CARDinal Quick Reference Guide
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.
Quick Search

Search Collections

Enter Search

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 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.
Browse Subjects & Browse Creators

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.

- 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]
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.

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

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

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.

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 subgroups, 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.
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.
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 just 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 link to the full finding aid.
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