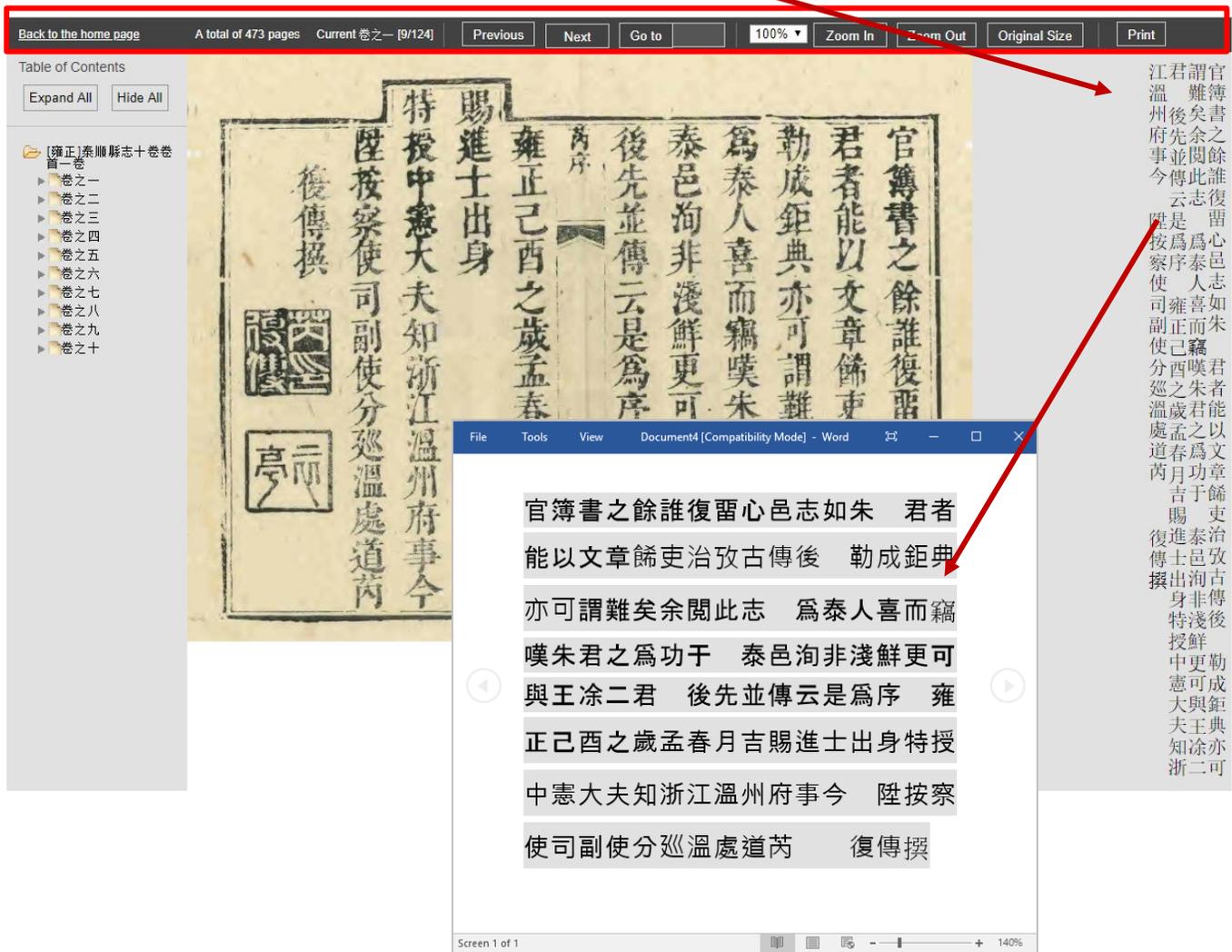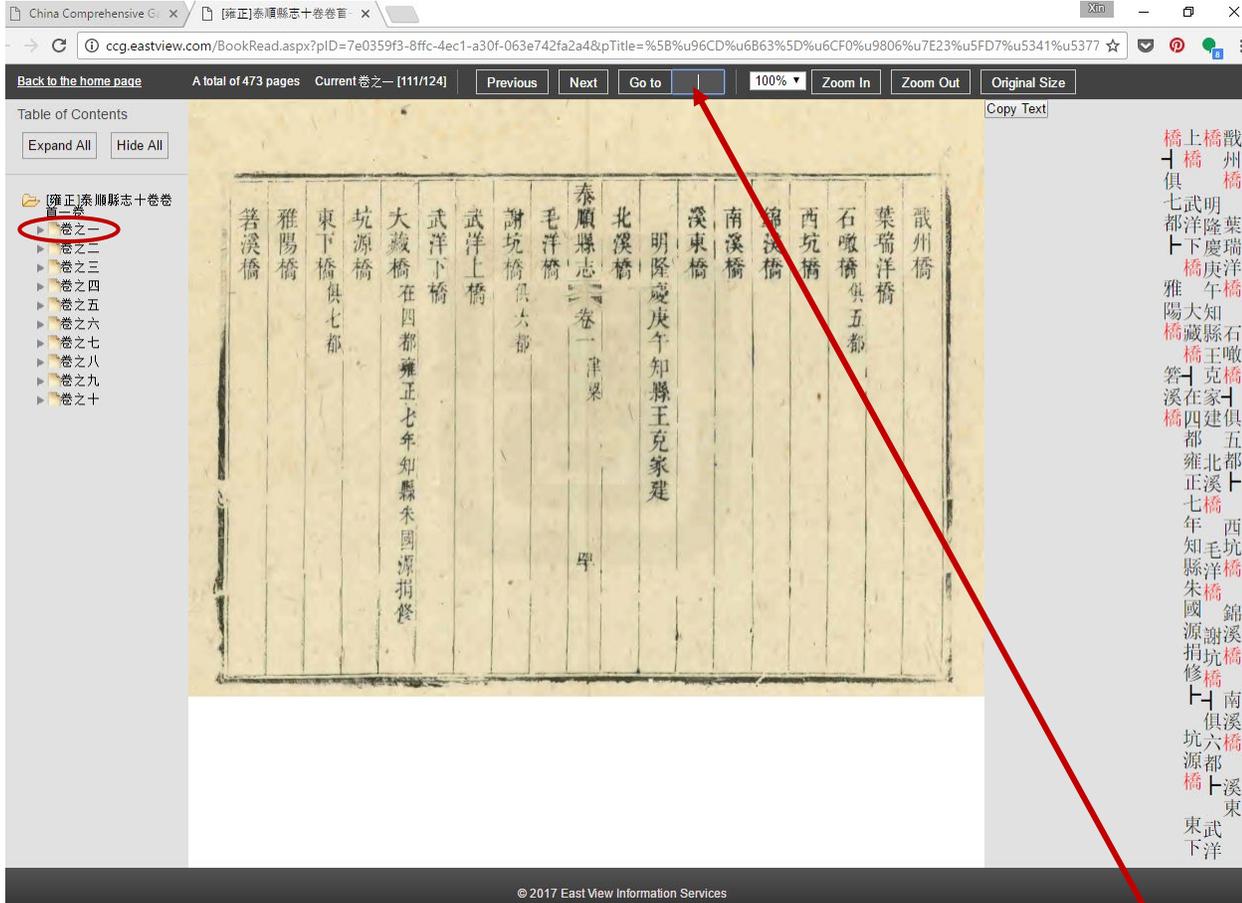
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View the first subfolder icon ("卷之一" [volume 1]) in Figure 5.

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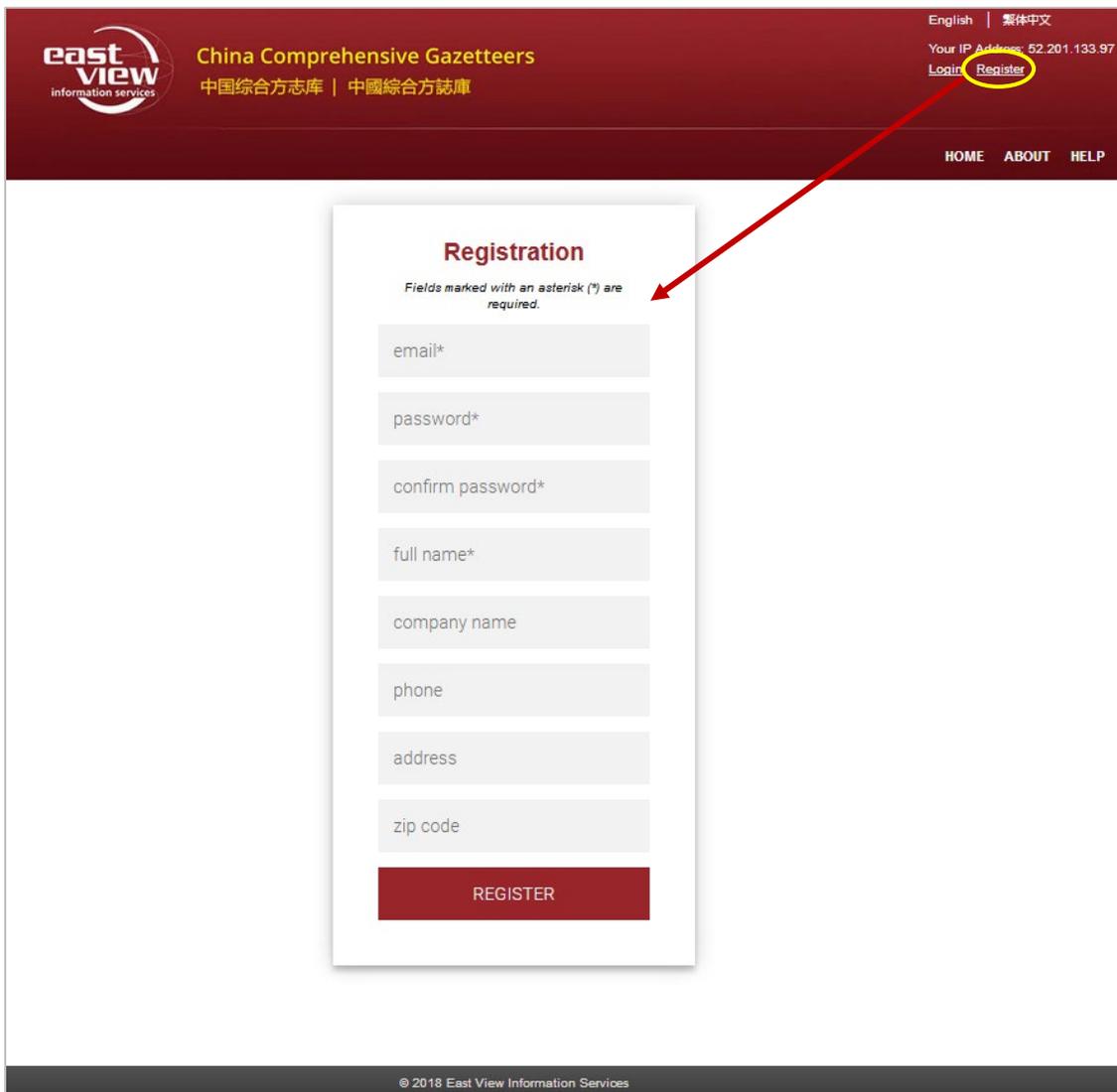
TIP: If you want to read the previous or the next page of the current content, or go to a certain page in this volume, please use the corresponding buttons on top of the webpage. When you click on the Table of Contents, it will only go to the first page of each volume, and you will not be able to go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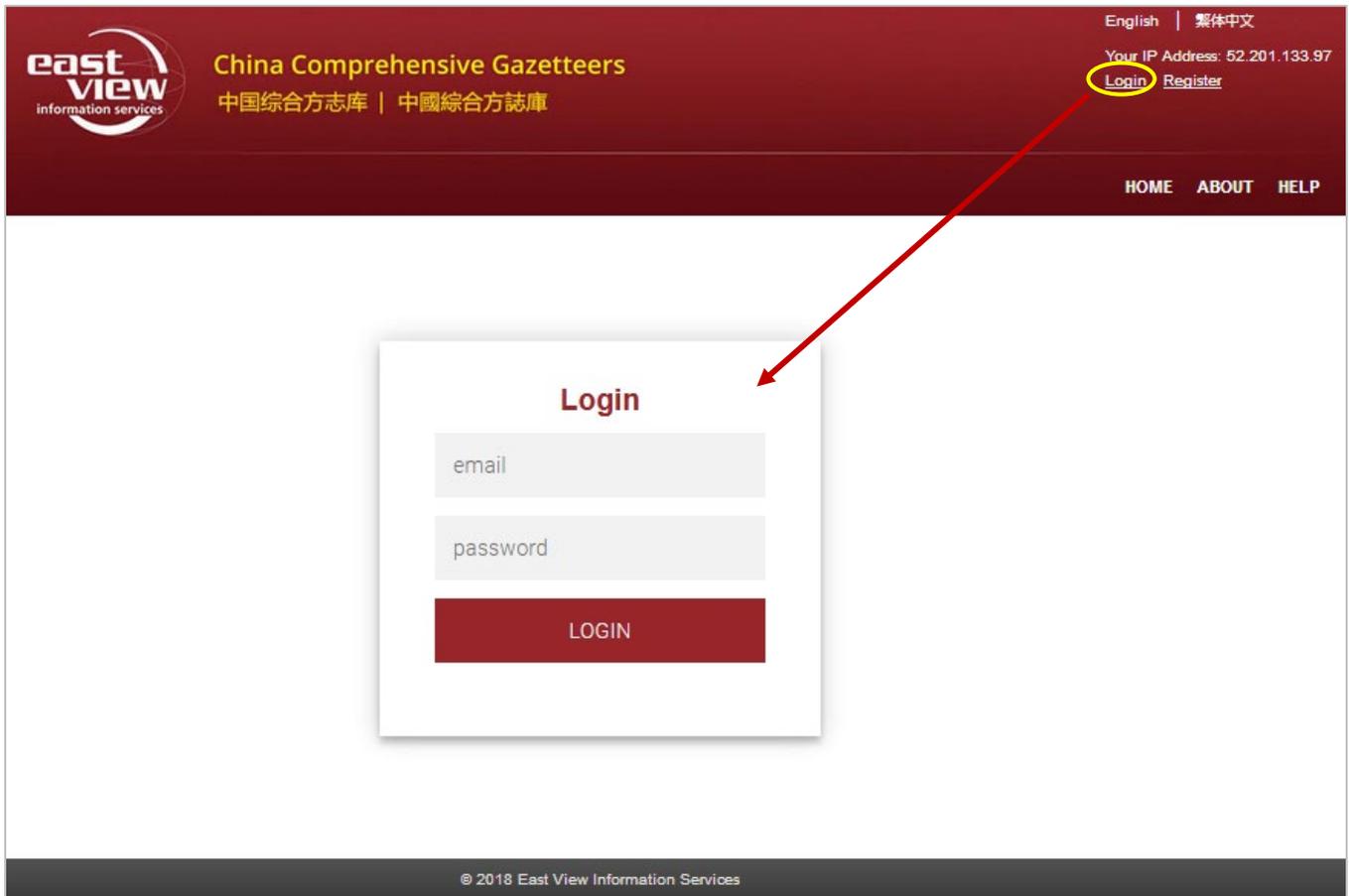

Simply complete the form and use the username (email) and password you provided to access My Bookshelf later.

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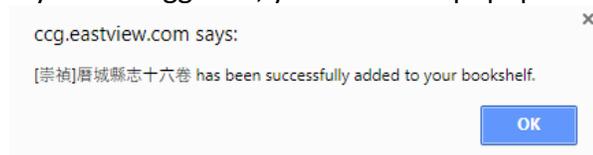
To access the My Bookshelf area, you will also need to be accessing CCG through an authorized IP network. Please click the Login link and enter email and password that you provided at registration. You will be logged in and will see your personal information along with the IP address in the top right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

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.

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]武強縣志重修十二卷: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）沈伯棠纂	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]武進陽湖縣合志三十六卷卷首一卷:37\（清）孫琬，（清）王德茂修；（清）李兆洛，（清）周儀暐纂	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]曆城縣志十六卷: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）陳霽學修；（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]李廷棨修；[清]王振鐘等纂	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	[嘉慶]四明志二十一卷:21\（宋）胡矩修；（宋）方萬里，（宋）羅濬等纂	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

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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.

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)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

Still have questions? For more assistance, please contact us at online@eastview.com.