

How do I find archival material in Cushing?

You can find archival material owned by Cushing Memorial Library and Archives by searching in **Archon**.

Use Archon to Find Cushing Archival Material

1. Go to Archon: <http://archon.library.tamu.edu/>

The screenshot shows the homepage of the Cushing Manuscript Collections Database. At the top, there is a navigation bar with the Texas A&M University logo, the text 'UNIVERSITY LIBRARIES | Cushing Manuscript Collections Database', and a search box with a 'Log In' link and a 'Search' button. Below the navigation bar is a breadcrumb trail: 'University Libraries → Cushing Library → Archon'. A menu bar contains links for 'Browse:', 'Collections', 'Digital Content', 'Subjects', 'Creators', and 'Record Groups'. The main heading is 'Cushing Library'. A central box titled 'Default Behaviors' contains three sections: 'Default Behaviors' (The search engine looks for records containing every term you submit.), 'Search By Phrase' (Use double quotes around your search query, (e.g. "Festival of Contemporary Arts")), and 'Narrow Your Search Results' (Use a minus sign before a term you want to omit from your results. (e.g. 'bass -fish' finds bass guitars but not bass fishing.) and Browse by collection title, subject, name, or classification.). At the bottom, there are links for 'Log In Register', 'Cushing Library', and 'Contact Us: cushingreference@library.tamu.edu'. Technical information at the very bottom includes 'Page Generated in: 0.058 seconds (using 39 queries). Using 4.93MB of memory. (Peak of 5.04MB.)', 'Powered by Archon Version 3.21 rev-2.1', and 'Copyright ©2012 The University of Illinois at Urbana-Champaign'.

2. Type your search in the search bar at the top right & click **Search**.



Note: Logging In is **not** required to search. (Only Cushing employees have accounts.)

Tips:

- Use basic search terms.
- If the word is spelled or punctuated differently than the term you are searching, it might not pop up in your search.
- To search Texas A&M University Archives' clippings files on various subjects, search for **Remstar**. This will pull up three different results for our various **clippings files** related to Pictures, Biography Files, and Buildings and Special Subjects.

3. A page with **Records and Manuscripts** and the number of matches will appear in your browser window.

Click on **Records and Manuscripts** which will expand the results.

Search Results for "**Search**" | Cushing Library

You searched for "**Search**".

[+ Records and Manuscripts](#) (153 Matches)

[+ Creator Descriptions](#) (1 Matches)

154 Hits! Click the links to show each category's results.

Search Results for "Search" | Cushing Library

You searched for "Search".

Records and Manuscripts (153 Matches)

Science Fiction

- [L. C. Wells *Last Ride Raid* Collection, 1997-2017](#) 00/C000126
+ Results Found Within Box List
- [Sharon Faye Wilbur *Star Trek* Collection, 1970-2013](#) 00/C000129
+ Results Found Within Box List
- [Thomas D. Clareson Collection - Fully Processed, 1910-2013](#) 00/C000152
+ Results Found Within Box List
- [Payne Harrison Collection - Fully Processed](#) 00/C000179
+ Results Found Within Box List
- [Sam Moskowitz Collection - Fully Processed, 1940-1993](#) 00/C000190
+ Results Found Within Box List
- [Joseph Goldin Collection of Andre Norton Reference Materials, 1934-2001](#) 00/C000201
[Howard Waldrop Collection - Fully Processed, 1970-1994](#) 00/C000271
+ Results Found Within Box List
- [Marijane Wernsman Collection of Marion Zimmer Bradley Research Materials - Fully Processed, 1955-2014](#) 00/C000368
+ Results Found Within Box List
- [Andre Norton Collection - Fully Processed, 1950-2002](#) 00/C000276
+ Results Found Within Box List
- [Timothy A. Weaver *Star Trek* Collection - Partially Processed, 1968-2006](#) 00/C000221
+ Results Found Within Box List
- [George R. R. Martin Collection - Fully Processed](#) 00/C000004

4. Click on the item you want to view.

Another page will open for the material. On the right-hand side of this page, there will usually be the words "Finding Aid." Click on **Finding Aid** to show the entire finding aid.

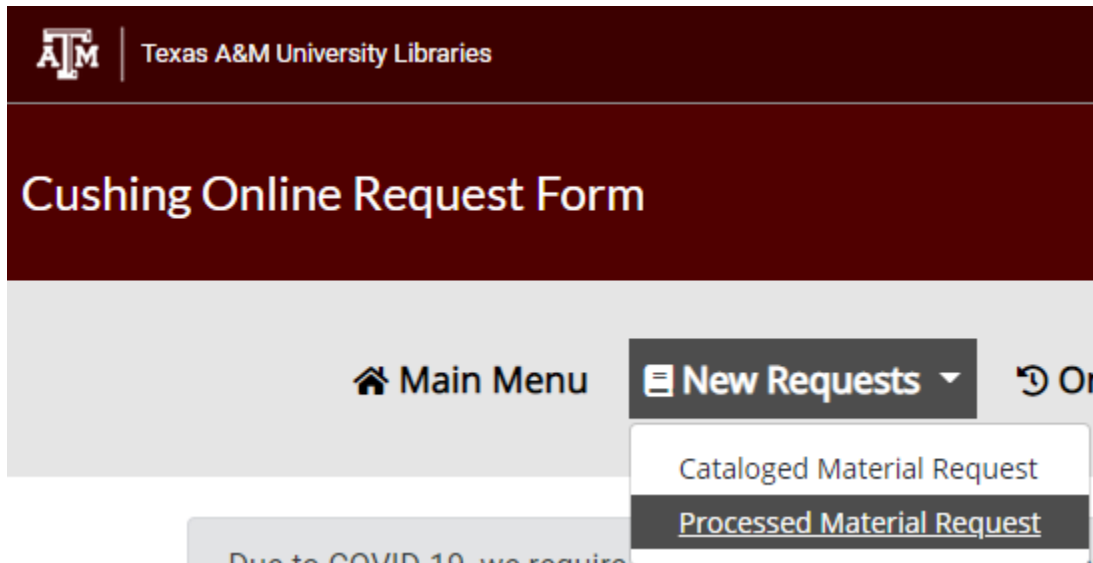
While you are on the same window, use your internet browser to search the page by typing "**Ctrl**" [control] + "**f**" [the letter "f"].

This will open up a pane (usually on the top right of your browser window) where you can type in a search term. Once you begin typing, you should see the number of times the word appears on the page, and can click through the results (usually highlighted).

5. Request material.

Log into [Cushing Online Request System \(Aeon\)](#). Follow the instructions on the page to Log In or Create an Account.

On your homepage, click **New Requests** and select **Processed Material Request** from the dropdown menu.



Complete the information requested in the form and click **Submit Request**.

You will be contacted by email to confirm receipt of your request and to inform you of the next steps. If you have any questions, contact Cushing Public Services (cushingreference@library.tamu.edu).