

CARDinal Quick Reference Guide

The screenshot shows the CARDinal Cyclone Archival Repositories Database search interface. At the top, the header includes the Iowa State University Library logo, the title 'CARDinal Cyclone Archival Repositories Database', and the CUADRSTAR SKCA logo. There are 'Help' and 'Exit' buttons in the top right. Below the header, there are two tabs: 'QUICK SEARCH' (selected) and 'ADVANCED SEARCH'. On the left side, there is a navigation menu with links for 'Hot Topics', 'Browse Subjects', 'Browse Creators', and 'Contact Us'. The main search area contains a 'Search Collections' section with a search input field containing the placeholder text 'Enter Search', a 'Search' button, and a 'Clear' button. Below the input field, there are radio buttons for 'Match ALL words' (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 '#' symbol.

Home Page

IOWA STATE UNIVERSITY.
University Library

CARDinal
Cyclone Archival Repositories Database

CUADRASTAR® SKCA

Help Exit

QUICK SEARCH ADVANCED SEARCH

1 Hot Topics
2 Browse Subjects
3 Browse Creators
4 Contact Us

Search Collections

Enter Search 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

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 top navigation bar with the Iowa State University Library logo, the title 'CARDinal Cyclone Archival Repositories Database', and the CUADRASTAR SKCA logo. There are 'Help' and 'Exit' buttons. Below the navigation bar are two tabs: '5 QUICK SEARCH' (active) and '6 ADVANCED SEARCH'. On the left is a sidebar with links: 'Hot Topics', 'Browse Subjects', 'Browse Creators', and 'Contact Us'. The main content area is titled 'Search Collections' and contains a search input field with the placeholder 'Enter Search', 'Search' and 'Clear' buttons, radio buttons for 'Match ALL words' (selected) and 'Match ANY words', and a 'Browse Collections' section with an alphabetical index from A to Z.

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 SEARCH ADVANCED SEARCH

Search Collections

Enter Search 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**.

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

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”

Advanced Search

The screenshot shows the 'Advanced Search' page with the following elements:

- 1** Points to the **Search**, **Get Count**, and **Clear** buttons at the top right of the search area.
- 2** Points to the **exact match** checkbox for the **Titles** field.
- 3** Points to the **Parts ("levels") of Description** section, which includes checkboxes for **collections**, **sub-collections**, **series**, **containers**, **items**, and **Items Linked to Electronic Resources (e.g., Images)**.
- 4** Points to the **More Search Options** section, which includes a dropdown menu set to **AND**, checkboxes for **Use my operators** and **Broaden search by including other levels of description**, and two search input fields labeled **Other Search (1)** and **Other Search (2)**, each with a dropdown menu set to **All Content Data**.

Additional interface details include a breadcrumb trail 'Home > Advanced Search', a 'Search Collections' heading, a note 'Note: Enter lists of terms separated by semicolons (;)', and a 'Record Count' section showing 'Display 100 retrieved records'.

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 Display

Clear ↑ Page Up ↓ Page Down

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.

Display Selections

- 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

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

Clear ↑ Page Up ↓ Page Down

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.

Display Selections

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

Browse Subjects

Use this method to find collections with the animal husbandry as an official subject. Type **animal husbandry** in the search, **check the boxes** next to the subjects, and click **Display Selections** to view the finding aids with those subjects.

Note: The Browse Subjects list displays alphabetically, so only subjects that begin with your search term will display.

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

Search Get Count Clear

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

Titles ↓
 exact match across levels ⓘ

Creators ↓
 exact match across levels ⓘ

Subjects ↓
 exact match across levels ⓘ

Navigating Search Results

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

QUICK SEARCH
ADVANCED SEARCH

[Home](#) > Search Results

Search Clear

match ALL words match ANY words

Displaying 1 - 50 of 74 [1] 2 Next »

Select: All on this page, All on All pages, None
View Selected

Ranked #1
 RS 9/11/18. SOLON A. EWING PAPERS, circa 1960-2003, undated

1 [Display Finding Aid](#)
3 [See more about COLLECTION](#)

2 [Show Hierarchy](#)

Ranked #2
 RS 9/11/57. ARTHUR L. ANDERSON PAPERS, 1921-1970, undated (bulk 1951-1959)

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

[Show Hierarchy](#)

Ranked #3
 RS 9/11/52. JAY L. LUSH PAPERS, 1918-1985, undated

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

[Show Hierarchy](#)

Ranked #4
 RS 9/11/15. PHINEAS STEPHENS SHEARER PAPERS, 1917-1978

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

[Show Hierarchy](#)

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 displays the 'ADVANCED SEARCH' interface. On the left sidebar, the 'Pre-defined Searches' section is circled in red. It contains a dropdown menu labeled '(Select Pre-Defined Search)' and an 'Apply' button. The main search area has tabs for 'QUICK SEARCH' and 'ADVANCED SEARCH'. Below the tabs, there's a breadcrumb 'Home > Advanced Search' and a 'Search Collections' heading. A search bar contains the text 'Titles' and a dropdown arrow. Below the search bar are two checkboxes: 'exact match' and 'across levels' (with an info icon). The same structure is repeated for 'Creators' with the text 'Creators or Contributors' in the search bar.

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>