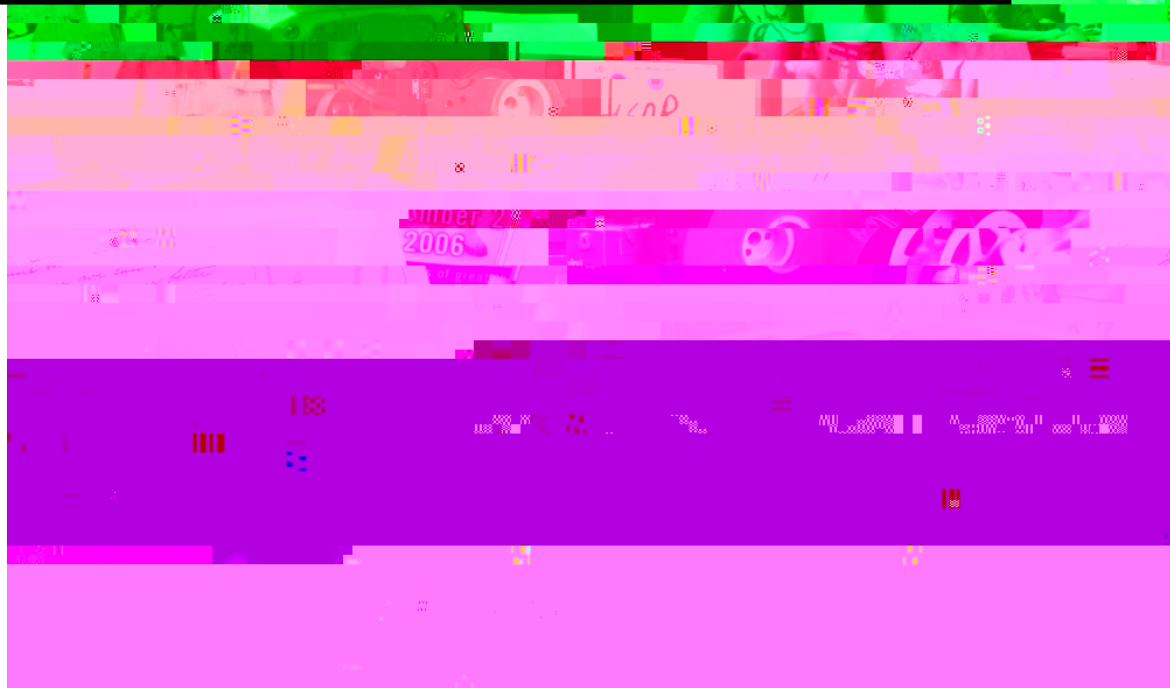


April 2021

Guide to searching and browsing the KSU Archives and Special Collections



ADDITIONAL RESOURCES

- x For an introduction to the KSU Archives and an explanation of archival terms used in this document, see the [KSU Archives Quick Reference Guide](#)
- x For a demonstration of the ArchivesSpace and SOAR features described in this guide, check out [this video](#)
- x For any additional questions about navigating our online resources, or about accessing the collections held by the KSU Archives, please contact archives@kennesaw.edu

Contents

Introduction.....	2.....
ArchivesSpace.....	2.....
Browsing in ArchivesSpace.....	3.....
Searching in ArchivesSpace.....	4.....
Limiting search by record type.....	4.....
Limiting search by descriptive field.....	5.....
Searching using Boolean operators.....	5.....
Navigating search results in ArchivesSpace.....	7.....
Navigating collection records (finding aids) in ArchivesSpace.....	

Searching in ArchivesSpace

Questions? Email archives@kennesaw.edu or call 470578-6289.

Limiting search by descriptive field

See Figure 5 below.

ArchivesSpace runs on a database containing descriptions of archival collections. Like any database, it organizes information for each collection into fields based on information type. One way to narrow your search is by searching across all collections for information in a specific field. The dropdown menu shown in Figure 4 gives four options for specific fields you can search.

Navigating search results in ArchivesSpace
See Figure 3

For example, choosing “Collection” will narrow your list to only the collections in which Mrs. Bonner is prominently featured.

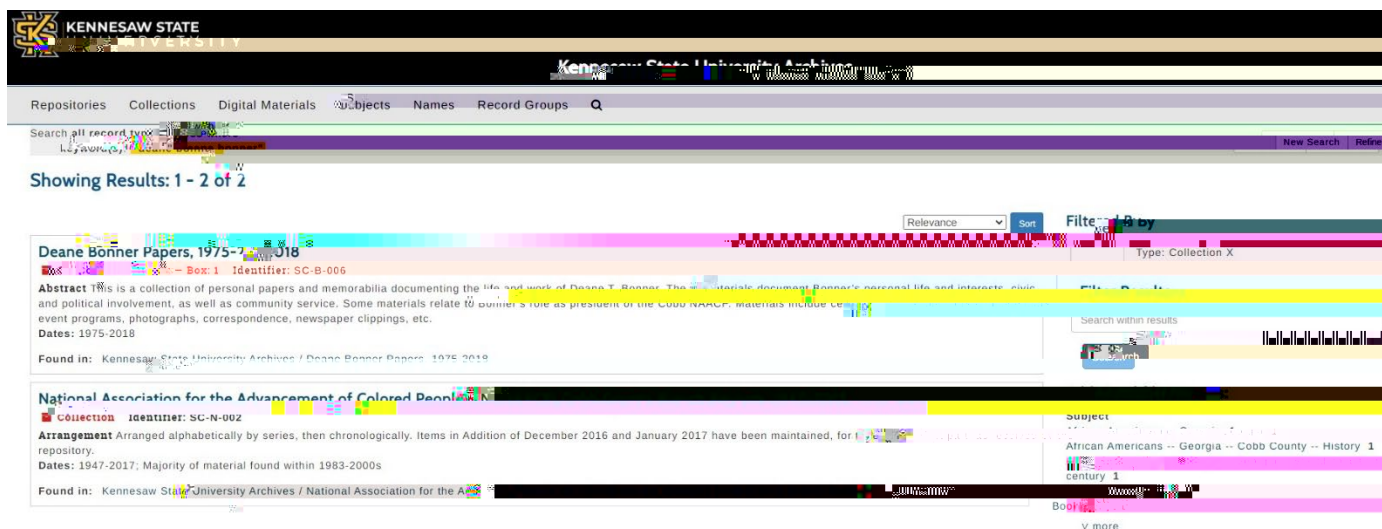


Figure11: Search results for Deane Bonner in ArchivesSpace limited by collection.

Alternatively, filtering by “Archival Record” will show all the individual parts of a collection that include your search terms. In this case, you will see an oral history with Deane Bonner, files relating to her service with the Cobb County NAACP, and other related materials from different collections.



Figure12: Search results for Deane Bonner in ArchivesSpace limited by archival record.

The Collection Organization tab describes the collection's structure, or hierarchical organization. Hierarchies generally include a combination of series, subseries, boxes, files, and items. The right sidebar outlines this same information. Click the title of each series or subseries to reveal the materials included in that setion.

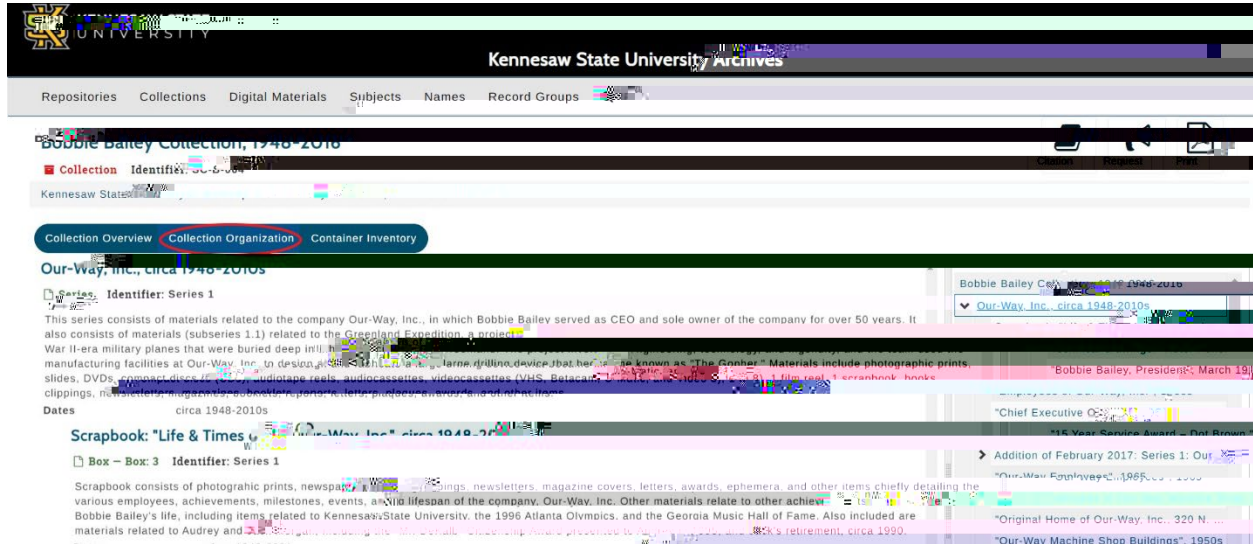


Figure19: Collection organization tab for Bobbie Bailey Collection finding aid.

The Container Inventory tab allows researchers to visualize how the collection is physically stored and to browse collection contents by box. Click the title of a box (such as "Box 3") to see a list of its contents.

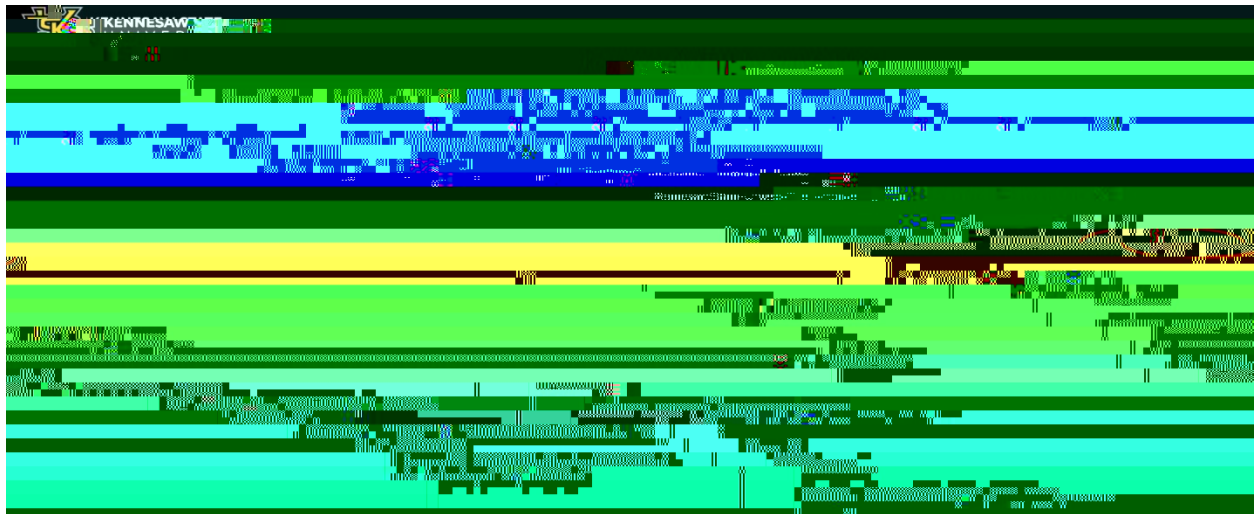


Figure20: Container inventory tab for Bobbie Bailey Collection finding aid.

Viewing materials described in ArchivesSpace

See Figure 20 below.

If items described in ArchivesSpace are also available online, a link to the corresponding digital item in SOAR will be provided.

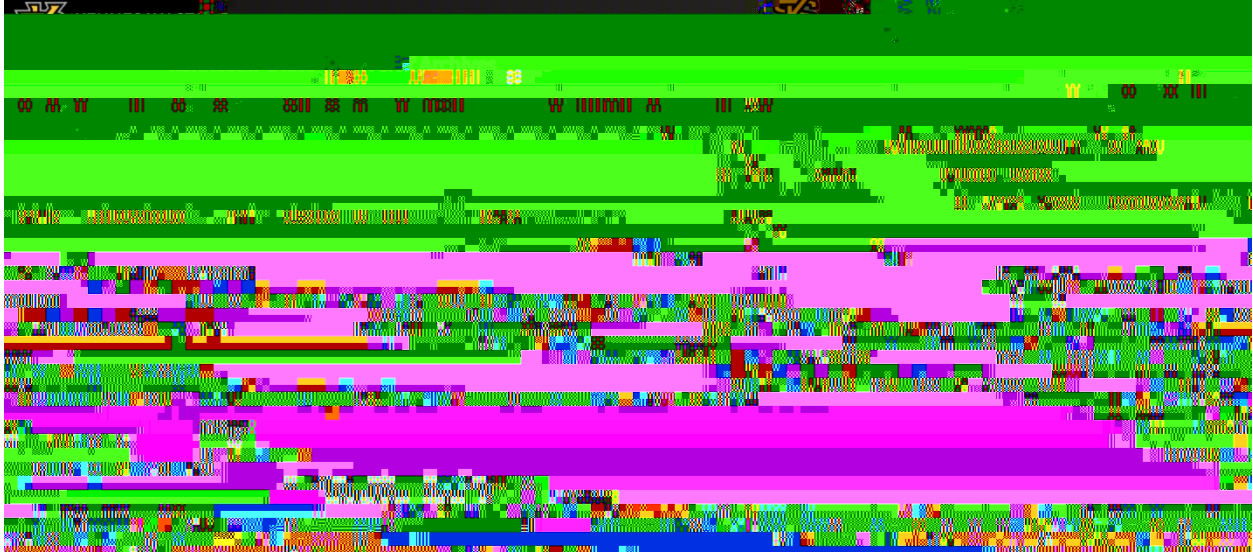


Figure 21: Lorelei Ladies scrapbook item record in ArchivesSpace. Click the digital materials icon to view this item in SOAR.

If no link is indicated the items are available for viewing in our reading room by appointment. To make an appointment, email archives@kennesaw.edu

Scholarly Online Access Repository SOAR

<https://soar.kennesaw.edu>

SOAR is the online repository for our digital collections. Items in SOAR were either born digital or digitized so that they could be accessed online. For more information, contact the Digital Library Services team at archives@kennesaw.edu or call 470-578-6289.

Materials in SOAR are organized into communities that mirror the “record groups” in ArchivesSpace: Kennesaw State University, Southern Polytechnic State University, Rare Books (the Bentley Rare Book Museum), or Special Collections (regional history). With these communities, materials are organized by collection (such as the Southern Graphics Council International records). You can also browse by subject, author, and other attributes by choosing from terms on the right sidebar.

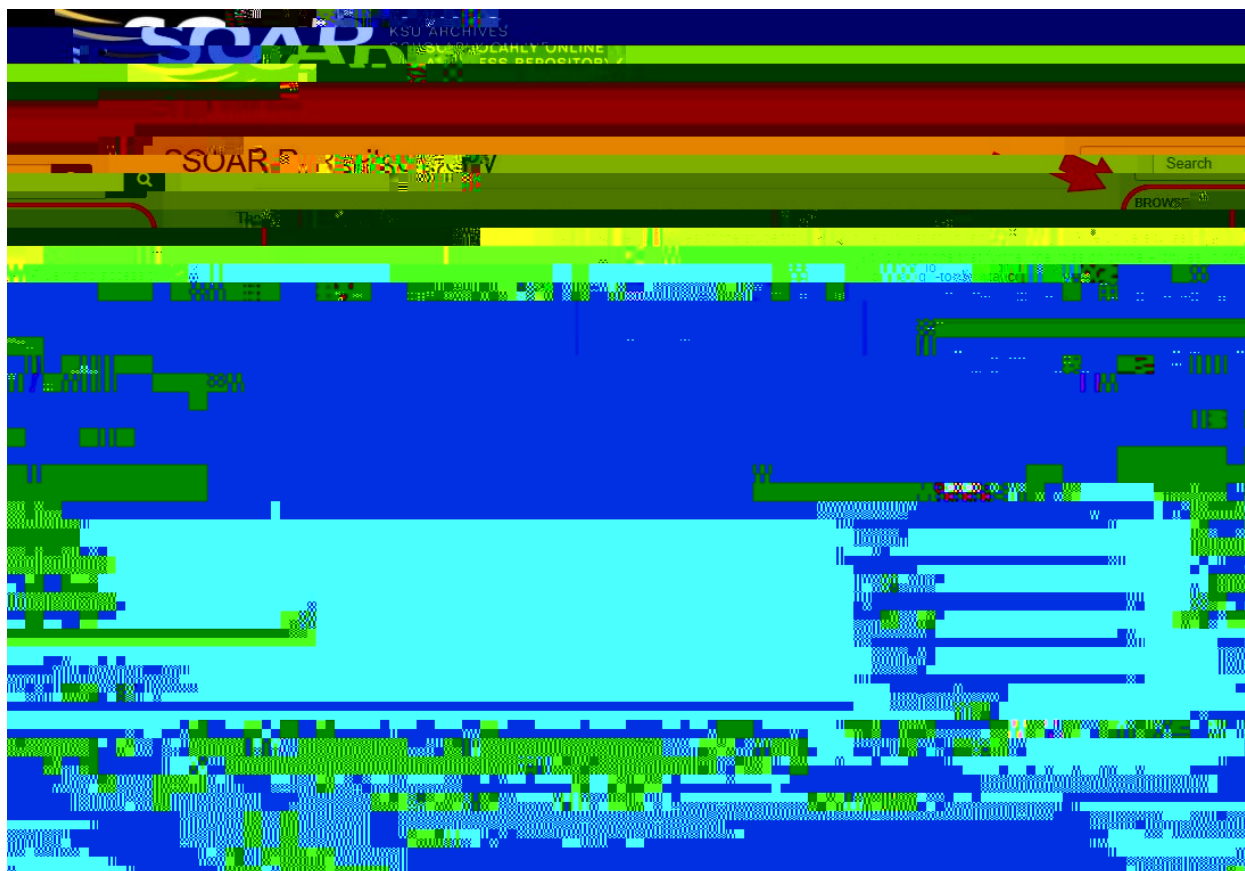


Figure23: Options for browsing in SOAR.

Viewing items in SOAR

See Figure 23-25.

Click the link to an individual item (such as [Individual making paper at SGC Conference](#)) from a collection page or search results. This will take you to an item record page.



Figure 24: Collection page for SGC Records in SOAR. Click item title to view item record page.

Questions? Email archives@kennesaw.edu or call 470-578-6289.

From the item record page, click the filename beneath the item thumbnail image (

To look for more items in this same community or collection, limit your search by selecting "This Collection" under the search box.

The screenshot shows the SOAR (Southern Graphics Council International Records) item record page. The page is titled "Individual making paper at SGC Conference in Tulsa". The main content area includes a photo of a man demonstrating papermaking, a description, and various metadata fields. A search box is visible at the top right, with "This Collection" selected in the dropdown menu. The page also includes a "View/Open" link for the image file "SGCI_5.jpeg (114.4Kb)", a "Collection Finding Aid" link, and a "Collections" section listing the item's location in the Southern Graphics Council International Records. A "Metadata" section is also present, with a link to "Show full item record".

SOAR KSU ARCHIVES

SOAR Home / Special Collections / Southern Graphics Council International Records, 1973 - 2000

Individual making paper at SGC Conference in Tulsa

Description
This photo was most likely taken at the 1973 SGC Conference in Tulsa, Oklahoma. A man seems to be demonstrating the art of papermaking.

Citation
Southern Graphics Council International Records, 1973-2000
Kennesaw State University Archives

Handle
<https://hdl.handle.net/11288/199502009>

View/Open
[SGCI_5.jpeg \(114.4Kb\)](#)

Collection Finding Aid
<http://www.library.kennesaw.edu/repositories/4/res>

Collections
Southern Graphics Council International Records

Prints, Photographs, and Moving Images
Southern Graphics Council International Records

Metadata
[Show full item record](#)

Search
This Collection

Navigation
All of SOAR
By Issue Date
Authors
Subjects
This Collection
By Issue Date
Authors
Titles
Subjects

Figure26: Item record page in SOAR. Select "This Collection" under the search box to search within this item's collection.

Frequently Asked Questions

When in doubt, contact your archivist at archives@kennesaw.edu or 470-578-6289.

Why am I unable to find results relevant to my research question using ArchivesSpace or SOAR?

First, consider if your research area falls within our collecting scope. If you are researching University history or topics relating to Northwest Georgia, the KSU Archives is a great place to search. If you are researching other topics, such as Ancient Egypt, we are unlikely to have primary source material to support your research.

If your area of research does fall within our collecting scope, but you still cannot find materials through ArchivesSpace or SOAR, contact the KSU Archives. We can help you create search terms and advise you on potential collections to review.

It is also possible that