

# Using the Cranbrook Archives Finding Aid Database

## Searching

Enter search terms into the *Search the Archives* box. You may limit the search by record type, record field, and/or dates.

When entering search terms, use quotation marks for a more targeted search. For example: searching "Cranbrook House" will return only results that include that entire phrase, while searching the same phrase without quotations might pull results that include "Cranbrook" or "House" separately.

Use ? and \* as wildcards to refine your results:

- Use ? to replace a single letter in a search term.
- Use \* to replace any number of letters at the end of a search term (e.g., searching schoo\* will return both school and schools).

Wildcards may not be used as the first character of a word.

To use a wildcard with another search term (e.g., oral histor\*), use the + icon and enter the second search term on an additional row.

Searching by date is approximate and some results may fall outside of the timespan entered.

To create a more complex search, select the + button to add more search parameters.

Searchable fields include:

- **Keyword:** Searches the entire text of a collection record.
- **Title:** Searches all titles of materials, including collection, collection series, collection file folder, subject, and name titles.
- **Creator:** Searches the names of people, families, and organizations who created the collections.
- **Subject:** Searches the subject headings assigned to collections by archivists.
- **Notes:** Searches the collection record's notes fields (e.g., Scope and Content, History, etc.).
- **Identifier:** Searches by accession number, a unique number by which each collection is identified and tracked.

## Filtering Search Results

Conducting a search produces a ranked results page which includes a *Filter Results* navigation pane on the right side. Use this to further refine your search results by searching within your results, or limit by date. Select the search button to rerun your search.

Use the *Additional filters* to further limit your search by name, subject, etc. NOTE: Under *Type*, an Archival Record refers to either a file folder or an item.

To start over and run a new search, select the magnifying box in the top navigation bar.

## Understanding Search Results

The results page of a search is ranked according to your search term(s) and the field(s) specified. For example, a keyword search for “Cranbrook House” results in 214 returns based on how many times that phrase show up anywhere within the collection record (i.e. title, history note, subjects, etc). A title search for “Cranbrook House” results in 120 results based on whether that phrase exists only in a collection, collection series, collection file folder, subject, or organization title.

In any search, the results typically display in the following order (shown with their database icons):

1. Collection Records  **Collection**
2. Subject Records  **Subject**
3. Name Records  **Person** or  **Organization**
4. Digital Item Records  **Digital Image**
5. File Folder Records  **File – Container: Box**
6. Item Records  **Item – Container:**

In each result listed you will see the following components:

1. Title of record
2. Type of record (see above)
3. Abstract or Collection Scope (collection-level scope is inherited by series, folders, and items within that collection)
4. File path (organizational structure in which the record resides)

## Browsing

Use the links on the top navigation bar:

- Home: Homepage of Cranbrook Archives Finding Aid Database
- Collections: Alphabetical list of all processed collections
- Digital Materials: Alphabetical list of digital collection content

- Subjects: Alphabetical list of all subjects associated with collections
- Names: Alphabetical list of all names associated with collections
- Magnifying Glass: Search page

Results may be further filtered using the *Filter Results* and *Additional filters* in the right navigation pane.

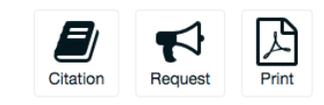
## Navigating Finding Aids (Collection Records)

Each collection record displays information about the collection through three primary tabs:

- Collection Overview (all of the description on the collection)
- Collection Organization (the organizational hierarchy of the collection)
- Container Inventory (a simple numeric list of containers in the collection)

In both the Collection Overview and Collection Organization tab, there is an additional expandable hierarchical content listing in the right pane, especially helpful for quick browsing.

These buttons appear at the top of each Collection Record:



- Citation provides an electronic citation, useful for academic purposes.
- Print allows you to download and print a PDF copy of the finding aid.
- Request is not currently functional. Please contact the archives directly at [archives@cranbrook.edu](mailto:archives@cranbrook.edu).

## Glossary of Terms

**Collection:** A set of archival or (more commonly) manuscript materials. Can refer to Papers, Records, or an artificial Collection (assembled from various sources around a format or topic).

**Collection Record:** The entirety of description assigned by archivists to a specific collection. Otherwise known as a finding aid.

**Extent:** A description of the physical quantity of the material described.

**Item:** Individual unit that refers to a single object, as in a book, photograph, album, or drawing.

**Scope:** A narrative statement summarizing the characteristics of the described materials, the functions and activities that produced them, and the types of information contained therein.

**Series:** A group of similar records that are arranged according to a filing system and that are related as the result of being created, received, or used in the same activity.