



Finding and Accessing

Primary Sources for the Classroom

Prerequisite Tools and Skills

- Personal Computer (Windows or Macintosh) with Internet connectivity
- Familiarity with Internet browsing and searching using common web-browsers such as Microsoft Internet Explorer or Netscape Navigator
- Basic web browsing skills
- Ability to open and save files
- Right and Left click functions on the mouse
- URL (Uniform Resource Locator) familiarity
- Word processing software familiarity
- Ability to upload and download email attachments as well as files from the Web
- Video capabilities—min. 256 MB RAM
- Latest version of Apple QuickTime
<http://www.apple.com/quicktime/download/> or
Microsoft Windows Media Player
<http://www.microsoft.com/windows/windowsmedia/>
- Latest version of Adobe Reader
<http://www.adobe.com/products/acrobat/readstep2.html>

Workshop

A2

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Resources

- <http://memory.loc.gov/ammem/ndlpedu/educators/workshop/search/resources.html>
- Bibliographic Record Search Options:
<http://memory.loc.gov/ammem/searchtp/ambsrch.html>
- Full Text Search Options:
<http://memory.loc.gov/ammem/searchtp/amtsrch.html>

Resources

Class Preparation Checklist

Workshop A2—Finding, Accessing, and Using Primary Sources in the Classroom

Required:

- Experience exploring the American Memory Historical Collection for the National Digital Library Web site located at <http://memory.loc.gov/>

Optional:

- Familiar with conducting web searches using search engines.
- Ability to “cut and paste” text, save URLs, and bookmark web pages.

Checklist

Overview

Finding and Accessing Primary Sources for the Classroom

This session instructs educators how to locate primary sources in the American Memory Collections on the Internet, download the sources, save the URLs for future use, and use search strategies.

Objectives

At the end of the workshop, participants will –

- Conduct a search for specific items across all collections within the Library of Congress and refine online search strategies to narrow the field.
- Practice a variety of online search strategies including media search options.
- Understand the general size and scope of American Memory collections.
- Develop a working knowledge of the types of search aids available in American Memory.
- Gain skills in searching the archival collections of American Memory.
- Locate existing Lesson Plans created by American Memory Fellows.
- Search for primary sources by media type.
- Locate specific primary source text.
- Locate specific primary source video.
- Locate specific primary source maps.
- Locate specific primary source photos and prints.
- Conduct effective searches within collections using keywords.
- Demonstrate a search using sentences and paragraphs of text.
- Discuss appropriate search times for descriptive information.
- Define how to use the descriptive searching methods with students.
- Explore the bibliographic and full text search options available.
- Accomplish successful searches using some of the tricks of the trade.
- Practice finding the correct URL and saving for replication and modification of primary sources.

Overview

NOTES:

Lesson 1 • Introduction to Searching American Memory

For an online tutorial about searching methods, visit the American Memory Learning Page “Introduction to Searching American Memory” at:

<http://memory.loc.gov/ammem/ndlpedu/educators/workshop/search/index.html>

Activity 1-1 • Search Methods and Help in American Memory

Objectives: Participants will -

- Understand the general size and scope of American Memory collections.
- Develop a working knowledge of the types of search aids available in American Memory.
- Gain skills in searching the archival collections of American Memory.
- Locate existing Lesson Plans created by American Memory Fellows.
- Search for primary sources by media type.

Search Help

1. Open the Library Of Congress Website
<http://www.loc.gov/>.
2. Click on the *American Memory* icon:
<http://memory.loc.gov/>.
3. Click *Help* at the top of the *American Memory* home page.
 - a. Click on *Search Help* to access an overview of search aids.
 - b. Click on *How to Format Search Terms* to view suggestions for refining your search terminology.
 - c. Also review the *Search for a Phrase* section for defining your searches.
 - d. Notice that under *Too Few Results* there is a short list of historical terms. For a full list of historical synonyms go to:
<http://memory.loc.gov/ammem/ndlpedu/start/synonym.html>

How to View provides plugins to view primary sources.

FAQs answers the most frequently asked questions to LOC librarians.

NOTES:

Pathfinders for Browsing

1. Go to the Library of Congress (LOC) Web site:
<http://www.loc.gov/>
2. Click on the *American Memory* icon on the LOC home page: <http://memory.loc.gov/>
3. Click on the *Teachers* link.
4. On the left side of the *Learning Page*, click on *Getting Started*.
5. In the middle of the page, click *How To*.
6. Click *Search* on the left side of the page.
7. Select *Pathfinders for Browsing*.
8. Search for collections based on *Events, People, Places, Time, or Topics*.

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Activity 1-2 • Exploring Multi-Media Items for a Single Topic

Objectives: Participants will -

- Locate specific primary source text.
- Locate specific primary source video.
- Locate specific primary source maps.
- Locate specific primary source photos and prints.

Search for civil war by original format:

1. Go to the Library of Congress (LOC) Web site:
<http://www.loc.gov/>
2. Click on the *American Memory* icon on the LOC home page: <http://memory.loc.gov/>
3. Select *Browse* at the top of the *American Memory* home page.
4. The *Browse Collections Containing* section provides quick search links to collections containing

a. **Manuscripts**

- i. Click on the *Manuscripts* link. A list of all collections containing manuscripts appears.
- ii. Type **jefferson** in the *Search selected collections* box and click *SEARCH*. Examine the search results when they appear.
- iii. *Item Titles* are links to individual primary sources and *Collection Titles* are links to the collection in which a primary source is associated.
- iv. Click *Browse* to return to browse page of American Memory.

b. **Motion Pictures**

- i. Click on the *Motion Pictures* link (Under *Browse Collections Containing*).
- ii. Type **train** in the text box and click *SEARCH*. Examine the search results when they appear.
- iii. *Item Titles* are links to individual primary sources and *Collection Titles* are links to the collection in which a primary source is associated.

“The Great Train Robbery,” under Motion Pictures was the first Action Film ever made!

- iv. Click *Browse* to return to browse page of American Memory.
- c. **Maps**
- i. Click on the *Maps* link (Under *Browse Collections Containing*).
 - ii. Type **civil war** in the text box and click *SEARCH*. Examine the search results when they appear.
 - iii. *Item Titles* are links to individual primary sources and *Collection Titles* are links to the collection in which a primary source is associated.
 - iv. Click *Browse* to return to browse page of American Memory.
- d. **Photos and Prints**
- i. Click on the *Photos, Prints* link (Under *Browse Collections Containing*).
 - ii. Type **denver** in the text box and click *SEARCH*. Examine the search results when they appear.
 - iii. *Item Titles* are links to individual primary sources and *Collection Titles* are links to the collection in which a primary source is associated.
 - iv. Click *Browse* to return to the browse page of American Memory.
- e. **Sound Recordings**
- i. Click on the *Sound Recordings* link.
 - ii. Type **folk** in the text box and click *SEARCH*. Examine the search results when they appear.
 - iii. *Item Titles* are links to individual primary sources and *Collection Titles* are links to the collection in which a primary source is associated.
 - iv. Click *Browse* to return to the browse page of American Memory.
- NOTES:

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Activity 1-3 • Searching Collections using Keywords and Chunks of Text

Objectives: Participants will -

- Conduct effective searches within collections using keywords.
- Demonstrate a search using sentences and paragraphs of text.

Search Collections by Keywords

1. Go to the following URL to locate the Collection “African American Perspectives”

<http://memory.loc.gov/ammem/aap/aaphome.html>

- a. Click on *Search by Keywords*.
- b. Find the *Search Descriptive Information* text box.
 - i. Type **suffrage** into the text box and click *SEARCH*.
 - What types and how many items do you get?
 - ii. Click your web browser’s back button to take you back to the Search page.
 - iii. Above the text box, click on *Full Text* link.
 - iv. In the *Full Text* box, type **suffrage** and click *SEARCH*.
 - What types and how many items do you get?

NOTE: *Search Descriptive Information* searches only the title and summary (bibliographic) information of a primary source. *Full Text* searches the title, summary and content of primary source material.

Searching using Chunks of Text

2. Type the following URL into your browser’s search window to locate the collection “Abraham Lincoln Papers”

<http://memory.loc.gov/ammem/alhtml/malhome.html>

3. Click *Search by Keywords*.
4. Type this text in the *Search Descriptive Information and/or Full Text* box:
“Four score and seven years ago.” Click *SEARCH*.
5. Click your web browser’s back button until you are back at the Search page.

6. Type the following text into the *Search Full Text* box and click *SEARCH*:

“be compensated for the losses by acts of the United States, including the loss of slaves.”

7. Alternately use the “match any of these words” feature and the “match this exact phrase” feature.
- What types and how many items do you get with these respective tools?

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Activity 1-4 • Exploring Descriptive Searches

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Objectives: Participants will -

- Discuss the times in which it would be better to search using descriptive information.
- Define how to use the descriptive searching methods with students.

Discussion Points - Searching Text Collections

- When might it be better to search using descriptive information?
- When might searching the full text yield results more closely in line with your search goals?
- How would you approach these search methods with students?
- When might searching for text chunks be the most efficient method?
- What strategies work with this search feature?

NOTES:

Activity 1-5 • On Your Own

Objectives: Participants will -

- Explore the bibliographic and full text search options available.

Use the following resources and explore the search options in the American Memory Collections on your own.

Resources

- Type this URL into your web browser's search window to access the *Resources* page.
<http://memory.loc.gov/ammem/ndlpedu/educators/workshop/search/resources.html>

Bibliographic Record Search Options

- From the *Resources* page, scroll down to *Search Help*.
- Click on *Search Tips* in that section.
- Click on *Bibliographic Record Search Options* in this final menu.

Full Text Search Options

- Click on your web browser's back button until you are back at the menu *Tips for Precision Searching*.
- Click on *Full Text Search Options* and explore this search method.

Specific Lesson/Topic Search

- Using the previously discussed techniques, search for specific primary sources that relate directly to your area of interest.

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Lesson 2 • Searching in General

Lesson 2 provides participants with tips and guidelines for general search strategies within the Library of Congress and specifically, the American Memory collections.

Search and Explore – Tips and Guidelines

Searching in general

- American Memory has many aids to finding information; searching is only one of them.
- Search results differ with different searching tools.

Collection characteristics

- The collections have unique characteristics.
- Collections contain surprises.
- Collections are not encyclopedic in scope.
- Searching a historical archive is not like searching *Yahoo* or a modern library catalog.

Choosing words or phrases for searching

- Language changes over time; places change names. You need to put yourself in the time frame of the collection to think of good keywords to use in a search.
- History has labeled events and time frames, but people living through the time or event did not refer to their "present" by these labels. Searching by these labels will not be as productive.
- Subject terms and cataloging practices change over time as society changes and evolves.
- With people's names, putting the last name first usually pulls up things about the person. Subject terms follow this pattern. Putting the first name first usually pulls up references to the person or comments by the person.

- To select the best keywords for searching, research the subject, time, and location for possibilities. For subject terms, scan the subject index with the collection.
- With phrases or multiple words, put the most important word first.

NOTES:

Conducting a search

- Narrow the number of collections before beginning the search process.
- Search results may yield many hits, but the most relevant will be at the top of the hit list.
- Variants in word forms produce different results.
- Any search is limited to 5000 hits.
- A search does not include *Special Presentations* or other supporting information.
- A full-text search may use simple phrases to several sentences.
- Use a full-text search for concepts where several words are needed to describe a concept.
- The search strategy, *Best Match and Find*, locates search words in the document text.
- Descriptive information, because it is on a limited amount of information, is faster than full-text searching. Use a search on *Descriptive Information* for known words, people, places, etc.
- Use *Descriptive Information* searching for works by someone. Use *Full Text* searching for works about someone.
- Subject terms in indexes and on item record pages are linked to more pages on the same topic. Clicking the subject terms of an item will yield more items of similar content.

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Lesson 3 • Linking, Bookmarking, and Saving URLs

Lesson 3 focuses on understanding temporary URLs in the Library of Congress web site and how to obtain the correct path for Linking, Bookmarking and Saving URLs.

Activity 3-1 • Locating the Correct URL

Objective: Participants will –

- Practice finding the correct URL and saving for replicating and modifying primary sources.
1. Open the Library Of Congress Web site
<http://www.loc.gov/>
 2. Click on the *American Memory* icon:
<http://memory.loc.gov/>
 3. Type **bicycles** in the Search text box at the top of the screen and click *SEARCH*.
 4. When the first 500 hits for this search appear, click on the 5th item in the list, *The 1896 Butler Bicycle*. A picture of the Butler Bicycle advertisement appears from an 1896 leaflet advertising this product.
 5. Click on the *Rights and Reproductions* link at the top of the page with the bicycle picture on it. Read this material to see what rights are offered to you and what restrictions are placed upon these rights.
 6. Click your web browser's back button to return to the original picture of the Butler Bicycle when you have completed reading this information.
 7. Click the *View* drop-down menu on the web browser menu bar.
 - a. In Microsoft Internet Explorer: Select *Source* from the menu. A new window will open showing the HTML source code for the page you wish to save.
 - b. In Netscape Navigator: Select *Page Source* from the menu. A new window will open showing the HTML source code for the page you wish to save.
 8. Notepad launches and the HTML code appears. Choose *Format* from the top menu and select the *Word Wrap* option.

NOTE: especially for educational purposes; you may use these images providing you cite the source collection as indicated on this page.

NOTE: in this case, the picture of the Butler Bicycle is owned by the Duke University collections.

9. Scroll to the bottom of the HTML document until you see: *<!-- The following URL will result in display of this document -->* and on the next line a long URL enclosed between HTML comment tags *<!-- and -->*.
10. Highlight and copy the complete URL, including the final parentheses (but NOT the HTML comment tags *<!-- or -->*).
11. You should have the following URL highlighted (if you are saving the first image of the Butler Bicycle brought up with the original URL):
[http://memory.loc.gov/cgi-bin/query/r?ammem/ea:@field\(DOCID+@lit\(A0051\)\)](http://memory.loc.gov/cgi-bin/query/r?ammem/ea:@field(DOCID+@lit(A0051))).
12. Close the window displaying the HTML source code.
13. Paste the URL you have copied into the web browser's *Address Bar* or *Location Bar* as you would any other URL.
14. Test the URL by pressing *Enter* on your keyboard to bring up the Butler Bicycle advertisement again.
15. Bookmark this page ONLY after you have copied and tested this URL in the *Location* field of your web browser.
 - a. In Microsoft Internet Explorer: Click the *Favorites* menu and select *Add to Favorites*. Type a recognizable name to save this page.
 - b. In Netscape Navigator: Click the *Bookmarks* menu and select *File Bookmark*. Type a recognizable name to save this page.
16. If you wish to use this URL to link to the picture from another program, paste the permanent URL into the document or web page from which you wish to link.

NOTES:

**With your new knowledge of how to search the Library of Congress, American Memory, and other online collections of primary sources; begin to search for collections or specific primary sources that may aide in the enhancement of your specific lesson or topic of interest.*