



Accessible
ARCHIVES

**Primary Source Material from
18th & 19th Century Publications**

USER MANUAL

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Unlimited Priorities Corporation

Version 3.2

ACCESSIBLE ARCHIVES

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For technical assistance, please call 866-296-1488.

Hours of operation for *Accessible Archives'* technical support are from 9:00 AM until 5:00 PM Eastern Time.

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ABOUT ACCESSIBLE ARCHIVES

Accessible Archives® Founded in 1990, *Accessible Archives* utilizes computer technology and a large team of conversion specialists to provide vast quantities of archived historical information from the 18th and 19th centuries, previously available only in microformat, hard copy form, or as images. Diverse primary source materials reflecting broad views across American history and culture have been assembled into comprehensive databases. Developed by dedicated instructors and students of Americana, these databases allow access to the rich store of materials from leading books, newspapers and periodicals then current.

Accessible Archives will continue to add titles covering important topics and time periods to assist scholars, professors, students, genealogists and historical societies in their pursuit of knowledge. *Accessible Archives* has retained Unlimited Priorities Corporation® as its exclusive sales and marketing agent.

SITE OVERVIEW

Once you have accessed the *Accessible Archives* site, the system's menu bar will be available at the top of the screen.

SEARCH

Begin a search by clicking on SEARCH in the toolbar. Customers with login access will be presented with a login screen. Customers with IP access will be presented with the search screen.



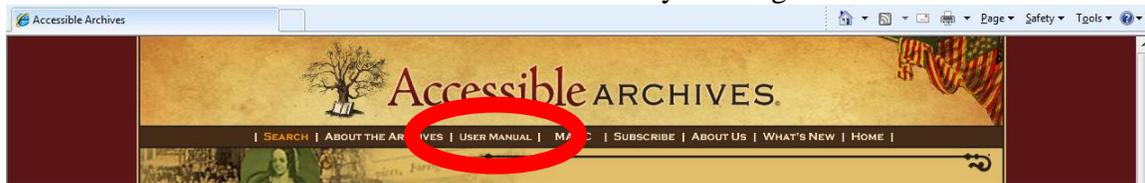
ABOUT THE ARCHIVES

Clicking ABOUT THE ARCHIVES provides you with a comprehensive description of the various full text collections that comprise the databases in *Accessible Archives*:



USER MANUAL

An online version of this user manual is available by clicking [USER MANUAL](#).



MARC RECORDS

MARC records have been added to *Accessible Archives*, one for each publication title (magazine, newspaper, book) in the databases. For more information, click [MARC](#):



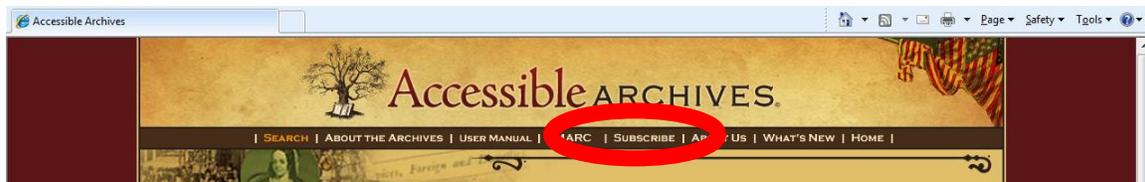
The searchable MARC records are formatted using MARC bibliographic tags, but they are displayed as HTML pages and therefore are only suitable for viewing.

- To retrieve all of the MARC records, enter the search phrase "marc record" on the search screen.
- To retrieve specific MARC records from the databases, (e.g., Civil War Collection Journals) enter the search: "marc record" and "civil war".

If you wish to load MARC records into your library's OPAC, contact *Accessible Archives* and we will send the importable MARC records to you, at no cost, on CD-ROM.

OBTAINING PERMANENT ACCESS OR A SUBSCRIPTION

Accessible Archives is available to universities, public libraries, historical societies, research institutions, K-12 schools, or any organization, as well as to individuals. Both permanent access and subscription pricing structures are available. To proceed, click [SUBSCRIBE](#):



Permanent Access

Each of *Accessible Archives'* databases is available as a complete collection, or is segmented into parts that are available separately, thus allowing customers to tailor the content to their particular needs. This model affords access in perpetuity, but it does require payment of a flat annual maintenance fee. The maintenance fee is not dependent upon the number of databases collectively obtained or held.

If you are interested in permanent access, obtain a quote from *Accessible Archives* by filling out the information request form on this page. You will also find a link to the *License Agreement* which must be completed.

Annual Subscriptions for Institutions

Institutions may elect to subscribe to *Accessible Archives* on an annual basis. Annual subscriptions provide access to all of the complete collections of databases. Pricing is based on an institution's enrollment of full time equivalent (FTE) students, or other population served. If you are interested in an annual subscription for your institution, obtain a quote from *Accessible Archives* by filling out the information request form on this page. You will also find a link to the *License Agreement* which must be completed.

Annual Subscriptions for Individuals

Individuals may obtain a subscription to all of the complete collections of *Accessible Archives* databases. A personal subscriber is defined as a single-user account holder accessing the system via an email address and password, and searching via their personal computer from home. To obtain a personal subscription, click through to the “Order a Personal Subscription” page, accept the license terms, and complete the sign-up form. Online payment is administered by PayPal, but a PayPal account is not required. Any credit or debit card is accepted.

ABOUT US

For a description of the development and history of *Accessible Archives*, click ABOUT US. Brief product descriptions and short testimonials also are featured on this page.



WHAT'S NEW

The WHAT'S NEW section includes information about recent additions and enhancements to the content, system and search tools; press releases about the services and company; FAQs; and additional information.



SEARCHING

To begin a search of *Accessible Archives*, click SEARCH:



No matter where you are in the search process, you may get online help. There is a link to the [Help](#) function below the main menu bar:



There are two parts to every search conducted in the *Accessible Archives* databases. They are **search terms** and **search operators**. Searching of *Accessible Archives* is not case sensitive. At all times either upper-case or lower-case (or combinations of either) may be used.

SEARCH TERMS

These may be single/multiple words or a complete phrase.

Single/Multiple Words. When more than one word is placed in a search box without any search operators or phrase designation, an “AND” operator is automatically inserted into the search string. For example:

- genealogy history (treated as two independent searches being ANDed together, i.e., genealogy AND history)
- religion
- confederate generals (treated as two independent searches being ANDed together, i.e., confederate AND generals)
- civil war (treated as two independent searches being ANDed together, i.e., civil AND war)

Phrases. To search a phrase, the entire phrase must be enclosed within double quotation marks (e.g. “ ”). For example:

- “civil war”
- “Potomac River”
- “confederate generals”

Search terms (single word or phrase) can be combined with the use of **search operators**.

SEARCH OPERATORS

Search operators are special words used to indicate the interaction of search terms and/or phrases. None of the search operators can be used with just a single term or a single phrase. They are used to dictate interrelationships between more than one term/phrase. There are three **search operators**:

OR
AND
NOT

The default operator is AND. If no operator appears between independent terms or phrases in a search box, the AND operator is assumed.

OR

The OR operator is used to expand search results. Using the OR operator requires that either the term/phrase preceding the operator OR the term/phrase following the operator be included in the publications retrieved. Both may appear, but only one OR the other needs to be present. For example:

“Potomac River” OR history

requires that either the phrase OR the term must appear. Both or just one may appear, but at least one needs to be present.

AND

The AND operator is used to limit search results. This operator requires that the term/phrase preceding the operator as well as the term/phrase following the operator both be included in the same document. For example:

“Potomac River” AND history

requires that all documents retrieved have both the indicated phrase and the indicated term included.

Similarly, the AND operator can be used with multiple term searches when those terms do not make up a phrase.

To search *steam ships attempting to run the blockade of Charleston*, one could enter a search such as:

steamer AND blockade AND charleston

There is no guarantee that this search statement will ONLY retrieve information about blockade running near Charleston, but it will retrieve documents that contain all of those terms.

Since the AND operator is the default operator, the following two searches will yield exactly the same results:

“Potomac River” AND Washington
“Potomac River” Washington

NOT

The NOT operator is used to restrict search results. With the NOT operator one term/phrase will be included in the results, but NOT the term or phrase following the NOT operator.

For example, if a search is conducted for information on the *A.M.E. Church*, the results retrieved include too many items about that church's activities in Nashville. The search may be restricted to articles about the church that do NOT have anything to do with Nashville by using the NOT operator:

“A M E Church” NOT Nashville

By using NOT, the results are now restricted so that information on the AME Church will be included, but the additional results about Nashville no longer are.

ADDING SEARCH BOXES

Accessible Archives allows you to add additional search boxes, providing a user-friendly way to perform complex searches incorporating operators. To add more search boxes, click [Show more search boxes](#) (located just below the initial search box):

Accessible ARCHIVES

| [SEARCH](#) | [ABOUT THE ARCHIVES](#) | [USER MANUAL](#) | [MARC](#) | [SUBSCRIBE](#) | [ABOUT US](#) | [WHAT'S NEW](#) | [HOME](#) |

Search the Archives - Magazines, Newspapers and Books

[Help](#)

Please enter your search: [Word Index](#) | [Browse the Archives](#)

[Show more search boxes](#)

Search Clear

After clicking this link, three additional search boxes will appear:

Accessible ARCHIVES

| SEARCH | ABOUT THE ARCHIVES | USER MANUAL | MARC | SUBSCRIBE | ABOUT US | WHAT'S NEW | HOME |

Search the Archives - Magazines, Newspapers and Books

[Help](#)

Please enter your search: [Word Index](#) | [Browse the Archives](#)

Full text

[Hide added search boxes](#)

AND OR NOT

Full text

AND OR NOT

Full text

AND OR NOT

Full text

The radio buttons between the search boxes are preset with the OR operator. You may change this to either AND or NOT, as desired.

Your search will be processed in the order of the search boxes, from top to bottom. If you wish to conduct a complex search where you OR together several concepts (synonyms) and then combine with AND, it is best to enter the ORed concepts first, and then AND with the next search box. Always enter your NOT concepts, if needed, last.

For example, say you are looking for information on John Quincy Adams, not published in *The Liberator*. You want information on Adams as either an ambassador or foreign minister. To conduct this search you would enter (box 1) *ambassador* OR (box 2) *minister* AND (box 3) "*John Quincy Adams*" NOT (box 4) *pub_title:"The Liberator"*. The search will be processed as:

((ambassador OR minister) AND "John Quincy Adams") NOT pub_title:"The Liberator"

Finally, in order to eliminate the additional search boxes, click [Hide added search boxes](#), located just below the top search box.

RETRIEVING TOO MUCH

Searches will retrieve up to 50,000 results. If your search strategy is too broad, it will retrieve too many documents to reasonably explore and review. Instead, a message will appear on the search screen as follows:

Too many results to display: NNNNN (where NNNNN is the number of hits)

For example, the word “society” retrieves over 60,000 items. It is advisable in this case to further refine your search strategy.

TIMING OUT

Once you have initiated an *Accessible Archives* search session by logging into the system or (if authenticated by IP address) accessing the search screen, you may continue searching indefinitely, as long as you are actively moving about the system (executing searches, viewing results, browsing content lists, etc.). If the *Accessible Archives* system has not detected any activity from you for greater than 20 minutes, your search session will time out and be terminated. In order to continue searching, you must login again, or return to the search screen if IP authenticated.

STOP WORDS

There are no stop words in this system. Stop Words or Noise Words are defined as those commonly used words like “the” or “an” that a search engine will filter out automatically from a search string. Since *Accessible Archives* contains a unique collection of resources using phrases and concepts that are no longer in common language usage, the search capability does not remove these words. This allows you total freedom in searching for variant spellings as well as unique phrasing. For example, when looking for organizations that include normal stop words in their names, if the stop words are not removed you are able to retrieve more on-target results.

SYMBOLS AND NUMBERS AS SEARCH TERMS

Some characters are used as “operators” in search statements (see following section). These symbolic operators are NOT recommended for general use. Symbols such as : ; \$ may be used as part of a search statement, although they are not searched.

All numbers are directly searchable. For example, a date like 1854 may be used as part of a search statement. Using a year only is not recommended. Normally, dates should be used in combination with other search terms.

SYMBOLS AS OPERATORS

Symbols are available as Boolean operators. It is strongly recommended, however, that they **not** be used. Should you desire to use symbols in your searching, the plus sign (+)

may be used in place of AND. The minus sign (-) may be used in place of NOT. There is no symbolic replacement for the OR operator. If no operator is present within a search box (by word or by symbol) the AND operator is assumed.

KEYWORD SEARCHING

Keyword searching is also called free-text searching. A keyword search will automatically retrieve words or phrases from all fields within *Accessible Archives* if no restrictions are placed on the search. If desired, however, searches may be restricted to a particular field or fields (see [FIELDS](#) section for more information).

PHRASE SEARCHING

To search for a specific phrase, enclose it in quotation marks. It is necessary to enclose the phrase within double quotation marks (“ ”). Single quotation marks (‘ ’) are ignored and a phrase enclosed by single quotation marks is searched as if the terms were independent search terms. Phrases may also be part of a field search. Just like independent phrases, a phrase in a field search also needs to be enclosed by double quotation marks (“ ”). Examples of phrases in field searching are given below. (For more information on this see the [FIELDS](#) section.)

Examples:

- “confederate generals”
- “Norwegian flavor”
- art_title:“ame church”
- author_name:“washington irving”

Entering the terms without double quotation marks will cause the search to be conducted as a simple “AND” search. Examples:

- rebel troops yields 3,279 documents
- “rebel troops” yields 427 documents
- ‘rebel troops’ yields 3,279 documents
- Norwegian flavor yields 4 documents
- “Norwegian flavor” yields a single document
- ‘Norwegian flavor’ yields 4 documents

TRUNCATION & WILDCARDS

Due to the nature of the contents of *Accessible Archives*, there are many variant spellings and what we today consider to be archaic spellings of words. Therefore a searcher should keep in mind these factors. The use of “wildcards” and the ability to truncate a term become very important. Use the wildcard and truncation symbols to create searches where there are unknown characters, multiple spellings or various endings. Both the truncation feature and the wildcard feature require at least three characters plus the symbol.

TRUNCATION

The truncation symbol is an asterisk (*). It may be used at the end or in the middle of any search word in place of multiple characters.

Examples:

- GEO* will find GEO, GEORGE, GEORGETOWN, GEORGIA as well as any other word that begins with “GEO”
- CHAMBER* will find CHAMBER, CHAMBERED, CHAMBERING, CHAMBERS as well as any other word that begins with “CHAMBER”
- AN*STHETIC* will find ANESTHETIC, ANEASTHETIC, ANUSTHETIC, ANESTHETICS, ANAESTHETICS, ANESTHETICAL, etc.

WILDCARD

The wildcard symbol is a question mark (?). It may be used in the middle or at the end of any character string. Use it to replace a single character. Examples:

- WOM?N will find WOMAN or WOMEN
- WOMEN? will find WOMEN or WOMENS
- TE?T will find TEST or TEXT
- TEXT? Will find TEXT or TEXTS

PROXIMITY SEARCHING

Proximity searching locates words that are a specific distance away, up to 5 words. Use the tilde (~) at the end of a phrase with a number from 1 through 5. Do not use any spaces. This feature is not available for single word searches. Examples:

- “slave traders”~ 5 finds slave and traders within 5 words of one another
- “church music”~3 finds church and music within 3 words of one another

When performing a proximity search, word order is NOT specified. For example if you were to search

“music compilation”~5

you would retrieve a document with the following phrase: “...the best and most original *compilation* of hymns with *music* ever issued.”

CASE SENSITIVITY

The search interface for *Accessible Archives* is not case sensitive. Upper or lower case letters may be used throughout and the search results will not vary.

FIELDS

Each item in *Accessible Archives* is broken up into numerous fields of data.

- Each of the fields may be searched independently using field indicators in the search box.
- Some fields are also directly searchable via a user-friendly drop-down option next to each search box (Titles, Authors, and Book Publishers, as well as States and Counties from the American County Histories database).
- Other fields may also be searched via limiters located at the bottom of the search screen (Publication Type, Source, Publication Dates). See [SEARCH LIMITERS](#) for more information.

To conduct a field search, simply type the field name in the search box and insert a colon followed by the search term. Spacing following the colon is discretionary. The results will be the same with or without a space.

```
state: PA
pub_date:1854
```

Please note that not all fields are used in all documents. Some of the tagged fields are unique to certain types of documents. If your subscription does not give you access to all of the *Accessible Archives* databases, you may not have need for some of the fields.

Directly-searchable fields:

- Article Title (art_title)
- Author (author_name)
- Book Title (book_title)*
- Chapter Title (chapter_title)*
- Collection (collection)
- County (county)**
- Image Type (image_type)***
- ISO Date (iso_date)
- Publication Date (pub_date)
- Publication Title (pub_title)
- Publisher (publisher)*
- State (state)**

Fields searchable via drop-down selections next to search box:

- Title
- Author
- Publisher *
- State **
- County **

* Books and American County Histories only
** American County Histories only
*** *Godey's Lady's Book* only

ARTICLE TITLE (art_title:)

You do not need to enter the complete title of an article when searching this field. For example, if you were looking for articles about the AME Church, search as follows:

```
art_title:"ame church"
```

You will retrieve articles that have that exact character string within the article's title, as well as articles where *AME Church* is the complete title.

As an alternative, you may target article titles by selecting "Title only" from the drop-down list next to the search box. (The "Title only" option searches against the art_title, book_title and chapter_title fields.)

AUTHOR (author_name:)

The author is the creator (or creators) of an item or article within the databases. Using the complete name is not necessary, but doing so will yield more exacting results.

author_name: "washington irving"

As an alternative, you may restrict to authors by selecting "Author only" from the drop-down list next to the search box.

BOOK TITLE (book_title:)

This field is the title of the book. Searches restricted to this field will also automatically restrict retrieval to books within *Accessible Archives* (i.e., newspaper and magazine content is excluded).

It is possible to search for complete book titles or words within the title of a book. Take as an example the book by William E. S. Whitman *Maine in the War for the Union*. The searcher may put in the entire title (within double quotation marks--" "), thus guaranteeing that the only results will come from that specific book.

book_title: "maine in the war for the union"

Without the double quote marks, the strategy will search for MAINE in the title field and a free text AND search for all of the remaining words in the book's title. It will not be a phrase search.

A more exacting way to do a book-title search would be to do a complex search using more than one field, e.g., an author. An example of such a search would be

book_title: maine and author_name: Whitman

In most cases when the results are displayed from a book_title search, the searcher will be able to browse through an entire book, one chapter at a time. For more information about browsing an entire book, see [BROWSING FULL-TEXT DOCUMENTS](#).

Finally, you may target book titles by selecting "Title only" from the drop-down list next to the search box. (The "Title only" option searches against the art_title, book_title and chapter_title fields.)

CHAPTER TITLE (chapter_title:)

Within books, each chapter is treated as a unique document. This allows searchers to look for a specific chapter or chapters within a book. The "chapter_title" field is only

used in the Books portion of *Accessible Archives*. Therefore it is not necessary to limit results to books when using this field.

You may search chapter titles for words or phrases. All words in a phrase search must be enclosed by double quotation marks (“ ”). For example:

chapter_title: Potomac

chapter_title: “first Potomac campaign”

You may also target chapter titles by selecting "Title only" from the drop-down list next to the search box. (The "Title only" option searches against the art_title, book_title and chapter_title fields.)

COLLECTION (collection:)

There are a number of unique collections within *Accessible Archives*. Your subscription will dictate the collections to which you have access. Currently the collections within *Accessible Archives* are:

- African American Newspapers
- American County Histories
 - I. Mid-Atlantic States
 - II. New England States
- The Civil War
 - Part I: A Newspaper Perspective
 - Part II: The Soldiers’ Perspective
 - Part III: The Generals’ Perspective
 - Part IV: A Midwestern Perspective
 - Part V: Iowa's Perspective
- *Godey’s Lady’s Book*
- *The Liberator*
- *The Pennsylvania Gazette*
- South Carolina Newspapers
- *The Virginia Gazette*

When Collection searching is performed, you will be searching all of the publications within that collection. Therefore it is strongly recommended that all collection searching be set up in conjunction with other search parameters, i.e., combining the collection with another qualifier (subject-type term, author, keyword, etc.). This is not necessary but in most cases you will retrieve more citations than can be displayed if you search a collection alone. Most collections names require a phrase to retrieve the appropriate collection. Therefore, use of double quotes (“ ”) surrounding the collection name is essential.

Examples of complex searches with a “collections” field qualifier are:

collection: “midwestern perspective” and “cedar river”

collection: liberator and Huntsville

collection: “virginia gazette” and Burgoyne

collection: “virginia gazette” and estate and slaves

COUNTIES (county:)

The County field is only applied in the American County Histories collection. There are three ways to perform a county search:

- Direct search using the **county:** field indicator in the search box
- Selecting "County (American County Histories)" from the drop-down list next to the search box
- Via the "Counties" limiter that appears when the Publication Type limiter is restricted to "American County Histories" (see [SEARCH LIMITERS](#)).

To perform a direct search on a county name, search as follows:

county:Cortland

Please note that New Castle County in Delaware needs to be searched without a space, as follows:

county:newcastle

Direct searches on counties that are in more than one state (such as Washington in Maryland, New York, Pennsylvania and Rhode Island) require a combination search, i.e., using two different fields in the same search statement. For example:

state:de and county:kent

If the search were only on the county name of "kent" the system would pull items from Delaware, Maryland and Rhode Island. At this time there are twenty-three duplicate county names. They are:

Alleghany (Maryland, New York and Pennsylvania)
Bristol (Massachusetts and Rhode Island)
Carroll (Maryland and New Hampshire)
Columbia (New York and Pennsylvania)
Cumberland (Maine, New Jersey and Pennsylvania)
Delaware (New York and Pennsylvania)
Erie (New York and Pennsylvania)
Essex (Massachusetts and Vermont)
Franklin (Maine, Massachusetts, Pennsylvania and Vermont)
Greene (New York and Pennsylvania)
Kent (Delaware, Maryland and Rhode Island)
Middlesex (Connecticut, Massachusetts and New Jersey)
Monroe (New York and Pennsylvania)
Montgomery (Maryland and Pennsylvania)
Orange (New York and Vermont)
Orleans (New York and Vermont)
Sullivan (New York and Pennsylvania)
Tioga (New York and Pennsylvania)
Warren (New Hampshire, New Jersey, New York and Pennsylvania)
Washington (Maine, Maryland, New York, Pennsylvania and Rhode Island)
Wayne (New York and Pennsylvania)
Windham (Connecticut and Vermont)
York (Maine and Pennsylvania)

The following counties currently are part of the American County Histories database:

Connecticut

Fairfield
Hartford
Litchfield
Middlesex

New Haven
New London
Tolland
Windham

Delaware

Sussex
Kent

New Castle (search as newcastle)

Maine

Androscoggin
Cumberland
Franklin
Hancock
Kennebec
Knox

Lincoln
Oxford
Penobscot
Piscataquis
Sagadahoc
York

Maryland

Alleghany
Anne Arundel
Baltimore
Caroline
Carroll
Cecil
Dorchester
Fredrick

Garrett
Harford
Howard
Kent
Montgomery
Talbot
Washington

Massachusetts

Barnstable
Berkshire
Bristol
Dukes
Essex
Franklin
Hampden

Middlesex
Nantucket
Norfolk
Plymouth
Suffolk
Worcester

New Hampshire

Belknap
Carroll
Cheshire
Coos
Grafton

Hillsborough
Merrimack
Rockingham
Straford
Sullivan

New Jersey

Atlantic
Bergen
Burlington
Camden
Cape May
Cumberland
Essex
Gloucester
Hudson
Hunterdon
Mercer

Middlesex
Monmouth
Morris
Ocean
Passaic
Salem
Somerset
Sussex
Union
Warren

New York

Albany
 Allegany
 Bronx
 Broome
 Cattaraugus
 Chautauqua
 Chemung
 Chenango
 Columbia
 Cortland
 Delaware
 Dutchess
 Erie
 Genesee
 Greene
 Kings
 Livingston
 Madison
 Monroe
 New York
 Niagara
 Ontario
 Orange

Pennsylvania

Adams
 Allegheny
 Armstrong
 Beaver
 Bedford
 Berks
 Blair
 Bradford
 Bucks
 Butler
 Cambria
 Cameron
 Carbon
 Centre
 Chester
 Clarion
 Clearfield
 Clinton
 Columbia
 Crawford
 Cumberland
 Dauphin
 Delaware
 Elk
 Erie
 Fayette
 Forrest
 Franklin
 Fulton
 Greene
 Huntingdon
 Indiana
 Jefferson
 Juniata

Rhode Island

Bristol
 Kent
 Newport

Orleans
 Otsego
 Putnam
 Queens
 Rensselaer
 Richmond
 Rockland
 Saratoga
 Schenectady
 Schoharie
 Schuylar
 Steuben
 Sullivan
 Tioga
 Tompkins
 Ulster
 Warren
 Washington
 Wayne
 Westchester
 Wyoming
 Yates

Lackawanna
 Lancaster
 Lawrence
 Lebanon
 Lehigh
 Luzerne
 Lycoming
 Mckean
 Mercer
 Mifflin
 Monroe
 Montgomery
 Montour
 Northampton
 Northumberland
 Perry
 Philadelphia
 Pike
 Potter
 Schuylkill
 Snyder
 Somerset
 Sullivan
 Susquehanna
 Tioga
 Union
 Venango
 Warren
 Washington
 Wayne
 Westmoreland
 Wyoming
 York

Providence
 Washington

Vermont

Addison
Bennington
Caledonia
Chittenden
Essex
Franklin
Grand Isle

Lamoille
Orange
Orleans
Rutland
Washington
Windham
Windsor

IMAGE TYPE (image_type:)

This field is used only in *Godey's Lady's Book*. It provides genre or type information about each image in the *Godey's Lady's Book* database.

There are three ways to perform an image type search:

- Direct search using the **image_type:** field indicator in the search box
- Selecting “Image Type” from the drop-down list next to the search box
- Via the “Image Type” limiter that appears when the Source limiter is restricted to “Godey's Lady's Book” (see [SEARCH LIMITERS](#) for more information).

Direct searching for an image type with more than one word needs to be enclosed within double quotation marks (“ ”).

The following is a complete list of all image types used in *Godey's Lady's Book*.

- | | |
|------------------------|-----------------|
| • advertisement | • fashion plate |
| • cartoon | • illustration |
| • chromolithograph | • map |
| • color plate | • mezzotint |
| • color plate, fashion | • sheet music |
| • drawing | • table |
| • engraving | • woodcut |

Examples for direct searches of this field are:

image_type: “color plate”
image_type: cartoon
image_type: “fashion plate”

ISO DATE (iso_date:)

ISO Date is an international standard for date notation. That standard format is YYYYMMDD

where YYYY is the year in the usual Gregorian calendar, MM is the month of the year between 01 (January) and 12 (December), and DD is the day of the month between 01 and 31.

The ISO Date field should only be searched using the full complement of data elements. Date-only searching and month with year searching should not be done using the ISO Date field. When needing to search dates where less than the full

The Fifth Regiment, Connecticut Volunteers: A history compiled from diaries and official reports
 The First regiment New Hampshire Volunteers in the great rebellion: containing the story of the campaign
 Forty-six years in the army
 The Founders of Anne Arundel and Howard Counties, Maryland
 Frederick Douglass' Paper (1851-1856)
 Freedom's Journal (1851-1856)
 From Manassas to Appomattox: memoirs of the Civil War in America
 The Gazette of the State of South-Carolina (1777-1780)
 Godey's Lady's Book (1830-1889)
 Historic homes and institutions and genealogical and personal memoirs of Berkshire County, Massachusetts
 Historical sketch of the old Sixth Regiment of Massachusetts
 History and Biography of Washington County and the Town of Queensbury, New York
 History and roster of Maryland volunteers, war of 1861-5
 The history, civil, political and military, of the southern rebellion : from its incipient stages to its close...
 History of Armstrong County
 History of Baltimore City and County
 History of Beaver County
 History of Bedford, Somerset & Fulton Counties
 History of Bergen and Passaic Counties
 History of Berks County in Pennsylvania
 History of Bradford County
 History of Bristol County, Massachusetts with biographical sketches
 History of Broome County
 History of Bucks County
 History of Burlington and Mercer Counties
 History of Butler County
 History of Cambria County
 History of Camden County
 History of Caroline County
 History of Cattaraugus County, New York
 History of Cayuga County, New York
 History of Cecil County
 History of Central New York, Embracing Cayuga, Seneca, Wayne, Ontario, Tompkins, Cortland, Schuyler...
 History of Centre & Clinton Counties
 History of Chautauqua County, New York
 History of Chenango and Madison Counties
 History of Chester County
 History of Clarion County
 History of Clearfield County
 History of Clinton and Franklin Counties, New York
 History of Columbia and Montour Counties
 History of Columbia County
 History of Cortlandt County
 History of Crawford County
 History of Cumberland and Adams Counties
 History of Delaware County
 History of Delaware, 1609-1888. In two volumes, illustrated
 History of Dorchester County
 The History of Dutchess County
 History of Essex and Hudson Counties
 History of Essex County, Massachusetts, with biographical sketches
 History of Fairfield County, Connecticut, with illustrations
 History of Fayette County
 A history of the First regiment of Massachusetts cavalry volunteers
 History of Franklin County
 History of Frederick County
 History of Greene County
 History of Harford County from 1608
 History of Herkimer County, including the Upper Mohawk
 History of Hunterdon and Somerset Counties
 History of Huntingdon & Blair Counties
 History of Indiana County
 History of Jefferson County
 History of Lancaster County
 History of Litchfield County, Connecticut, with illustrations

History of Livingston County, New York, from its Earliest Traditions
 History of Luzerne, Lackawanna and Wyoming Counties, Pa.
 History of Lycoming County
 History of Lycoming County, Pennsylvania
 A history of Massachusetts in the Civil War
 History of Mercer County, Its Past and Present
 History of Middlesex County, Connecticut, with biographical sketches of its prominent men.
 History of Middlesex County, Massachusetts, containing carefully prepared histories of every city...
 History of Monmouth County
 A History of Monmouth and Ocean Counties
 History of Monroe County, New York 1783-1877
 History of Montgomery County
 History of Morris County
 History of New London County, Connecticut, with biographical sketches of many of its pioneers...
 History of Niagara County, N. Y.
 History of Norfolk County, Massachusetts, with biographical sketches of many of its pioneers...
 History of Northumberland County
 History of Oneida County, New York
 History of Onondaga County
 History of Orange County
 History of Otsego County
 History of Pennsylvania volunteers, 1861-5
 History of Philadelphia. 1609-1884
 History of Plymouth County, Mass. with biographical sketches
 History of Putnam County
 History of Queens County, 1683-1882
 The History of Rockland County
 History of Rensselaer County
 History of Richmond County, Staten Island, New York, from its discovery to the present time
 History of Saratoga County, New York
 History of Schoharie County, 1713-1882
 History of Schuylkill County
 History of Steuben County, New York
 History of Sullivan County
 History of Sussex and Warren Counties
 History of Talbot County
 History of the 104th Pennsylvania regiment, from August 22nd, 1861, to September 30th, 1864
 History of the Confederate States navy from its organization to the surrender of its last vessel.
 History of the Connecticut Valley in Massachusetts: with illustrations
 History of the Corn exchange regiment, 118th Pennsylvania Volunteers, from their first engagement...
 History of the Counties of Dauphin and Lebanon
 History of the Counties of Gloucester, Salem and Cumberland
 History of the Counties of Lehigh & Carbon
 History of the Counties of McKean, Elk, Cameron and Potter
 History of the County of Cape May
 History of the County of Schenectady, from 1662 to 1886
 History of the County of Westmoreland
 History of the Eighteenth regiment Conn. volunteers in the war for the Union.
 A history of the Eighth Regiment of New Hampshire Volunteers: including its service as infantry...
 History of the Fifteenth Regiment, Iowa Veteran Volunteer Infantry
 A history of the Fifth Regiment: New Hampshire Volunteers, in the American Civil War, 1861-1865
 History of the Fifth Regiment of Rhode Island Heavy Artillery, during three years and a half of service...
 History of the First - Tenth - Twenty-ninth Maine regiment: In service of the United States from May 3, 1861...
 History of the First Connecticut Artillery and of the siege trains of the armies operating against Richmond...
 History of the First Maine cavalry, 1861-1865
 History of the Forty-Second Regiment Infantry: Massachusetts
 The history of Nantucket, being a compendious account of the first settlement of the island by the English...
 History of the Ninety-sixth regiment, Illinois volunteer infantry
 History of the Ninth and Tenth Regiments Rhode Island Volunteers
 The history of the Ninth Regiment, Massachusetts Volunteer Infantry
 History of the Ninth Regiment, New Hampshire Volunteers in the War of the Rebellion.
 History of the Northampton County
 History of the Pennsylvania Reserve Corps: a complete record of the organization; and of the different
 History of the Philadelphia Brigade: Sixty-Ninth, Seventy-First, and One Hundred and Sixth...
 History of the Second Regiment New Hampshire Volunteers: its camps, marches and battles

History of the Seventeenth regiment, New Hampshire volunteer infantry. 1862-1863.
 History of the Seventh Regiment, National Guard, State of New York, during the war of the rebellion
 History of the Sixteenth regiment
 History of the Sixtieth Regiment New York State Volunteers,
 History of the Thirty-Seventh Regiment, Mass. Volunteers, in the Civil War of 1861-1865
 History of the Twelfth regiment, New Hampshire volunteers in the war of the rebellion
 History of the Valley of the Hudson, 1609-1930
 History of Tioga County
 History of Tioga, Chemung, Tompkins and Schuyler Counties, New York
 History of Ulster County
 History of Union and Middlesex Counties
 History of Venango County
 History of Warren County
 History of Washington County
 History of Wayne, Pike and Monroe Counties
 History of Westchester County
 History of Western Maryland; Being a History of Frederick, Montgomery,
 History of Windham County, Connecticut ...
 History of Worcester County, Massachusetts, embracing a comprehensive history of the county from its...
 History of Wyoming County, N.Y.
 History of Yates County, N. Y.
 History of York County
 History That Part of the Susquehanna and Juniata Valleys Embraced in the counties of Mifflin, Juniata...
 Home letters of General Sherman
 Indiana's roll of honor
 The Irish Ninth in bivouac and battle, or, Virginia and Maryland campaigns
 Jefferson Davis ex-president of the Confederate States of America:
 Landmarks of Orleans County, New York
 Landmarks of Tompkins County
 Landmarks of Wayne County, New York
 The Liberator (1831-1865)
 The life and campaigns of General U.S. Grant: from boyhood to his inauguration as President...
 The life, campaigns, and public services of General McClellan,
 The life and letters of Emory Upton
 Life and letters of General Thomas J. Jackson (Stonewall Jackson)
 The life and public services of Ambrose E. Burnside, soldier,
 Life of Andrew Hull Foote, rear-admiral United States Navy.
 The life of David Glasgow Farragut, first admiral of the United States Navy, embodying his journal and letters.
 Literary Magazine (1797)
 Maine in the war for the union: a history of the part borne by Maine troops in the suppression...
 The Maryland Gazette (1877)
 Massachusetts in the rebellion: a record of the historical position of the commonwealth, and the services...
 McClellan's own story: the war for the Union, the soldiers who fought it, the civilians who directed it...
 Media Advertiser (1855-1856)
 Memoirs of Gen. W. T. Sherman, written by himself, with an appendix,
 Memoirs of Robert E. Lee: his military and personal history,
 The memorial history of Hartford County, Connecticut, 1633-1884
 Memorabilia of the marches and battles in which the One hundredth regiment of Indiana infantry volunteers...
 The memorial history of Boston, including Suffolk County, Massachusetts.
 Michigan in the war
 The military and civil history of Connecticut during the war
 The military history of Wisconsin: a record of the civil and military patriotism of the state, in the war
 The military operations of General Beauregard in the war between the states, 1861 to 1865...
 Minnesota in the Civil and Indian wars, 1861-1865
 Minutes of the [seventeenth to twenty-seventh] annual reunion
 Narrative of military operations, directed, during the late war between the states
 The National Era (1847-1857)
 New Jersey and the rebellion: a history of the services of the troops and people of New Jersey...
 The New York Herald (1861-1865)
 News of the Day (1855-1857)
 The North Country: a History Embracing Jefferson, St. Lawrence, Oswego, Lewis and Franklin Counties...
 The North Star (1847-1851)
 Official roster of the soldiers of the state of Ohio in the War of the Rebellion, 1861-1866
 Ohio in the war: her statesmen, her generals, and soldiers
 Old Kent: the Eastern Shore of Maryland

The Old Post Union (1862 5 months content)
 The Old Sixth Regiment: its war record, 1861-5
 Our Country and Its People: a Descriptive and Biographical Record
 Our County and Its People: a Descriptive Work on Erie County, New York
 Our county and its people: A history of Hampden County, Massachusetts.
 Our County and its People; a History of the Valley and County Chemung, from the Closing Years...
 "Ours": Annals of 10th regiment, Massachusetts volunteers in the rebellion
 The Pennsylvania Gazette (1728-1800)
 The Pennsylvania Packet (1776-1779)
 Personal memoirs of P. H. Sheridan, general, United States Army
 Personal memoirs of U.S. Grant
 Pioneer Outline History of Northwestern Pennsylvania, Embracing the counties of Tioga, Potter...
 The Post Boy (1819-1824)
 Private and official correspondence of Gen. Benjamin F. Butler: during the period of the Civil War
 Provincial Freeman (1854-1857)
 Record of the service of the Forty-fourth Massachusetts volunteer militia in North Carolina...
 Reminiscences of peace and war
 Reminiscences of the war of the rebellion 1861-1865
 Report of the Adjutant-General of the state of Connecticut,
 Report of the proceedings of the Society of the Army of the Tennessee at the ... annual meeting
 Report on the organization and campaigns of the Army of the Potomac: to which is added an account...
 Revised roster of Vermont volunteers and lists of Vermonters
 Richmond Enquirer (1861-1865)
 Roster Fourth Regiment New Hampshire Volunteers
 The Second Rhode Island Regiment: a narrative of military operations
 Semi-Weekly Western Sun
 Services of the Tenth New York Volunteers (National Zouaves,)
 Serving the republic: memoirs of the civil and military life
 The Seventh Regiment New Hampshire Volunteers in the war of the rebellion
 The Seventy-Ninth Highlanders, New York Volunteers in the war of rebellion, 1861-1865
 Sherman, Maine in the Civil War
 A short history of the war of secession, 1861-1865
 Sketches of war history, 1861-1865; papers read before the Ohio Commandery of the Military Order...
 The South-Carolina & American General Gazette (1777-1780.)
 South Carolina Gazette (1732-1761)
 The South-Carolina Gazette and Country Journal (1765-1775)
 Southern Historical Society papers
 Stamford soldiers' memorial
 Stars & Stripes and Old Post Union (1862: 2 issues)
 Stonewall Jackson and the American Civil War
 The story of the Fifteenth regiment Massachusetts volunteer infantry in the civil war, 1861-1864.
 The story of the Fifty-fifth regiment Illinois volunteer infantry in the civil war, 1861-1865.
 The story of the Thirty eighth regiment of Massachusetts volunteers
 Supplement to the South Carolina and American General Gazette
 Supplement to the South Carolina Gazette and Country Journal
 Supplement to the Vincennes Western Sun
 Supplement to the Virginia Gazette
 Supplement to the Western Sun
 The Third New Hampshire and all about it
 The three years' service of the Thirty-third Mass. infantry
 Three years in the army: The story of the Thirteenth Massachusetts
 Union portraits
 The Upland Union (1825-1852)
 Vermont in the Civil War: a history of the part taken by the Vermont soldiers and sailors in the war...
 Village Record (1818-1870)
 Vincennes Courant (1855-1856)
 Vincennes Gazette (1855-1869)
 Vincennes Semi-Weekly Western Sun
 The Vincennes Times (1865-1866)
 Vincennes Weekly Courant and Patriot
 Vincennes Weekly Gazette
 The Vincennes Weekly Western Sun
 Vincennes Western Sun (1856-1869)
 The Virginia Gazette (1736 – 1780)
 Weekly Advocate

Weekly Gazette
Weekly Vincennes Gazette
The Weekly Vincennes Western Sun
The Weekly Visitor (1830)
West Chester Gazette (1794)
Wisconsin in the war of the rebellion: a history of all regiments
Women of the war: their heroism and self-sacrifice

Some typical searches using the title field are:

pub_title: liberator
pub_title: "the weekly visitor"
pub_title: "stamford soldiers' memorial"
pub_title: "Indiana's roll of honor"

It is possible to use a partial title for your search. For example, to retrieve items from both *The Pennsylvania Gazette* and *The Pennsylvania Packet*, enter the following:

pub_title:pennsylvania

Since "Pennsylvania" appears in titles other than the two newspapers listed above, this search will generate results from many more publications such as some of the county histories as well as other types of materials.

In many instances this type of a search will result in the retrieval of too many hits, so searches in the publication title field should be combined with other qualifiers.

It is important in searching by publication title that the exact title be used and that the title be enclosed within double quotation marks (" "). For example, when searching for documents that appear in *Godey's Lady's Book* you should enter your search as:

pub_title:"Godey's Lady's Book"

Similarly, if a title includes the ampersand (&), it must be part of the search phrase. For example:

pub_title:"Chester & Delaware Federalist"

A search using "and" in place of the "&" will yield zero hits. At this time there are several titles that use the ampersand (&), so caution in title/phrase searching is important. Similarly, caution must be used in entering complete titles as a "pub_title" search. For example, if a search is entered in any of the following ways, the search results would be zero:

pub_title:"Godeys Ladys Book"	(with quote marks, no apostrophes)
pub_title:Godey's Lady's Book	(without quote marks, with apostrophes)
pub_title:"Godeys Lady's Book"	(with quote marks, one missing apostrophes)

PUBLISHER (publisher:)

This field is used only in Books and American County Histories. Many publisher names are multi-word names. In those cases the search terms must be enclosed within double quotation marks (“ ”).

publisher: “nelson, rishforth”

publisher: brown

As an alternative, you may restrict to publishers by selecting "Book publisher only" from the drop-down list next to the search box.

STATE (state:)

The State field is only applied in the American County Histories database. There are currently eleven states represented. They are:

- Connecticut
- Delaware
- Maine
- Maryland
- Massachusetts
- New Hampshire
- New Jersey
- New York
- Pennsylvania
- Rhode Island
- Vermont

There are three ways to perform a state search:

- Direct search using the **state:** field indicator in the search box
- Selecting "State (American County Histories)" from the drop-down list next to the search box
- Via the "State" limiter that appears when the Publication Type limiter is restricted to "American County Histories" (see [SEARCH LIMITERS](#)).

Most often searchers use the state field as a way to restrict retrieval, but it is possible to perform a direct search on a state. The official two-letter abbreviations must be used:

state:ct	for Connecticut
state:de	for Delaware
state:me	for Maine
state:ma	for Massachusetts
state:md	for Maryland
state:nh	for New Hampshire
state:nj	for New Jersey
state:ny	for New York
state:pa	for Pennsylvania
state:ri	for Rhode Island
state:vt	for Vermont

COMPLEX SEARCHES

It is possible to combine search concepts and search types to form complex searches. There are many possible complex search examples, including but are not limited to:

- combining search logic
- combining search logic with field searches
- combining phrase and single-term searches
- combining field and phrase searches
- grouping terms with parentheses

COMBINING SEARCH LOGIC

Note: it is not necessary to capitalize operators; they are included below in capital letters for clarity only.

The use of the operators (AND, OR, NOT) may be used multiple times and in variant combinations. For instance, when conducting a search for information about the Potomac region of Virginia, several of the articles retrieved refer to Pennsylvania. If this is not an area that you want to include, the search logic referenced below may be used. To execute this search you would combine search logic:

potomac AND virginia NOT pennsylvania

This will retrieve all articles that have both of the first two search terms, but not the last term.

Similarly, multiple types of logic can be used with phrase searching.

Potomac AND Virginia NOT “western Virginia”

As in the search above, this will retrieve all articles that have both of the first two search terms, but not the last phrase.

COMBINING SEARCH LOGIC WITH FIELD SEARCHES

It is possible to use simple search logic with field searches. For example:

pub_title: “The Charleston Mercury” AND Virginia

More than one field search may also be entered. For example:

pub_title: “The Charleston Mercury” OR pub_title: “Godey’s Lady’s Book”
pub_title: “The Charleston Mercury” AND pub_date:1860

COMBINING PHRASE SEARCHING AND SINGLE-TERM SEARCHING

Search phrases can be combined with simple search logic. For example:

“slaveholding states” AND potomac

COMBINING PHRASE SEARCHES AND FIELD SEARCHES

Search phrases may be combined with field searches. For example:

“slaveholding states” AND pub_date:1860

GROUPING TERMS WITH PARENTHESES

Use parentheses to group words or phrases together to form sub-queries (typically used to search for synonyms of search terms). Terms in parentheses are processed first. Use Boolean operators to combine terms. Parentheses may not be used with phrase searches.

Examples:

(liberty or freedom) and bell
(slave or servant) and (sold or auction)

BOOSTING A SEARCH TERM

Boosting allows you to control the relevance of a document by boosting its term. Boosting is used to elevate or increase the importance of search words. It may be used with two or more search terms or phrases.

To “boost” the term’s relevance, use the caret (^) symbol with a boost factor (i.e., number). There is no limit to the boost level that can be implemented. The boost level input indicates the relative importance of that term compared to other terms in the search. The default is 1. The boost number need not be a whole number, but it must be a positive number. For example:

pub_title: “The Charleston Mercury” AND virginia^5

Using a boost level will not change the number of hits retrieved, but it will likely alter the order in which the results are displayed, giving the “boosted” term a greater or lesser importance. For example, the following two search statements will result in differing retrieval order:

pub_title: “The Charleston Mercury” AND virginia^5
pub_title: “The Charleston Mercury” AND virginia^10

The second search statement will list documents earlier that have “Virginia” in a more dominant position and/or that mention “Virginia” more times.

WORD INDEX

The Word Index feature allows you to browse through a complete list of all searchable words in the databases.

First click on “Word Index” to the right of the search box. A new screen will be displayed. There are two search boxes where the range of words to be searched may be included. It is possible to use the first box only, thereby beginning the word search for a specific word, or one word may be entered in each of the boxes and the system will retrieve all words between those two words. Only 100 words will appear at a time. Users may then select from the list of 100 words those that are to be used as search terms.

Once a word has been identified for inclusion in a search, click on the arrows (>>) to move the word to the search box. Additional words may be added from the “Found Words” box. When finished browsing the “Found Words,” copy the selected words into the box at the right, and then click on “Search copied words”.

Only words from a single “Found Words” box can be moved. Once another set of words is moved, “Found Words” from a previous box will not be retained.

When you click on “Search copied words” all words in this box will be searched as if they were ORed together (see [SEARCH OPERATORS](#)). The Boolean operation may be changed by putting an AND or a NOT between words. It is not necessary to put ORs between words, as this is understood for searches originating from the Word Index.

SEARCH LIMITERS

There are five ways to restrict how a search is executed:

- Publication Type
- Source
- Dates of Publication
- State (American County Histories only)
- Counties (American County Histories only)

Searches are run against all documents in your subscription unless you restrict to particular sources or dates. You may choose multiple sources from the drop-down list.

Restrict documents by:

Publication Type:

Source:

Dates of publication: to (yyyy-mm-dd)

Sort by:

[View Results List](#) | [Search History](#) | [Log Out](#)

PUBLICATION TYPE

To limit your search by Publication Type, enter a search statement or phrase in the search box. Then click on the desired Publication Type. For multiple Publication Types, hold down the CTRL key and select all types against which you wish the search to be run.

The available Sources may change as you select different Publication Types, showing only those to which you have access.

SOURCE

Once you have selected appropriate Publication Type(s) (or kept the default selection of “All”) you may select specific Sources for your search. If individual Sources are not selected, then the default is to search all Sources within the Publication Type(s) to which you have access. Again, if you wish to search within multiple Sources, hold down the CTRL key to select all desired Sources.

DATES OF PUBLICATION

To limit by Dates of Publication, again enter a search statement or phrase in the search box. Then enter the desired date or date range in the boxes provided. Only one date is required. Selecting a second date (end date of the date range) is optional. The only format for date input is year, month, day (yyyy-mm-dd). Complete dates need NOT be used. The year element is mandatory. Month and date are optional. For example:

- 1850-01-01 to 1855-01-01
- 1851 to 1853
- 1850 (using only the first box)
- 1850-05-02 (using only the first box)

SPECIAL LIMITERS FOR AMERICAN COUNTY HISTORIES

When you select only “American County Histories” as the Publication Type limiter, two additional search limit options are added to the screen, State and Counties:

Restrict documents by:

Publication Type: Newspapers and Magazines
Books
American County Histories

Source: American County Histories

Dates of Publication: [] to [] (yyyy-mm-dd)

State: DE
MD

Counties: Select state to see a list of its counties

Sort by: (select)

[View Results List](#) | [Search History](#) | [Log Out](#)

STATE (AMERICAN COUNTY HISTORIES ONLY)

To limit by State, click the appropriate 2-letter state abbreviation in the selection box. Only one State may be selected at a time. Your State selection(s) will affect the list of Counties available to search (see next section). If you wish to search for multiple states, you may do so via a direct search using the state: field indicator in a search box, or by selecting "State (American County Histories)" from the drop-down list next to the search box.

COUNTIES (AMERICAN COUNTY HISTORIES ONLY)

To limit by County, first select the desired State to generate a list of counties for that state. Then click on the desired County name(s). To select multiple counties, hold down the CTRL key.

SPECIAL IMAGE TYPE LIMITER FOR *GODEY'S LADY'S BOOK*

When you select only "Godey's Lady's Book" as the Source limiter, an additional search limit option is added to the screen, Image Type. Multiple image types may be selected by holding down the CTRL key.

BROWSE THE ARCHIVES

Instead of keyword searching, users may browse the entire *Accessible Archives* collection by publication title.

Next to each publication title are links to:

- a general description of the title
- an index of issues listed in chronological order from oldest to most recent, with further links to a list of articles in each issue

Users may browse a title by selecting dates and issues, clicking on articles, and browsing forward and backward within the issue.

SORTING RESULTS

The default sort is relevance. This default may be changed to obtain a different results order. Results may be sorted by:

- Date
- Publication
- Collection

To make changes in the results order, use the *Sort by:* option **prior to clicking the "Search" button**. Retrieval of up to 1,000 documents may be sorted. If your search retrieves more than 1,000 documents, the sort option will not appear.

VIEWING RESULTS

Once search terms and limiters have been entered, and (if desired) a sort option selected, the search may now be executed by clicking the “Search” button.

When “Search” is clicked, up to 20 document listings will be displayed at a time. Individual document results may then be viewed by clicking on the highlighted portion of the listing. All areas of the screen that are in red are hyperlinks and will automatically take the searcher to the next or previous chosen level.

If you click on “Keywords in Context,” each of the terms that were used in the search will appear in red, bold italics to illustrate exactly why the document was retrieved.

You also may navigate through the results list with the “Previous Document” and “Next Document” links that appear both above and below the document.

VIEWING AND BROWSING FULL-TEXT DOCUMENTS

In order to view the full-text of a document, click the document's title in the Results List.

When your search results generate access to a document image, an “Images” link will appear. Click it to view an image of the original document. This image may be resized as needed, and you may browse to the next and previous images as desired.

When viewing the full-text of a document, you will be given the opportunity to browse through that entire document's contents list by clicking “Issue Contents.” Clicking this link will move you to a table of contents for the issue or book you have retrieved. You may then click “VIEW” to retrieve the full-text of any of the other articles, chapters or sections of that document. Links on the resulting page will allow you to return to your original results list, retrieve your search history, re-browse the issue contents, move forward in a publication to the next item or back to the previous item, or retrieve a page image.

PRINTING DOCUMENTS

Documents may be printed directly from the display using your browser's print features. However, when printing is conducted in this manner, additional and possibly unnecessary information, including the database logo and reproductions of the navigation features, also will be included.

For a much more legible and less cluttered display suitable for printing, click “Print Version,” which opens a text only document in another browser window. Then use your browser's print features to proceed. Up to 100 results may be printed at a time.

E-MAILING A DOCUMENT

It is possible to e-mail results, one document at a time, to any established e-mail system. You do not need to be connected to an e-mail provider for this service. Simply click on “Email” and a new screen will appear that has boxes to fill in for the recipient’s e-mail address, sender name, and any comments. When the e-mail is transmitted, the subject line of the message will read “Accessible Archives has sent you a document on behalf of <Sender Name>.”

RETURNING TO SEARCH RESULTS

At any time during the document navigation process, you may return to the search results by clicking on “View Results List.” This will take you back to the original list of documents that were retrieved by the search.

SEARCH HISTORY

There is always a link to the search strategies used during your current *Accessible Archives* search session.

To link to all previous searches, simply click on “Search History.” A screen will appear containing an array of previous searches in chronological order from the oldest at the top to the most recent at the bottom. The database on which the search was run will be listed under “Index.” The resulting number of documents retrieved will be listed under “Docs.” The complete phraseology of the search will be listed under “Text.”

Any prior search may be re-initiated by clicking on the linked search number under “Query.” Searches in the Search History area may not be edited, limited or combined. These searches are only displayed for review purposes.

To clear the search history, click “purge queries.” Once you close your browser or exit the database, the search history is automatically purged.

COUNTER-COMPLIANT USAGE STATISTICS

Accessible Archives is keenly aware of the increasing need for institutions to measure the value return of their purchased online content. We therefore have turned to Project COUNTER to provide a consistent, comparable and credible standard for counting and reporting usage of online resources. (Complete information on Project COUNTER may be found at www.projectcounter.org.)

Also, as part of our compliance with Release 3 of the COUNTER standard, we have implemented SUSHI (Standardized Usage Statistics Harvesting Initiative) into our statistics system to enable you to automate your statistics gathering process. The protocol was designed to be both generalized and extensible, meaning it can be used to retrieve a

variety of usage reports. An extension designed specifically to work with COUNTER reports is provided with the standard, as these are expected to be the most frequently retrieved usage reports.

For more information about implementing COUNTER/SUSHI, please contact *Accessible Archives* Technical Support (see below).

TECHNICAL ASSISTANCE

For technical assistance, please call 866-296-1488.

Hours of operation for *Accessible Archives'* technical support are from 9:00 AM until 5:00 PM Eastern Time.

Accessible Archives

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