A Brief Tutorial to Examining Natural History Specimens in the OHIO HISTORICAL SOCIETY's Online Collection Database

by Amy C. Smith

Please click on the box that would best help you.

I would like to:

Browse
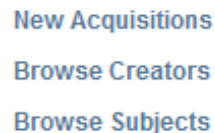Natural History
Specimens

Search
Natural History
Specimens

Examine the Search
Results

I understand the basics, please show me the summary of proper search configurations.
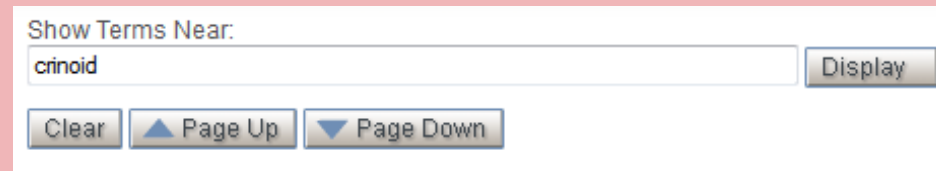
Browsing Natural History Specimens in the Ohio Historical Society's Collection Catalog

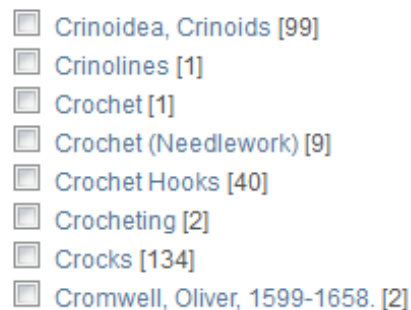1. Click **Browse Subjects** in the menu to the left.

New Acquisitions

Browse Creators

Browse Subjects

2. Enter your search term in the **Show Terms Near** field. Types of terms that work best are common names of organisms, proper names of classes or families, mineral classes, and names of minerals and rocks. Species names of fossil and extant organisms are not indexed by the browse feature.

Show Terms Near:

crinoid   Display

Clear   ▲ Page Up   ▼ Page Down

3. Press the Enter key or click the **Display button**. A list of phonetically close matches is rendered.
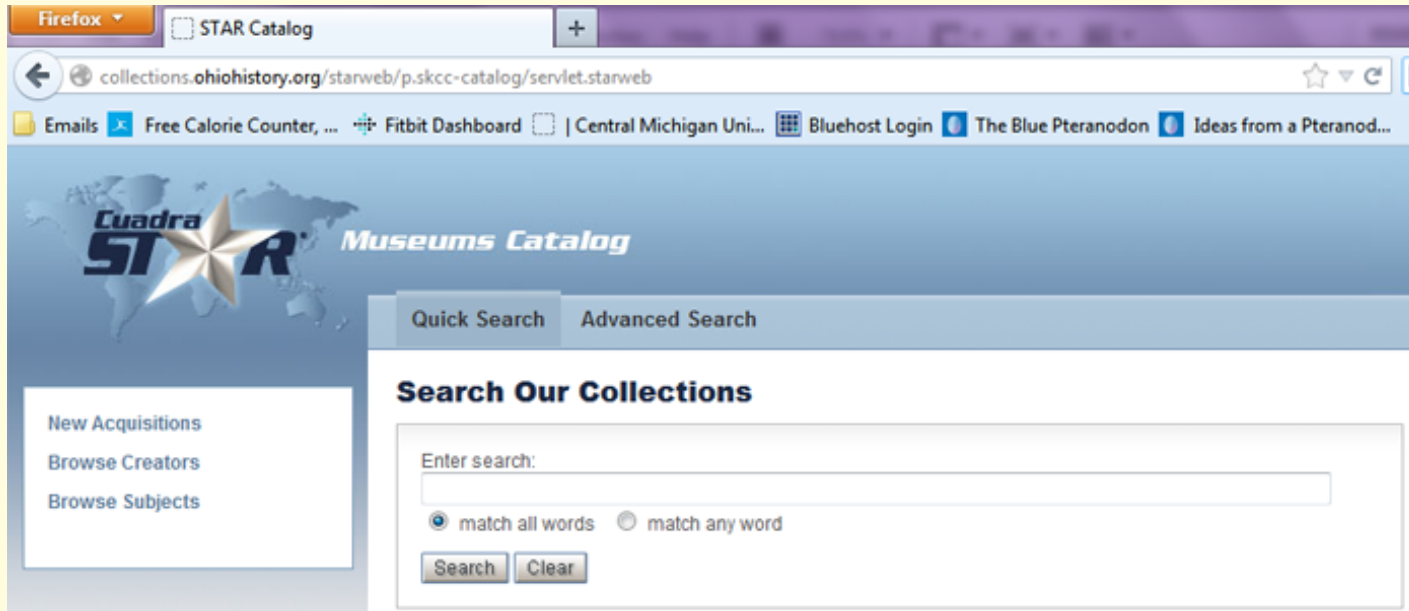
☐ Crinoidea, Crinoids [99]
☐ Crinolines [1]
☐ Crochet [1]
☐ Crochet (Needlework) [9]
☐ Crochet Hooks [40]
☐ Crocheting [2]
☐ Crocks [134]
☐ Cromwell, Oliver, 1599-1658. [2]

Searching the Ohio Historical Society's Collection Catalog
for Natural History Specimens
Using Quick Search

Use Quick Search to search for a(n):

Fossil or Extant Organism Phylum
Fossil or Extant Organism Class
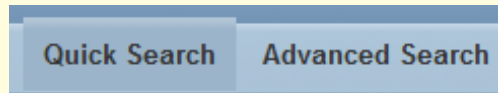Rock Class

1. Click the **Quick Search** tab.

2. Enter the phylum, class, or rock class into the text box (capitalization is not important).
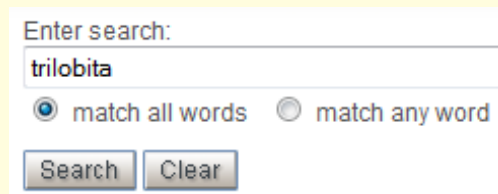
3. Press the Enter key or click the **Search button**.

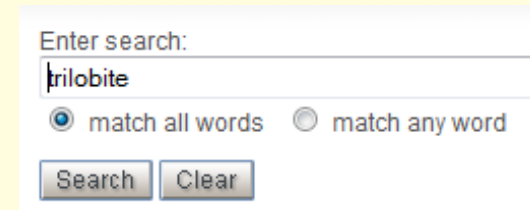# Example: Searching the Catalog for Members of the Fossil Class
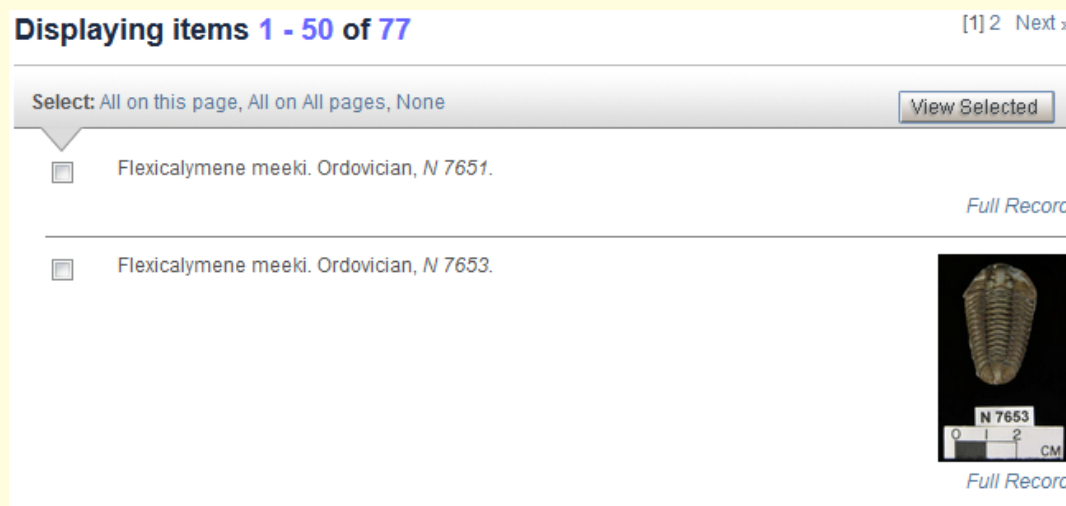## Trilobita

1. Click the **Quick Search** tab.

Quick Search	Advanced Search

2. Enter **Trilobita** into the query field and press the Enter key or the **Search button**.

Enter search:

trilobita

⦿ match all words   ○ match any word

Search   Clear

Using the common name for the class, **trilobite**, instead of **Trilobita** yields the same results.

Enter search:

trilobite

⦿ match all words   ○ match any word

Search   Clear

3. A count and list of pertinent results will appear.

Displaying items 1 - 50 of 77   [1] 2 Next »

Select: All on this page, All on All pages, None   View Selected

☐ Flexicalymene meeki. Ordovician, *N 7651.*

Full Record

☐ Flexicalymene meeki. Ordovician, *N 7653.*

N 7653
0 1 2
CM

Full Record

Searching the Ohio Historical Society's Collection Catalog for Natural History Specimens
Using Advanced Search

Use Advanced Search to search for a(n):

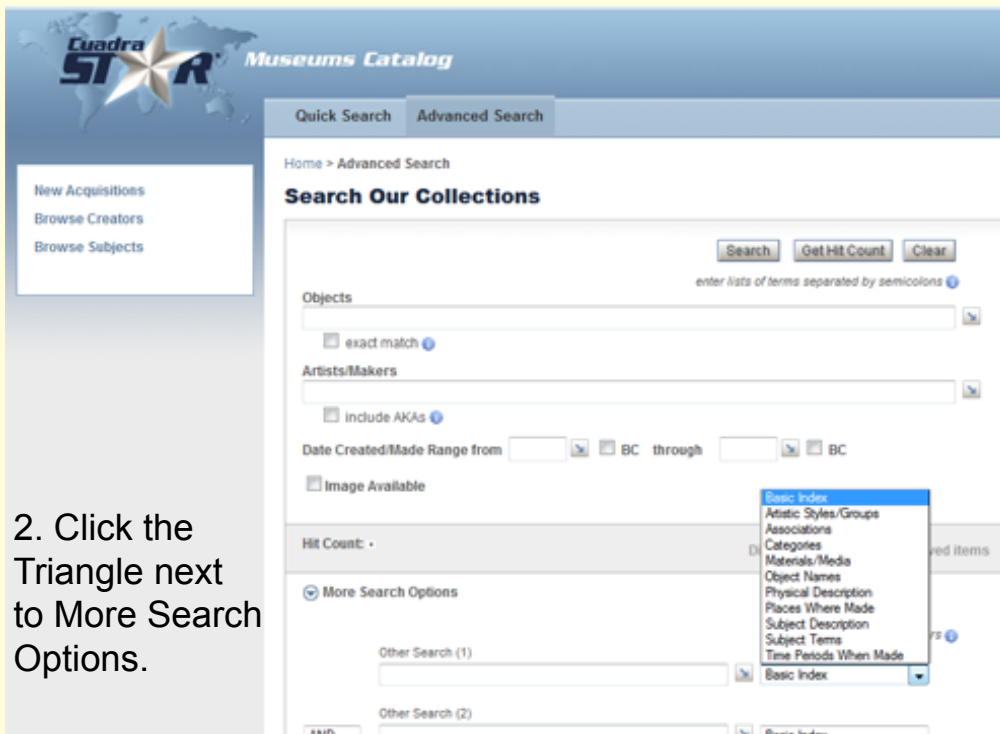Fossil or Extant Organism Genus or Species
Fossil or Extant Organism Common Name
Geologic Period or Era of Rocks or Fossils

Rock or Mineral Name
Mineral Class

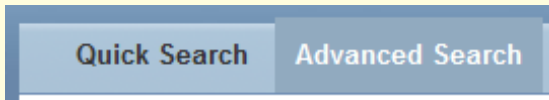1. Click the **Advanced Search** tab.

2. Click the Triangle next to More Search Options.

3. In the Drop-Down box next to the **Other Search (1)** field, please select the appropriate search category (listed in the third column on page 10 of this tutorial).

4. Type your query into the **Other Search (1)** field. Hitting the Enter key produces a Hit Count (i.e., it tells you how many occurances of that query exist in the catalog). Clicking the **Search button** lists the specimens pertinent to your query.

Example: Searching the Catalog for Specimens from the Devonian Period

1. Click the **Advanced Search** tab.

| Quick Search | Advanced Search |

2. Click the **Triangle** next to **More Search Options**.

⊙ More Search Options
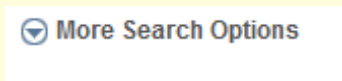
3. In the drop-down menu next to the **Other Search (1)** field, please Select **Time Periods When Made**.

Other Search (1)

Other Search (2)

Basic Index ▾
- Basic Index
- Artistic Styles/Groups
- Associations
- Categories
- Materials/Media
- Object Names
- Physical Description
- Places Where Made
- Subject Description
- Subject Terms
- Time Periods When Made

4. Enter **Devonian** (not 419Ma-358Ma; years will not work here) in the **Other Search (1)** field.

Other Search (1)

devonian   Time Periods When Made ▾

5a. Press the Enter key to see how many specimens came from the Devonian,

Hit Count: **339**

5b. or click the **Search button** to create a list of specimens from the Devonian.

Displaying items 1 - 50 of 339

Select: All on this page, All on All pages, None

☐ Corocrinus Nodosus. Devonian, *N 7652.*

☐ Gilbertsocrinus Ohioensis. Devonian, *N 7654.*

☐ Heliophyllum Halli. Devonian, *N 7662.*

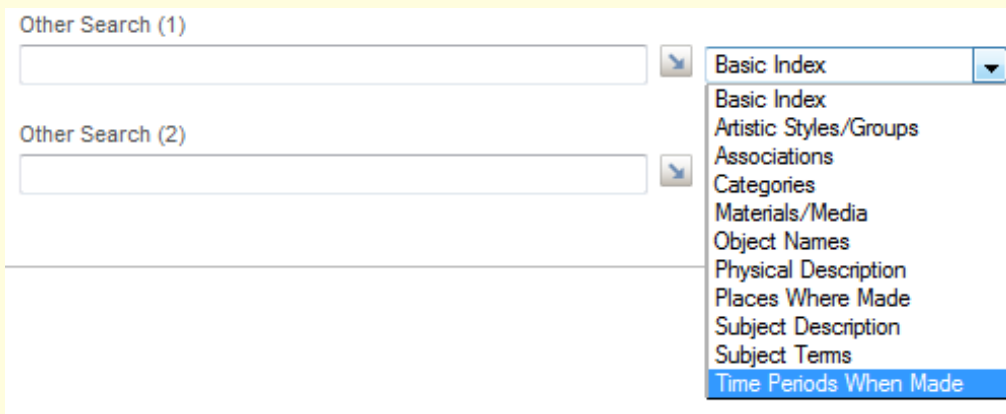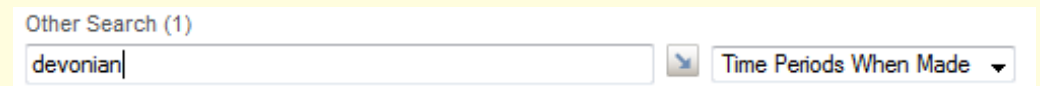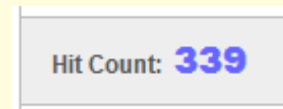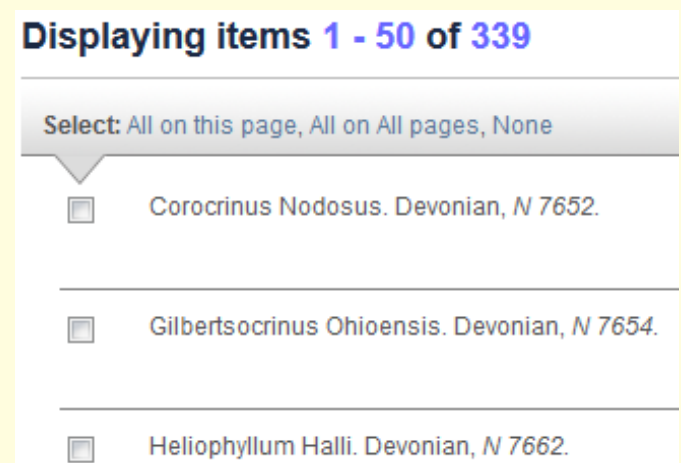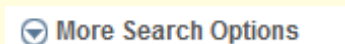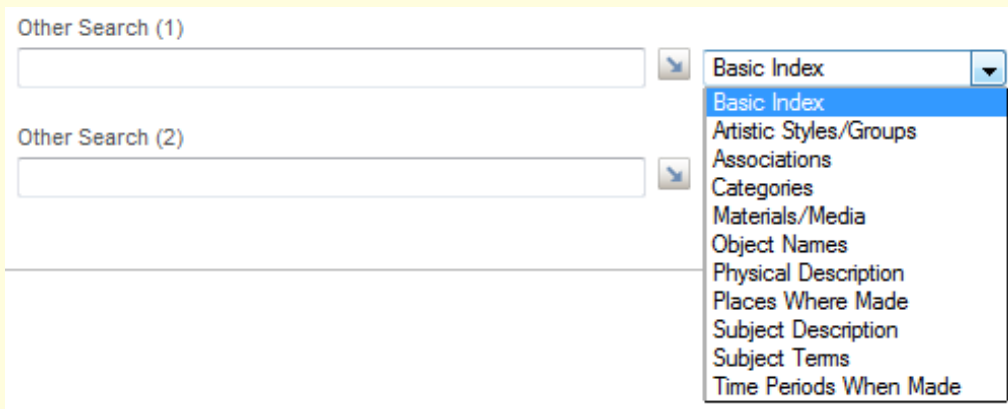# Example: Searching the Catalog for Minerals that Belong to the Oxide Class

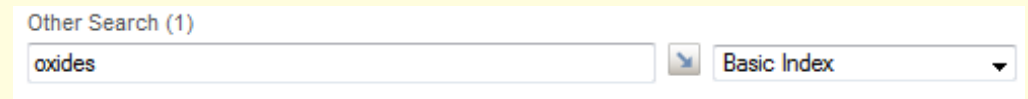1. Click the **Advanced Search** tab.
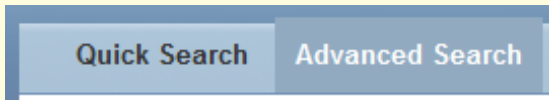
2. Click the **Triangle** next to **More Search Options**.

3. In the drop-down menu next to the **Other Search (1)** field, please Select **Basic Index**.

4. Enter **oxides** (note: mineral classes must always end in **S**) in the **Other Search (1)** field.

5a. Press the Enter key to see how many oxide minerals are available,

5b. or click the **Search button** to create a list of oxide minerals at OHS.

Examining Search Results

By default, specimen records are presented in a list format in order of accession number. Each item shows the following information types in this list (when available):

Species or common name of specimen

Time Period

Catalog Number

Specimen Photograph

Selecting a different format from the drop-down box to the left will both arrange and present the pertinent specimens differently.

Clicking on Full Record shows the rest of the information available for that specimen.
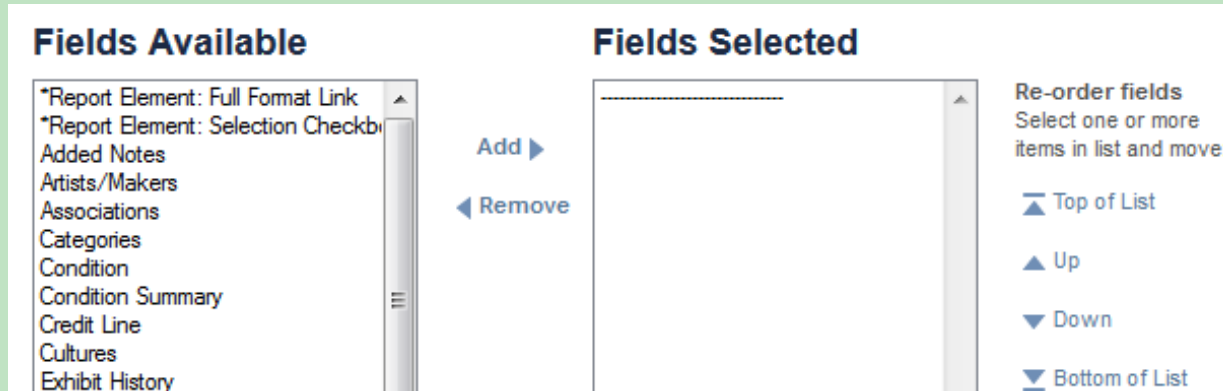
Exporting Search Results

You can first customize your list of search results by clicking Define your own report to the left.

To print a list of search results: Select Print/save from the menu on the left.
This list is printed in a new window in the same format as it appears on screen.
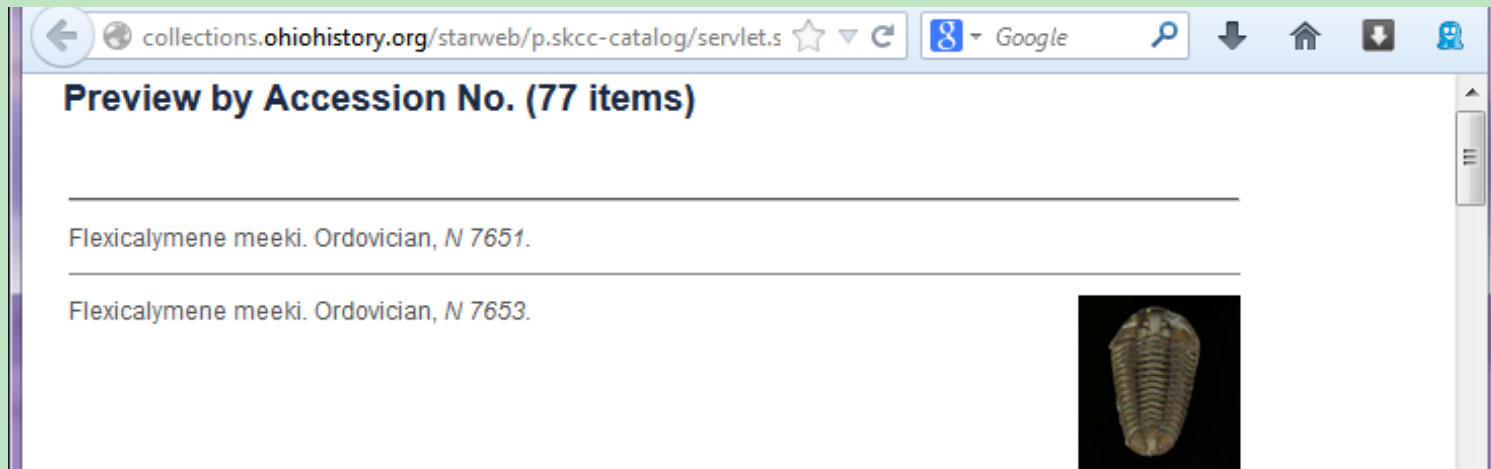
To create a PDF of results: Select Print/save PDF from the menu on the left.
The resulting list is identical to the created by the Print/save option mentioned above, but outputs the information into a PDF file.

Searching the Ohio Historical Society's Collection Catalog for Natural History Specimens:
A Summary of Best Configurations

To Search For	by	Use This Optimum Search Category:	Or This Alternative Search Category:
Natural History Specimens	Locality	(Currently impossible)	
Fossil or Extant Organisms	Genus	Basic Index	Object Names
	Species	Basic Index	Object Names
	Common Name	Object Names	Quick Search
	Class	Quick Search	Basic Index
	Phylum	Quick Search	
Rocks and Fossils	Geologic Period (names only; no years)	Time Periods When Made	Basic Index
	Era	Time Periods When Made	Basic Index
Rocks	Rock Class	Quick Search	Basic Index
Rocks and Minerals	Name	Object Types (do not use Quick Search)	
Minerals	Mineral Class	Basic Index (class MUST be in plural)	

Helpful Tips:

- Vague searches, such as typing the words "fossil", "mineral", or "rock" into the **Quick Search** field will yield wildly inaccurate results.
- Unless otherwise indicated, searching for very specific information (for example, "Devonian") through the **Quick Search** will create a drastically underpopluated list that does not reflect the institution's collections.
- The Cuadra Star Catalog at OHS is still relatively new and is always being improved. Sometimes it helps to click the **Clear button** and wait a few seconds between successive searches.
- Have questions not addressed in this tutorial? Please email **reference@ohiohistory.org**.