

Western Kentucky University

From the Selected Works of Suellyn Lathrop

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WKU Library Special Collections & Kentucky Museum Research Strategies

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Available at: <https://works.bepress.com/slathrop/3/>



WKU Library Special Collections & Kentucky Museum Research Strategies

1906 College Heights Blvd.
Bowling Green, KY 42101
Harrison-Baird Reading Room – hours Mon.-Fri., 270-745-5083 reference

Kentucky Library Research Collection website: <http://www.wku.edu/library/dlsc/kentucky-library/index.php>

Kentucky Museum Collection website: <http://www.wku.edu/kentuckymuseum/collections.php>

Manuscripts & Folklife Archives website: <http://www.wku.edu/library/dlsc/manuscripts/index.php>

WKU Archives website - <http://www.wku.edu/library/archive/>

KenCat – Kentucky Library & Museum online catalog, has books, photos, objects, posters, manuscripts, etc. Most are Kentucky related materials.

<http://westernkentuckyuniversity.pastperfectonline.com>

Choose **Keyword Search** to open the search screen.

Enter keyword and click on Search button, use quotation marks when using more than one word

Examples: “Butler County” “Surname, Firstname”
 “Clark Family” “Firstname Surname”
 “civil war”

The number of results will appear at the top of the page.

356 results for Butler County, 21 results for Clark Family and 1190 results for civil war.

Results are in catalog number order which is generally an accession number of three parts and the creator when that field is populated:

1939.13.1 – Holcomb Family

1939 = year received
13 = the 13th set of records received in 1939
1 = the first item within the 13th accession
Created by the Holcomb Family

WKU Archives catalog numbers are made up of the record group and series numbers assigned to the creating offices. Lists of record group numbers are available online: [WKU Archives – Collection Inventories](#)

Using the **Advanced Search** you can narrow the types of records to search.

Objects – three dimensional objects and paintings held by the Kentucky Museum

Archives – can include manuscripts, personal papers, organization records, WKU Archives

Creators – authors, artists, photographers, compilers, etc.

Containers – these are folder level descriptions for WKU records housed in the WKU Archives

Photos – broadsides, photographs, postcards, negatives, slides, digital images

Library – can include books, sheet music, scrapbooks, microfilm

People – authors or subjects of collections, some people records include brief biographical and genealogical information

Catalog Number – enter a specific catalog number when known. Can be used to search for items received in a specific year: 1940* will return items received in 1940.

Object Name – enter a type of object or record, e.g. announcement, book, broadside, blueprint, card, certificate, correspondence, daguerreotype, diary, diploma, documents, drawing, film, illustration, invitation, journal, license, manuscript, music, negative, newspaper, pattern, postcard, poster, print, program, scrapbook, slide, transparency, yearbook are some examples.

Title – full titles of books and other published materials. Series titles for WKU records held in WKU Archives. Manuscript titles are almost exclusively “Papers.”

Author/Artist/Photographer/Maker – enter the name of the creator of the records if known. Use both “surname, first name” and “first name surname” searches to find everything attributed to a particular person. Creators can also be companies such as Franklin Studio.

People / Family Name – this is a subject search where the person or family is the subject of the records, books, images, etc. Search “Clark Family”, “surname, first name” and “first name surname”

Place – town, county, state or country where the object, book, document, image was created. Also includes birth and death place for people records.

Search Terms – keywords used for indexing.

Subject – Library of Congress terms used for indexing.

Medium / Material / Composition – what the object is made of, this is generally used for the Kentucky Museum objects in the database.

Call Number / ISBN / ISSN – enter the [Library of Congress](#) call number designation

CS71 for published genealogies

“LD7501.*” for yearbooks

KY REF for reference collection

Enter the exact ISBN or ISSN number for a book.

Remember to check [OneSearch](#) (see below) for published books held in the Kentucky Library Research Collection as well.

Description –

Objects – a brief description of the object(s) which may refer to former owners.

Photos – a brief description of the contents of the photograph which may include people’s names, activities and location.

Library – a brief physical description of the book, e.g. 165 leaves: ill., coats of arms, map; 28 cm.

Archives – a brief description of a single item, records series, manuscript collection or record group.

Collection – There are currently 18 named collections that can be searched:

- Allan Trout Collection
- Bowling Green Area Convention & Visitors Bureau
- Burchfield Collection
- C. Perry Snell Collection
- Dorothy Grider Collection
- Duncan Hines Collection
- Elizabeth Richardson Collection
- Instruments of American Excellence
- Jonathan Jeffrey Flour Bag Collection
- Manuscripts
- Rather-Westerman Political Collection
- Robert Penn Warren Library
- Southern Kentucky Music Collection
- Sue Lynn Stone Funerary Collection
- University Art Collection
- Whitey Sanders Cartoon Collection
- William H. Natcher Collection
- WKU Archives

Event – used mostly for Kentucky Museum objects, some examples: Civil War, Election, Wedding, Inauguration

Container Title – used for WKU Archives folder level descriptions. Example:

- Awards
- Correspondence
- Film/Video/Audio File
- Meeting Minutes
- Negatives
- Photographs
- Posters
- Slides
- Speeches
- Subject/Correspondence File

Container Description – used for WKU Archives folder level descriptions. Generally a list of people and topics referred to in the documents within the folder.

General Information

Search both maiden and married names of women.

Records are uploaded every week, so the totals will change as new data is entered.

Look for links to full-text online collection inventories or original documents under the heading Finding Aids

Container lists appear at the bottom of the record as links. For large collections these can be quite extensive. Each entry gives the following information:

Title – folder title

Creator – author or originating office

Description – description of items in the folder, generally a list of people and search terms

Date – single date or range of dates

Subjects – relevant subjects

Container – Box number, can be also be oversize box, map case, etc.

Folder – Folder number, can also be drawer number

Archive Record – link backs to main entry, use this number as a call number when requesting materials

Use the [WKU Archives Research Guide](#) to see a list of search terms and subject headings used in KenCat.

TopScholar – WKU institutional repository – includes theses, dissertations, journal articles, departmental records, primary source documents created by and about WKU, professors and students, links to a wider digital commons repositories around the world

<http://digitalcommons.wku.edu/>

Search engine is in the upper left corner. Enter keyword or name, choose “in this repository” to search WKU related resources or “across all repositories” to search resources from around the world and click on Search button

Or search within a specific community to narrow the search

Browse Colleges, Departments, Units - <http://digitalcommons.wku.edu/communities.html>

History – <http://digitalcommons.wku.edu/history/> has posted the Bowling Green Civil War Round Table Newsletter and History department theses

Library Special Collections - <http://digitalcommons.wku.edu/dlsc/> has posted collection inventories, oral histories and original documents

WKU Archives - http://digitalcommons.wku.edu/dlsc_ua/ has posted collection inventories, personal papers, yearbooks, individual oversized images and maps and

organizational records

One-Search – library online catalog:

http://tcna.primo.hosted.exlibrisgroup.com/primo_library/libweb/action/search.do?vid=WKU

Catalog of books and published materials in a variety of formats housed in all WKU libraries on all topics.

One-Search for WKU Libraries: Getting Started - <http://libguides.wku.edu/one-search>

Kentucky Library Research Collection online resources: <http://www.wku.edu/library/dlsc/kentucky-library/collections.php>

Kentucky Museum online resources: <http://www.wku.edu/kentuckymuseum/collections.php>

Manuscripts & Folklife Archives online resources: <http://www.wku.edu/library/dlsc/manuscripts/collections.php>

WKU Archives online resources: <http://www.wku.edu/library/archive/hh.php>