

Using the Lawrence University Archives Catalog

The screenshot shows the homepage of the Lawrence University Archives Catalog. At the top left is the Lawrence University logo with the text 'LAWRENCE UNIVERSITY APPLETON, WISCONSIN'. At the top right is the text 'Lawrence University Archives'. Below the header is a navigation menu with tabs for 'Repositories', 'Collections', 'Digital Materials', 'Subjects', 'Names', and 'Record Groups', followed by a search icon. The main content area has a heading 'Searching the Lawrence University Archives' and a paragraph of introductory text. Below this is a 'Search tips:' section with two bullet points. At the bottom is a search form titled 'Search The Archives' with a text input field, a dropdown menu for 'Search all record types', a 'Keyword' dropdown, and a 'Years:' section with 'From' and 'To' input fields and a '+' button. A blue 'Search' button is located below the form.

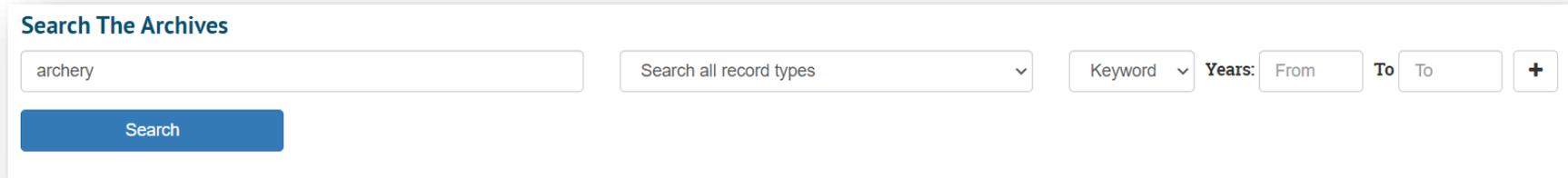
The main page of the [Archives Catalog](#) provides you with multiple ways to search for materials in our collections. You can search using keywords in the search bar or browse using the tabs above the search bar (Collections, Digital Materials, Subjects, Names, and Record Groups)

This document will provide you with information on how to find materials in the following ways:

- Keyword search
- Filter your results
- See information about individual catalog records
- Browse by Collections
- Browse by Subjects
- Browse by Names
- Browse by Record Group
- Request material for use in the Archives reading room or remote access through digitization

Keyword Searching

Type in the name, title, or topic you're interested in and click "Search." You can limit your search using the drop-down options and year range boxes to the right of the search bar; however, this is not required as there are ways to filter your results after searching. Additional search terms can be added using the + button on the far right.



Search The Archives

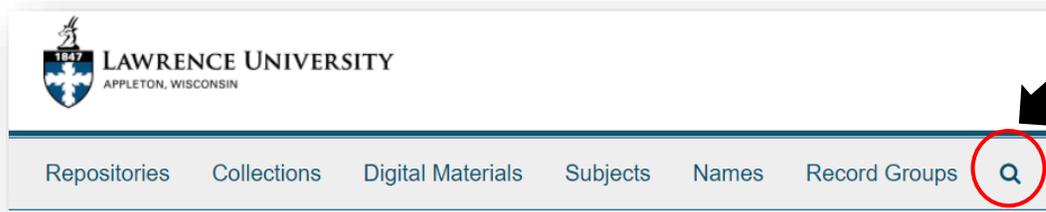
archery Search all record types Keyword Years: From To +

Search

Helpful Hints:

- To search a phrase, use double quotes around your search terms (e.g.: "physical education")
- To search for variants of a term, use * to truncate (e.g.: a search for demonstrat* will return results containing the word demonstrate, demonstrating, demonstration, etc.)
- If your search results do not return what you are looking for, try broadening your search by using fewer search terms or different keywords.

To start a new search, you can always click on the magnifying glass icon at the top of the page.



Filtering Search Results

You should now see the first page of your search results. These results can be narrowed to meet your needs using the filter buttons on the right.

The screenshot shows a search results page for the keyword 'archery'. At the top, it says 'Showing Results: 1 - 10 of 11'. Below this, there are three search results listed. On the right side of the page, there is a 'Filter Results' section. This section includes a search box for 'Search within results', 'From year' and 'To year' input fields, and a 'Search' button. Below these are 'Additional filters:' which are categorized into 'Repository' (Lawrence University Archives: 10), 'Type' (Digital Record: 6, Archival Record: 4, Subject: 1), and 'Subject' (Archery: 6, Women athletes -- Wisconsin -- History: 4, Women college students: 4, Athletics: 2, Main Hall: 2). A red circle highlights the 'Filter Results' section, and a black arrow points from the top center of the page towards this section.

If you are unfamiliar with Archival terminology, here are some key words to know as you filter your results:

- *Collection*: A set of materials that have been grouped together by a similarity- sometimes by donor, topic, or format.
- *Archival Record*: Within collections are smaller groupings such as series, files, or items. This type of search result will take you to a specific point within a collection record.
- *Record Group*: Collections with a unifying classification may be grouped together in a record group- often denoting the type of collection, such as manuscripts, or the creator of the records, such as Office of the President.
- *Digital Record*: These items have been digitized by the Archives and are available to view online.

Viewing an Individual Record

Once you find a search result you want to know more about, click on it to see more information.

Search all record types where
keyword(s): **archery** New Search Refine Search

Showing Results: 1 - 10 of 11

1 2 Title (ascending) Sort

Archery
Subject

Archery, article and photographs, circa 1949
File – Box: 2, Folder: 38 Identifier: Folder 38

Scope and Contents This collection consists of records documenting athletics (varsity sports, club sports, and intramurals) at Lawrence University dating from 1873 to the present. Records include administrative files and subject files documenting a variety of men's, women's, and coeducational sports over time. Materials include primarily articles, brochures/media guides/programs, correspondence, and photographs.

Found in: Lawrence University Archives / Athletics Records / Subject files / Sports

Archery for men and women
Digital Record Identifier: ARC2011-131

Found in: Lawrence University Archives

"Archery for men and women", ca. 1930
Item – Box: 2 Identifier: Item 34

Scope and Contents Slides in this set include informational slides.

Filter Results

Search within results

From year To year

Search

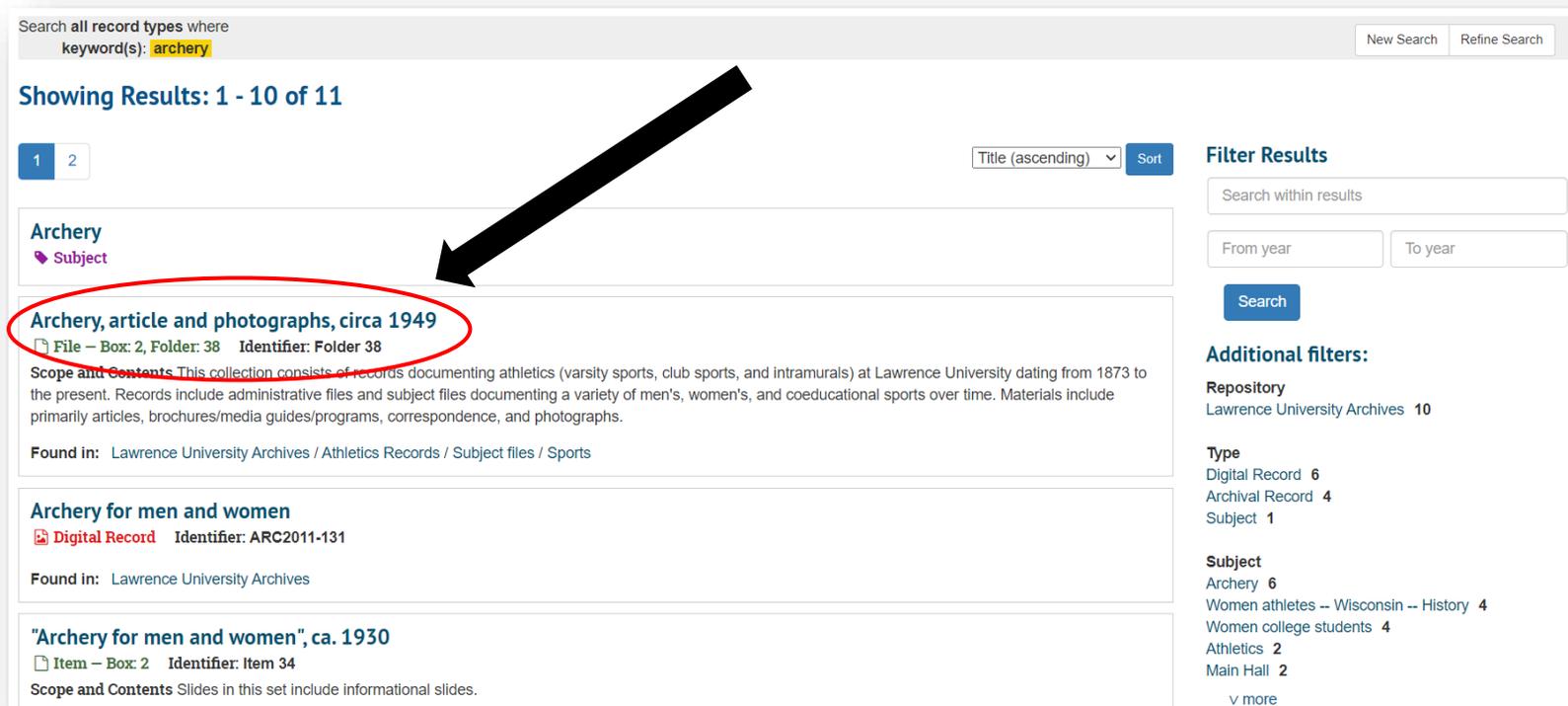
Additional filters:

Repository
Lawrence University Archives 10

Type
Digital Record 6
Archival Record 4
Subject 1

Subject
Archery 6
Women athletes -- Wisconsin -- History 4
Women college students 4
Athletics 2
Main Hall 2

v more



You should now see the individual Archival Record for the result you selected. Since this is a record for a single file, it will display the collection it is from and additional information such as the collection's scope note and the dates of the material contained in the file. Note that component records such as files and items will note their type in green text under the title.

Archery, article and photographs, circa 1949

 **File** – **Box: 2, Folder: 38** Identifier: Folder 38

[Lawrence University Archives](#) | [Athletics Records](#) | [Subject files, 1873-2019](#) | [Sports](#) | [Archery, article and photographs, circa 1949](#)

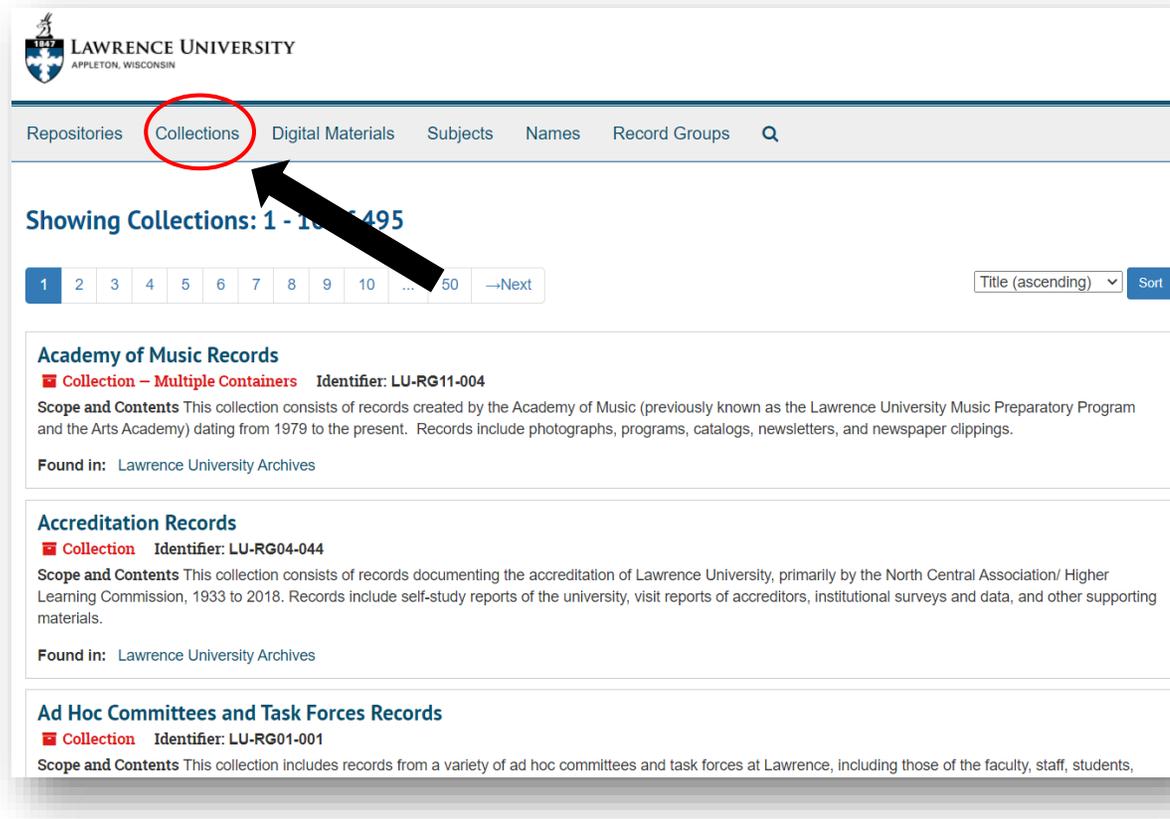
If material from the file has been digitized, it will appear as red and white boxes in the middle of the page. Clicking on these boxes will open the image in a new tab.



Women archery students

Browse by Collection

To browse all of the collections in the Lawrence University Archives, click on the Collections tab at the top of the page. You'll note that all collections have the term "Collection" in red under their titles.



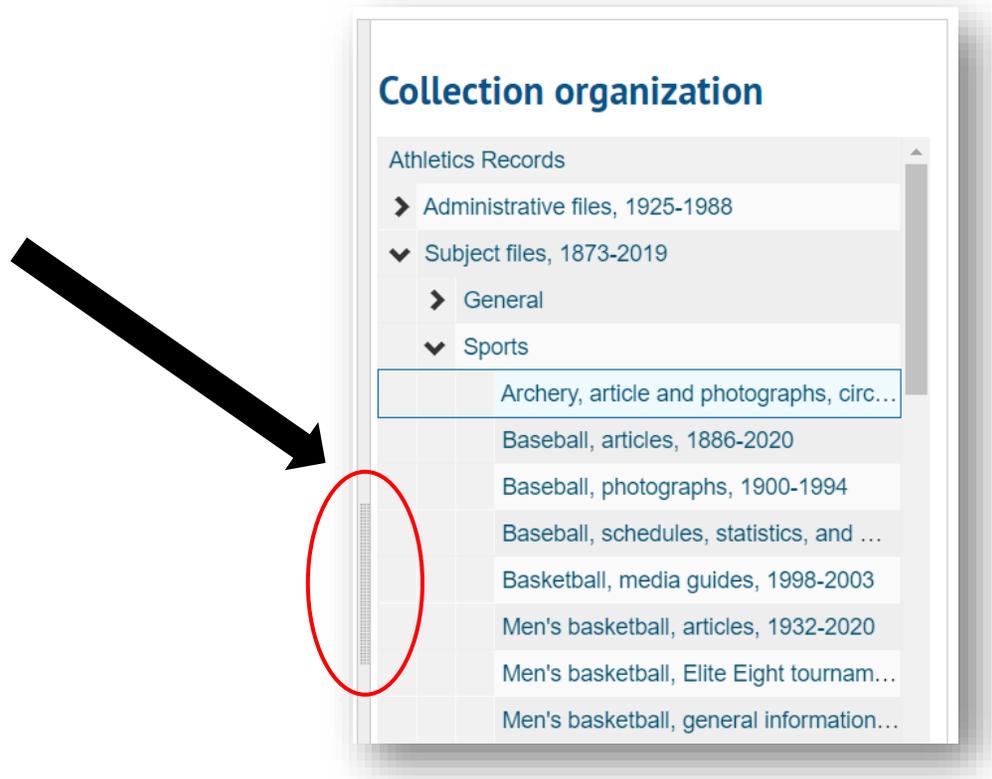
The screenshot shows the Lawrence University Archives website. At the top, the Lawrence University logo and name are displayed. Below the logo is a navigation menu with tabs for "Repositories", "Collections", "Digital Materials", "Subjects", "Names", and "Record Groups". The "Collections" tab is highlighted with a red circle and a black arrow pointing to it. Below the navigation menu, the text "Showing Collections: 1 - 10 of 495" is displayed. A pagination bar shows numbers 1 through 10, followed by an ellipsis and the number 50, and a "Next" button. To the right of the pagination bar is a dropdown menu set to "Title (ascending)" and a "Sort" button. Below the pagination and sorting options, there are three collection records listed:

- Academy of Music Records**
Collection – Multiple Containers Identifier: LU-RG11-004
Scope and Contents This collection consists of records created by the Academy of Music (previously known as the Lawrence University Music Preparatory Program and the Arts Academy) dating from 1979 to the present. Records include photographs, programs, catalogs, newsletters, and newspaper clippings.
Found in: Lawrence University Archives
- Accreditation Records**
Collection Identifier: LU-RG04-044
Scope and Contents This collection consists of records documenting the accreditation of Lawrence University, primarily by the North Central Association/ Higher Learning Commission, 1933 to 2018. Records include self-study reports of the university, visit reports of accreditors, institutional surveys and data, and other supporting materials.
Found in: Lawrence University Archives
- Ad Hoc Committees and Task Forces Records**
Collection Identifier: LU-RG01-001
Scope and Contents This collection includes records from a variety of ad hoc committees and task forces at Lawrence, including those of the faculty, staff, students,

These records contain details about each collection, including its linked Subject Terms and Names, Notes (including Historical/Biographical information, Scope and Content information), and much more.

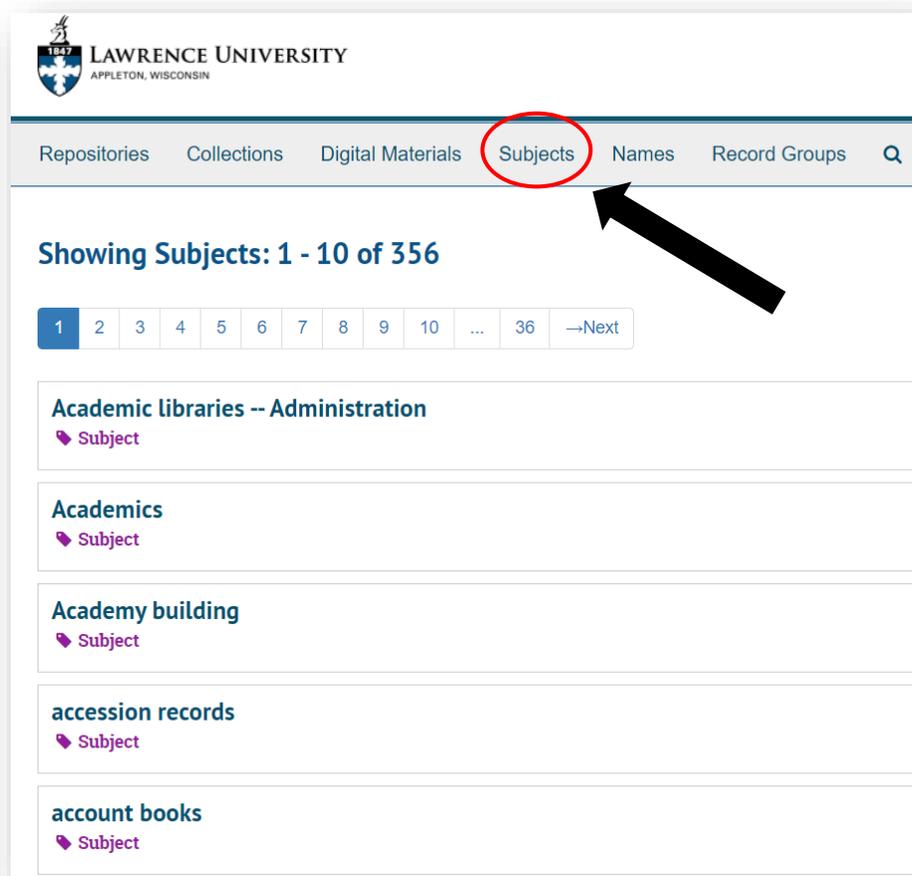
If you would prefer to read a collection record in the style of a traditional finding aid, simply click the "Print" button in the top right of the page to download it.

On the right side of the screen you will see the full organizational chart of the collection the file is contained within. You can expand this section by dragging the box from the left. This panel can also be used to navigate to other aspects of the collection, including series, sub-series, files, and items, by clicking on their titles.



Browse by Subjects

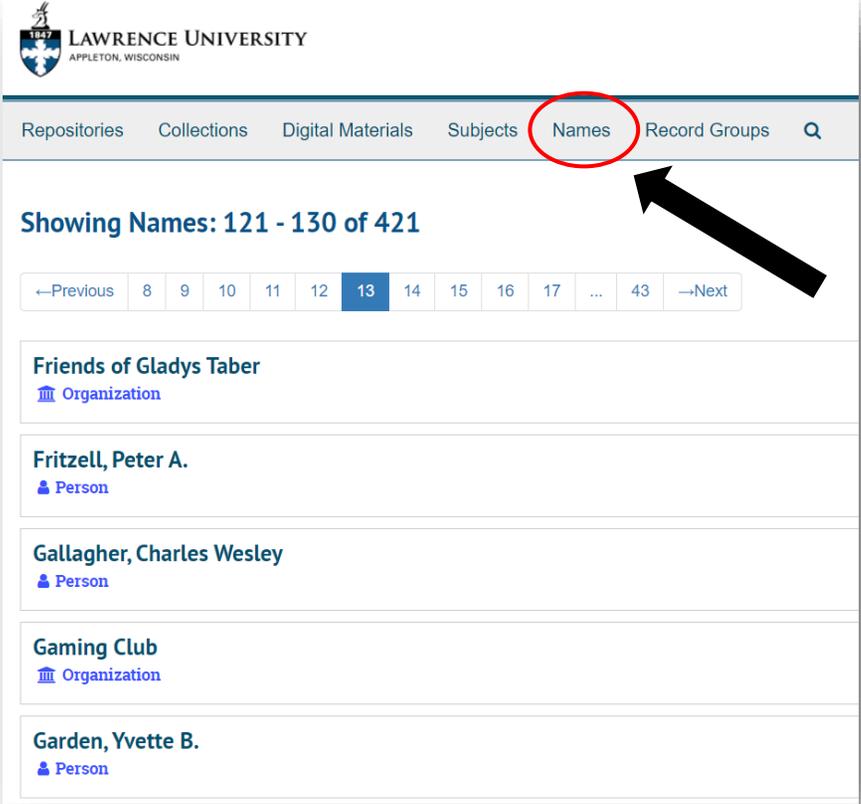
Subjects can be browsed in a similar fashion to collections, by clicking on the “Subjects” tab at the top of the page. Note that all subjects have the term “Subject” in purple under their titles.



Clicking on a subject term will show you all of the records associated with the term. You can navigate to any of these records for more information by clicking on them.

Browse by Names

Subjects can be browsed in a similar fashion to collections, by clicking on the “Names” tab at the top of the page. There are three types of names you might see- people, organizations, and families- all of which will be labeled below the name in blue.



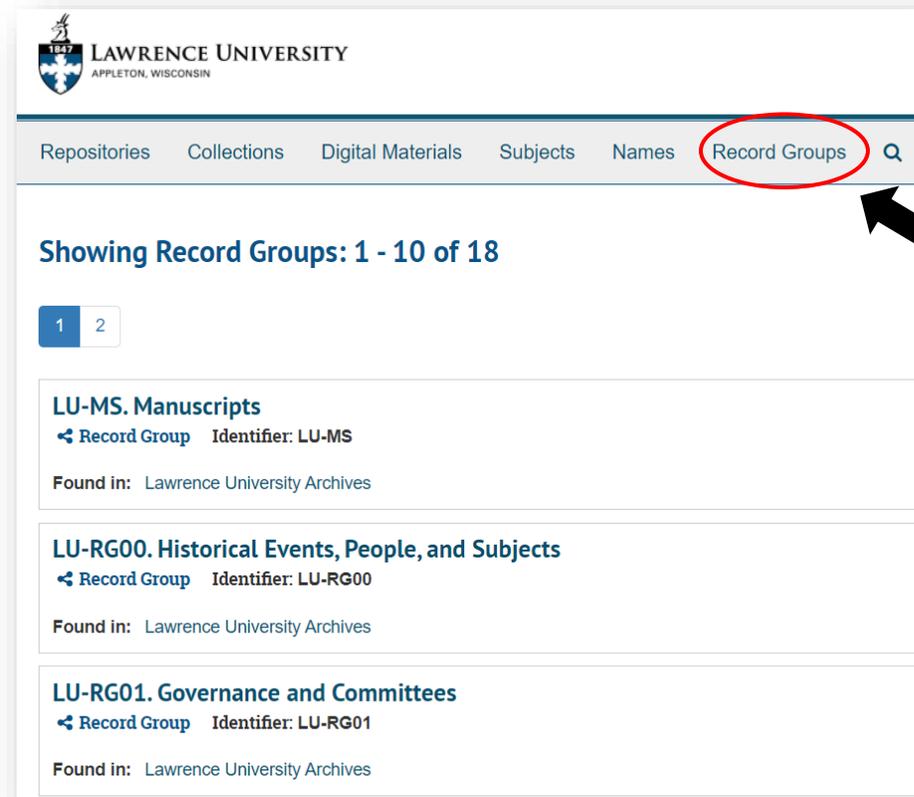
The screenshot shows the Lawrence University digital archive interface. At the top, the university logo and name are displayed. Below the logo is a navigation bar with tabs for Repositories, Collections, Digital Materials, Subjects, Names, and Record Groups. The 'Names' tab is highlighted with a red circle and a black arrow pointing to it. Below the navigation bar, the text 'Showing Names: 121 - 130 of 421' is displayed. A pagination bar shows a range of numbers from 8 to 43, with 13 highlighted. Below the pagination bar, a list of names is shown, each with a small icon and a label indicating the type of name: 'Friends of Gladys Taber' (Organization), 'Fritzell, Peter A.' (Person), 'Gallagher, Charles Wesley' (Person), 'Gaming Club' (Organization), and 'Garden, Yvette B.' (Person).

Clicking on a name will display the records that are associated with this name. You can navigate to any of these records for more information by clicking on them.

Browse by Record Groups

The Lawrence University Archives divides collections into a number of classifications called record groups. The two main distinctions to note when looking at record groups are that ones with an identifier beginning with LU are related to Lawrence University and ones with an identifier beginning with MDC are related to Milwaukee-Downer College prior to the two schools' merger.

As with browsing by Collection, Subject, and Name, record groups can be browsed by clicking on the "Record Groups" tab at the top of the page. Record Groups are denoted in dark blue under the title of the classification. Clicking on a record group will display the collections that fall under that category.



The screenshot shows the Lawrence University Archives website. At the top left is the Lawrence University logo with the text "LAWRENCE UNIVERSITY APPLETON, WISCONSIN". Below the logo is a navigation menu with the following items: "Repositories", "Collections", "Digital Materials", "Subjects", "Names", "Record Groups", and a search icon. The "Record Groups" tab is circled in red, and a black arrow points to it from the right. Below the navigation menu, the text "Showing Record Groups: 1 - 10 of 18" is displayed. Underneath this text are two small buttons labeled "1" and "2". The main content area lists three record groups:

- LU-MS. Manuscripts**
Record Group Identifier: LU-MS
Found in: Lawrence University Archives
- LU-RG00. Historical Events, People, and Subjects**
Record Group Identifier: LU-RG00
Found in: Lawrence University Archives
- LU-RG01. Governance and Committees**
Record Group Identifier: LU-RG01
Found in: Lawrence University Archives

Requesting Materials

To view physical materials from the Lawrence University Archives, please email archives@lawrence.edu or submit a [contact form](#) on our website to schedule an appointment. Including as much detail as possible is extremely helpful for our staff to prepare materials for your visit. The most important information to include is the Collection name, Folder name, and Box Number when applicable.

Example: If you want to view the folder below, you would submit the following request: Athletics Records, Box 2, Folder 38, Archery, article and photographs, circa 1949.

Archery, article and photographs, circa 1949

File – Box: 2, Folder: 38 Identifier: Folder 38

[Lawrence University Archives](#) | [Athletics Records](#) | [Subject files, 1873-2019](#) | [Sports](#) | [Archery, article and photographs, circa 1949](#)

To request digitization of materials from the Lawrence University Archives, please email archives@lawrence.edu or submit a [contact form](#) on our website and include the folder level information you would like digitized as well as any image quality requirements.

Previously digitized materials from the Lawrence University Archives are hosted in two places depending on the type of material, though all digitized materials are linked to from within the Archives Catalog.

- [Artstor](#) hosts photographs, reference images of 3-dimensional objects, and some documents
- [Lux](#) is Lawrence University's digital repository, and hosts published materials housed in the Archives including yearbooks and student newspapers

Any questions regarding this document, the Lawrence University Archives, and its collections can be directed to the University Archivist by emailing archives@lawrence.edu, submitting a [contact form](#), or calling (920)832-6753.

This guide was adapted from The Strong National Museum of Play's step-by-step guide on how to use the archives catalog.