Search Tips for Finding Archival Material

Limit Your Search

- by search scope "Burns Library"
- by material type "Archives & Manuscripts"

Use Local Collection Names

- "MSS ARCHIVE"
  (for papers or organizational records)
- "BC ARCHIVE"
  (for Boston College University Archives)
- "FINDING AID"
  (for collections with finding aids online)

Use Subject Keywords for Form/Genre

- "Sources"
- "Letters"
- "Correspondence"
- "Manuscripts"
- "Photographs"

Try Keywords in Title

- "Papers"
- "Collection"
- "Records"

Consider Searching across Finding Aids

- Go to “Digital Collections” page
- Select “Search all Boston College Digital Collections”
- Select Collection “John J. Burns Library Finding Aids”
- Enter search terms for full-text searching

Search within Finding Aids

- Most finding aids available online are PDFs
- Use CTRL+F to search within a single finding aid

When in doubt: Contact us!