

April 2021

Guide to searching and browsing the KSU Archives and Special Collections



ADDITIONAL RESOURCES

- For an introduction to the KSU Archives and an explanation of archival terms used in this document, see the [KSU Archives Quick Reference Guide](#).
- For a demonstration of the ArchivesSpace and SOAR features described in this guide, check out [this video](#).
- For any additional questions about navigating our online resources, or about accessing the collections held by the KSU Archives, please contact archives@kennesaw.edu.

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Introduction

The Kennesaw State University Archives and Special Collections serves as a repository for collections of primary source materials on the following topics:

- Kennesaw State University
- Southern Polytechnic State University
- Cobb County and the surrounding counties in Northwest Georgia)

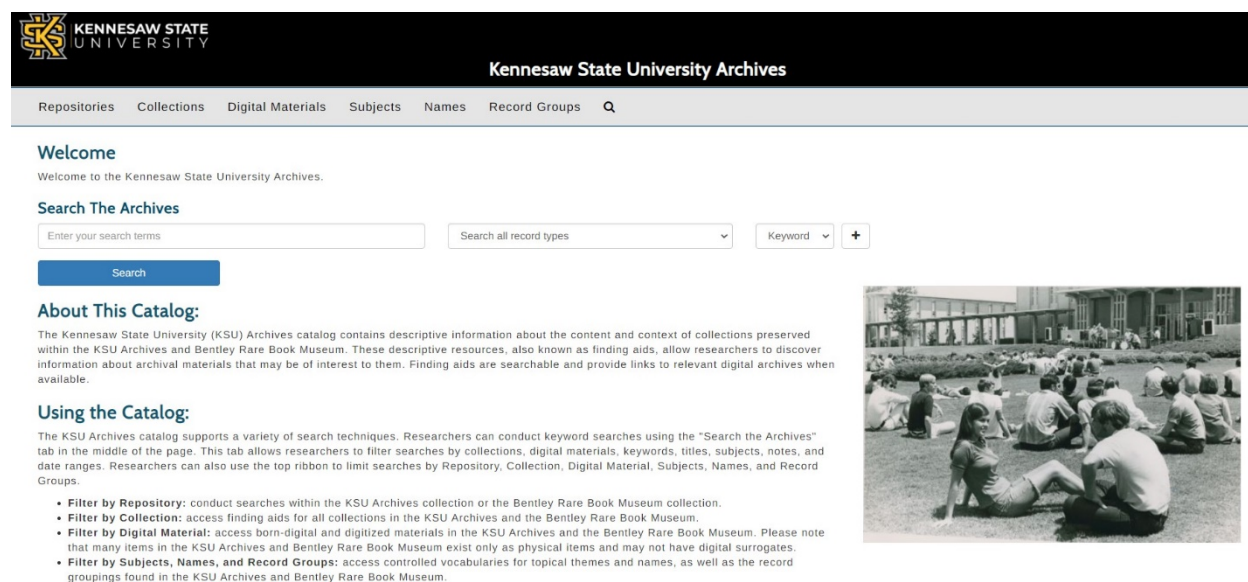
This guide covers the basics of searching and browsing for content in the KSU Archives using the following tools:

- ArchivesSpace: online catalog for archival materials in the KSU Archives and Special Collections
- SOAR (Scholarly Online Access Repository): Digital collections available online

ArchivesSpace

<http://archivespace.kennesaw.edu>

ArchivesSpace is the online catalog for the KSU Archives and Special Collections. Start your research here to find out if the KSU Archives holds materials about your research topic.



Kennesaw State University Archives

Repositories Collections Digital Materials Subjects Names Record Groups Q

Welcome
Welcome to the Kennesaw State University Archives.

Search The Archives

Enter your search terms Search all record types Keyword +

About This Catalog:
The Kennesaw State University (KSU) Archives catalog contains descriptive information about the content and context of collections preserved within the KSU Archives and Bentley Rare Book Museum. These descriptive resources, also known as finding aids, allow researchers to discover information about archival materials that may be of interest to them. Finding aids are searchable and provide links to relevant digital archives when available.

Using the Catalog:
The KSU Archives catalog supports a variety of search techniques. Researchers can conduct keyword searches using the "Search the Archives" tab in the middle of the page. This tab allows researchers to filter searches by collections, digital materials, keywords, titles, subjects, notes, and date ranges. Researchers can also use the top ribbon to limit searches by Repository, Collection, Digital Material, Subjects, Names, and Record Groups.

- **Filter by Repository:** conduct searches within the KSU Archives collection or the Bentley Rare Book Museum collection.
- **Filter by Collection:** access finding aids for all collections in the KSU Archives and the Bentley Rare Book Museum.
- **Filter by Digital Material:** access born-digital and digitized materials in the KSU Archives and the Bentley Rare Book Museum. Please note that many items in the KSU Archives and Bentley Rare Book Museum exist only as physical items and may not have digital surrogates.
- **Filter by Subjects, Names, and Record Groups:** access controlled vocabularies for topical themes and names, as well as the record groupings found in the KSU Archives and Bentley Rare Book Museum.

Figure 1: KSU ArchivesSpace homepage.

See the following pages for descriptions of how to locate relevant information in ArchivesSpace through browsing or searching.

Questions? Email archives@kennesaw.edu or call 470-578-6289.

Browsing in ArchivesSpace

See Figure 2 below.

Use the top ribbon (located above the “Search the Archives” box) to limit searches with the following filters:

Filter by Repository to search *either* the KSU Archives collection *or* the Bentley Rare Book Museum collection.

Filter by Collection to return only collection-level results. This will take you direct to a collection-level finding aid rather than the records for individual items. *Recommended* if your initial list of search results is lengthy—you might find they are all from just one or two collections.

Filter by Digital Material to find materials that are available in digital format through SOAR. Please note that many items in the KSU Archives and Bentley Rare Book Museum exist only as physical items and a digital copy may not be available.

Filter by Subjects to look for topical themes.

Filter by Names to find specific people, families, and organizations.

Filter by Record Groups to browse materials relating to only Kennesaw State University, Southern Polytechnic State University, Rare Books (the Bentley Rare Book Museum), or Special Collections (regional history).

- The Special Collections record group is arranged alphabetically by collection title.
- University collections are arranged within the University’s organizational structure. Records can be found under the title of the campus department, office, or group that originally created the item or that transferred it to the Archives.
- Rare Books represents only some of the materials held by the Bentley Rare Book Museum. See the [BRBM website](#) for more information.

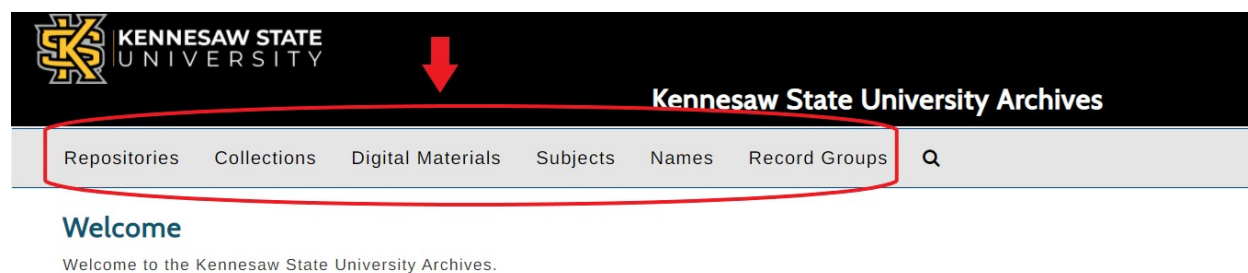


Figure 2: Options for browsing collections from the ArchivesSpace homepage.

Searching in ArchivesSpace

See Figure 3 below.

On the ArchivesSpace homepage, enter your search terms in the box under the heading “Search the Archives.” This will search across our entire database of descriptions (finding aids) for the KSU Archives collections. To search for an exact term or phrase with multiple words, such as “Southern Graphics Council,” enter your search terms in quotes.

Search The Archives

The screenshot shows the search interface with the following elements:

- Search box containing: "southern graphics council international"
- Dropdown menu: Search all record types
- Dropdown menu: Keyword
- Plus sign button (+)
- Search button

Figure 3: Use quotation marks around search terms to search for that exact term or phrase.

After entering your search terms, you may choose to use the drop-down menus to limit your search with additional information. This can ensure that your search results are more closely related to your topic or meet your research needs. See instructions below for an explanation of these search options.

Limiting search by record type

See Figure 4 below.

Search all record types: This is the default for ArchivesSpace searches and will return the most results. If the number of results is overwhelming, you may choose to limit your search with one of the following options.

Limit to collections: This option only shows you a list of the collections where your search terms are prominently featured, rather than all the individual parts within the collections where the term appears. By clicking on a collection title, you can search or browse within that finding aid to see where your search terms appear. This is a good option for understanding which collections will be most helpful to your research and will help you to request materials from the archivist.

Limit to digital materials: This option will show you materials relating to your topic that are available online via SOAR. This is a good option for researchers who may not be able to visit the Archives in person or who wish to start their research remotely. However, please keep in mind that only a fraction of our materials is available online.

The screenshot shows the search interface with the following elements:

- Search box containing: Enter your search terms
- Dropdown menu: Search all record types (highlighted with a red arrow)
- Dropdown menu: Keyword
- Plus sign button (+)
- Search button

Figure 4: Limiting search terms by record type.

Limiting search by descriptive field

See Figure 5 below.

ArchivesSpace runs on a database containing descriptions of our archival collections. Like any database, it organizes information for each collection into fields based on information type. One way to narrow your search is by searching across all collections for information in a specific field. The drop-down menu shown in Figure 4 gives four options for specific fields you can search.

The screenshot shows the 'Search The Archives' interface. It features a search input field with the placeholder text 'Enter your search terms', a 'Search' button, and a dropdown menu labeled 'Search all record types'. The dropdown menu is open, showing four options: 'Keyword', 'Title', 'Creator', and 'Notes'. A red arrow points to the 'Keyword' option, which is highlighted. To the right of the dropdown menu is a plus sign (+) button.

Figure 5: Limit search terms by field.

Keyword: This is the default setting and will search all fields in every finding aid for your search terms.

Title: This will only search finding aid titles for your search terms. This is useful for finding collections where your topic is the main idea. Most collection titles reference the creator and/or topic of the collection.

Creator: This will only search the creator field, returning results for which your search term is the person, family, or organization that created or assembled the collection.

Notes: These fields contain the most detailed descriptions about collections. Search results will return note fields (such as content descriptions) where your search terms appear, including collections for which your topic may not be the main idea or topic of the collection.

Searching using Boolean operators

See Figures 6-8 below.

The plus sign on the end of the row allows you to add another line to expand or limit your search terms.

The screenshot shows the 'Search The Archives' interface. It features a search input field with the placeholder text 'Enter your search terms', a 'Search' button, and a dropdown menu labeled 'Search all record types'. To the right of the dropdown menu is a plus sign (+) button. A red arrow points to the plus sign button.

Figure 6: Add row for additional search terms and/or limiters.

On the second row, you have the choice to add to or subtract from your search results using the terms “and,” “or,” and “not.” In library science, these terms are called “Boolean operators.”

Search The Archives

Enter your search terms Search all record types

Keyword -

Enter your search terms Keyword +

And Or Not Search

Figure 7: Add Boolean operator to limit or expand search.

And: This allows you to use the second line to limit your search by searching for an additional term. The search results will only include resources that include both terms.

Or: This allows you to expand your search to results include both terms occurring together and either term occurring alone.

Not: This allows you to search for one term but excludes another term. This is useful to narrow search results to include only one of two words or terms that often occur together.

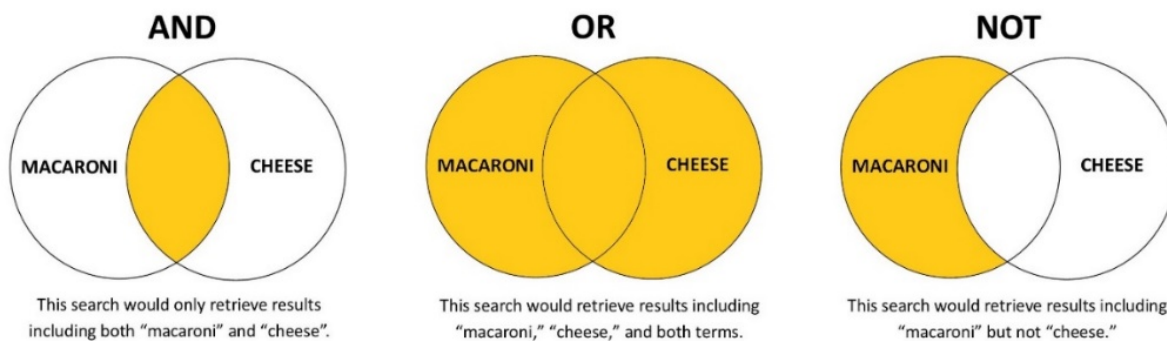


Figure 8: Boolean operators as Venn diagrams.

Navigating search results in ArchivesSpace

See Figures 9-11 below.

If you search a word or term in ArchivesSpace with “Search all record types” selected, your results will include instances of that term used as a collection title, folder titles, item description, subject term, etc. If you return many results, this may look overwhelming.

In the example below, a search for a person’s name (Deane Bonner) returns 35 results, including items, digital items, collections, and subject terms.

The screenshot shows the Kennesaw State University Archives search interface. The search term is 'deane bonner'. The results are sorted by Relevance. The first four results are visible:

- Bonner, Deane Thompson** (Person)
- Interview with Deane Thompson Bonner (transcript)** (Digital Record, Identifier: ksu-45-05-001-07001, Dates: 2010-07-30)
- Bonner, John Wyatt** (Person)
- Interview with Deane Thompson Bonner, 2009-09-03** (Item - Bound Volume: 1, Identifier: 1, Dates: 2009-09-03)

The fifth result is partially visible:

- Deane Bonner Papers, 1975-2018** (Collection - Box: 1, Identifier: SC-B-006)

On the right side, there is a 'Filter Results' section with a search box and a 'Search' button. Below it, 'Additional filters' are listed:

- Repository:** Kennesaw State University Archives (32)
- Type:** Archival Record (24), Digital Record (5), Person (2), Collection (2), Organization (1)
- Subject:** Oral histories (document genres) (7), Transcripts (4), National Association for the Advancement of Colored People, Cobb County Branch -- History (3), African Americans -- Societies, etc. (2), Clippings (2)
- Names:** Scott, Thomas Allan (7), Kennesaw State University (6), National Association for the Advancement of Colored People, Cobb County Branch (6)

Figure 9: Search results for Deane Bonner in ArchivesSpace.

On the right-hand side of the view above, you will see options to “Filter Results.” This provides options to narrow your results and can produce a more manageable list.

Under “Filter Results,” you can conduct a secondary search within the results you have already found to narrow your search with an additional term.

Under “Additional filters,” you can select a filter from the list provided.

Repository: This allows you to choose whether you view materials from only the KSU Archives or the Bentley Rare Book Museum.

Type: ArchivesSpace runs on a database, and these are the types of entries that the database includes. “Archival Record” refers to all of the parts that make up a collection, while the “Collection” view will show whole collections. “Digital Record” will show items that are available in SOAR, while “Person” or “Organization” will show people and groups who are the subject or creators of the material in these results.

Subject: This list includes subject headings associated with collections in your search results, as well as formats of materials in the collection.

Names: These are people, families, or organizations that are the creator or subject of the collection.

Filter Results

Additional filters:

Repository

Kennesaw State University Archives 32

Type

Archival Record 24

Digital Record 5

Person 2

Collection 2

Organization 1

▼ more

Subject

Oral histories (document genres) 7

Transcripts 4

National Association for the Advancement of Colored People. Cobb County Branch -- History 3

African Americans -- Societies, etc. 2

Clippings 2

▼ more

Names

Scott, Thomas Allan 7

Kennesaw State University 6

National Association for the Advancement of Colored People. Cobb County Branch 6

Lutz, Jay 5

Bonner, Deane Thompson 4

▼ more

Figure 10: Filter Results options in ArchivesSpace.

For example, choosing “Collection” will narrow your list to only the collections in which Mrs. Bonner is prominently featured.

The screenshot shows the Kennesaw State University Archives website. The search bar contains the keyword "deane bonner". The results are filtered by "Collection" and show two results:

- Deane Bonner Papers, 1975-2018**: A collection of personal papers and memorabilia. Identifier: SC-B-006. Abstract: This is a collection of personal papers and memorabilia documenting the life and work of Deane T. Bonner. Dates: 1975-2018.
- National Association for the Advancement of Colored People (NAACP) Cobb County Branch Records, 1947-2017**: Arranged alphabetically by series, then chronologically. Identifier: SC-N-002. Abstract: Arranged alphabetically by series, then chronologically. Dates: 1947-2017; Majority of material found within 1983-2000s.

Additional filters on the right include Subject: African Americans -- Georgia (1), African Americans -- Georgia -- Cobb County -- History (1), African Americans -- Georgia -- Social conditions -- 20th century (1), Awards (1), and Booklets (1).

Figure 11: Search results for Deane Bonner in ArchivesSpace limited by collection.

Alternatively, filtering by “Archival Record” will show all the individual parts of a collection that include your search terms. In this case, you will see an oral history with Deane Bonner, files relating to her service with the Cobb County NAACP, and other related materials from different collections.

The screenshot shows the Kennesaw State University Archives website. The search bar contains the keyword "deane bonner". The results are filtered by "Archival Record" and show 24 results. The first three results are:

- Interview with Deane Thompson Bonner, 2009-09-03**: Item -- Bound Volume: 1. Identifier: 1. Scope and Contents: Deane Bonner has served as the President of the Cobb County Branch of the National Association for the Advancement of Colored People (NAACP) since 1997. Dates: 2009-09-03.
- Deane Bonner files: plaque, May 16, 2006**: File -- Box: 13, Folder: 5. Identifier: Folder 5. Scope and Contents: Plaque presented to "Mrs. Deane Bonner, Georgia's Legacy - Older Women." Dates: May 16, 2006.
- Deane Bonner files: miscellaneous**: File -- Box: 11, Folder: 1-3. Identifier: Folder 1-3. Scope and Contents: Folders contain miscellaneous materials from Deane Bonner, some related to the NAACP and others personal in nature. Dates: circa 1970s-2017.

Additional filters on the right include Subject: Oral histories (document genres) (3), Cobb County (Ga.) -- Politics and government (1), Cobb County (Ga.) -- Social life and customs -- 20th century (1), Lawyers -- Georgia -- Cobb County (1), Marietta (Ga.) -- Politics and government -- History (1), Language: English (3), and Names: Scott, Thomas Allan (3), Kennesaw State University (2), Lutz, Jay (2), National Association for the Advancement of Colored People. Cobb County Branch (2), Bonner, Deane Thompson (1).

Figure 12: Search results for Deane Bonner in ArchivesSpace limited by archival record.

Questions? Email archives@kennesaw.edu or call 470-578-6289.

Navigating collection records (finding aids) in ArchivesSpace

See Figures 12-19 below.

Each processed collection in the KSU Archives has a record in ArchivesSpace describing the contents of the collection and how it is arranged. These collection records are called finding aids.

Click on the title of a collection from the browsing lists or search results in ArchivesSpace to view the collection's finding aid.

KENNESAW STATE UNIVERSITY
Kennesaw State University Archives

Repositories Collections Digital Materials Subjects Names Record Groups Q

SC. Special Collections

Record Group Identifier: SC

SC. Special Collections

Collections created outside of the day-to-day activities of Kennesaw State University. They are arranged alphabetically by the title/subject of each collection.

Found in 52 Collections and/or Records:


- Archives Teaching Collection**
Collection Identifier: SC-A-002
Abstract This collection contains various non-rare materials that are useful for archival instruction sessions and KSU Archives interns. Not for researcher use, intended for student and intern training in archival methodology.
Dates: 1880-1990
Found in: Kennesaw State University Archives / Archives Teaching Collection
- Atkinson-Floyd Papers, 1815-1994**
Collection - Other Box 1 Identifier: SC-A-001
Content Description The collection contains two typescripts and various documents relating to the history of the Atkinson and Floyd families of Camden County and Marietta (Cobb County), Georgia. The first typescript (Notebook #1) is entitled "Atkinson: Being Mostly the Descendants of Burwell Atkinson and Nathan Atkinson Who Settled in Camden County, Georgia in the Late 1790s" and was compiled by Shirley Thomas Joiner. It contains several hundred typed pages of genealogical information, with short biographical...
Dates: 1815-1994; Other: Date acquired: 1995
Found in: Kennesaw State University Archives / Atkinson-Floyd Papers, 1815-1994
- Bobbie Bailey Collection, 1948-2016** 
Collection Identifier: SC-B-004
Abstract Mary Bobbie Bailey was born in Roanoke, Alabama, in 1928. She was a successful entrepreneur who founded what would become the largest remanufacturer of air-conditioning and refrigeration compressors, Our-Way, Inc., and also launched music labels and produced music-related events. She helped retrieve a World War II fighter plane buried deep in the glaciers of Greenland with the design of special equipment by her company, Our-Way, Inc., and raised funds to bring the 1996 Olympics to Atlanta....
Dates: 1948-2016
Found in: Kennesaw State University Archives / Bobbie Bailey Collection, 1948-2016
- Baker Family genealogy book, 1985**
Item - Box 1 Identifier: SC-B-005

Figure 13: List of the KSU Archives' Special Collections on ArchivesSpace. To view its finding aid, click on the collection title.

There are several ways to locate information in an ArchivesSpace finding aid. One way is by using the tabs located below the collection title.

Collection Overview

Collection Organization

Container Inventory

Figure 14: Tabs for browsing content in ArchivesSpace finding aids.

The **Collection Overview tab** includes contextual information about the collection, including dates, creator, subjects represented, biographical information, and more. This is the default tab and the first information you will see on a finding aid.

Kennesaw State University Archives

Repositories Collections Digital Materials Subjects Names Record Groups Q

Bobbie Bailey Collection Citation Request Print

Collection - Multiple Containers Identifier: SC-B-004

Kennesaw State University Archives | Bobbie Bailey Collection

Collection Overview Collection Organization Container Inventory

Scope and Contents

The materials in the collection span from 1948 to 2016, and document Bobbie Bailey's vast career and achievements, including materials from her company Our-Way, Inc., the Greenland Expedition Society, her music-related accomplishments, Kennesaw State University, the 1996 Atlanta Olympic Games, DeKalb Medical, UNICEF, and others. The bulk of the collection consists of photographic and audiovisual materials, including photographic prints... See more >

Dates

1948-2016

Creator

- Bailey, M. Bobbie (Mary Bobbie Bailey) (Person)

Language of Materials

English

Conditions Governing Access

The collection is open for research. Archival materials may contain sensitive or confidential information that is protected under federal or state "right to privacy" laws. Researchers are advised that the disclosure of certain information pertaining to identifiable living individuals without the consent of those individuals may have legal cause for action if facts concerning an individual's private life are published that would... See more >

Search Collection

Search

Collection organization

Bobbie Bailey Collection

- Our-Way, Inc., circa 1948-2010s
- Greenland Expedition Society, circa 1986-2010s
- Music, circa 1977-2015
- Kennesaw State University, circa 1991-2012
- 1996 Olympics, DeKalb Medical, and UNICEF, ...
- Personal
- Addition of January 2017: Series 1: Our-Way, I...
- Addition of February 2017: Series 1: Our-Way, ...

Lorelei Ladies scrapbook

Figure 15: Collection overview tab in Bobbie Bailey Collection finding aid.

Finding aids are hierarchical, meaning that they describe a collection using tiers of information. The first level of the finding aid you encounter (called the "collection level") tells you information that applies to the entire collection, such as its title, the dates it covers, the creator, and the subject matter.

Kennesaw State University Archives

Repositories Collections Digital Materials Subjects Names Record Groups Q

Southern Graphics Council International (SGCI) Records, 1973-2016 COLLECTION TITLE Citation Request Print

Collection Identifier: SC-S-006

Kennesaw State University Archives | Southern Graphics Council International (SGCI) Records, 1973-2016

Collection Overview Collection Organization Container Inventory

Content Description SUBJECT MATTER OF COLLECTION

The records consist of materials related to the administration and operation of the nonprofit organization, Southern Graphics Council International (SGCI). The records date from circa 1973 to 2016, and include files related to multiple artists and scholars associated with the organization; materials related to the annual conferences from SGCI, as well as those from SESAC (Southeastern College Art Conference); materials related to various... See more >

Dates COLLECTION DATES

circa 1973-2016

Creator CREATOR

- SGC International (Organization)

Conditions Governing Access

Open for research. Some files are RESTRICTED.

Archival materials may contain sensitive or confidential information that is protected under federal or state "right to privacy" laws. Researchers are advised that the disclosure of certain information pertaining to identifiable living individuals without the consent of those individuals may have legal cause for action if facts concerning an individual's private life are published that would... See more >

Search Collection

Search

Collection organization

Southern Graphics Council International (SGCI) R...

- Artists' files
- Conferences
- Exhibitions
- Administrative and other records
- Printed and other materials
- Audiovisual and born-digital materials

Figure 16: Collection level view of the finding aid for the Southern Graphics Council International (SGCI) Records, 1973-2016.

Questions? Email archives@kennesaw.edu or call 470-578-6289.

Within a collection, materials can be divided into sections called “series” that help users navigate to the specific information they need. For example, the SGCI Collection includes series for different topics in the collection, such as artists’ files, conferences, and exhibitions. Clicking on one of these series will show you more specific information, such as folder titles and items, within that series.

Kennesaw State University Archives

Repositories Collections Digital Materials Subjects Names Record Groups Q

Artists' files SERIES TITLE

Series Identifier: Series 1

Kennesaw State University Archives | Southern Graphics Council International (SGCI) Records, 1973-2016 | Artists' files

Scope and Contents

This series consists of files related to multiple artists and scholars associated with SGCI, including individual files arranged by last name; inventories of artworks; artists' statements; and other files. Materials include biographical information, correspondence, catalogs, leaflets, brochures, articles, clippings, a few photographic materials, and other items.

Dates

circa 1973-2016

Conditions Governing Access

Open for research. Some files are RESTRICTED.

Archival materials may contain sensitive or confidential information that is protected under federal or state "right to privacy" laws. Researchers are advised that the disclosure of certain information pertaining to identifiable living individuals without the consent of those individuals may have legal cause for action if facts concerning an individual's private life are published... See more >

Physical Access Restrictions

For preservation reasons, and sometimes lack of necessary equipment, physical access to original audio and visual media in a variety of magnetic and optic formats is restricted. Access to all original media, especially in obsolete formats, will require production of listening or viewing copies. Request to access these materials must be made in advance, please contact the staff in Archives and Special Collections. ... See more >

Collection organization

Southern Graphics Council International (SGCI) R...

- Artists' files
 - Artists: A-K, circa 1973-2012
 - Artists: L-S, circa 1973-2012
 - Artists: T-Z, circa 1973-2012
 - Artists' inventories of artworks, circa 1977-...
 - Artists' statements to the theme of the "Sci...
 - Artists' statements
 - Accession forms for "xx: artists with girl par...
 - Artists/scholars' files, circa 1977-1990s
 - "Mind the Gap" folio exchange submissions...
- Conferences
- Exhibitions

LIST OF SERIES CONTENTS

Figure 17: Series level view showing the Artists' files series in the finding aid for the Southern Graphics Council International (SGCI) Records, 1973-2016.

If you are not sure why a search term led you to a finding aid, you can search through all of its parts at once to find relevant keywords. To search for specific subjects or items represented in a collection, select the "Collection Overview" tab, and enter a search term into the "Search Collection" field on the right.

Kennesaw State University Archives

Repositories Collections Digital Materials Subjects Names Record Groups Q

Bobbie Bailey Collection

Collection - Multiple Containers Identifier: SC-B-004

Kennesaw State University Archives | Bobbie Bailey Collection

Collection Overview Collection Organization Container Inventory

Scope and Contents

The materials in the collection span from 1948 to 2016, and document Bobbie Bailey's vast career and achievements, including materials from her company Our-Way, Inc., the Greenland Expedition Society, her music-related accomplishments, Kennesaw State University, the 1996 Atlanta Olympic Games, DeKalb Medical, UNICEF, and others. The bulk of the collection consists of photographic and audiovisual materials, including photographic prints... See more >

Dates

1948-2016

Creator

- Bailey, M. Bobbie (Mary Bobbie Bailey) (Person)

Search Collection

Search

Collection organization

Bobbie Bailey Collection

- Our-Way, Inc., circa 1948-2010s
- Greenland Expedition Society, circa 1986-2010s

Figure 18: Search box for searching within a finding aid in ArchivesSpace.

The **Collection Organization tab** describes the collection's structure, or hierarchical organization. Hierarchies generally include a combination of series, subseries, boxes, files, and items. The right sidebar outlines this same information. Click the title of each series or sub-series to reveal the materials included in that section.

Kennesaw State University Archives

Repositories Collections Digital Materials Subjects Names Record Groups Q

Bobbie Bailey Collection, 1948-2016
Collection Identifier: SC-B-004

Kennesaw State University Archives | Bobbie Bailey Collection, 1948-2016

Collection Overview **Collection Organization** Container Inventory

Our-Way, Inc., circa 1948-2010s
Series Identifier: Series 1

This series consists of materials related to the company Our-Way, Inc., in which Bobbie Bailey served as CEO and sole owner of the company for over 50 years. It also consists of materials (subseries 1.1) related to the Greenland Expedition, a project to locate and recover a fleet (known as the "The Lost Squadron") of World War II-era military planes that were buried deep in the glaciers of Greenland. The project involved engineering, technology, and ingenuity, and the team used the manufacturing facilities at Our-Way, Inc. to design and fabricate a large drilling device that became known as "The Gopher." Materials include photographic prints, slides, DVDs, compact discs (CDs), audiotape reels, audiocassettes, videocassettes (VHS, Betacam, U-Matic, and Video 8), 1 film reel, 1 scrapbook, books, clippings, newsletters, magazines, booklets, reports, letters, plaques, awards, and other items.

Dates circa 1948-2010s

Scrapbook: "Life & Times of Our-Way, Inc.", circa 1948-2001

Box - Box: 3 Identifier: Series 1

Scrapbook consists of photographic prints, newspaper clippings, newsletters, magazine covers, letters, awards, ephemera, and other items chiefly detailing the various employees, achievements, milestones, events, and lifespan of the company, Our-Way, Inc. Other materials relate to other achievements and events of Bobbie Bailey's life, including items related to Kennesaw State University, the 1996 Atlanta Olympics, and the Georgia Music Hall of Fame. Also included are materials related to Audrey and Jack Morgan, including the "Mr. DeKalb" Citizenship Award presented to Audrey in 1995, and Jack's retirement, circa 1990.

Additional filters:
Type
Box 23
Oversize Box 7
Series
Our-Way, Inc., circa 1948-2010s 11
Personal 5
1996 Olympics, DeKalb Medical, and UNICEF, circa 1990-2016 4
Kennesaw State University, circa 1991-2012 4
Music, circa 1977-2015 3

Figure 19: Collection organization tab for Bobbie Bailey Collection finding aid.

The **Container Inventory tab** allows researchers to visualize how the collection is physically stored and to browse collection contents by box. Click the title of a box (such as "Box 3") to see a list of its contents.

Kennesaw State University Archives

Repositories Collections Digital Materials Subjects Names Record Groups Q

Bobbie Bailey Collection, 1948-2016
Collection Identifier: SC-B-004

Kennesaw State University Archives | Bobbie Bailey Collection, 1948-2016

Collection Overview Collection Organization **Container Inventory**

Oversize box 1
Container
Found in: Kennesaw State University Archives

Oversize box 2
Container
Found in: Kennesaw State University Archives

Box 3
Container
Found in: Kennesaw State University Archives

Additional filters:
Type
Box 23
Oversize Box 7
Series
Our-Way, Inc., circa 1948-2010s 11
Personal 5
1996 Olympics, DeKalb Medical, and UNICEF, circa 1990-2016 4
Kennesaw State University, circa 1991-2012 4
Music, circa 1977-2015 3

Figure 20: Container inventory tab for Bobbie Bailey Collection finding aid.

Viewing materials described in ArchivesSpace

See Figure 20 below.

If items described in ArchivesSpace are also available online, a link to the corresponding digital item in SOAR will be provided.

Kennesaw State University Archives

Repositories Collections Digital Materials Subjects Names Record Groups Q

Lorelei Ladies scrapbook

Item - Box: 26

Kennesaw State University Archives | Bobbie Bailey Collection, 1948-2016 | Lorelei Ladies scrapbook

Scope and Contents

This scrapbook documents the Lorelei Ladies softball team of Atlanta, Georgia, primarily from the years 1953 to 1955 with some later materials. A significant portion of the scrapbook relates to the athletic achievements of Frances Wallace, including her earning the title of Miss Softball at the 1953 World's Tournament in Toronto, Canada. The scrapbook contains clippings, photographs, letters, and ephemera. Bobbie Bailey sponsored the... See more >

Dates

1948-2016

Conditions Governing Access

The collection is open for research. Archival materials may contain sensitive or confidential information that is protected under federal or state "right to privacy" laws. Researchers are advised that the disclosure of certain information pertaining to identifiable living individuals without the consent of those individuals may have legal cause for action if facts concerning an individual's private life are published... See more >

Collection organization

Bobbie Bailey Collection, 1948-2016

- > Our-Way, Inc., circa 1948-2010s
- > Greenland Expedition Society, circa 1986...
- > Music, circa 1977-2015
- > Kennesaw State University, circa 1991-2...
- > 1996 Olympics, DeKalb Medical, and UNI...
- > Personal
- Lorelei Ladies scrapbook

Figure 21: Lorelei Ladies scrapbook item record in ArchivesSpace. Click the digital materials icon to view this item in SOAR.

If no link is indicated, the items are available for viewing in our reading room by appointment. To make an appointment, email archives@kennesaw.edu.

Scholarly Online Access Repository (SOAR)

<https://soar.kennesaw.edu>

SOAR is the online repository for our digital collections. Items in SOAR were either born digital or digitized so that they could be made available online. While SOAR contains thousands of items, it represents only a fraction of the Archives' total collections. If you cannot find something in SOAR, be sure to check [ArchivesSpace](#) to find out if it is available in print only.

Searching and Browsing in SOAR

See Figures 21-22 below.

To search for materials in SOAR, enter search terms in the box on the top right.


The Scholarly Online Access Repository (SOAR) is a resource provided by the Kennesaw State University Archives that supports the research, scholarship, and creative activities of the students, faculty, administration, and staff of the university, as well as members of the northwest Georgia community. SOAR serves two functions that further the mission of the Archives. It offers on-demand access to digital materials, both born-digital and analog-to-digital conversions, from the collections of the Archives. SOAR also provides an online channel to transfer digital files directly to the Archives.

Communities in SOAR

Select a community to browse its collections.

- [Bentley Rare Book Museum Collections](#)
- [KSU Collections](#)
- [Special Collections](#)
- [SPSU Collections](#)

Recently Added



- [U.S. Senator \(GA\) Herman Eugene Talmadge speaks at the opening of McCollum Airport \(Cobb County International Airport\), September 4, 1960](#)
- Thompson, Larry Brantley
- [U.S. Senator \(GA\) Herman Eugene Talmadge speaks at the opening of McCollum Airport \(Cobb County International Airport\), September 4, 1960](#)

Figure 22: Search box in SOAR.

Materials in SOAR are organized into “communities” that mirror the “record groups” in ArchivesSpace: Kennesaw State University, Southern Polytechnic State University, Rare Books (the Bentley Rare Book Museum), or Special Collections (regional history). Within these communities, materials are organized by collection (such as the Southern Graphics Council International records). You can also browse by subject, author, and other attributes by choosing from terms on the right sidebar.

SOAR KSU ARCHIVES
SCHOLARLY ONLINE
ACCESS REPOSITORY

SOAR Home

SOAR Repository


The Scholarly Online Access Repository (SOAR) is a resource provided by the Kennesaw State University Archives that supports the research, scholarship, and creative activities of the students, faculty, administration, and staff of the university, as well as members of the northwest Georgia community. SOAR serves two functions that further the mission of the Archives. It offers on-demand access to digital materials, both born-digital and analog-to-digital conversions, from the collections of the Archives. SOAR also provides an online channel to transfer digital files directly to the Archives.

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[U.S. Senator \(GA\) Herman Eugene Talmadge speaks at the opening of McCollum Airport \(Cobb County International Airport\), September 4, 1960](#)

Thompson, Larry Brantley

[U.S. Senator \(GA\) Herman Eugene Talmadge speaks at the opening of McCollum Airport \(Cobb County International Airport\), September 4, 1960](#)

Search

BROWSE

- All of SOAR** Window Stop
- Communities & Collections
- By Issue Date
- Authors
- Titles
- Subjects

MY ACCOUNT

- Login
- Register

DISCOVER

Author

- Sting staff (570)
- Sentinel staff (565)
- Southern Voice (1988-2010) (250)
- Scott, Thomas Allan (1943-) (184)
- Technician staff (135)

Figure 23: Options for browsing in SOAR.

Viewing items in SOAR

See Figures 23-25.

Click the link to an individual item (such as [Individual making paper at SGC Conference in Tulsa](#)) from a collection page or search results. This will take you to an item record page.

SOAR KSU ARCHIVES
SCHOLARLY ONLINE
ACCESS REPOSITORY

SOAR Home / Special Collections / Southern Graphics Council International Records, 1973 - 2012

Southern Graphics Council International Records, 1973 - 2012

BROWSE BY

By Issue Date Authors Titles Subjects

Search within this collection:

Go

The Southern Graphics Council International (SGC International) is a non-profit organization whose goal is to educate its members and the general public about issues surrounding original prints, drawing and book arts, and the practice of handmade papermaking. The SGC was founded in 1973 by Boyd Saunders - an artist and printmaker from the University of South Carolina. The archives of the Southern Graphics Council International include artist files, annual conference materials, correspondence, paraphernalia, newsletters, catalogs, newspaper clippings, photographic prints, and many other records that document the history of this organization. Select items have been chosen for digitization and are available via this repository. The full collection is available at the Kennesaw State University Archives.

The digital reproductions on this site are provided for research consultation and scholarly purposes only. The Archives has made every effort to describe what is known about copyright, rights of privacy and confidentiality, publicity, or trademark in its holdings. The copyright status for this item has been deemed unknown. The Archives may not grant permission to publish, reproduce, publicly display, broadcast, or distribute this material outside the boundaries of fair use.

Recent Submissions

[Individual presenting at an SGC Annual Conference](#)
Southern Graphics Council International (1982)

[Individual making paper at SGC Conference in Tulsa](#) 
Southern Graphics Council International (1982)

Search

Search SOAR
 This Collection

BROWSE

All of SOAR

Communities & Collections

By Issue Date

Authors

Titles

Subjects

This Collection

By Issue Date

Authors

Titles

Subjects

MY ACCOUNT

Login

Register

DISCOVER

Author

Southern Graphics Council International (7)

Subject

Southern Graphics Council (7)

Prints (3)

Art (2)

Artist (1)

Newsletters (1)

Papermaking (1)

... View More

Date Issued

Figure 24: Collection page for SGCI Records in SOAR. Click item title to view item record page.


Questions? Email archives@kennesaw.edu or call 470-578-6289.

From the item record page, click the filename beneath the item thumbnail image (in this case, [SGCI_5.jpeg \(114.4Kb\)](#)). A larger version of the image will open in your browser. If the item is larger than 50 Mb, a copy will download to your computer rather than opening in your internet browser.

SOAR
KSU ARCHIVES
SCHOLARLY ONLINE
ACCESS REPOSITORY

[SOAR Home](#) / [Special Collections](#) / [Southern Graphics Council International Records, 1973 - 2012](#) / [View Item](#)

Individual making paper at SGC Conference in Tulsa



View/Open
[SGCI_5.jpeg \(114.4Kb\)](#) ←

Author
Southern Graphics Council International

Subject
[Prints; Papermaking; Southern Graphics Council](#)

Metadata
[Show full item record](#)

Description
This photo was most likely taken at the 1982 SGC International Conference in Tulsa, Oklahoma. A man seems to be demonstrating the art of papermaking.

Citation
Southern Graphics Council International Records, 1973 - 2012, Accession 13-066, Kennesaw State University Archives

Handle
<http://hdl.handle.net/11360/2005>

Collection Finding Aid
<http://archivesspace.kennesaw.edu/repositories/4/resources/293>

Collections
[Southern Graphics Council International Records, 1973 - 2012](#)

Search SOAR
 This Collection

BROWSE

- All of SOAR
- Communities & Collections
- By Issue Date
- Authors
- Titles
- Subjects
- This Collection
- By Issue Date
- Authors
- Titles
- Subjects

Figure 25: Item record page in SOAR. Click link under "View/Open" to open larger image.

To look for more items in this same community or collection, limit your search by selecting “This Collection” under the search box.

SOAR KSU ARCHIVES
SCHOLARLY ONLINE
ACCESS REPOSITORY

SOAR Home / Special Collections / Southern Graphics Council International Records, 1973 - 2012 / View Item

Individual making paper at SGC Conference in Tulsa

Description
This photo was most likely taken at the 1982 SGC International Conference in Tulsa, Oklahoma. A man seems to be demonstrating the art of papermaking.

Citation
Southern Graphics Council International Records, 1973 - 2012, Accession 13-066, Kennesaw State University Archives

Handle
<http://hdl.handle.net/11360/2005>

Collection Finding Aid
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Collections
Southern Graphics Council International Records, 1973 - 2012

Author
Southern Graphics Council International

Subject
Prints; Papermaking; Southern Graphics Council

Metadata
[Show full item record](#)

[View/Open](#)
[SGCI_5.jpeg \(114.4Kb\)](#)

Search

Search SOAR

This Collection

BROWSE

All of SOAR

Communities & Collections

By Issue Date

Authors

Titles

Subjects

This Collection

By Issue Date

Authors

Titles

Subjects

Figure 26: Item record page in SOAR. Select "This Collection" under the search box to search within this item's collection.

Frequently Asked Questions

When in doubt, contact your archivists at archives@kennesaw.edu or 470-578-6289.

Why am I unable to find results relevant to my research question using ArchivesSpace or SOAR?

First, consider if your research area falls within our collecting scope. If you are researching University history or topics relating to Northwest Georgia, the KSU Archives is a great place to search. If you are researching other topics, such as Ancient Egypt, we are unlikely to have primary source material to support your research.

If your area of research does fall within our collecting scope, but you still cannot find materials through ArchivesSpace or SOAR, contact the KSU Archives. We can help you create search terms and advise you on potential collections to review.

It is also possible that your research topic falls within our scope, but that the Archives does not yet have materials on that topic. However, we are always interested to hear about what members of our user community (that means you!) are interested in when it comes to University and regional history. Talking to the KSU Archives about your research may lead us to collect more about that topic in the future.

Is there a video that demonstrates the searching and browsing techniques described in this document?

Yes! See our [Introduction to ArchivesSpace and SOAR](#) video on our [Museums, Archives and Rare Books Department YouTube Channel](#).

Why can't I see a digitized version of the item I am looking for in ArchivesSpace?

Similar to a library catalog, ArchivesSpace is only set up to show you descriptions of materials rather than the materials themselves. If there is a digitized version of the item available online, the ArchivesSpace record will contain a link to the item in SOAR.

Why isn't your entire collection digitized and available in SOAR?

The KSU Archives includes over 350 collections, totaling more than 3,000 cubic feet of documents. Scanning the entire collection for access purposes is not a reasonable goal. Instead, the Archives digitizes selected materials of high research value or that provide users with an idea of the materials we collect.

If you are not able to find the materials you need on SOAR and cannot visit in person, the Archives can provide some scans of materials to support your research.