CARDinal Quick Reference Guide

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Browse Subjects
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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

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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.
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 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 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 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:

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.
Navigating Search Results

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

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.
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