

## Guide to Using the Pennington Research Association Archives Online Collection

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This guide should help you navigate the online collections of the Pennington Research Association Archives. Once you begin using the collection, I hope that it will be fairly easy to use. The CONTENTdm software does have a learning curve, but the good news learning it with this collection will make it easier to view many other library digital collections that use CONTENTdm.

Please note that the items available in the digital archives were selected for digitization by the PRA.

Archives Web Site:

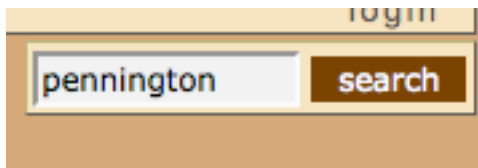
[http://replica.palni.edu/cdm4/browse.php?CISOROOT=%2Fec\\_penn](http://replica.palni.edu/cdm4/browse.php?CISOROOT=%2Fec_penn)

You will note at the top of the page the following:

Browsing 20 item(s) in: Pennington Research Association Archives

There are 20 items to view in the archives. If you look at the drop down menu—the arrow above to the right of Pennington Research Association—you will see all of the other digital collections that make up the Private Academic Library Network of Indiana (PALNI).

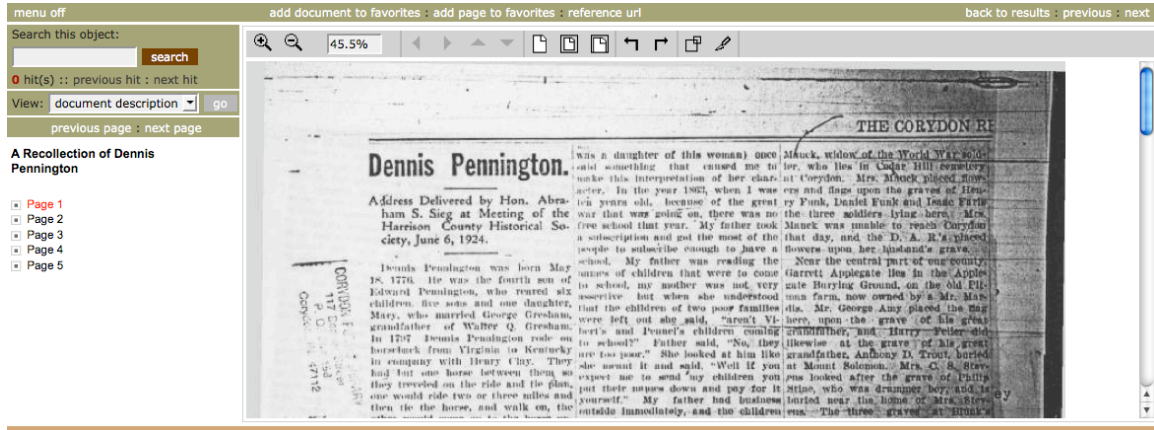
Because of all of the other collections hosted by PALNI, please note that if you use the search box at top right hand corner of the page (pictured below), it will search ALL of the collections, not just the Pennington Archives.



To search only the Pennington Archives, choose “advanced search” in the left top hand menu. You will be presented with a list of all of the collections available in PALNI. Make sure you only select Pennington Research Association Archives. The easiest way to do this is to “clear all” then select the Pennington Archives. You can then search across only the Pennington collections.

Go back to the home page for the collection. All 20 items in the collection should appear on the page, so you can scroll down and see the titles and a brief description of all items in the collection. Let's start with one item and look at what is available.

Click on the title "A Recollection of Dennis Pennington" You should see the following screen:



The item is five pages long. Clicking on Page 1 will display page 1, page 2 will display page 2, and so on. Note on the left hand menu where it says View, and then there is a drop down menu with "document description", "page description" or "page and text." Document Description will display the metadata for that particular item. Page description simply gives the title of the individual page. Page and Text shows the image in a new window, and if full text were available, the text would display to the right of the image.

Full text is available for some items and not for others. Some of the items did not scan properly for Optical Character Recognition (OCR) and thus we cannot provide full text. Some items OCR'd quite well and we have full text searchable documents for these. Let us look at one of these next.

Go back to search results by using the upper right hand button "back to results"

Scroll down the page to #15 Pennington Papers Oswald Franklyn Pennington. The interface is essentially the same, with one addition: a downloadable PDF is available. The PDF is searchable. You can download it or view it in a browser. If you are using a Macintosh and Firefox, it likely will automatically download. For PC's and Macs using Safari, you should be able to view the file in your browser.

Image of the screen with downloadable PDF file link:

## **Pennington Papers: 1990 Oswald Franklyn Pennington**

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Beyond the above, the best way to learn the system is simply to play around with it. Please note that metadata for each item may vary in quality and quantity. It depends on how much information we receive when donations arrive at the archives. The more information the better!

I will be happy to help any members of the association with any problems they may have navigating the system. Email is the best way to reach me and is listed below.

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