Guide to searching and browsing the KSU Archives and Special Collections

ADDITIONAL RESOURCES

- For an introduction to the KSU Archives and an explanation of archival terms used in this document, see the KSU Archives Quick Reference Guide.
- For a demonstration of the ArchivesSpace and SOAR features described in this guide, check out this video.
- For any additional questions about navigating our online resources, or about accessing the collections held by the KSU Archives, please contact archives@kennesaw.edu.
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Questions? Email archives@kennesaw.edu or call 470-578-6289.
Introduction

The Kennesaw State University Archives and Special Collections serves as a repository for collections of primary source materials on the following topics:

- Kennesaw State University
- Southern Polytechnic State University
- Cobb County and the surrounding counties in Northwest Georgia

This guide covers the basics of searching and browsing for content in the KSU Archives using the following tools:

- ArchivesSpace: online catalog for archival materials in the KSU Archives and Special Collections
- SOAR (Scholarly Online Access Repository): Digital collections available online

ArchivesSpace

http://archivespace.kennesaw.edu

ArchivesSpace is the online catalog for the KSU Archives and Special Collections. Start your research here to find out if the KSU Archives holds materials about your research topic.

See the following pages for descriptions of how to locate relevant information in ArchivesSpace through browsing or searching.
Browsing in ArchivesSpace

See Figure 2 below.

Use the top ribbon (located above the “Search the Archives” box) to limit searches with the following filters:

**Filter by Repository** to search either the KSU Archives collection or the Bentley Rare Book Museum collection.

**Filter by Collection** to return only collection-level results. This will take you direct to a collection-level finding aid rather than the records for individual items. *Recommended* if your initial list of search results is lengthy— you might find they are all from just one or two collections.

**Filter by Digital Material** to find materials that are available in digital format through SOAR. Please note that many items in the KSU Archives and Bentley Rare Book Museum exist only as physical items and a digital copy may not be available.

**Filter by Subjects** to look for topical themes.

**Filter by Names** to find specific people, families, and organizations.

**Filter by Record Groups** to browse materials relating to only Kennesaw State University, Southern Polytechnic State University, Rare Books (the Bentley Rare Book Museum), or Special Collections (regional history).

- The Special Collections record group is arranged alphabetically by collection title.
- University collections are arranged within the University’s organizational structure. Records can be found under the title of the campus department, office, or group that originally created the item or that transferred it to the Archives.
- Rare Books represents only some of the materials held by the Bentley Rare Book Museum. See the [BRBM website](http://www.brbm.org) for more information.

Figure 2: Options for browsing collections from the ArchivesSpace homepage.

Questions? Email [archives@kennesaw.edu](mailto:archives@kennesaw.edu) or call 470-578-6289.
Searching in ArchivesSpace

See Figure 3 below.

On the ArchivesSpace homepage, enter your search terms in the box under the heading “Search the Archives.” This will search across our entire database of descriptions (finding aids) for the KSU Archives collections. To search for an exact term or phrase with multiple words, such as “Southern Graphics Council,” enter your search terms in quotes.

![Search The Archives](image)

Figure 3: Use quotation marks around search terms to search for that exact term or phrase.

After entering your search terms, you may choose to use the drop-down menus to limit your search with additional information. This can ensure that your search results are more closely related to your topic or meet your research needs. See instructions below for an explanation of these search options.

Limiting search by record type

See Figure 4 below.

**Search all record types:** This is the default for ArchivesSpace searches and will return the most results. If the number of results is overwhelming, you may choose to limit your search with one of the following options.

**Limit to collections:** This option only shows you a list of the collections where your search terms are prominently featured, rather than all the individual parts within the collections where the term appears. By clicking on a collection title, you can search or browse within that finding aid to see where your search terms appear. This is a good option for understanding which collections will be most helpful to your research and will help you to request materials from the archivist.

**Limit to digital materials:** This option will show you materials relating to your topic that are available online via SOAR. This is a good option for researchers who may not be able to visit the Archives in person or who wish to start their research remotely. However, please keep in mind that only a fraction of our materials is available online.

![Search The Archives](image)

Figure 4: Limiting search terms by record type.

Questions? Email archives@kennesaw.edu or call 470-578-6289.
Limiting search by descriptive field

See Figure 5 below.

ArchivesSpace runs on a database containing descriptions of our archival collections. Like any database, it organizes information for each collection into fields based on information type. One way to narrow your search is by searching across all collections for information in a specific field. The drop-down menu shown in Figure 4 gives four options for specific fields you can search.

Figure 5: Limit search terms by field.

**Keyword:** This is the default setting and will search all fields in every finding aid for your search terms.

**Title:** This will only search finding aid titles for your search terms. This is useful for finding collections where your topic is the main idea. Most collection titles reference the creator and/or topic of the collection.

**Creator:** This will only search the creator field, returning results for which your search term is the person, family, or organization that created or assembled the collection.

**Notes:** These fields contain the most detailed descriptions about collections. Search results will return note fields (such as content descriptions) where your search terms appear, including collections for which your topic may not be the main idea or topic of the collection.

Searching using Boolean operators

See Figures 6-8 below.

The plus sign on the end of the row allows you to add another line to expand or limit your search terms.

Figure 6: Add row for additional search terms and/or limiters.

On the second row, you have the choice to add to or subtract from your search results using the terms “and,” “or,” and “not.” In library science, these terms are called “Boolean operators.”

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And: This allows you to use the second line to limit your search by searching for an additional term. The search results will only include resources that include both terms.

Or: This allows you to expand your search to results include both terms occurring together and either term occurring alone.

Not: This allows you to search for one term but excludes another term. This is useful to narrow search results to include only one of two words or terms that often occur together.

Questions? Email archives@kennesaw.edu or call 470-578-6289.
Navigating search results in ArchivesSpace

See Figures 9-11 below.

If you search a word or term in ArchivesSpace with “Search all record types” selected, your results will include instances of that term used as a collection title, folder titles, item description, subject term, etc. If you return many results, this may look overwhelming.

In the example below, a search for a person’s name (Deane Bonner) returns 35 results, including items, digital items, collections, and subject terms.

![Figure 9: Search results for Deane Bonner in ArchivesSpace.](image)

On the right-hand side of the view above, you will see options to “Filter Results.” This provides options to narrow your results and can produce a more manageable list.

Under “Filter Results,” you can conduct a secondary search within the results you have already found to narrow your search with an additional term.

Questions? Email archives@kennesaw.edu or call 470-578-6289.
Under “Additional filters,” you can select a filter from the list provided.

**Repository:** This allows you to choose whether you view materials from only the KSU Archives or the Bentley Rare Book Museum.

**Type:** ArchivesSpace runs on a database, and these are the types of entries that the database includes. “Archival Record” refers to all of the parts that make up a collection, while the “Collection” view will show whole collections. “Digital Record” will show items that are available in SOAR, while “Person” or “Organization” will show people and groups who are the subject or creators of the material in these results.

**Subject:** This list includes subject headings associated with collections in your search results, as well as formats of materials in the collection.

**Names:** These are people, families, or organizations that are the creator or subject of the collection.

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**Filter Results**

Search within results

**Additional filters:**

**Repository**

Kennesaw State University Archives 32

**Type**

Archival Record 24
Digital Record 5
Person 2
Collection 2
Organization 1

**Subject**

Oral histories (document genres) 7
Transcripts 4
National Association for the Advancement of Colored People. Cobb County Branch -- History 3
African Americans -- Societies, etc. 2
Clippings 2

**Names**

Scott, Thomas Allan 7
Kennesaw State University 6
National Association for the Advancement of Colored People. Cobb County Branch 6
Lutz, Jay 5
Bonner, Deane Thompson 4

*Figure 10: Filter Results options in ArchivesSpace.*

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Questions? Email archives@kennesaw.edu or call 470-578-6289.
For example, choosing “Collection” will narrow your list to only the collections in which Mrs. Bonner is prominently featured.

Figure 11: Search results for Deane Bonner in ArchivesSpace limited by collection.

Alternatively, filtering by “Archival Record” will show all the individual parts of a collection that include your search terms. In this case, you will see an oral history with Deane Bonner, files relating to her service with the Cobb County NAACP, and other related materials from different collections.

Figure 12: Search results for Deane Bonner in ArchivesSpace limited by archival record.

Questions? Email archives@kennesaw.edu or call 470-578-6289.
Navigating collection records (finding aids) in ArchivesSpace

See Figures 12-19 below.

Each processed collection in the KSU Archives has a record in ArchivesSpace describing the contents of the collection and how it is arranged. These collection records are called finding aids.

Click on the title of a collection from the browsing lists or search results in ArchivesSpace to view the collection’s finding aid.

Figure 13: List of the KSU Archives’ Special Collections on ArchivesSpace. To view its finding aid, click on the collection title.

There are several ways to locate information in an ArchivesSpace finding aid. One way is by using the tabs located below the collection title.

Figure 14: Tabs for browsing content in ArchivesSpace finding aids.

Questions? Email archives@kennesaw.edu or call 470-578-6289.
The **Collection Overview tab** includes contextual information about the collection, including dates, creator, subjects represented, biographical information, and more. This is the default tab and the first information you will see on a finding aid.

<table>
<thead>
<tr>
<th>Repository</th>
<th>Collections</th>
<th>Digital Materials</th>
<th>Subjects</th>
<th>Names</th>
<th>Record Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kennesaw State University Archives</td>
<td>Bobbie Bailey Collection</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Collection Overview**

**Scope and Contents**
The materials in the collection span from 1948 to 2016 and document Bobbie Bailey’s vast career and achievements, including materials from her company Our Way, Inc., the Greenland Expedition Society, her major related accomplishments, Kennesaw State University, the 1996 Atlanta Olympic Games, the UN/CEFA, and others. The bulk of the collection consists of photographic and audiotrual materials, including photographic prints. See more →

<table>
<thead>
<tr>
<th>Dates</th>
<th>1940-2016</th>
</tr>
</thead>
</table>

| Creator | Bailey, M. Bobbie (Mary Bobbie Bailey) (Firm) |

| Language of Materials | English |

| Conditions Governing Access | The collection is open for research. Archival materials may contain sensitive or confidential information that is protected under federal or state “right to privacy” laws. Researchers are advised that the disclosure of certain information pertaining to identifiable living individuals without the consent of those individuals may have legal cause for action if facts concerning an individual’s private life are published that would... See more → |

**Finding aids are hierarchical, meaning that they describe a collection using tiers of information. The first level of the finding aid you encounter (called the “collection level”) tells you information that applies to the entire collection, such as its title, the dates it covers, the creator, and the subject matter.**

<table>
<thead>
<tr>
<th>Repository</th>
<th>Collections</th>
<th>Digital Materials</th>
<th>Subjects</th>
<th>Names</th>
<th>Record Groups</th>
</tr>
</thead>
</table>

**Collection Overview**

**Content Description**
The records consist of materials related to the administration and operation of the nonprofit organization, Southern Graphics Council International (SGCI). The records date from circa 1973 to 2016, and include files related to multiple areas and activities associated with the organization, materials related to the annual conferences from SGCI, as well as those from SESCAC (Southeastern College Art Conference), materials related to various... See more →

<table>
<thead>
<tr>
<th>Dates</th>
<th>circa 1973-2016</th>
</tr>
</thead>
</table>

| Creator | SGCI International (Organization) |

| Conditions Governing Access | Open for research. Some files are RESTRICTED. Archival materials may contain sensitive or confidential information that is protected under federal or state “right to privacy” laws. Researchers are advised that the disclosure of certain information pertaining to identifiable living individuals without the consent of those individuals may have legal cause for action if facts concerning an individual’s private life are published that would... See more → |

**Figure 15: Collection overview tab in Bobbie Bailey Collection finding aid.**

**Figure 16: Collection level view of the finding aid for the Southern Graphics Council International (SGCI) Records, 1973-2016.**

Questions? Email archives@kennesaw.edu or call 470-578-6289.
Within a collection, materials can be divided into sections called “series” that help users navigate to the specific information they need. For example, the SGCI Collection includes series for different topics in the collection, such as artists’ files, conferences, and exhibitions. Clicking on one of these series will show you more specific information, such as folder titles and items, within that series.

If you are not sure why a search term led you to a finding aid, you can search through all of its parts at once to find relevant keywords. To search for specific subjects or items represented in a collection, select the "Collection Overview" tab, and enter a search term into the "Search Collection" field on the right.

Questions? Email archives@kennesaw.edu or call 470-578-6289.
The **Collection Organization tab** describes the collection’s structure, or hierarchical organization. Hierarchies generally include a combination of series, subseries, boxes, files, and items. The right sidebar outlines this same information. Click the title of each series or sub-series to reveal the materials included in that section.

**Figure 19: Collection organization tab for Bobbie Bailey Collection finding aid.**

The **Container Inventory tab** allows researchers to visualize how the collection is physically stored and to browse collection contents by box. Click the title of a box (such as “Box 3”) to see a list of its contents.

**Figure 20: Container inventory tab for Bobbie Bailey Collection finding aid.**

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Viewing materials described in ArchivesSpace

See Figure 20 below.

If items described in ArchivesSpace are also available online, a link to the corresponding digital item in SOAR will be provided.

Figure 21: Lorelei Ladies scrapbook item record in ArchivesSpace. Click the digital materials icon to view this item in SOAR.

If no link is indicated, the items are available for viewing in our reading room by appointment. To make an appointment, email archives@kennesaw.edu.

Questions? Email archives@kennesaw.edu or call 470-578-6289.
Scholarly Online Access Repository (SOAR)
https://soar.kennesaw.edu

SOAR is the online repository for our digital collections. Items in SOAR were either born digital or digitized so that they could be made available online. While SOAR contains thousands of items, it represents only a fraction of the Archives’ total collections. If you cannot find something in SOAR, be sure to check ArchivesSpace to find out if it is available in print only.

Searching and Browsing in SOAR
See Figures 21-22 below.

To search for materials in SOAR, enter search terms in the box on the top right.

Questions? Email archives@kennesaw.edu or call 470-578-6289.
Materials in SOAR are organized into “communities” that mirror the “record groups” in ArchivesSpace: Kennesaw State University, Southern Polytechnic State University, Rare Books (the Bentley Rare Book Museum), or Special Collections (regional history). Within these communities, materials are organized by collection (such as the Southern Graphics Council International records). You can also browse by subject, author, and other attributes by choosing from terms on the right sidebar.

Figure 23: Options for browsing in SOAR.
Viewing items in SOAR

*See Figures 23-25.*

Click the link to an individual item (such as Individual making paper at SGC Conference in Tulsa) from a collection page or search results. This will take you to an item record page.

*Figure 24: Collection page for SGCI Records in SOAR. Click item title to view item record page.*

Questions? Email archives@kennesaw.edu or call 470-578-6289.
From the item record page, click the filename beneath the item thumbnail image (in this case, SGCI_5.jpeg (114.4Kb)). A larger version of the image will open in your browser. If the item is larger than 50 Mb, a copy will download to your computer rather than opening in your internet browser.

Figure 25: Item record page in SOAR. Click link under "View/Open" to open larger image.
To look for more items in this same community or collection, limit your search by selecting “This Collection” under the search box.

![SOAR screenshot showing the item record page for Individual making paper at SGC Conference in Tulsa]

**Figure 26: Item record page in SOAR. Select "This Collection" under the search box to search within this item's collection.**

<table>
<thead>
<tr>
<th>Description</th>
<th>This photo was most likely taken at the 1982 SGC International Conference in Tulsa, Oklahoma. A man seems to be demonstrating the art of papermaking.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citation</td>
<td>Southern Graphics Council International Records, 1973 - 2012, Accession 13-968, Kennesaw State University Archives</td>
</tr>
<tr>
<td>Handle</td>
<td><a href="http://hdl.handle.net/11360/2005">http://hdl.handle.net/11360/2005</a></td>
</tr>
<tr>
<td>Collection Finding Aid</td>
<td><a href="http://archivespace.kennesaw.edu/repositories/4/resources/293">http://archivespace.kennesaw.edu/repositories/4/resources/293</a></td>
</tr>
<tr>
<td>Author</td>
<td>Southern Graphics Council International</td>
</tr>
<tr>
<td>Subject</td>
<td>Prints, Papermaking, Southern Graphics Council</td>
</tr>
<tr>
<td>Metadata</td>
<td>Show full item record</td>
</tr>
</tbody>
</table>

Questions? Email archives@kennesaw.edu or call 470-578-6289.
Frequently Asked Questions

*When in doubt, contact your archivists at archives@kennesaw.edu or 470-578-6289.*

**Why am I unable to find results relevant to my research question using ArchivesSpace or SOAR?**

First, consider if your research area falls within our collecting scope. If you are researching University history or topics relating to Northwest Georgia, the KSU Archives is a great place to search. If you are researching other topics, such as Ancient Egypt, we are unlikely to have primary source material to support your research.

If your area of research does fall within our collecting scope, but you still cannot find materials through ArchivesSpace or SOAR, contact the KSU Archives. We can help you create search terms and advise you on potential collections to review.

It is also possible that your research topic falls within our scope, but that the Archives does not yet have materials on that topic. However, we are always interested to hear about what members of our user community (that means you!) are interested in when it comes to University and regional history. Talking to the KSU Archives about your research may lead us to collect more about that topic in the future.

**Is there a video that demonstrates the searching and browsing techniques described in this document?**

Yes! See our Introduction to ArchivesSpace and SOAR video on our Museums, Archives and Rare Books Department YouTube Channel.

**Why can’t I see a digitized version of the item I am looking for in ArchivesSpace?**

Similar to a library catalog, ArchivesSpace is only set up to show you descriptions of materials rather than the materials themselves. If there is a digitized version of the item available online, the ArchivesSpace record will contain a link to the item in SOAR.

**Why isn’t your entire collection digitized and available in SOAR?**

The KSU Archives includes over 350 collections, totaling more than 3,000 cubic feet of documents. Scanning the entire collection for access purposes is not a reasonable goal. Instead, the Archives digitizes selected materials of high research value or that provide users with an idea of the materials we collect.

If you are not able to find the materials you need on SOAR and cannot visit in person, the Archives can provide some scans of materials to support your research.

Questions? Email archives@kennesaw.edu or call 470-578-6289.