

Morrisson-Reeves Library
Using the Online Index to Local Newspapers
&
Obtaining Copies of Articles

10 March 2008

On Thursday, November 1, 2007 Morriison-Reeves Library went live with a new library catalog and Internet portal named "Unicorn."

Following is a guide to accessing and using the Newspaper Index.

Morrisson-Reeves Library

Using the Online Index to Local Newspapers

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Obtaining Copies of Articles

We have local newspapers on microfilm going back to 1822. Over the years we have created a highly selective in-house index to these newspapers. Beginning a few years ago, we undertook the laborious process of converting this paper/card index to the online system. This process is now complete.

You can access this index from the Morrison-Reeves Library website at:

<http://www.mrlinfo.org>

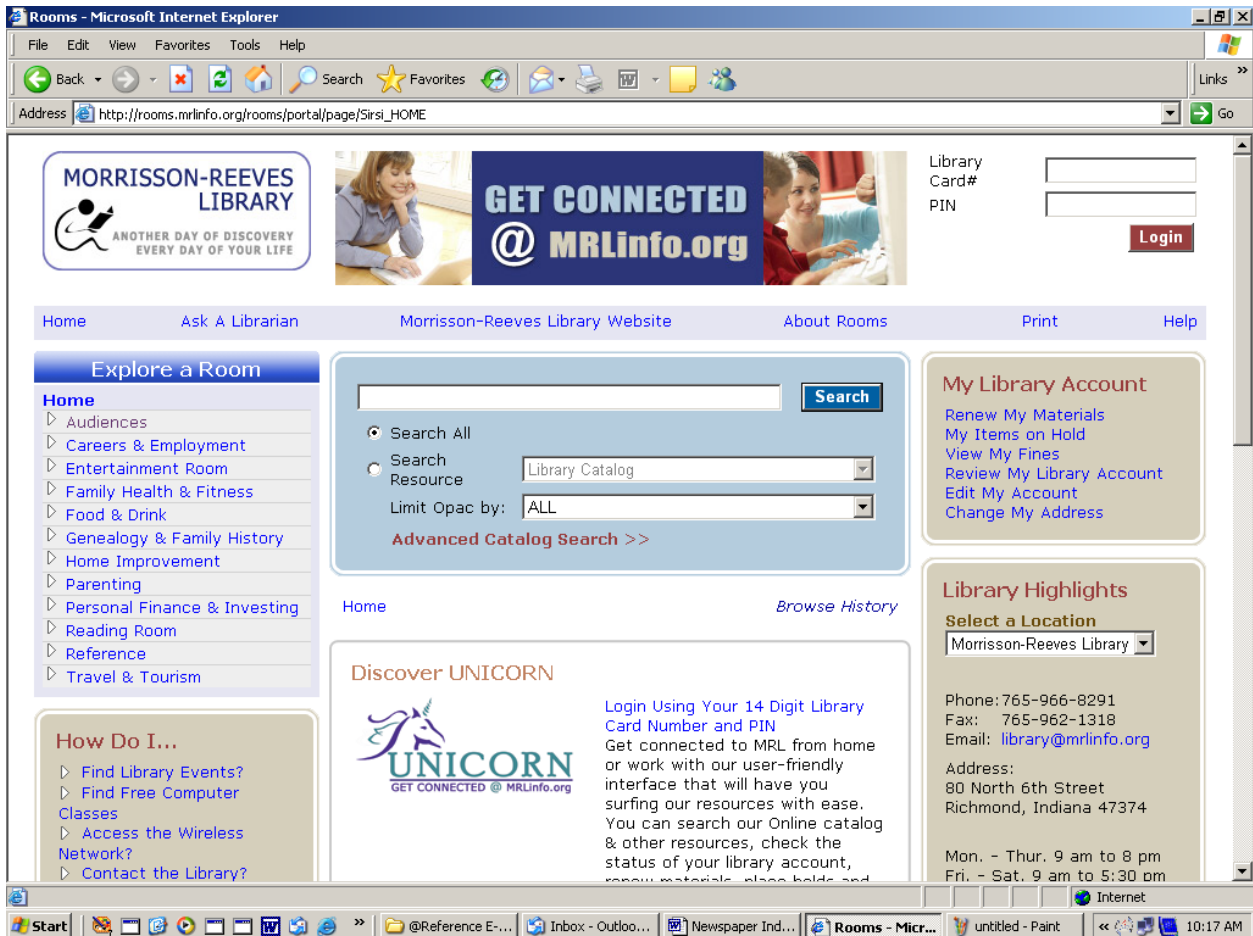
To Do So:

Choose: **“Library Catalog”**

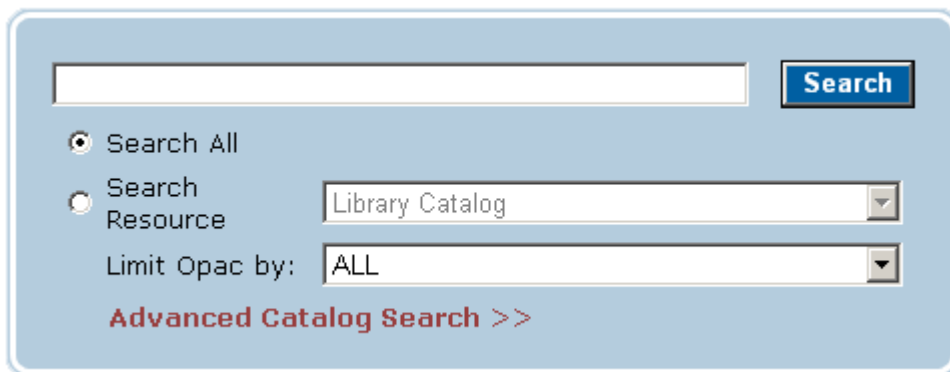
The screenshot shows the Morrison-Reeves Library website. At the top is the logo with the tagline "Another Day of Discovery • Every Day of Your Life". Below the logo is a navigation bar with the following items: Library Information, Service Areas, The Reference Desk, Computers at MRL, En Espanol, Local History, and Library Catalog. An arrow points from the text "Choose: 'Library Catalog'" to the "Library Catalog" link in the navigation bar. Below the navigation bar is a sidebar with a list of links: Library Catalog, Computer Usage @ the Library, Events & Computer Classes, Ask a Librarian, Research & Reference, About Our Library, Library Policies, Local History, Just for Kids, Teen Zone, Audio-Visual Services, En Espanol, and Site Map. An arrow points from the text "Choose: 'Library Catalog'" to the "Library Catalog" link in this sidebar. To the right of the sidebar is a main content area featuring a portrait of Richard B. Kleinknecht, a blue memorial banner for him (Library Board President 1961 - 1996), and a "Library News" section. The "Library News" section includes a yellow diamond-shaped sign that says "TAX ISSUES" with an arrow pointing right, and text about "Free Tax Preparation Services at MRL" on Tuesdays and Thursdays from February 5 to April 15. Below this is a "UNICORN" logo with the tagline "GET CONNECTED @ MRLInfo.org" and two links: "Download our quick, UNICORN tour." and "Download our guide to using the online index to local newspapers." An arrow points from the text "Download our guide to using the online to local newspapers" to the corresponding link in the "Library News" section.

“Download our guide to using the online to local newspapers” for an online version of this guide

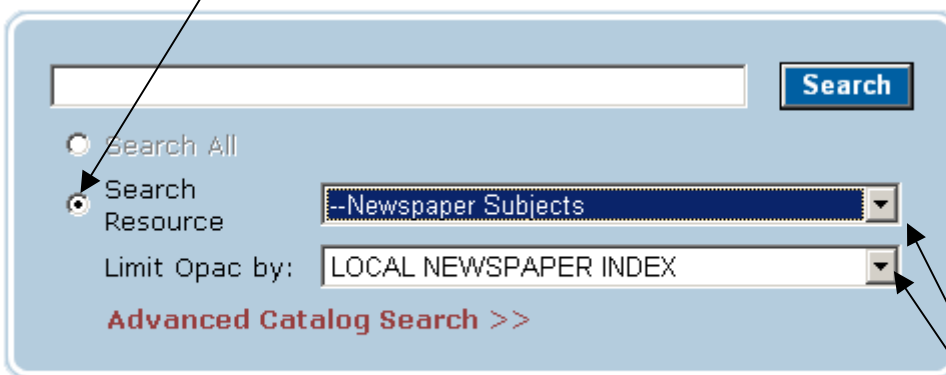
Our new **“Unicorn Rooms”** portal homepage will appear.



This is the basic search box for the **MRL Catalog** with the default settings:



Click on this **options button**:

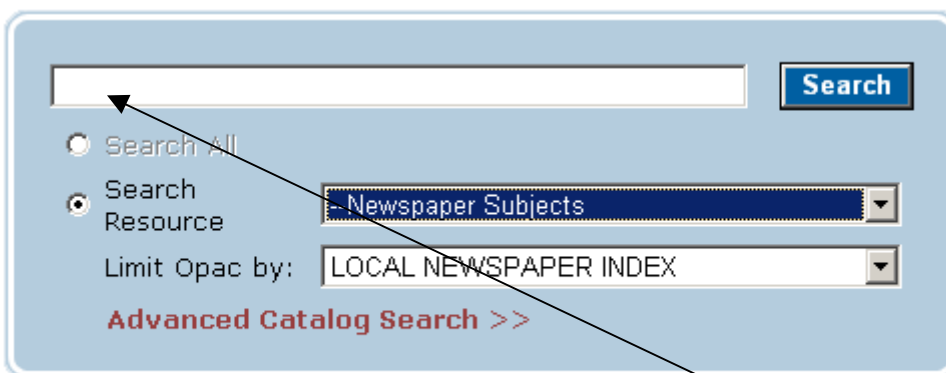


A screenshot of a search interface. At the top is a search box with a blue "Search" button to its right. Below the search box are two radio buttons: "Search All" (unselected) and "Search Resource" (selected). To the right of "Search Resource" is a dropdown menu showing "--Newspaper Subjects". Below that is a text input field containing "LOCAL NEWSPAPER INDEX" with a dropdown arrow on its right. At the bottom of the panel is the text "Advanced Catalog Search >>".

[Home](#)

[Browse History](#)

Change the settings using the drop down arrows to match the above:



A screenshot of the same search interface as above. The search box is empty. The "Search Resource" radio button is selected. The dropdown menu shows "--Newspaper Subjects". The text input field contains "LOCAL NEWSPAPER INDEX". The "Advanced Catalog Search >>" link is visible at the bottom.

[Home](#)

[Browse History](#)

Enter a **name** or **keyword(s)** by clicking once in the search box and then typing here:

You may also perform an **“Advanced Catalog Search”** by clicking on this heading.

We recommend that you search the Local Newspaper Index by using the **“Advanced Catalog Search”** option.

Change the settings using the drop down arrows to match the below:

Advanced Catalog Search

Kept Records (0)

General		and
Author		and
Title		and
Subject		and
Series		and
Periodical Title		and
Newspaper Subjects	ackerman, carl	and

Search **Reset**

Library:	LOCAL NEWSPAPER INDEX
Language:	ANY
Item Type:	ANY
Format:	ANY
Item Group:	ANY
Location:	ANY
Item Category 1:	ANY
Age Level:	ANY
Pub Year:	
Sort Results By:	Pub. Year

DO NOT USE this
"Subject" field.
It is reserved for
Library of Congress
headings only.

Entering a keyword or
name here will search
only the subject fields of
the Newspaper Index.

Sorting Results by Pub.Year,
displays the oldest articles first.

You can also Sort the Results
By Reverse Pub. Year and the
newest articles will display first.

This search retrieved 22 hits.

Enter a **name** or **keyword(s)** by clicking once in a search box and then typing.

Change the settings for the indexes to be searched by using the drop down arrows to match the below:

You may combine search terms and subjects by using the **Boolean Operator** choices:

Advanced Catalog Search

[Search History](#) | Kept Records (0)

The Title Field is also valid for the Newspaper Index, but is not necessary. The General Field will retrieve the same results. If the Title Field is used in combination with another field, change the Boolean Operator to "or."

General	carl ackerman	or
Author		and
Title		or
Subject		and
Series		and
Periodical Title		and
Newspaper Subjects	carl ackerman	and

Search **Reset**

Entering this name in the General Field and changing the Boolean Operator to "or" may result in more hits.

Please note: you do not have to enter this personal name in any given order or use a comma to achieve the same results

Library: LOCAL NEWSPAPER INDEX

Language: ANY

Item Type: ANY

Format: ANY

Item Group: ANY

Location: ANY

Item Category 1: ANY

Age Level: ANY

Pub Year:

Sort Results By: Pub. Year

This search retrieved 27 hits.

There is a discrepancy in the number of hits because some articles about **Carl Ackerman** mention his name in the Title or some other field but do not have his name in the **"Newspaper Subject"** Field

If you look at the left hand side of the **“Advanced Catalog Search”** page, you will see the following box.

Library Catalog Searches
[Advanced Catalog Search](#)
[Browse Search](#)
[Call Number Browse](#)

Choosing **“Browse Search”** allows you to browse a name or a subject.

Enter a name or the first word of your subject. Under **“Library,”** choose **“Local Newspaper Index”** and click on **“Newspaper Subject.”**

Browse Search

[Previous](#) | [Next](#) | [Search History](#) | Kept Records (0)

Browse on:

Library:

Author | **Title** | **Subject** | **Series** | **Periodical Title** | **Newspaper Subject**

You performed a browse search for "ackerman"

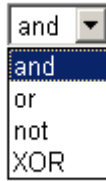
	XML
Acker, Henry	2
Ackerman, Bryce	1
Ackerman, Carl	19
Ackerman, Carl (Mrs.)	1
Ackerman, Carl W.	2
Ackerman, Charles	1
Ackerman, Eugenia	1
Ackerman, Everett J.	1
Ackerman, Frieda Erk	1
Ackerman, Harmon	1

[<<PREV](#) | [NEXT>>](#)

Searching this way may reveal alternate spellings of a name, additional people or subjects, and the proper subject terms.

Use the Previous and Next Screen buttons to browse.

Boolean Operator Choices



“AND” makes a search more specific. In an **“AND”** search, all the search terms must be present.

“OR” makes a search less specific. In an **“OR”** search any or all search terms may be present. Think of the **“OR”** search as **“either/or.”**

“NOT” makes a search more specific. In a **“NOT”** search, all results that contain the search term(s) which are preceded by the **“NOT”** are excluded even if the results do contain other term(s) you are seeking.

“XOR” makes a search more specific. You will not need to use the **“XOR.”** In a **“XOR”** search, results are retrieved that match any of the search terms used, but the results exclude any matches that contain more than one of the search terms. Think of the **“XOR”** search as **“either but not both.”**

A Local Newspaper Search was performed for “Carl Ackerman” and 27 “hits” were found.

The full newspaper citation **DOES NOT** display in this screen. Instead the “**Call Number**” or “**Citation**” looks like this:

The screenshot shows an 'Advanced Catalog Search' interface. At the top, it indicates a search for 'General "ackerman, carl" Or Subject "ackerman, carl"'. Below this, there are navigation links: 'Previous | Next | Search History | Kept Records (0)'. A 'Limit Search' link is also present. The search results are displayed in a list format, showing three items from the 'LOCAL NEWSPAPER INDEX'. Each item includes a title, a publication year, and two buttons: 'Keep' and 'Hold'. The first item is 'Sketch of life & work by Carl Ackerman' (1910). The second is 'History of National Road by Carl Ackerman' (1910). The third is '200 attend dinner in honor of Carl W. Ackerman' (1917). A vertical arrow points from the text above to the first result, and a diagonal arrow points from the text above to the first result's title.

Advanced Catalog Search

Previous | Next | Search History | Kept Records (0)

Limit Search

You performed a search for **General** "ackerman, carl" Or **Subject** "ackerman, carl"

(Displaying Results 1 - 10 of 27)

LOCAL NEWSPAPER INDEX Keep Hold

[Sketch of life & work by Carl Ackerman](#)
Pub Year: 1910

LOCAL NEWSPAPER INDEX Keep Hold

[History of National Road by Carl Ackerman](#)
Pub Year: 1910

LOCAL NEWSPAPER INDEX Keep Hold

[200 attend dinner in honor of Carl W. Ackerman](#)
Pub Year: 1917

To see a complete citation, click on any of the highlighted headings:

The complete citation may now be viewed.

Catalog Record

[Previous](#) | [Next](#) | [Go to Results](#) | [Search History](#) | [Kept Records \(0\)](#)

(Record 1 of 27)

Carl Ackerman, Local Native, Columbia Dean Emeritus, Dies [Keep Item](#)

Pub Year: 1970 [Place Hold](#)

[See More About This Item](#)

- ▷ [Item Details](#)
- ▷ [Catalog Record](#)
- ▷ [MARC Record](#)
- [See More](#)
- ▷ [Find more on this topic](#)
- ▷ [Find nearby items on shelf](#)

Title	Carl Ackerman, Local Native, Columbia Dean Emeritus, Dies
Summary	Death Age:80 Carl W. Ackerman (Port)
Personal subject	Ackerman, Carl W.
Host item entry	Palladium-Item 11 OCT 1970, section C, page 35, column 1-3

IMPORTANT SEARCH TIPS IN UNICORN

The words **AND**, **NOT**, or **OR** are always treated as **Boolean Operators**. If you wish to use them as actual words, place them in quotation marks.

Example: “not”

The ampersand symbol **&** is ignored and **DOES NOT** equal the word “and.”

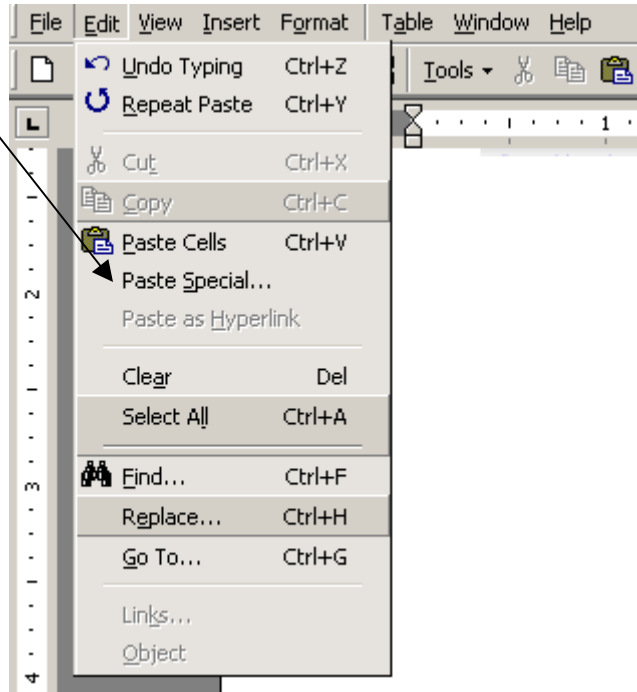
Example: Mills & Milling sorts as “mills milling” and therefore falls between “**Mills, Michael S.**” and “**Mills, Myrtle**” in a browse search.

The hyphen symbol **–** is considered a character and is **NOT IGNORED**.

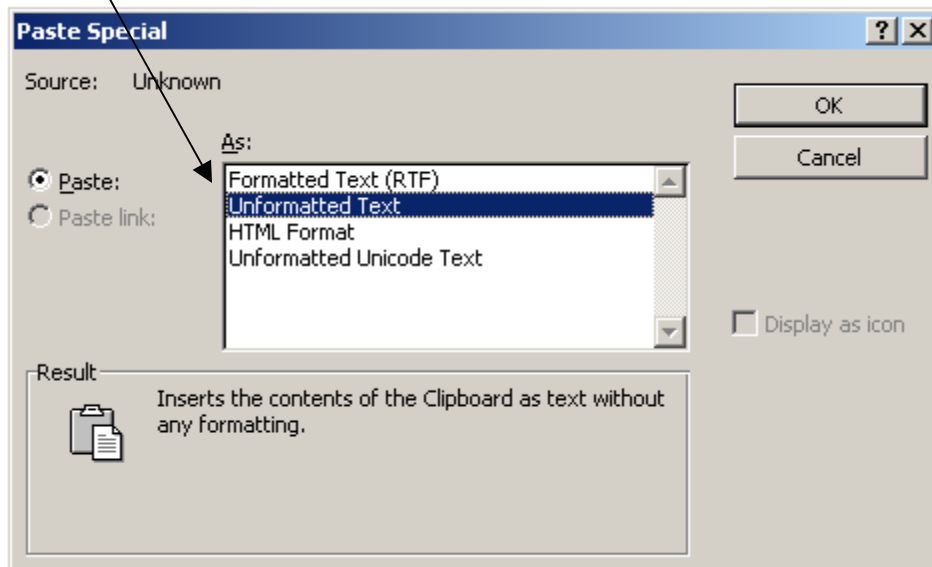
Example: Businesses-Walgreens is **NOT** the same as Businesses Walgreens

You may need to perform several types of searches of a name or subject to be certain that you have found all the articles in the index. Be flexible in your thinking and approach.

Open a word processing document and paste the saved section of text by using the **“Paste Special”** command in the **“Edit”** Menu or the short cut showing on your word processing desktop. The instructions that follow are specifically designed for Microsoft Word. Other word processing programs will vary.



A small window will appear with several **“Paste Special”** choices. Choose **“Unformatted Text.”**



The results will look like this:

**Friendship Home took in shunned
Summary (pic.)**

Subject term History-Richmond, Indiana -- 1947-Present

Host item entry Palladium Item (P.) 18 NOV 1991, page 7, column 2-6

You may want to rearrange and clean up the resulting citation.

**18 NOV 1991
Palladium Item (P.)
Friendship Home took in shunned
page 7, column 2-6**

Subject: History-Richmond, Indiana -- 1947-Present

You may then request the articles you want by e-mail, telephone, letter, or fax. Please specify whether you want the articles to be digitally copied and e-mailed to you or paper photocopies made and mailed by the U. S. Postal Services (snail mail). Snail mail copies will cost you ten cents per page plus reimbursement of the library's postage. We send an itemized bill with the articles when we mail them. **AFTER** you receive the articles, reimburse the library for specified amount by check or money order payable to Morrisson-Reeves Library.

E-mailed articles are free. The e-mailed articles are saved in one of several highly compressed formats, but they are still very large and tend to overwhelm the capacity of many people's Internet Service Provider's (ISP) or e-mail account's ability to handle them. Several formats are possible, including PDF files, Tiff Group 4D (image files) and Microsoft Word documents. **I have found that Microsoft Word documents seem to pose the least problems for most people.**

To request copies of newspaper articles by e-mail, use the following address:

refdept@mrlinfo.org

We can also undertake limited searches for articles not appearing in the index if specific dates and information are provided. **It is not possible for us, however, to copy more than ten articles total for any one person within a six-month period.** If you need a very involved or time consuming search or more than a ten articles copied, we can suggest professional researchers with the Wayne County Genealogy Society. They will undertake research and copying for a fee.

For each requested newspaper article, please provide a complete citation. The online index will provide all the information you need to do this. A complete citation will include the following information:

Name of the Newspaper	Edition
Title of the Article	Section
Subject (Name of the person you seek)	Page
Date the Article Appeared	Column

*(Note: Sometimes an Edition or Section will not be specified
They are important only if they are given.)*

All of this information is included in each citation in our index.

You may contact Morrisson-Reeves in the following ways:

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<i>E-mail:</i>	refdept@mrlinfo.org