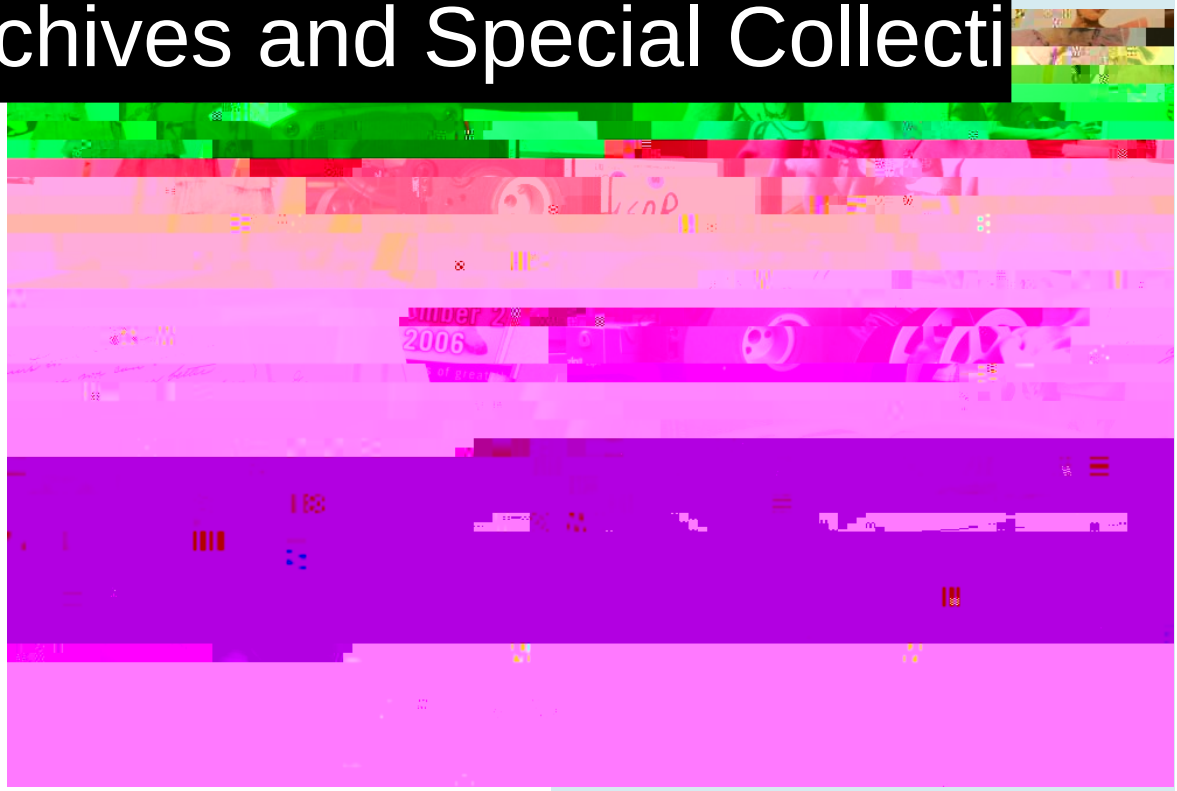
April 2021

Guide to searching and browsing th KSU Archives and Special Collecti



ADDITIONAL RESOURCES

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

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Searching in ArchivesSpace

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 drop-down menu shown in Figure 4 gives four options for specific fields you can search.

Navigating search results in ArchivesSpace

See Figure 9.

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

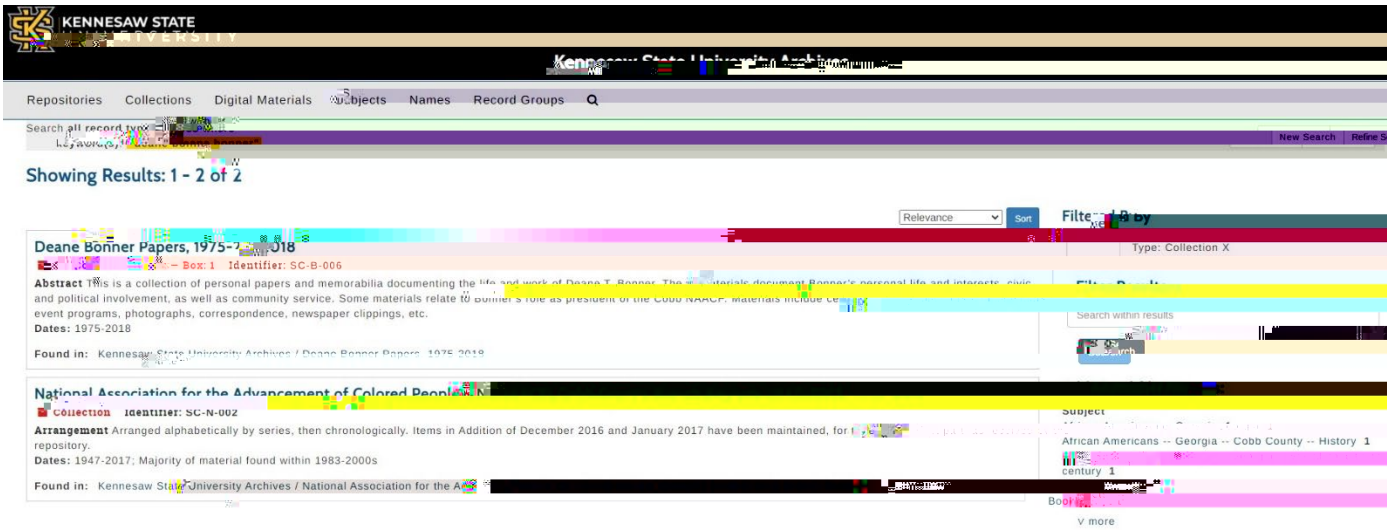

Figure11: Search results for Deane Bonner in ArchivesSpace limited by collection.

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.

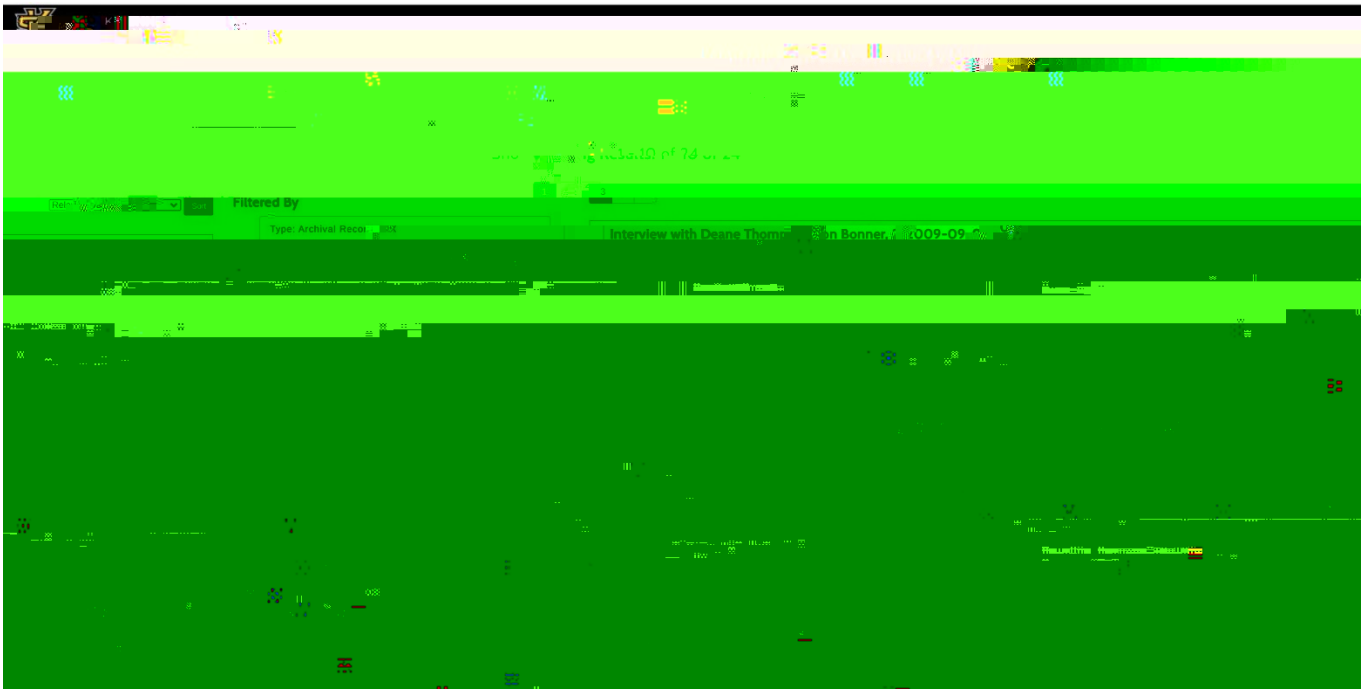

Figure12: Search results for Deane Bonner in ArchivesSpace limited by archival record.

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 section.

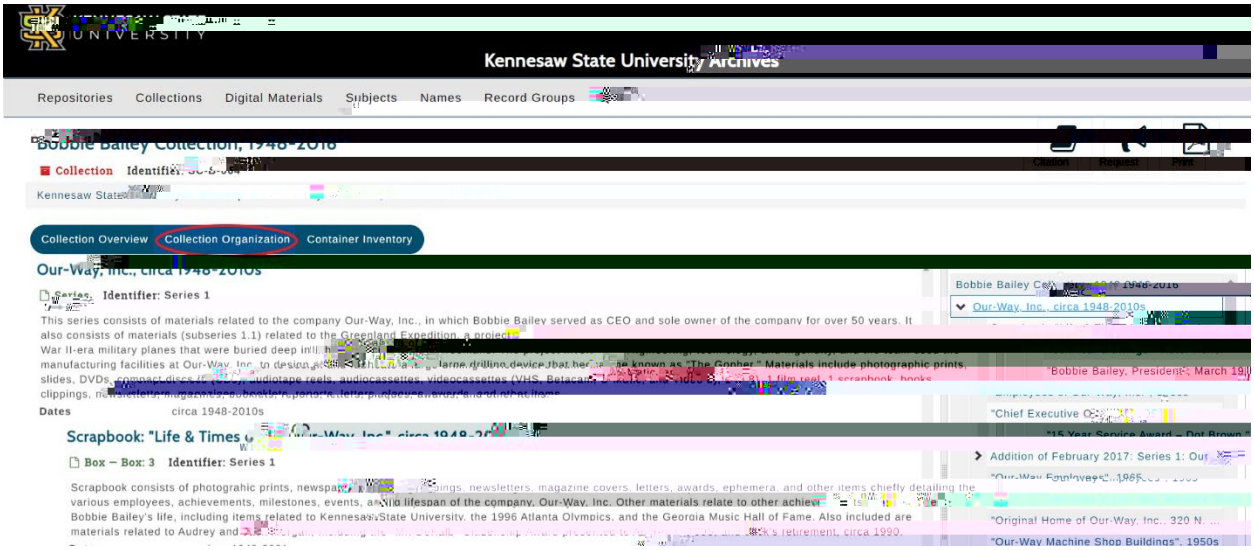

Figure 19: Collection organization tab for Bobbie Bailey Collection finding aid.

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.

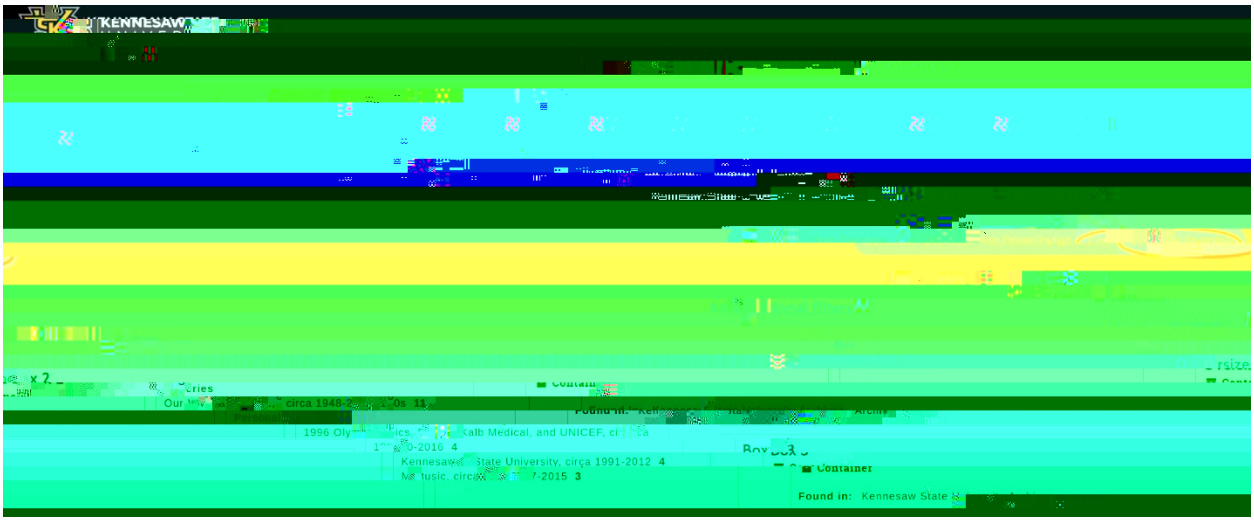

Figure 20: Container inventory tab for Bobbie Bailey Collection finding aid.

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 material 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 digitizedso that they cou3.6 (TJ 0 0.688.(d)-0 BT /P <</MCID 4 MCID 4 S Tw (I)Tj 0.002 Tc 0.004 Tw 0.(w)-3

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). Within 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.

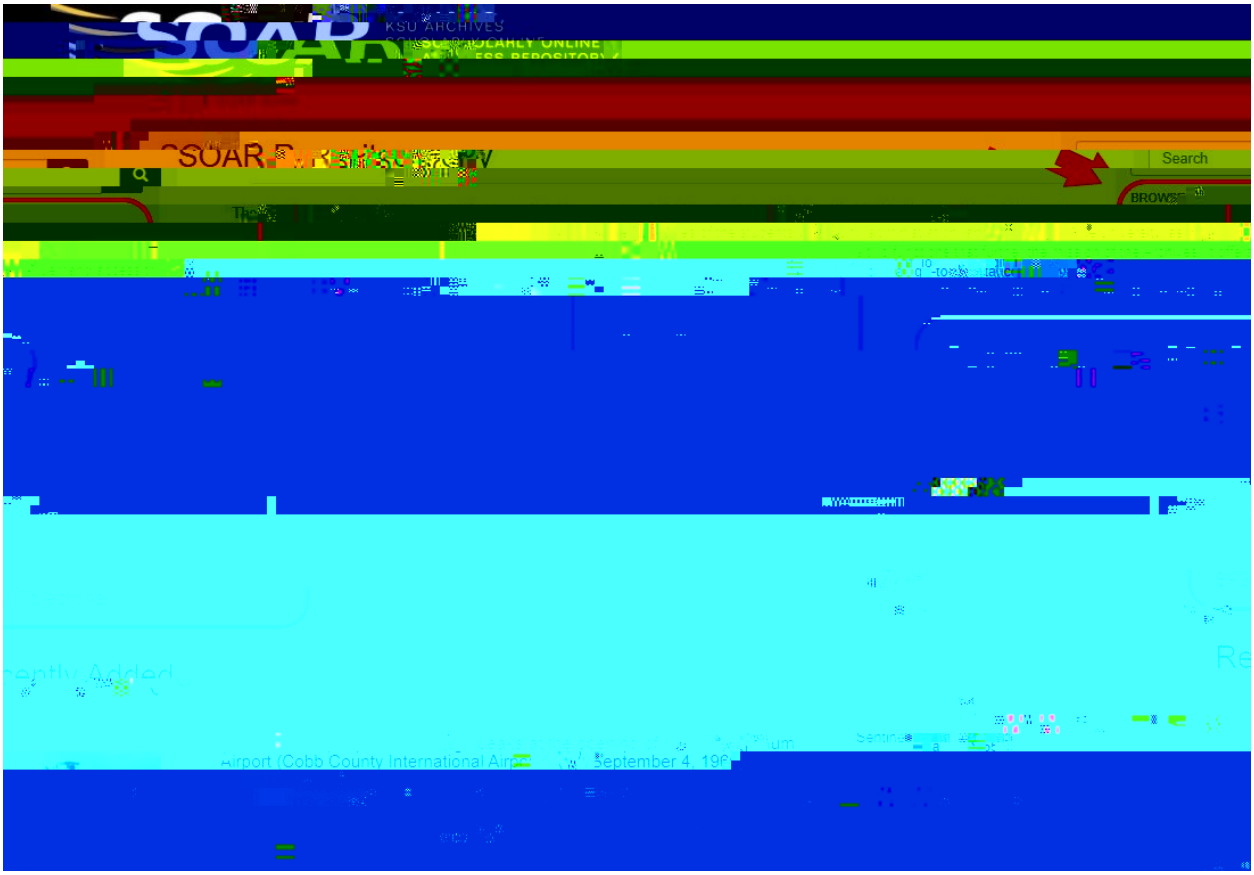

Figure 23: Options for browsing in SOAR.

Viewing items in SOAR

See Figures 23-25.

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

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

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.

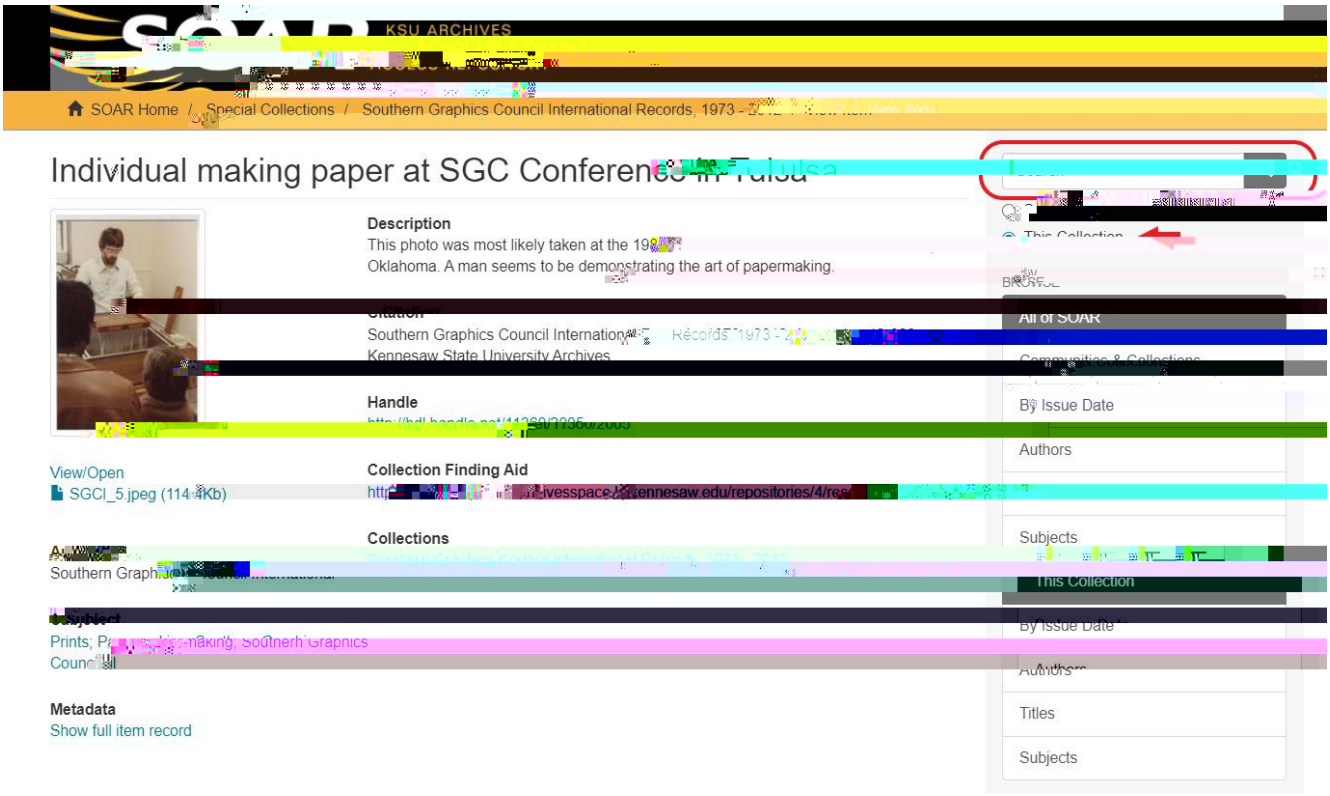

Figure26: Item record page in SOAR. Select "This Collection" under the search box to search within this item's collection.

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