

A Quick Guide to Accessing & Searching The Digital Collection of *The Butler Collegian*, Butler University's Student Newspaper



The University Archives of Butler University holds a complete run of the *Butler Collegian*, Butler University's student-run newspaper. Many of the publication's issues have been digitized and are available for online viewing and are searchable.

The issues from the following years are available online: 1886–1892, 1893 [incomplete], 1935 [incomplete], 1936–2004, and 2005 [incomplete]. The issues published between 1893 and 1935 are not available digitally but can be viewed in the Irwin Library on microfilm; many of the publication's issues are available for viewing in the microfilm format. Physical copies of the publication are available in the University Archives, but viewing is limited for the preservation of the materials. Current issues are available on the *Butler Collegian* website: www.thebutlercollegian.com.

Access:

- Through the Butler University Library website:
 - Go to www.butler.edu/library/
 - In the top menu, hover over "Collections" and then in the drop-down menu select "Digital Image Collections"
 - Select "The Butler Collegian Archive"
- Direct Access:
 - Go to www.butler.edu/library/collections/digital-image
 - Select "The Butler Collegian Archive"

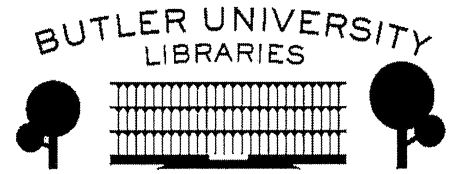
Search:

- In the upper-right-hand corner, click "Advanced Search"
- Under "Collections":
 - Deselect all options
 - Select only "Butler University — The Butler Collegian Archives"
 - Click "Save"
- Under "Enter Search Term":
 - Enter your search term(s)
- Under "Enter Date," if desired:
 - In the drop-down menu, select "between"
 - In the first empty field, enter the earliest year you want to search using the format YYYY, YYYY-MM, or YYYY-MM-DD
 - In the second empty field, enter the latest year you want to search using the format YYYY, YYYY-MM, or YYYY-MM-DD
- Click "Search"

A Quick Guide to Accessing & Searching The Digital Collection of

The Drift,

Butler University's Yearbook



The University Archives of Butler University holds a complete run of *The Drift*, Butler University's yearbook. Many of the publication's issues have been digitized and are available for online viewing and are searchable.

The issues from the following years are available online: 1891–2013. Physical copies are available to view on-site in Irwin Library in Special Collections (3rd floor) and behind the Information Commons desk (1st floor). Three important notes include: 1. *The Drift* was not published every year so a missing year in the digital collection means a yearbook doesn't exist; 2. *The Drift* went by other names during its history (*The Gallery*, *Senior Book*, *Carillon*), and these issues are included in the digital collection; 3. Yearbooks for Butler University's predecessor institutions (Jordan Conservatory of Music's *Opus*, Indianapolis College of Pharmacy's *The Mistura*) are also available online in separate digital collections.

Access:

- Go to digitalcommons.butler.edu/buyearbooks/

Search:

- In the upper-right-hand corner of the screen, click "Advanced Search"
- In the empty field next to the drop-down menu with "All Fields":
 - Enter your search term(s)
- Next to "Date range," if desired:
 - In the first empty field, enter the earliest year you want to search using the format MM/DD/YYYY
 - In the second empty field, enter the latest year you want to search using the format MM/DD/YYYY
- Next to "Limit search to":
 - In the drop-down menu, select "Butler Yearbooks"
- Click "Search"

View & Search an Individual Issue:

- Browse the collection and click on the desired yearbook year
- Near the top of the new web page, click "Download"
 - A PDF copy of the yearbook will download to the computer and open in the web browser to view
- To keyword search, press "Ctrl" and "F" on the keyboard at the same time
 - An empty field will appear near the top of the browser: enter your search term and press enter
 - Matching terms within the PDF will be highlighted to view