Finding Digital Special Collections

There are many ways to find digital collections. Consider these strategies on your next search.

From the Digital Collections page (www.bc.edu/digitalcollections)

- **Browse** the list of digital projects and **click** on individual projects to explore
- **Search** by clicking “Search All Boston College Digital Collections” (dcollections.bc.edu), then:
  - **Simple search** using keywords for your topic
  - **Limit** the simple search to a specific digital collection and use keywords for your topic
- **Advanced search** by clicking the second tab at the top of the screen (dcollections.bc.edu):
  - **Advance search** using titles, authors, subjects, etc.
  - **Limit** the advanced search by digital collection

Internet Archive: BC Contributions (www.archive.org/details/Boston_College_Library)

- Published volumes – 1,400 and counting – from the Boston College Libraries are available through the Internet Archive, including Jesuitica, Medieval Philosophy texts, Irish History texts, and Sub Turri, the BC yearbook
- **Browse** these contributions through the Internet Archive or by doing an **advanced search in Quest** with the Local Collection Name “OCA” and keyword(s) relevant to your research
- **Read** these books online, download them as color or black & white PDFs, or send them to your Kindle!

Beyond Digital

- “Local collection” searches such as Jesuitica, Comics, British Catholic Authors, and Greene’s Library can help you browse a collection of books, or narrow your search results
- **Flip this page** to find tips for finding archival materials at the John J. Burns Library in both traditional & digital form
Finding Archival Material

Not all Special Collections are digital, of course. When your research requires primary source materials, consider these strategies for finding archival material at the John J. Burns Library.

Use Catalog Records, Finding Aids, and Your Friendly, Neighborhood Librarian

- **Catalog records** are the results of searches in Holmes and show a variety of bibliographic data, locations, restrictions, and, sometimes, links to more information or online content
- **Finding Aids** are descriptive tools more detailed than catalog records and specifically created for archival materials; these are sometimes online and sometimes only available at the Burns Library
- **Contact us!** Special Collections can be difficult to navigate; please feel free to ask for help from any library staff member

From our Catalog, Holmes ([www.bc.edu/holmes](http://www.bc.edu/holmes)) OR [www.bc.edu/libraries](http://www.bc.edu/libraries)

- Use the [Advanced Search](http://www.bc.edu/holmes) option in Holmes
- Limit your searches by search scope "Burns Library" or by material type “Archives & Manuscripts”
- Use [Local Collection Names](http://www.bc.edu/libraries) to restrict your results. "MSS ARCHIVE" (for papers or organizational records), "BC ARCHIVE" (for Boston College University Archives), or "FINDING AID" (for collections with finding aids online)
- Use [Subject Keywords for Form/Genre](http://www.bc.edu/libraries) such as "Sources", "Letters", "Correspondence", "Manuscripts", or "Photographs"
- Try [Keywords in Title](http://www.bc.edu/libraries), most archival collections use the terms "Papers", "Collection", or "Records"

From the Digital Collections page ([www.bc.edu/digitalcollections](http://www.bc.edu/digitalcollections))

- Consider searching across Finding Aids
  - 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, since finding aids available online are PDFs or HTML pages, simply use CTRL+F to search within a single finding aid

Learn More about Special Collections at Boston College

- Visit [John J. Burns Library webpage](http://www.bc.edu/burns)
- Use the [John J. Burns Library Guide](http://libguides.bc.edu/burns)
- Follow [the John J. Burns Library on Facebook](http://www.facebook.com/johnjburnslibrary)
- Read [the John J. Burns Library blog](http://johnjburnslibrary.wordpress.com/)
- View [the Burns Library’s Flickr photostream](http://www.flickr.com/bc-burnslibrary)
- Consult with your [Subject Librarian](http://www.bc.edu/libraries/help/askalib)
- Talk to a Librarian! Visit the Burns Library, email burnsref@bc.edu, or call the Burns Library Reading Room x2-4861