

How to Search GVSU Special Collections & Archives

An introduction to finding materials in our ArchivesSpace information management system

Getting Started

Go to: <https://gvsu.lyrasistechnology.org/>

ArchivesSpace is the archival equivalent to the Libraries' catalog. In ArchivesSpace you can find out what collections and materials University Archives and Special Collections holds.

Searching

From the homepage, enter your search term in the box, or click on "Collections" in the upper left to browse materials.

Home **Collections** Digital Objects Subjects Names Q

GVSU Special Collections & University Archives

Search this database for primary sources and other archival materials in our collections.

Multiple terms entered into one search box are handled as if connected by an OR statement. For AND statements, use the plus (+) button to add a row for each term. Use quotation marks around multiple words to search an exact phrase.

This database contains descriptions of archival records and personal papers stored in the Seldman House Special Collections and University Archives. A collection description (or finding aid) may include information about the collection's creator(s), scope and contents, access restrictions or technical requirements, and physical or digital size. Many collection descriptions also include inventories of the boxes and files of papers, photographs, media, or other materials.

Other Tools

Books in our collections can be found in the University Libraries' Catalog. Search tutorials and other tips for using archival materials can be found in our Subject Guide. Digitized materials can be found in the Digital Collections or in ScholarWorks@GVSU.

Contact Us to schedule a research appointment or visit during business hours to access materials.

Find what you're looking for:

Enter your search terms Search all record types Keyword Years: From To

Enter your search term in the box, or click on "Collections" in the upper left to browse materials.

If you choose to search by keyword, you will want to read the results list carefully.

In this sample search for "postcard" our results include a full collection

An item within a collection (indicated here)

And a file, also from within a collection

Philo Holcomb, Jr. World War I postcards
Collection Identifier: RHC-140
Scope and Contents Collection contains numerous postcards and souvenir postcard booklets, as well as travel guides, maps, and other ephemera, primarily depicting locations, art, and architecture in France and Germany. The collection also contains a smaller amount of similar materials relating to Monaco, Netherlands, Canada, and the United States. While most postcards are blank, some contain personal notes from their collector, Philo Holcomb, Jr., and others contain messages that Holcomb sent home to his family in...
Dates: Majority of material found within 1917-1919
Found in: Grand Valley State University Special Collections and University Archives / Philo Holcomb, Jr. World War I postcards

Postcard to J.N. Fowler in Detroit from B.F. Knuland in Lyons, Michigan, January 20, Year Unknown
Item - Volume: 1, item: 36
Description: While lacking specific details, the postcard appears to respond to a request from J.N. Fowler asking the sender of the postcard to find someone to perform a certain job, promising an answer in one or two weeks.
Dates: January 20, Year Unknown
Found in: Grand Valley State University Special Collections and University Archives / RHC-96, Ionia County postal history collection

Cooley's Ferry, Section 11, Allendale Township, photographic postcard, July 31, 1913
File - Box: 1
Scope and Contents From the Collection: Collection contains an assortment of printed ephemera, realia, photographs, personal papers, and other, unrelated materials purchased by and donated to Special Collections & University Archives. Some materials relate to Grand Rapids, West Michigan history, and the history of photography.
Dates: July 31, 1913
Found in: Grand Valley State University Special Collections and University Archives / RHC-102, Regional history miscellany collection

No matter what kind of result you get back, there will also be a brief description or “scope and contents” note about the collection excerpted as well as the date range.

There are other ways to search in ArchivesSpace. You can choose to search by a subject heading by clicking on “Subjects” in the top menu bar, or if you are looking for a particular person, organization, or committee you can choose to search by “Names”.



You may also see Names pop up in your search result list. Clicking on one of these will show you a results page of every collection that is linked to that particular person or organization.

Lubbers, Arend D.
Person

Zumberge, James Herbert
Person
Dates: Existence: 1923

Lubbers, Arend D.
Person

Found in 3 Collections and/or Records:

President Arend D. Lubbers papers
Series Identifier: GV002-13
Scope and Contents Series contains speeches, personal and biogra and service records of President Arend D. "Don" Lubbers. Speech m: 1960s to 2018. The series includes speeches and sermons delivered Personal and...
Dates: 1960 - 2018
Found in: Grand Valley State University Special Collections and Un

Presidential Speeches
Digital Collection Identifier: GV002-13
Dates: 1969 - 2017
Found in: Grand Valley State University Special Collections and Un

President's Office. General Correspondence (209)
Series Identifier: GV002-14
Scope and Contents Series contains incomina and outoaino general

Subject terms work in the same way. Choosing one of the standardized terms ensures that you use the right terminology when looking for materials (i.e. “diaries” instead of “journals”). If you click on a term, it will take you to a list of every collection linked to that subject.

Citing Materials

Keep notes of what you find, both to help you find the item later to view and for citation purposes. Use both the identifier and the collection title in your citations, as well as relevant box and folder numbers, so future researchers can easily find the materials.

Willard V. Lampe US Navy Chaplain papers
Collection Identifier: RHC-142

Content Description Contains papers and photographs related to Lampe's career as a Presbyterian minister. The bulk of the materials are related to his service as a United States Naval Chaplain during the Second World War, principally in the pacific theatre.
Dates: 1938-1969; Majority of material found within 1939-1947

Found in: Grand Valley State University Special Collections and University Archives

Understanding Your Results

When you click on the title of the Collection, you will be taken to the collection's Finding Aid. A Finding Aid is an organizational tool that provides additional information about the collection that may be useful to researchers.

Every collection will have similar fields, including a "Scope and Contents" note that provides a collection overview, date range, creator name, how to access the materials, and publication rights statement.

Scope and Contents

Included in these papers are over 500 manuscripts, comprised of biographical material, correspondence, writings and military documents, records. Biographical material contains information on Francis Mee and his family, as well as a personal history created by the U.S.S. Little Rock. Correspondence include letters addressed to Mee, as well as letters from Mee. Writings and military documents are largely...See more >

Dates

- 1929 - 1976
- Majority of material found within 1940 - 1950

Creator

- Mee, Francis James, 1899-1990 (Person)

Access to the Materials

Collection is open for research use. Materials may be accessed by request at Special Collections and University Archives in Seidman Hou

Publication Rights

The collection is the physical property of Grand Valley State University, but all literary rights are retained by the original creators of material. It is the responsibility of the researcher to secure appropriate permissions for publication beyond the bounds of fair use.

Personal papers will have a "biographical note" while institutional collections will have an "administrative history" note.

Biographical Notes

Francis James Mee (1899-1990) was born in White Earth, Minnesota. Mee's was a United States Naval Academy graduate, Ensign, Junior Captain of the U.S.S. Ellet, and Rear Admiral in the U.S. Navy. Mee served in the U.S. Navy for over thirty years (1922 to 1955), during which he served on the Pacific Theater and as captain of the U.S.S. Ellet took part in battles and engagements in The Coral Sea...See more >

The Finding Aid will also tell you the extent of the collection – how big is it? – and what language the materials are in

Extent

1.25 Linear feet (6 boxes)

Language of Materials

English

On the right-hand side, there is an expandable menu for the Collection Organization. You can view the collection's contents by clicking on the arrows.

Some collections are organized into Series, like the Francis J. Mee Papers seen here. If you wish to view the whole series, you can click on the Series title to see which boxes or folders the series encompasses.

If you wish to see more details about a particular item, click on the title and you will be brought to an Item-level record page.

Collection organization

Francis J. Mee papers

- ▼ Biographical
 - U.S.S. Little Rock Biography on Francis Me...
 - Newspaper Articles on Francis Mee, Circa 1...
 - Resume and Retirement Information, 1952
 - Legion of Merit Medal and Citation Informa...
 - Genealogical Newspaper Clippings
- ▼ Correspondence
 - Correspondence, 1931 - 1944
 - Correspondence, 1945 - 1947
 - Correspondence, 1948 - 1963
 - Correspondence, No Date
- ▶ Writings and Military Documents
- ▶ Medical and Personal Records
- ▶ Photographs
- ▶ Memorabilia

Viewing Archival Materials

When you click on an Item title from the Collection Organization list, the heading at the top of the page will change. This is where you will find the relevant information to make your specific research request.

Correspondence, 1931 - 1944

File – Box: 1

Grand Valley State University Special Collections and University Archives | Francis J. Mee papers (RHC-169) | Correspondence | Correspondence, 1931 - 1944

If you wish to view this item in the Reading Room, you would request: RHC-169 France Mee Papers Box 1.

For a small collection like the Mee Papers (6 boxes) it's perfectly fine to request to view the whole collection during a research visit. For a larger collection, like the Jim Harrison Papers (366 boxes) you will want to be more specific.

All interesting collections or items that you find in ArchivesSpace must be viewed in the GVSU Special Collections and University Archives Reading Room. The Reading Room is located in Seidman House on the Allendale campus.

However, some records might contain links to digital objects, which can be viewed online at <https://digitalcollections.library.gvsu.edu/>.

Digital Objects

When you search, you may find some results that say “Digital Collection”. This means the collection or item has been placed online for access.

Open the record by clicking on the title. Then, click on the red box labelled “Digital Object”. You will be taken out of ArchivesSpace and into our digital collections platform.

Young Lords in Lincoln Park Interviews

Digital Collection Identifier: RHC-65

Grand Valley State University Special Collections and University Archives | Young Lords in Lincoln Park Interviews

Dates

2010-2017

Creator

• Jiménez, José (Person)

Summary

The Young Lords in Lincoln Park collection grows out of the ongoing struggle for fair housing, self-determination, and human rights that was launched by Mr. José “Cha-Cha” Jiménez, founder of the Young Lords Movement. This project is dedicated to documenting the history of the displacement of Puerto Ricans, Mejicanos, other Latinos, and the poor from Lincoln Park, as well as the history of the Young Lords nationwide. Collection includes...See more >



Digital Object (sound_recording_nonmusical)