Where to Search & Find SC Materials

WHERE TO SEARCH & FIND SC STUFF

• PHOTOS
  • Photos are cataloged in PastPerfect
  • PastPerfect>Photos Catalog>Find
    • Easiest ways to search = by
      • Object ID (we call this Accession Number)
      • Photographer
      • Collection (if it's from a named collection)
      • Title
    • If you can't find what you're looking for with those fields, you can go down to the second search on the bottom and search from one of those fields, such as Subjects or Processing Method (we call this Process)
  • PastPerfect Online (Special Collections Search)
    • Special Collections Search
    • On right hand side, click "All Content" so that everything gets unchecked
    • Then click on just "Photos"
    • Search by any of the fields
    • If there is a digital file of the photo, there will be a link to the Digital Collections
  • Physical Location of Photos
    • Check in PastPerfect (NOT PP Online) and look at the Home Location Field at the top of the record
    • Most photos are in Room 104
    • PHOT location: For photos by photographer (with a Collection designation of "Photographers: Last Name, First Name," start at the beginning of the wire shelving in 104 and they should be in alphabetical order by last name.
      • If the Home Location has a Range and Shelf designation, use that to find the box. Ex: AOK:PHOT:R2S1
    • Miscellaneous is at the end of the individual photographers' boxes
    • Processes and Albums are next
      • Ex: Looking for the Cyanotypes box? Check there
    • Looking for a travel album? Check there
    • COLL location: After the Processes, in alphabetical order
      • Again, if the Home Location has a Range and Shelf designation, use that to find the box. Ex: AOK:COLL:R7S2
    • VLT location: in the Vault. You will need a key from the supervisor to enter.
    • Notable Exceptions:
      • Baltimore Sun photos are in 038
      • Baltimore Sun negatives are in 150C (APC room)
      • Hughes glass negatives are in file cabinets in Room 103
      • Underwood & Underwood are in file cabinets in Room 103
      • Bullock negatives are in file cabinets in Room 103
      • Lewis Hine Collection is in vault
      • Certain collections are shelved in ABC order along with individual photographers:
        • Survey portfolio
        • Words & Images portfolio
        • Others are too, per Tom's request. Check the Home Location in PastPerfect, it will tell you exactly where to go
      • Audrey Lathrop Collection is in cold storage (now on shelves outside of cold storage until it is fixed).
      • BTW, the location designation for cold storage is "CS"

• BOOKS
  • Books can be found in the regular Library catalog
  • If you're looking for books that are ONLY in UMBC's Special Collections, use the UMBC Only Search
    • E.g. Title, Author, Subject, etc.
    • You can further refine by:
      • Location = Special Collections
      • Format = choose from the drop down menu, e.g. Archives & Manuscripts OR Journals/Newspapers/Magazines, etc. or any of the other options
      • Named Collection = choose from the drop down menu
  • Physical Location of Books
    • By Collection Name (The end of the ranges should have correct Collection Names so that you know where to find books)
      • First in Room 104 on the left hand side is Bafford (Photography books)
      • Then Arnold (sometimes called Howard. It is Maryland history)
      • Then Needle (Utopian thought, Socialism, Radical Thought). THE NEEDLE COLLECTION HAS BEEN MOVED TO ROOM 038:R12:S1-7.
      • Then Rosenfeld (Science Fiction)
      • Across the aisle from the last row of Rosenfeld = Book Arts (note that these have SC General call numbers. If you inadvertently go to the SC General stacks to look for them, a flag should notify you to go back to the Book Arts section)
      • Next is Faculty/Staff publications
      • Then SC General
      • Mixed in with SC General along the wall close to the photos is Merkle (Graphic Satire)
      • Temporary Holdings with call numbers beginning with BCIP in both Bafford and Special Collections General are housed in Room 038 along the side wall.

• ALTERNATIVE PRESS
  • APC items are cataloged in the regular Library catalog
  • Looking for specific articles? Search the APC Index http://web.ebscohost.com/ehost/search/advanced?sid=0383524c-6813-4e40-9397-44babe544c4d%20sessionmgr4&vid=1&hid=144+
  • Looking for the titles we hold? See instructions here (hopefully there will be a yearly list placed on the website): APC Title Lists
    subject=en++
  • Physical Location of APC materials
• APC items are stored in Room 150C
• You must check out a key to enter the room
• Look at the range titles of the compact shelving
  • It's in ABC order
  • HOWEVER, sometimes the items are in pamphlet boxes, and sometimes in flat boxes
  • Make sure you check both the pamphlet boxes and flat boxes
  • Use a call slip as you would for any other collection

• OTHER SERIALS
  • Other serials are also cataloged in the regular Library catalog
  • Looking for the titles we hold? Follow the APC title list instructions, but instead of choosing APC as the collection, choose the appropriate collection from the drop down menu: APC Title Lists
  • Looking for a particular title? Check the A-Z Journal Index

• Physical Location of serials
  • Most serials have been moved to 038.
    • NOTE: SOME BAFFORD SERIALS ARE STILL IN ROOM 104, AFTER THE BAFFORD BOOKS. They include: Bafford Serials Remaining in Special Collections
      • American Photo (latest year)
      • Aperture
      • The Complete Photographer
      • History of Photography
      • The Photographer's Friend
      • The Photographic News
      • The Photographic Times
      • Philadelphia Photo Review Newsletter (latest year)
      • The Photograph Collector (latest year)
  • You will need to check out keys to access them
  • When you go through the center door to 038 (not the double doors), turn to your right at the aisle
  • Look at the range labels
    • Bafford Serials (except the ones listed above): 038:R21:S8-14 and R22:S1-7
    • SC General Serials: 038:R18:S1-7
    • Rosenfeld Serials: 038:R23:S1-4
    • Berliner Illustriete Zeitung [BIZ] is located at the end of the Bafford Collection.

• FANZINES
  • Fanzines are cataloged in PastPerfect
    • PastPerfect>Library Catalog>Find
      • Search by Title, or whatever criteria you need
      • Make sure to see if the fanzine is FAPA
  • PastPerfect Online (Special Collections Search)
    • Special Collections Search
      • On right hand side, click "All Content" so that everything gets unchecked
      • Then click on just "Library"
      • Make sure to fill in the "Format" OR "Keyword" field with "fanzines"
      • Search by any of the other fields as well
  • Physical Location of fanzines
    • Most fanzines are in Room 104 (uncataloged fanzines are in 038)
    • If they are not designated as FAPA, they will be in ABC order in the metal filing cabinets along the windows, in between the stacks
    • If they are FAPA, look in the last two filing cabinets along the windows between the stacks
      • The FAPA number may be incorrect, so make sure you know the date you're looking for
      • Find the folder with the correct date
      • Search in the folder for the particular fanzine

• COMICS
  • Comics are cataloged in PastPerfect
    • Hopefully we will have an online list of all of our comics titles – it is coming soon! In the meantime:
      • PastPerfect>Library Catalog>Find
        • Search by Title, Pub Date, Collection ("Comic Books") or whatever criteria you need
  • PastPerfect Online:
    • Special Collections Search
      • On right hand side, click "All Content" so that everything gets unchecked
      • Then click on just "Library"
      • Make sure to fill in the "Collection" field with "Comic Books"
      • Search by any of the other fields as well
  • Physical Location of comics
    • Comics are stored in Room 110, along the back wall, behind Robin's desk
    • They are usually in alphabetical order
    • You may also find them in boxes marked "Miscellaneous" (in ABC order)
    • OR in boxes marked "Underground" (in ABC order)

• SCI FI PULPS
  • Sci Fi pulps are cataloged in the regular Library catalog. However, the holdings listed there are not always correct.
  • There is currently and online list of titles, located here: Pulps: Science Fiction & Fantasy
  • Physical Location of Sci Fi pulps:
    • Pulps are stored in Room 110, along the back wall before Robin's desk
    • They are usually in alphabetical order
    • Notes on the boxes list the correct holdings (we may be missing some that the catalog says we have, or we may have more...)

• ADVENTURE, MYSTERY, & DETECTIVE PULPS
  • PastPerfect>Library Catalog>Find
• Search by Title, Pub Date, Collection ("Adventure, Mystery and Detective Fiction Pulp Collection") or whatever criteria you need
• Search in "Summary" to find a specific story or author of that story

- **PastPerfect Online:**
  - **Special Collections Search** (link)
  - On right hand side, click "All Content" so that everything gets unchecked
  - Then click on just "Library"
  - Make sure to fill in the "Collection" field with "Adventure, Mystery and Detective Fiction Pulp Collection"
  - Search by any of the other fields as well
  - To find a specific story or author, search for those terms in the "Description" field

- **Physical Location of Adventure, Mystery, & Detective pulps:**
  - AMDP pulps are stored in Room 038
  - SOMEONE PLEASE UPDATE THIS WITH A LIST OF RANGES!!!!!!!!!!!!!!

- **PHOTOGRAPHY EQUIPMENT**
  - Photo equipment is cataloged in PastPerfect
  - **PastPerfect>Objects Catalog>Find**
    - Search by Description (this is probably easiest) or Object ID (Accession Number)
  - **PastPerfect Online:**
    - Currently NOT available via PastPerfect Online
  - **Physical Location of photo equipment:**
    - Photo equipment is stored in Room 038
    - It is located in the last few rows of compact shelving to the right
    - SOMEONE PLEASE UPDATE THIS WITH A LIST OF RANGES!!!!!!!!!!!!!!

- **RADICAL LITERATURE**
  - Radical Literature is cataloged in PastPerfect
  - **PastPerfect>Library Catalog>Find**
    - Search by Title, Author, Summary, Pub Date, Publisher, Collection ("Radical Literature"
  - **PastPerfect Online:**
    - **Browse the Radical Literature Collection**
    - **Special Collections Search**
    - On right hand side, click "All Content" so that everything gets unchecked
    - Then click on just "Library"
    - Make sure to fill in the "Collection" field with "Radical Literature"
    - Search by any of the other fields as well
  - **Physical Location of Radical Literature collection:**
    - Radical Literature is stored in Room 150C (the APC Room)
    - You must sign out a key to enter the room
    - It is located on the shelves along the left wall
    - They are in ABC order by Title
    - SOMEONE PLEASE UPDATE THIS WITH A LIST OF RANGES!!!!!!!!!!!!!!

- **DIGITAL COLLECTIONS**
  - The URL for the Digital Collections is: [http://contentdm.ad.umbc.edu/](http://contentdm.ad.umbc.edu/)
  - Click on the buttons on the right hand side to see what collections we have (Links are below as well)
  - Photos
  - Archives
  - Electronic Theses & Dissertations (ETDs)
  - Digitized Books
  - Use the search boxes at the top of the pages to find items
  - Note: As of 10/3/2011, the Hughes Company Glass Negatives Collection is not uploaded to Digital Collections yet
  - Remember: If there is a digitized version of an item that has records in PastPerfect, there will be a link to the digital image in the search results in PastPerfect Online!

- **ARCHIVES**
  - Archives records may be processed or unprocessed. All unprocessed University Archives collections must be checked by a staff member for sensitive or private documents before a researcher is allowed to use them.
  - Archives may be: University Archives (UARC), Center for Biological Sciences Archives (SARCV), Manuscript or papers (MSS), and Photography manuscripts (PHMS)
  - Archives are cataloged in PastPerfect
  - **PastPerfect>Archives Catalog>Find**
    - Easiest ways to search = by
      - Object ID (we call this Accession Number)
      - Title
      - UMBC Department (if looking for University materials)
    - If you can't find what you're looking for with those fields, you can go down to the second search on the bottom and search from one of those fields, such as Subjects or Scope and Content
  - **PastPerfect Online (Special Collections Search)**
    - **Special Collections Search**
    - On right hand side, click "All Content" so that everything gets unchecked
    - Then click on just "Archives"
    - Search by any of the fields
    - If there is a digital file from the collection, there will be a link to the Digital Collections
  - **Physical Location of Archives**
    - Check in PastPerfect (NOT PP Online) and look at the Home Location Field at the top of the record

- **THESSES & DISSERTATIONS**
  - One copy of all UMBC masters theses and doctoral dissertations are stored in the University Archives; additional copies may be available in the Library Stacks (call numbers FOLIO LD3231) or through the Digital Collections. All of the print copies are catalogued by author and title in the Library Catalog use the UMBC Only Search and links to available digital copies are being added to these records.
  - The print copies date to the first advanced degrees awarded at UMBC in 1976 and digital copies begin in 2007. For more information on searching for these and dissertations from the Library's homepage, please see the "Finding Theses and Dissertations" online tutorial.*
• UNIVERSITY PUBLICATIONS
  • See instructions on the UMBC Archives & Records webpage
  • Unprocessed university publications may also be available but do not yet have catalog records. It is helpful to let the researcher look in the box of the department that they are interested in to see if there are unprocessed materials that could be helpful.

• UNIVERSITY PHOTOGRAPHS
  • See instructions on the UMBC Archives & Records webpage
  • One accession has been processed and has an online folder list: UARC Photos-08. This is a good place to start. We are digitizing this collection now.
  • Box level records are available through the Special Collections Search
  • If there is a digital file of the photo, there will be a link to the Digital Collections
  • May also browse digital images in the Digital Collections or Flickr

• ASM BOOKS
  • ASM books can be found in the regular Library catalog *** If you're looking for books that are ONLY in UMBC's Special Collections, use the [UMBC Only Search][http://catalog.umd.edu/F/?func=file&file_name=find-c&local_base=bc]
  • Further refine by: Named Collection = choose "American Society for Microbiology" from the drop down menu
  • ASM Archives are listed from the ASM website