

CARDinal Quick Reference Guide

The screenshot shows the homepage of the CARDinal Cyclone Archival Repositories Database. At the top left is the Iowa State University University Library logo. In the center is the title "CARDinal Cyclone Archival Repositories Database". On the right are "Help" and "Exit" buttons. Below the title is a navigation bar with "QUICK SEARCH" and "ADVANCED SEARCH" buttons. To the left is a sidebar with links for "Hot Topics", "Browse Subjects", "Browse Creators", and "Contact Us". The main search area contains a search input field, a "Search" button, and a "Clear" button. It also includes options for search mode ("Match ALL words" or "Match ANY words") and a "Browse Collections" section with letters A through Z.

Home Page

The screenshot shows the homepage of the Cardinal Cyclone Archival Repositories Database. At the top left is the Iowa State University University Library logo. In the center, the title "CARDinal Cyclone Archival Repositories Database" is displayed above a search bar. The search bar has tabs for "QUICK SEARCH" and "ADVANCED SEARCH". Below the search bar is a section titled "Search Collections" with a search input field, a "Search" button, and a "Clear" button. It also includes options for search mode ("Match ALL words" or "Match ANY words"). Below this is a "Browse Collections" section with a grid of letters from A to Z. On the left side of the main content area, there is a sidebar with numbered links: 1 Hot Topics, 2 Browse Subjects, 3 Browse Creators, and 4 Contact Us.

1. Hot Topics

Hot topics are like subject guides. They are curated areas of our collections that are especially popular or interesting. Click any of the Hot Topics to view the collections in that area.

2. Browse Subjects

This menu allows you to browse collections by subject. See page 5 for more information.

3. Browse Creators

This menu allows you to browse collections by creator. See page 5 for more information.

4. Contact Us

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

Home Page

The screenshot shows the homepage of the Iowa State University Cardinal Cyclone Archival Repositories Database. The top navigation bar includes links for "IOWA STATE UNIVERSITY. University Library", "CARDinal Cyclone Archival Repositories Database", "CUADRASTAR® SKCA", "Help", and "Exit". On the left, a sidebar lists "Hot Topics", "Browse Subjects", "Browse Creators", and "Contact Us". The main content area features two search options: "5 QUICK SEARCH" (selected) and "6 ADVANCED SEARCH". Below these are sections for "Search Collections" (with a search input field, "Search" button, and "Clear" button), "Match ALL words" (radio button selected), "Match ANY words" (radio button), "Browse Collections" (with a grid of letters from # to Z), and "Search by Collection" (with a dropdown menu showing "Archives & Special Collections", "University Library", and "University Museums").

5. Quick Search

This page allows you to quickly search for a word or phrase anywhere in the collection's finding aid. See Page 3 for more information.

6. Advanced Search

This page allows you to search specific fields, limit results to certain types of records, and browse in other ways. See Page 4 for more information.

Quick Search

QUICK SEARCHADVANCED 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 is best for searching for people or collections by name or title. For example, *George Washington Carver* or the *Department of Textiles and Clothing*.

Click the letters under the search bar to browse collections by title.

Note: Collections are alphabetized by last name or department name. For example, Sarah Underwood is under “U” and Department of Aerospace Engineering is under “A”

Quick Search is NOT good for general searches, such as “*agriculture*” because it will bring up too many results.

Advanced Search

QUICK SEARCH ADVANCED SEARCH

Home > Advanced Search

Search Collections

Search **1** Get Count Clear

Note: Enter lists of terms separated by semicolons ; ⓘ

Titles	<input type="text" value="Titles"/> »
<input type="checkbox"/> exact match 2 <input type="checkbox"/> across levels ⓘ	
Creators	<input type="text" value="Creators or Contributors"/> »
<input type="checkbox"/> exact match <input type="checkbox"/> across levels ⓘ	
Subjects	<input type="text" value="Subjects"/> »
<input type="checkbox"/> exact match <input type="checkbox"/> across levels ⓘ	
Date Range	Year » <input type="checkbox"/> BC through Year » <input type="checkbox"/> BC

1 Record Count: ... Display **100** retrieved records

3 Parts ("levels") of Description ⓘ

<input type="checkbox"/> collections	<input type="checkbox"/> sub-collections	<input type="checkbox"/> series	<input type="checkbox"/> containers	<input type="checkbox"/> items
<input type="checkbox"/> Items Linked to Electronic Resources (e.g., Images)				

[↑ Top of Page](#)

4 More Search Options

Use my operators Broaden search by including other levels of description ⓘ

AND [»](#) ⓘ

<input type="text" value="Other Search (1)"/> »	All Content Data »
AND »	
<input type="text" value="Other Search (2)"/> »	All Content Data »

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Advanced Search allows you to get more specific or facet your search.

1. Get Count allows you to preview how many results your current search will bring. It displays lower on the page next to Record Count.

2. Across Levels expands your search to include the entire hierarchy for all the relevant search 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. Parts ("levels") of Description

These boxes allow you to limit what level of records will show up in your search. The most useful here is "collections" as this will limit the search to only top-level records.

4. More Search Options

Expand this menu to search other specific fields in the finding aid, such as Biography or Language.

Browse Subjects & Browse Creators

QUICK SEARCH ADVANCED SEARCH

Home > Advanced Search > 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]

Browse Subjects and **Browse Creators** both work the same way. They bring up a list which you can browse by using the **Page Up** and **Page Down** buttons, or jump to a place in the list using the search bar. You can select multiple terms by checking the boxes next to the terms and clicking **Display Selections**. This will display any finding aids with those subjects/creators.

Example Searches

Searching for a Person

Let's say you're looking for materials relating to Merle Hansen. There are two easy ways you can do this:

Browse Creators

Use this method to find collections created by Merle Hansen. **Search Hansen**, select the box next to his name, and click **Display Selections**.

QUICK SEARCH ADVANCED SEARCH

Home > Browse Creators

Hansen

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 ADVANCED SEARCH

Home > Search Results

Merle Hansen

match ALL words match ANY words

Displaying 1 - 14 of 14 [1]

Select: All, None

Ranked #1
MS-0595. MERLE HANSEN PAPERS, 1932-1999, undated
Display Finding Aid *Show Hierarchy*

See more about COLLECTION

Quick Search

Use this method to find collections with Merle Hansen mentioned anywhere in the finding aid. Search **Merle Hansen** in the **Quick Search box**, and click **Search**.

Example Searches

Searching for a Topic

Let's say you're looking for collections about animal husbandry. Here are two ways to search:

QUICK SEARCH ADVANCED SEARCH

Home > Advanced Search > Browse Subjects

animal husbandry Display

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.

Animal Husbandry [1]
 Animal Industry--new York (State)--westchester County--accounting [1]

Advanced Search

Use this method if the subjects you're looking for aren't displaying in Browse Subjects. Search **animal husbandry** in the **Subjects** field.

QUICK SEARCH ADVANCED SEARCH

Home > Advanced Search

Search Collections

Titles
 exact match across levels ⓘ

Creators
 exact match across levels ⓘ

Subjects
 exact match across levels ⓘ

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

Navigating Search Results

Once you've completed crafting your search and you're ready to view results, the options can be a little confusing.

The screenshot shows a search interface with a yellow header bar. The left side of the bar is labeled "QUICK SEARCH" and the right side is labeled "ADVANCED SEARCH". Below the bar, the URL "Home > Search Results" is visible. A search input field contains the text "animal husbandry". To its right are two radio buttons: one selected for "match ALL words" and another for "match ANY words". Below the input field are two buttons: "Search" and "Clear".

The main content area displays the search results. It starts with a header "Displaying 1 - 50 of 74" and a navigation link "[1] 2 Next »". Below this, there is a selection dropdown with options "All on this page", "All on All pages", and "None", followed by a "View Selected" button.

The results are listed as follows:

- Ranked #1
RS 9/11/18. SOLON A. EWING PAPERS, circa 1960-2003, undated
 - [Display Finding Aid](#)
 - [Show Hierarchy](#)
 - [See more about COLLECTION](#)
- Ranked #2
RS 9/11/57. ARTHUR L. ANDERSON PAPERS, 1921-1970, undated (bulk 1951-1959)
 - [Display Finding Aid](#)
 - [Show Hierarchy](#)
 - [See more about COLLECTION](#)
- Ranked #3
RS 9/11/52. JAY L. LUSH PAPERS, 1918-1985, undated
 - [Display Finding Aid](#)
 - [Show Hierarchy](#)
 - [See more about COLLECTION](#)
- Ranked #4
RS 9/11/15. PHINEAS STEPHENS SHEARER PAPERS, 1917-1978
 - [Display Finding Aid](#)
 - [Show Hierarchy](#)
 - [See more about COLLECTION](#)

1. Display Finding Aid

Clicking this will bring up the full finding aid for the collection.

Note: This is the option we recommend!

2. Show Hierarchy

Clicking this will display only the titles of collections and series in the hierarchy of that collection.

3. See more about COLLECTION

This brings up a brief summary of the finding aid for the collection.

Other Tips & Tricks

Spelling Counts!

CARDinal can be picky when it comes to spelling. If you aren't getting the results you expected, check your spelling!

Wildcard Searching

Use an asterisk (*) at the end of a search string to perform a wildcard search. For example, searching **educat*** will bring up results for all words that begin with that, such as educate, education, or educator.

Pre-Defined Searches

On the Advanced Search page, we've created some **Pre-Defined Searches** for help navigating the University Archives. Select one, click **Apply**, and the search screen will fill in with the relevant search terms. See below.

The screenshot shows the Advanced Search interface. On the left sidebar, under 'Hot Topics' and 'Browse' sections, there is a 'Pre-defined Searches' section with a dropdown menu labeled '(Select Pre-Defined Search)' and a 'Apply' button. A red oval highlights this section. The main search area has tabs for 'QUICK SEARCH' and 'ADVANCED SEARCH'. Below these tabs, the 'ADVANCED SEARCH' tab is selected. The search path 'Home > Advanced Search' is shown. Under 'Search Collections', there are fields for 'Titles' and 'Creators'. Each field has a dropdown arrow and two checkboxes: 'exact match' and 'across levels'. At the top right of the search area are 'Search', 'Get Count', and 'Clear' buttons. A note at the bottom says 'Note: Enter lists of terms separated by semicolons (;)' with a help icon.

Helpful Links

Special Collections and University Archives Home Page
<http://archives.lib.iastate.edu/>

Contact Special Collections and University Archives
archives@iastate.edu

University Library Home Page
<http://lib.iastate.edu/>

Glossary of Archival and Records Terminology from the Society of American Archivists
<https://www2.archivists.org/glossary/terms>