

CARDinal Quick Reference Guide

The screenshot displays the CUADRASTAR SKCA search interface. At the top, the logo "CUADRASTAR SKCA" is on the left, and "Help" and "Exit" buttons are on the right. Below the logo, there are two tabs: "QUICK SEARCH" (which is active and highlighted in dark grey) and "ADVANCED SEARCH". On the left side of the interface, there is a vertical menu with the following links: "Hot Topics", "Browse Subjects", "Browse Creators", and "Contact Us". The main search area is titled "Search Collections" and contains a search input field with the placeholder text "Enter Search". To the right of the input field are two buttons: "Search" (in blue) and "Clear" (in grey). Below the input field, there are two radio button options: "Match ALL words" (which is selected) and "Match ANY words". At the bottom of the search area, there is a section titled "Browse Collections" with a list of letters from A to Z, preceded by a hash symbol (#).

Home Page

Hot Topics

Hot Topics are similar to subject guides. They are curated areas of our collections that are popular or especially interesting. Clicking any of the topics will bring up a list of results relative to that topic.

Quick Search

Quick Search allows users to easily search for a word or phrase in any field of the record. See page 2 for more information on using Quick Search.

Advanced Search

Advanced Search allows users to search specific fields, limit results to certain types of records, or use more advanced Boolean searches. See page 3 for more information on using Advanced Search.

Help

This page will give you more detailed help on specific SKCA features.

Exit

Clicking this will take you back to the Special Collections and University Archives homepage.

Browse Subjects & Browse Creators

Browse Subjects and Browse Creators both function the same. See page 4 for more information.

Contact Us

This page contains the contact information and hours for Special Collections and University Archives.

The screenshot displays the CUADRASTAR SKCA website interface. At the top, the logo "CUADRASTAR SKCA" is visible on the left, and "Help" and "Exit" buttons are on the right. Below the logo, there are two tabs: "QUICK SEARCH" (which is active) and "ADVANCED SEARCH". On the left side of the interface, there is a vertical menu with links for "Hot Topics", "Browse Subjects", "Browse Creators", and "Contact Us". The main content area under the "QUICK SEARCH" tab features a search box with the placeholder text "Enter Search", a "Search" button, and a "Clear" button. Below the search box, there are two radio button options: "Match ALL words" (which is selected) and "Match ANY words". At the bottom of the search area, there is a "Browse Collections" section with a list of letters from A to Z, preceded by a hash symbol (#).

Quick Search

QUICK SEARCH
ADVANCED SEARCH

Search Collections

Search
Clear

Match ALL words
 Match ANY words

Browse Collections

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Quick Search Features

Match ALL words: brings up records that contain all of the words in a search string

Match ANY words: brings up records that contain any of the words in a search string

Putting the search string in **quotation marks** will search for the entire phrase

Example:

North American Farm Alliance

Match ALL words: brings up records that contain “North” “American” “Farm” AND “Alliance”

Match ANY words: brings up records that contain “North” “American” “Farm” OR “Alliance”

Quotation marks: “North American Farm Alliance” will bring up records that contain the entire phrase

Browse Collections

You can use Quick Search to browse collections by title. Click on letters to see collections.

Note: Collections are alphabetized by last name/ department name.

For example:

Sarah Underwood papers are under “U”

Department of Aerospace Engineer records are under “A”

Advanced Search

Advanced Search Features

1. Get Count: allows the user to preview how many results their current search will bring. This is displayed lower next to **Record Count**.

2. Across Levels: Checking this box will display all relevant results, as well as all records in the same hierarchy as those results. For example, if Series 2 of a collection contains the search string, checking Across Levels will display Series 2, AND all records in the same hierarchy as that series.

3. More Search Options: Expanding this menu allows the user to search with more specific Boolean operators.

QUICK SEARCH
ADVANCED SEARCH

Home > Advanced Search

Search Collections

Search
1 Get Count
Clear

Note: Enter lists of terms separated by semicolons (;) ⓘ

Titles ↓

exact match 2 across levels ⓘ

Creators ↓

exact match across levels ⓘ

Subjects ↓

exact match across levels ⓘ

Date Range ↓ BC through ↓ BC

1 Record Count: ... Display ▾ retrieved records

Parts ("levels") of Description ⓘ

collections sub-collections series containers items

Items Linked to Electronic Resources (e.g., Images) ↑ Top of Page

3 ▶ More Search Options

Browse Subjects & Browse Creators

QUICK SEARCH **ADVANCED SEARCH**

Home > Browse Creators

Show Terms Near

Click on an individual term to search it directly, or select multiple terms and click Display Selections to do a "match on any" search on the combination of those terms.

- Aaberg, Herman C. [1]
- Aacc International [1]
- Abian, Alexander [1]
- Abraham, Frank [1]
- Abrams, Rochonne Weintraub [1]
- Ackerman, Lisa A. [1]
- Adams Family [1]
- Adams, Bertrand R. [1]
- Adams, William M. [1]
- Aden Family [1]

Browsing Feature

Browsing by subject or creator both function the same. The page is a list of all the subjects or creators attached to records.

Clicking the Page Up/Page Down buttons allows users to navigate the list

Using the search bar at the top will narrow the list.

Users can select a single subject or creator by clicking on the term, or select multiple by checking the boxes next to the terms and clicking "Display Selections". This will bring up a results page like the Quick and Advanced Searches.

Search Example

Searching for a Person

Let's say you're trying to find records related to Merle Hansen. There are three ways you can do this:

Browse Creators

Use the Browse Creators search to search for collections created by Merle Hansen. Note: this method is more reliable if you input names as Last Name, First Name.

Home > Advanced Search > Browse Creators

Hansen, Merle

Click on an individual term to search it directly, or select multiple terms and click Display Selections to do a "match on any" search on the combination of those terms.

Hansen, Merle (Merle Elwin) [1]

Quick Search

Use the Quick Search to find any collections with Merle Hansen in the record.

QUICK SEARCH **ADVANCED SEARCH**

Home > Search Results

Merle Hansen

match ALL words match ANY words

Displaying 1 - 13 of 13 [1]

Select: All, None

Ranked #1
MS-0595. MERLE HANSEN PAPERS, 1932-1999, undated

Search Example

Searching for a Person - Continued

Let's say you're trying to find records related to Merle Hansen. There are three ways you can do this:

Advanced Search

Use the Advanced Search to get more detailed. Search for Merle Hanson in Title, Creator, or Subject to find different results.

The screenshot displays the 'ADVANCED SEARCH' interface. At the top, there are two tabs: 'QUICK SEARCH' and 'ADVANCED SEARCH', with the latter being selected. Below the tabs is a breadcrumb trail: 'Home > Advanced Search'. The main heading is 'Search Collections'. On the right side, there are three buttons: 'Search' (highlighted in blue), 'Get Count', and 'Clear'. A note below the buttons reads: 'Note: Enter lists of terms separated by semicolons (;) ⓘ'. The search fields are organized into three sections: 'Titles', 'Creators', and 'Subjects'. Each section has a text input field, a dropdown arrow, and two checkboxes: 'exact match' and 'across levels ⓘ'. The 'Titles' field contains the text 'Merle Hansen'. The 'Creators' field contains 'Creators or Contributors'. The 'Subjects' field contains 'Subjects'.

More Search Options

If these methods aren't bringing the results you hoped, try expanding the More Search Options in Advanced Search. Here you can search in other fields (such as Biography/Profile, Language, or others) or use specific Boolean operators (e.g., and, or, not).

Navigating Search Results

QUICK SEARCH ADVANCED SEARCH

Home > Search Results

Merle Hansen **Search** Clear

match ALL words match ANY words

Displaying 1 - 13 of 13 [1]

Select: All, None View Selected

Ranked #1
MS-0595. MERLE HANSEN PAPERS, 1932-1999, undated
[Display Finding Aid](#) [See more about COLLECTION](#)
[Show Hierarchy](#)

Ranked #2
Series 2. Merle Hansen papers. CREATIVE WORKS BY MERLE HANSEN, 1946-1999, undated
[Display Finding Aid](#) [See more about SERIES](#)
[Show Hierarchy](#)

Ranked #3
Series 3. Merle Hansen papers. GENERAL CORRESPONDENCE, 1946-1999, undated
[Display Finding Aid](#) [See more about SERIES](#)
[Show Hierarchy](#)

Ranked #4
Series 1. Merle Hansen papers. FAMILY PAPERS, 1932-1998, undated
[Display Finding Aid](#) [See more about SERIES](#)
[Show Hierarchy](#)

The results for Quick Search and Advanced Search look the same. Once searched, there are multiple options for viewing the results, depending on the level of detail you're looking for.

Let's continue using Merle Hansen as an example. You've searched using the Quick Search and gotten 13 results. The following pages describe different ways to find the information you're looking for.

Navigating Search Results

Example 1: You want to know more information about Merle Hansen, his papers, and find out what is included in that collection.

The screenshot shows the CUADRASTAR SKCA search results page. The header includes the logo and an 'Exit' button. Below the header are two tabs: 'QUICK SEARCH' (selected) and 'ADVANCED SEARCH'. The main content area is titled 'Iowa State University Library. Manuscript Collections' and 'MS-0595. Merle Hansen papers. 1932-1999, undated'. The page is divided into several sections: 'Summary Information', 'Administrative Information', and 'Processing Information'. A sidebar on the left lists various series of the collection. The 'Summary Information' section includes details about the creator, extent, and language. The 'Administrative Information' section includes restrictions on access and use, and preferred citation. The 'Processing Information' section includes the convention used in preparing the description. The 'Scope and Content' section provides a detailed description of the collection's contents.

CUADRASTAR SKCA Exit

QUICK SEARCH | ADVANCED SEARCH

Home > Search Results > Finding Aid

Iowa State University Library. Manuscript Collections
MS-0595. Merle Hansen papers. 1932-1999, undated

Summary Information

Creator	Hansen, Merle (Merle Elwin), 1919 - 2009
Extent (quantity/size)	30.73 linear feet (22 records boxes, 1 document box, 1 half-document box, 1 map case folder, 3 artifact boxes)
Language	English

Administrative Information

Restrictions on Access and Use	Open for research.
	Use/Reproduction Restrictions : Consult Special Collections and University Archives
Preferred Citation	When referencing this collection, the preferred citation is: Merle Hansen Papers, MS 595, Iowa State University Library Special Collections and University Archives.
Processing Information	Convention used in preparing description : Describing Archives: A Content Standard (DACS).

Scope and Content
 This collection (1932-1999, undated) documents the life of Merle Hansen and the activities of various farmers' organizations and pro-farm protest groups and contains correspondence, legal records, news clippings, creative works, publications, photographs, two reels of magnetic audiotape, and a small number of artifacts relating to farm protest groups and the Reverend Jesse Jackson for President Campaign. The collection also contains records of the North American Farmers Alliance including correspondence, memorandums, financial records, meeting materials, publications, subject files and artifacts.

The photographs depict Honduran agriculture, livestock and livestock equipment, individuals, and

Left Sidebar:

[Collection MS-0595] Merle Hansen papers

- [Series 1] Family Papers
- [Series 2] Creative Works by Merle Hansen
- [Series 3] General Correspondence
- [Series 4] Pro-farm and Farm Protest Organizations
- [Series 5] Publications and Literature
- [Series 6] Political Campaign Activities
- [Series 7] North American Farm Alliance Records
- [Series 8] North American Farm Alliance Subject and Publication Files

To get this information, click **Display Finding Aid** under the search result.

This view will show the whole finding aid, where the Scope and Content, Biography/Profile, and Inventories will give you the information you're looking for.

On the left of this screen is the hierarchy for the collection. Collections are sometimes separated into series or sub-groups, which you see here. Clicking any of these will simply move your screen down the page to view the information specific to that series.

Navigating Search Results

Example 2: You're already familiar with the collection, and think the information you're looking for is in Series 2.

You could click Display Finding Aid to get more details, but this will bring up a lot of unnecessary information. If you scroll down in the results screen to Series 2 and click **See more about SERIES**, this will give you just the information about that particular series. Here you can easily confirm whether the information you need is here or not.

Merle Hansen papers



Series 2. Creative Works by Merle Hansen. 1946-1999, undated [MS-0595]

[Display Finding Aid](#)
[Show Hierarchy](#)

Summary

Extent (quantity/size)

1 linear foot

Descriptive Notes

The series contains creative works by Merle Hansen on farm and rural activism including articles, editorials, essays and speeches. Also included are works of two of Hansen's farm activist associates: Homer Ayres and George Levin.

Inventories/Items

Box 1. Folder 20-22.

Speeches, 1949-1997, undated

Box 1. Folder 23.

Letters to the Editor, 1960-1998

Box 1. Folder 24.

Testimony - U.S. House and Senate Agriculture Committees, 1978-1991

Box 1. Folder 25-33.

Essays and Articles, 1952-1999, undated

Box 2. Folder 1.

Essay by Hal Hansen, 1999

Box 2. Folder 2-3.

Homer Ayres, 1946-1985, undated

Box 2. Folder 4.

George Levin, 1982

Search Display Format

Users can also customize the way results are presented. In the upper left of the results screen is the Display Format menu. There are four options:

Brief (Rank Order)

This is the default view. The results are ranked by SKCA according to relevancy, and display only the title.

Brief

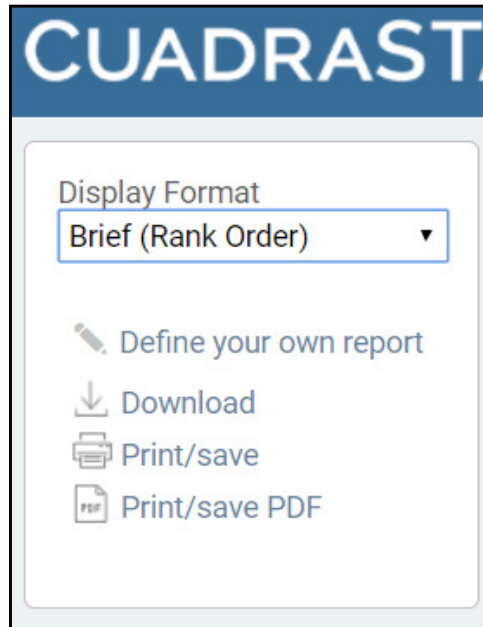
This view is the same, but is not ranked according to relevancy.

Preview

This view expands the results beyond the title, and includes the first portion of the finding aid in the results screen.

Define Custom Report

This screen allows users to choose specific fields, and then displays the results as a table with that information. **Important note:** this view removes the links, so it will only provide the information the user has selected and not a link to the full finding aid.



Brief (Rank Order)

merle hanzen

match ALL words match ANY words

Displaying 1 - 13 of 13

[1]

Select: All, None

- Ranked #1
MS-0595. MERLE HANSEN PAPERS, 1932-1999, undated

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Define Custom Report

This screen allows users to choose specific fields, and then displays the results as a table with that information. **Important note:** this view removes the links, so it will only provide the information the user has selected and not link to the full finding aid.

Brief

Displaying items 1 - 23 of 23

Select: ALL | NONE View Selected

Series 2. Rural Coalition records. SUBJECT FILES, 1943-1990, undated

[Display Finding Aid](#) [See more about SERIES](#)

[Show Hierarchy](#)

Preview

Rural Coalition records

Subject Files

Series 2. *Subject Files*. 1943-1990, undated. [MS-0368]

25 linear feet.

The series contains subject files of concern and interest to the Rural Coalition and includes articles, brochures, reports, and various publications by organizations other than the Rural Coalition. The subjects include those of interest to specific task forces as well as the

Define Custom Report

Displaying items 1 - 23 of 23 [1]

View Selected

Creator	Abstract	Date. Time Period/Year
		1846-00-00
Wildlife Society. Iowa Chapter		1961-00-00
PrairieFire Rural Action		1977-00-00
North American Farm Alliance		1982-00-00

Helpful Links

Special Collections and University Archives Page

<http://archives.lib.iastate.edu/>

Glossary of Archival and Records Terminology from the Society of American Archivists

<https://www2.archivists.org/glossary/terms>