Tips to Access/Search the Saint Joseph's College Archives

If, after reviewing these tips, you'd like additional assistance, contact me at saintjoearchive@gmail.com.**

THERE ARE 2 WEBSITES YOU CAN USE TO ACCESS THE SJC ARCHIVES:
1. https://archive.org/details/saintjoearchives (SJC items on the **Internet Archive** archive.org website)
2. http://saintjoearchives.org/ (this is the easier website to use – it's a special website just for SJC Archives – this organizes and points to the items on the *Internet Archive* website)

WHICH WEBSITE SHOULD YOU USE?
- If you'd like to *browse* through the many collections uploaded by SJC, use http://saintjoearchives.org/
- If you'd like access to *everything* we have uploaded for SJC, use https://archive.org/details/saintjoearchives (the other website doesn't include links to all uploaded items).
- If you'd like to do *research* (i.e. keyword searches or by year or collection or pre-defined subjects), use https://archive.org/details/saintjoearchives.

The http://saintjoearchives.org/ website is designed to be simple to navigate, so I will spend the rest of these instructions explaining how to use the Internet Archive website.

TO ACCESS THE SJC ITEMS ON THE INTERNET ARCHIVE WEBSITE

1. You can access SJC Items on the Internet Archive website it by going to http://saintjoearchives.org/. Then click on the Internet Archive link to take you to https://archive.org/details/saintjoearchives.

OR

2. You can access it directly by going to https://archive.org/details/saintjoearchives.

TO SEARCH BY COLLECTION

1. I have set up a number of *Collections* within the SJC Archives. Collections are groups of items that are related in some way. An item may appear in more than one Collection.

2. At the https://archive.org/details/saintjoearchives page, select the checkbox next to **Collections** on the left side.

3. The following screen will appear, listing all of the current Collections in the SJC Archives.

Saint Joseph's College, Rensselaer, Indiana

Saint Joseph's College was a coeducational, private, Catholic liberal arts college located in Rensselaer, Indiana. On Feb. 3, 2017, the school announced it would temporarily suspend operations at the end of the 2016-2017 academic
MORE

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ABOUT   COLLECTION

16 RESULTS

SORT BY   VIEWS · TITLE · DATE PUBLISHED · CREATOR

Search this Collection
○ Metadata
○ Text contents

PART OF
American Libraries

Media Type
☑ collections   16

Collection
☐ American Libraries   16
☐ Saint Joseph's College, Rensselaer, Indiana   16
☐ eBooks and Texts   16

Saint Joseph's College, Rensselaer, Indiana - Newspapers
1,516 ITEMS

Saint Joseph's College, Rensselaer, Indiana - Magazines
787 ITEMS

Saint Joseph's College, Rensselaer, Indiana - Academic Catalogs
130 ITEMS

Saint Joseph's College, Rensselaer, Indiana - College Theater
145 ITEMS

Saint Joseph's College, Rensselaer, Indiana - Yearbooks
93 ITEMS

Saint Joseph's College, Rensselaer, Indiana - Indian Normal School
45 ITEMS

Saint Joseph's College, Rensselaer, Indiana - History
19 ITEMS

Saint Joseph's College, Rensselaer, Indiana - Publications
20 ITEMS

Saint Joseph's College, Rensselaer, Indiana - Calumet College of St. Joseph
14 ITEMS

Saint Joseph's College, Rensselaer, Indiana - Newsletters
13 ITEMS

Saint Joseph's College, Rensselaer, Indiana - Missionaries of the Precious Blood
3 ITEMS

Saint Joseph's College, Rensselaer, Indiana - Events
2 ITEMS

Saint Joseph's College, Rensselaer, Indiana - Chicago Bears
0 ITEMS

Saint Joseph's College, Rensselaer, Indiana - Puma Guides
0 ITEMS

Saint Joseph's College, Rensselaer, Indiana - Photos
0 ITEMS

Saint Joseph's College, Rensselaer, Indiana - Art Collection
0 ITEMS

4. Select the Collection you'd like to view.

NOTE: You may use *Keyword Search* within Collections. See below for Keyword Search instructions.

TO SEARCH BY PRE-DEFINED SUBJECTS

1. Each item has pre-defined Subjects attached to it. When each items is uploaded, I added Subject tags to describe the item. For example, when I uploaded the Fall 2010 Contact Magazine, I included the following Subjects: Saint Joseph's College, SJC, Saint Joe, St. Joseph's College, St. Joe, Magazines, Rensselaer, 2010, Contact Magazine, Saint Joe Alumni, Aluminum Bowl.

2. At the https://archive.org/details/saintjoearchives page, click **More** under the **Topics & Subjects** column on the left side.

3. A screen similar to this will appear (the number of Subjects that appear will depend on where you are in the SJC Collection):
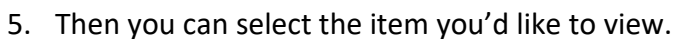
Topics & Subjects

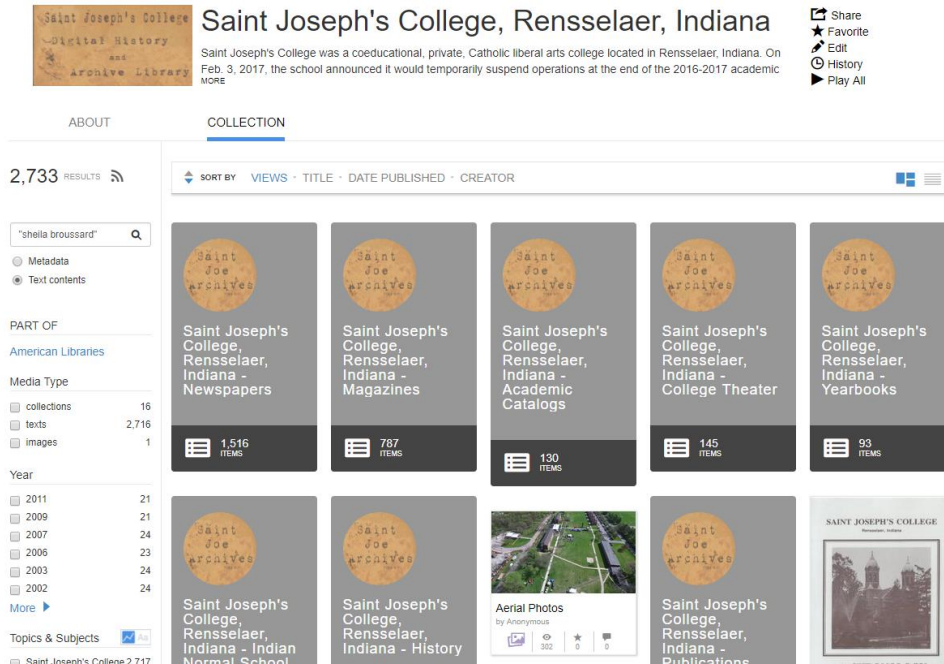| Subject	Count	Subject	Count	Subject	Count	Subject	Count
Saint Joseph's College	2,717	Playbill	63	1955	29	1992	21
SJC	2,714	1942	58	1956	28	1914	20
Saint Joe	2,714	Phase	55	1949	27	1915	20
Rensselaer	2,713	Shavings	54	1950	27	1916	20
St. Joseph's College	2,713	1940	50	1958	27	1973	20
St. Joe	2,712	1963	48	1959	27	1977	20
Newspapers	1,516	1961	46	1960	27	1979	20
STUFF	954	1947	45	Aluminum Bowl	27	1980	20
Magazines	784	Indian Normal School	45	1972	26	1983	20
Saint Joe Alumni	383	Drexel Hall	41	Pulse	26	1988	20
Contact Magazine	381	1943	39	1953	25	1990	20
Observer	243	1964	38	1957	25	1978	19
Collegian	206	1969	38	1944	24	1989	19
College Cheer	204	1967	37	1951	24	1994	19
Columbian Players	145	1946	36	1952	24	1995	19
SJC Theater	145	Golden Jubilee	36	1993	23	2001	19
Catalogs	129	1965	35	Diamond Dust	23	2002	19
College Catalogs	120	1888	33	1938	22	2003	19
John Rahe	99	1968	33	1945	22	2006	19
Measure Magazine	94	1948	32	1991	22	2011	19
Yearbooks	87	1966	32	1924	21	George L. Willard	19
Poster	77	1939	30	1974	21	Gym Junk	19
Sanguinist	77	1970	30	1975	21	J.A. Stephan	19
1941	70	1971	30	1976	21	1923	18
1962	65	1954	29	1982	21	1981	18

1 2 3 ▶

Apply your filters

NOTE: Appearing to the right of each year is the number of items with that Subject.

4. Check the box next to a subject (or multiple subjects) and select **Apply your filters**. I selected *Aluminum Bowl*, so the following appears for me:
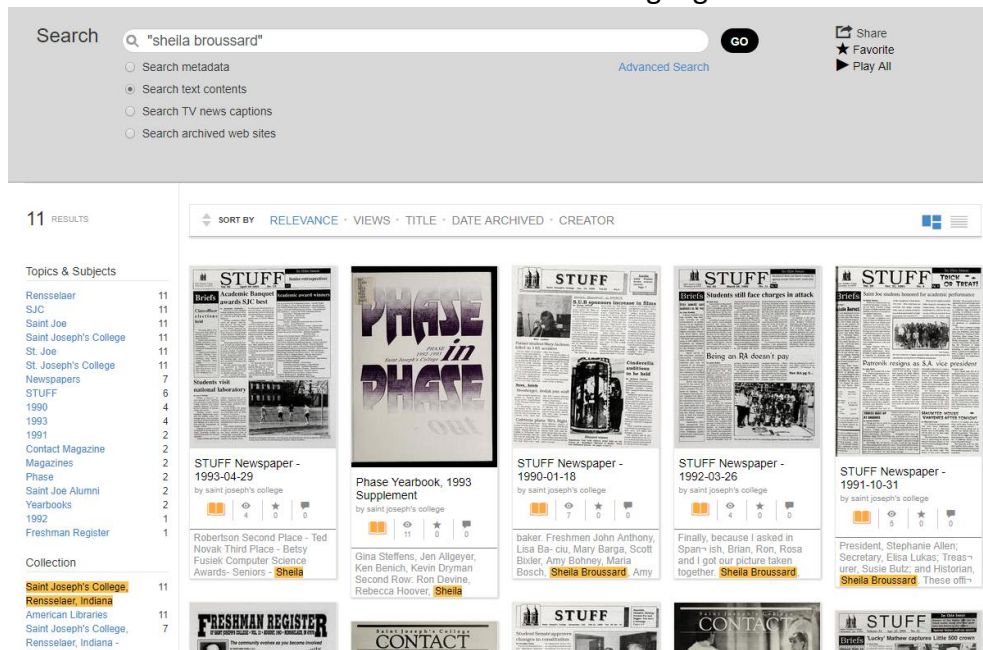
Saint Joseph's College, Rensselaer, Indiana

Saint Joseph's College was a coeducational, private, Catholic liberal arts college located in Rensselaer, Indiana. On Feb. 3, 2017, the school announced it would temporarily suspend operations at the end of the 2016-2017 academic MORE

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- Edit
- History
- ▶ Play All

ABOUT   COLLECTION

27 RESULTS

SORT BY VIEWS · TITLE · DATE PUBLISHED · CREATOR

Search this Collection
- Metadata
- Text contents

PART OF

American Libraries

Media Type

- texts   27

Year

- 2015   1
- 2010   1
- 2007   2
- 2006   1
- 1996   2
- 1995   1
More ▶

Topics & Subjects

- ☑ Aluminum Bowl   27
- Rensselaer   27
- SJC   27

Contact Magazine - Fall, 2010 - Saint Joseph's
by Saint Joseph's College
43 0 0
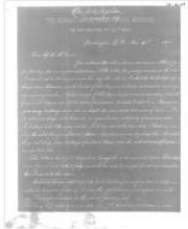
Contact Magazine - Spring, 2015 - Saint
by Saint Joseph's College
38 0 0
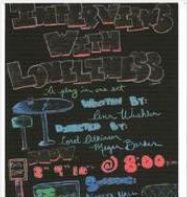
Contact Magazine - Spring, 2007 - Saint
by Saint Joseph's College
19 0 0
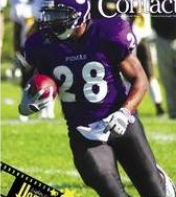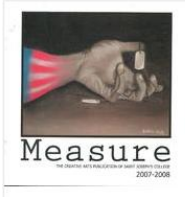
STUFF Newspaper - 1956-11-21
by Saint Joseph's College
18 0 0

Contact Magazine - Winter, 2007 - Saint
by Saint Joseph's College
14 0 0

5. Then you can select the item you'd like to view.

**TO SEARCH BY KEYWORD**

1. At the https://archive.org/details/saintjoearchives page, click **Text Contents** and enter a search term (you can use quotes if you want to find 2 words together). Then click the search button 🔍 . In this example, I used "Sheila Broussard" in quotes.


2. It will come up with a list of SJC items that have your search terms in them. It will show the context for which the words are found and highlight the search terms in orange:

3. Click on the item you'd like to view and something similar to the following will appear.

Freshman Register Newspaper - 1993-08
by Saint Joseph's College
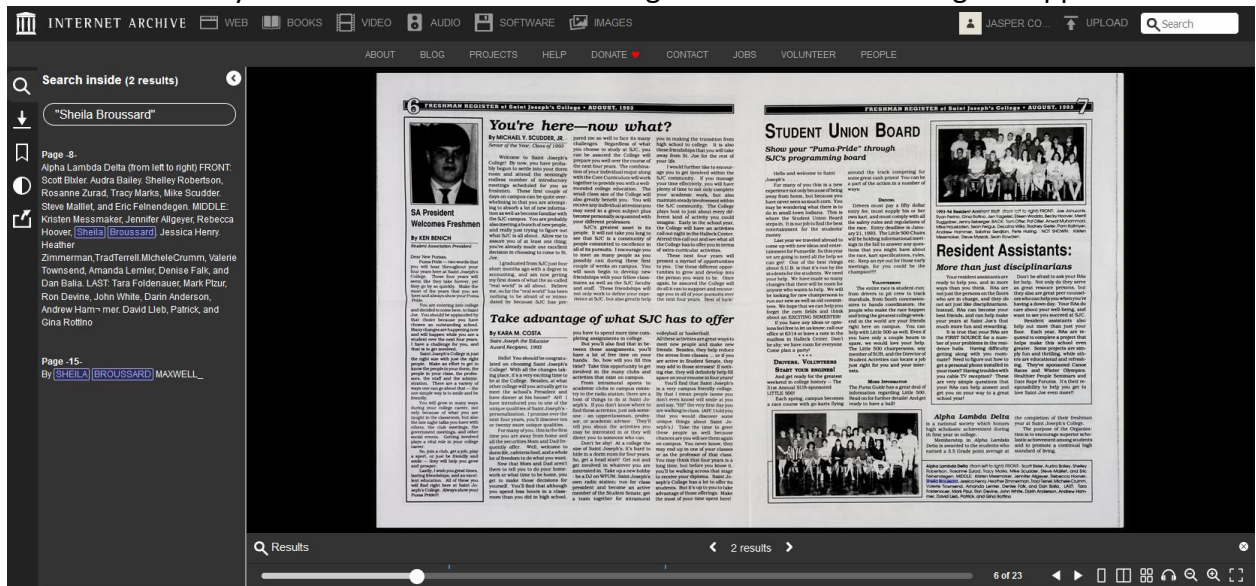
4. It will bring up at the bottom of the item to show you where the search term(s) are located inside the item. To see the context in which the term(s) are found on that page, hover over the (example below):
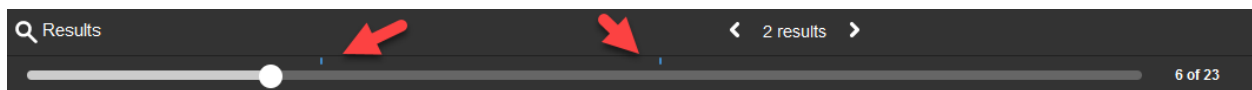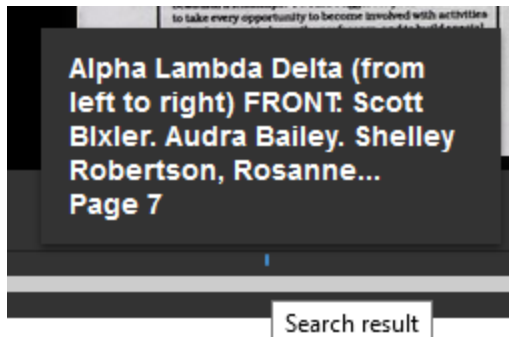
NOTE: If you want to do additional searches on the SJC collection, *always* go back to https://archive.org/details/saintjoearchives and search; otherwise, you are searching the ENTIRE archive.org repository.

NOTE: It may say "no matches were found" when it brings up the item. It all depends on the search terms you use. If you use search terms that can be found next to each other, like *"Sheila*

Broussard", it will open to the first instance on this screen. However, if you use search terms that are all found in the item, but not all *next to each* other, like *Freshman Register "Sheila Broussard"*, it will say "no matches were found. That's ok. If you received "no matches were found" message, you'll need to change your search terms here to find either 1 search term or those that would be found next to each other.

TO SEARCH BY YEAR OF PUBLICATION

1. At the https://archive.org/details/saintjoearchives page, click **More** under the **Year** column on the left side.
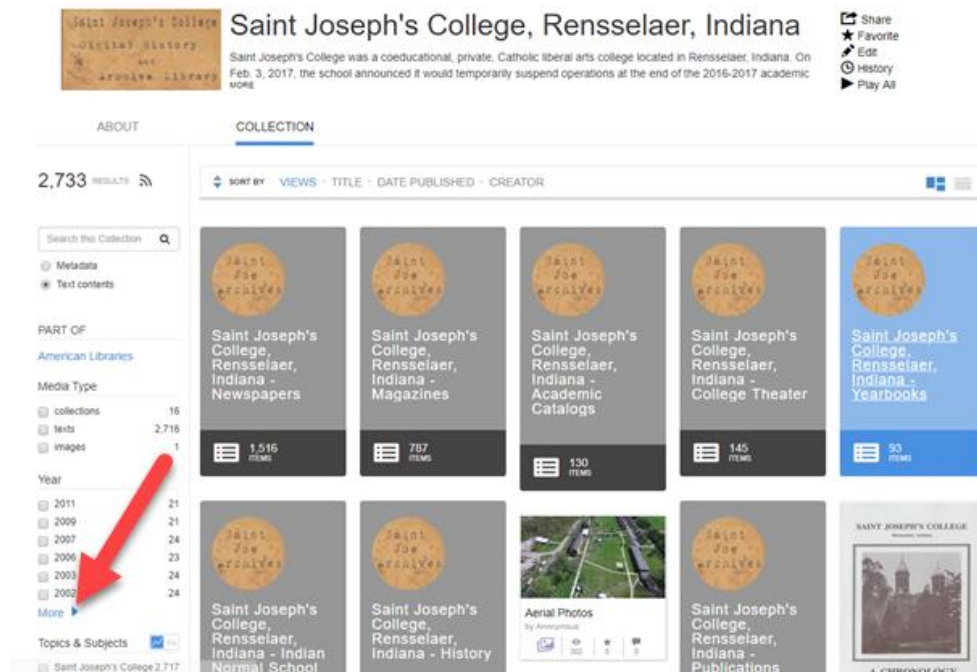
2. A screen similar to this will appear (the number of years that appear will depend on where you are in the SJC Collection):
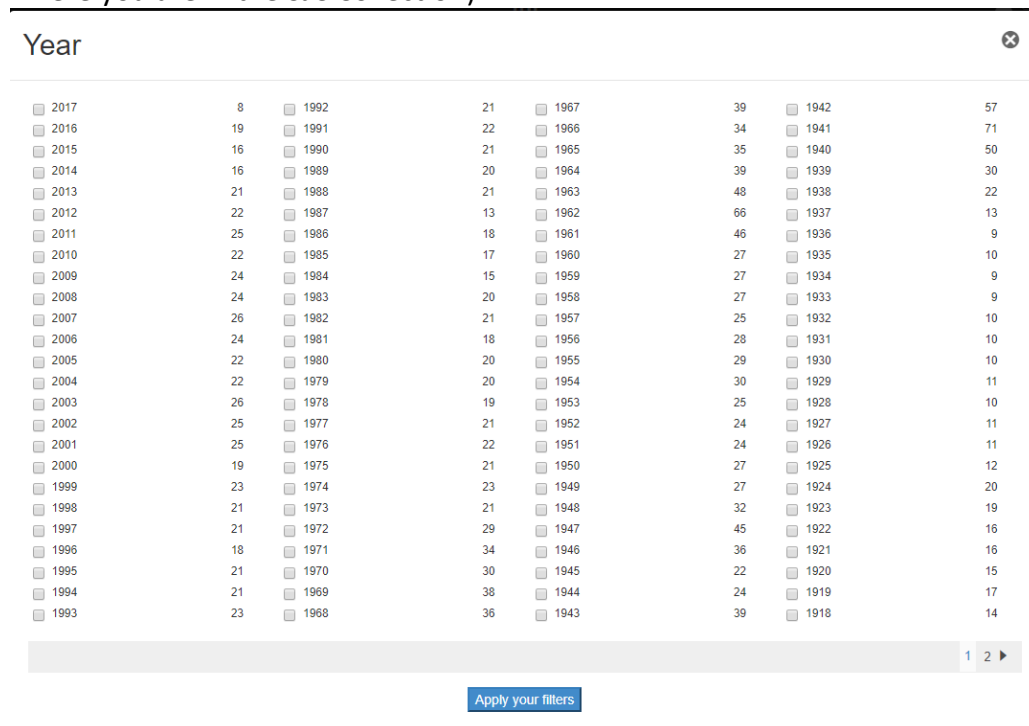
NOTE: Appearing to the right of each year is the number of items with that publication year.

3. Check the box next to a year (or multiple years) and select **Apply your filters**. I selected *2007* and *1887,* so the following appears for me:

4. Then you can select the item you'd like to view.