

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

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Please click on the box that would best help you.

I would like to:

Browse
Natural History
Specimens

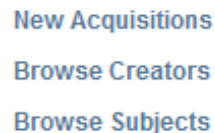
Search
Natural History
Specimens

Examine the Search
Results

I understand the basics, please show me the
summary of proper search configurations.

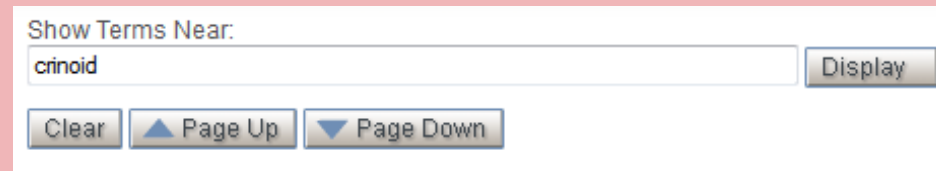
Browsing Natural History Specimens in the Ohio Historical Society's Collection Catalog

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



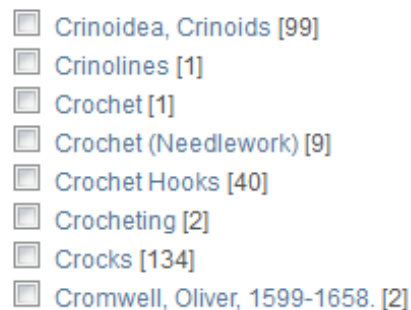
New Acquisitions
Browse Creators
Browse Subjects

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

3. Press the Enter key or click the **Display button**. A list of phonetically close matches is rendered.



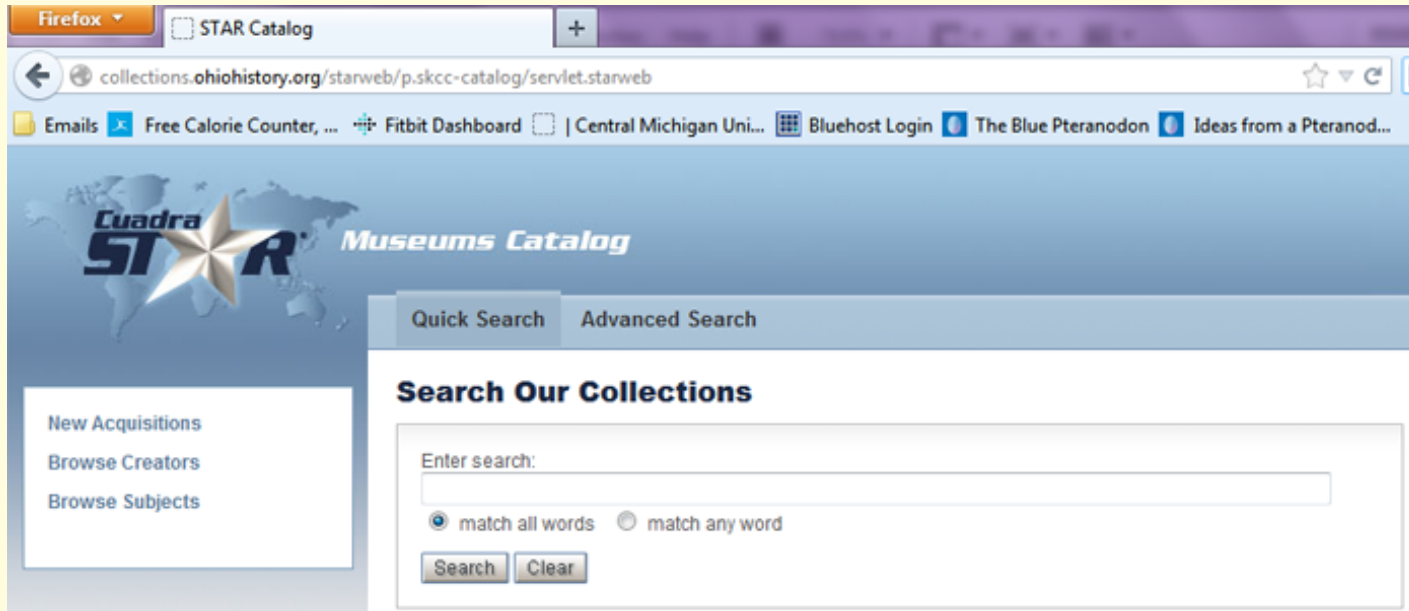
- ☐ Crinoidea, Crinoids [99]
- ☐ Crinolines [1]
- ☐ Crochet [1]
- ☐ Crochet (Needlework) [9]
- ☐ Crochet Hooks [40]
- ☐ Crocheting [2]
- ☐ Crocks [134]
- ☐ Cromwell, Oliver, 1599-1658. [2]

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.

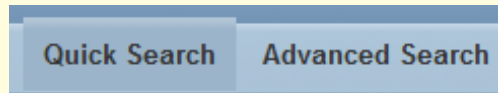
A screenshot of a web browser showing the 'Quick Search' tab of the 'Museums Catalog' website. The browser's address bar shows the URL 'collections.ohiohistory.org/starweb/p.skcc-catalog/servlet.starweb'. The page has a blue header with the 'Cuadra STAR Museums Catalog' logo. Below the header, there are two tabs: 'Quick Search' (selected) and 'Advanced Search'. The 'Quick Search' section is titled 'Search Our Collections' and contains a search box with the placeholder text 'Enter search:'. Below the search box are two radio buttons: 'match all words' (selected) and 'match any word'. At the bottom of the search section are two buttons: 'Search' and 'Clear'. On the left side of the page, there is a sidebar with links: 'New Acquisitions', 'Browse Creators', and 'Browse Subjects'.

2. Enter the phylum, class, or rock class into the text box (capitalization is not important).

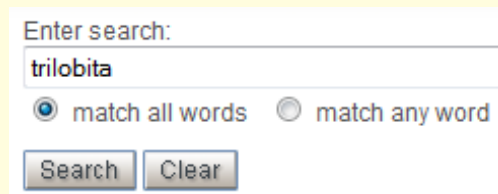
3. Press the Enter key or click the **Search button**.

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

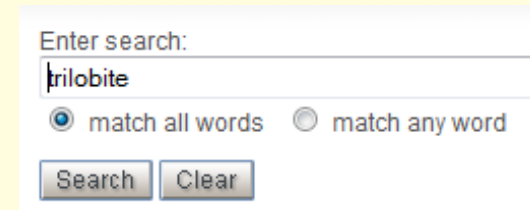
1. Click the **Quick Search** tab.



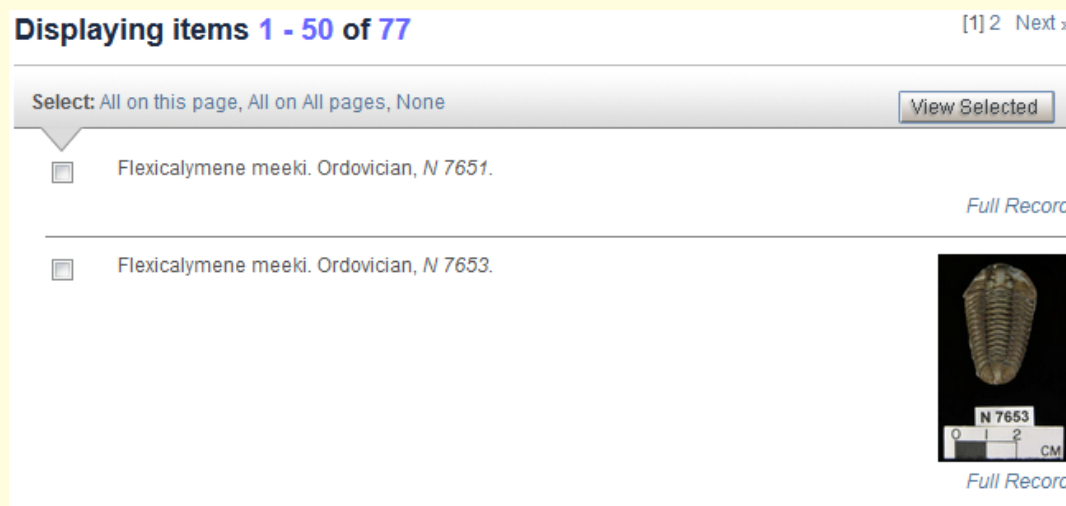
2. Enter **Trilobita** into the query field and press the Enter key or the **Search button**.

A screenshot of the search input field. The text 'trilobita' is entered into the 'Enter search:' field. Below the field are two radio buttons: 'match all words' (selected) and 'match any word'. At the bottom are 'Search' and 'Clear' buttons.

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

A screenshot of the search input field. The text 'trilobite' is entered into the 'Enter search:' field. Below the field are two radio buttons: 'match all words' (selected) and 'match any word'. At the bottom are 'Search' and 'Clear' buttons.

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

A screenshot of the search results page. At the top, it says 'Displaying items 1 - 50 of 77' and '[1] 2 Next »'. Below this is a selection bar with 'Select: All on this page, All on All pages, None' and a 'View Selected' button. The results list shows two items, both labeled 'Flexicalymene meeki. Ordovician, N 7651.' and 'Flexicalymene meeki. Ordovician, N 7653.'. The second item has a thumbnail image of a trilobite fossil with a scale bar and the label 'N 7653' and 'CM'. A 'Full Record' link is visible next to each item.

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

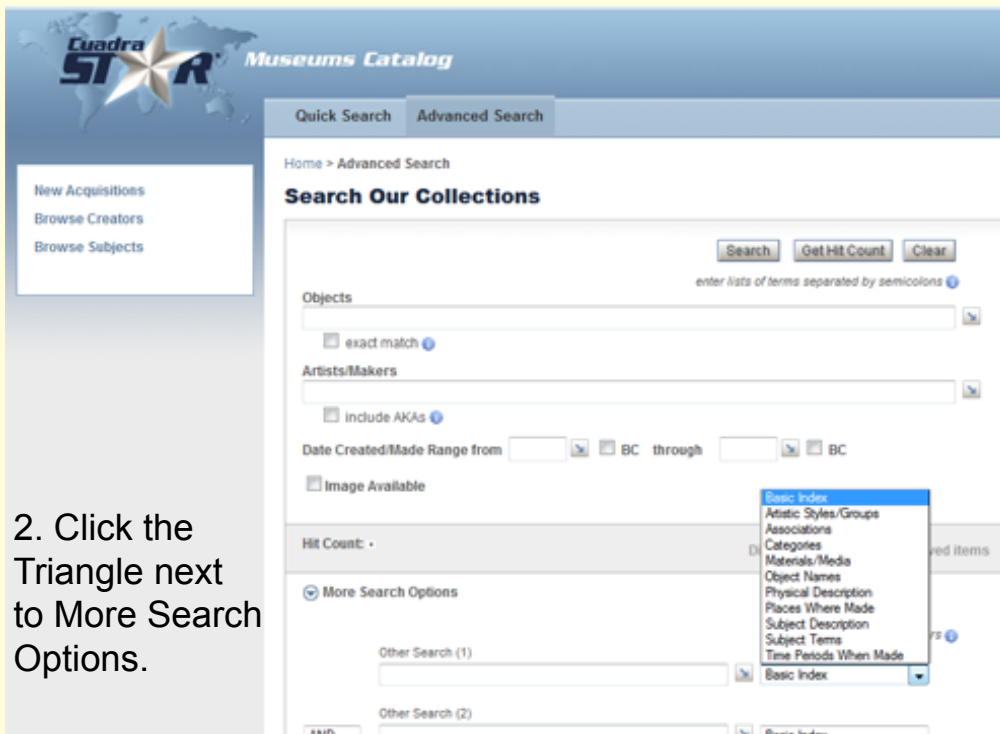
Fossil or Extant Organism Common Name

Geologic Period or Era of Rocks or Fossils

Rock or Mineral Name

Mineral Class

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



The screenshot shows the 'Advanced Search' interface of the 'Cuadra STAR Museums Catalog'. The page has a blue header with the logo and navigation tabs for 'Quick Search' and 'Advanced Search'. A sidebar on the left contains links for 'New Acquisitions', 'Browse Creators', and 'Browse Subjects'. The main search area is titled 'Search Our Collections' and includes a 'Search' button, a 'Get Hit Count' button, and a 'Clear' button. Below these are input fields for 'Objects' and 'Artists/Makers', each with an 'exact match' checkbox. There are also checkboxes for 'include AKAs', 'Image Available', and 'Date Created/Made Range from' through 'to'. A 'Hit Count' section is visible. A 'More Search Options' link is present, and a dropdown menu is open showing various search categories: 'Basic Index', 'Artistic Styles/Groups', 'Associations', 'Categories', 'Materials/Media', 'Object Names', 'Physical Description', 'Places Where Made', 'Subject Description', 'Subject Terms', and 'Time Periods When Made'. The 'Basic Index' is selected in the dropdown.

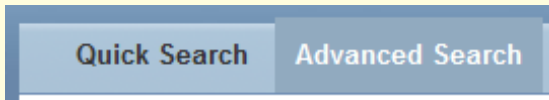
2. Click the Triangle next to More Search Options.

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).

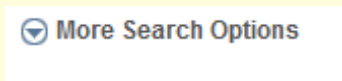
4. Type your query into the **Other Search (1)** field. Hitting the Enter key produces a Hit Count (i.e., it tells you how many occurrences of that query exist in the catalog). Clicking the **Search button** lists the specimens pertinent to your query.

Example: Searching the Catalog for Specimens from the Devonian Period

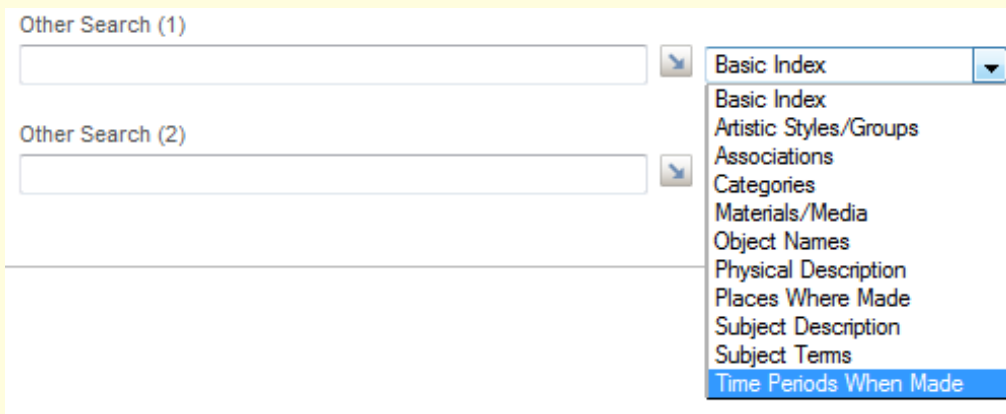
1. Click the **Advanced Search** tab.



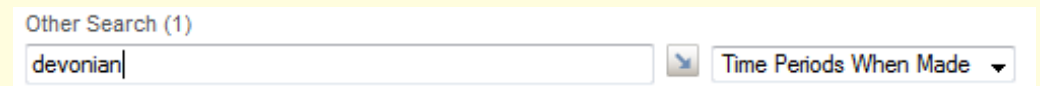
2. Click the **Triangle** next to **More Search Options**.



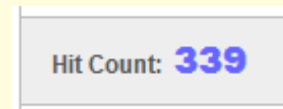
3. In the drop-down menu next to the **Other Search (1)** field, please Select **Time Periods When Made**.



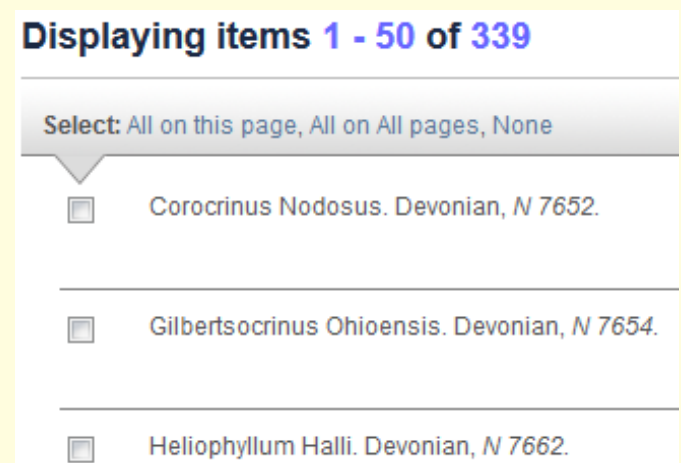
4. Enter **Devonian** (not 419Ma-358Ma; years will not work here) in the **Other Search (1)** field.



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

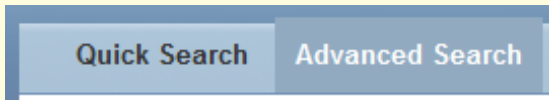


5b. or click the **Search button** to create a list of specimens from the Devonian.

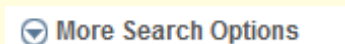


Example: Searching the Catalog for Minerals that Belong to the Oxide Class

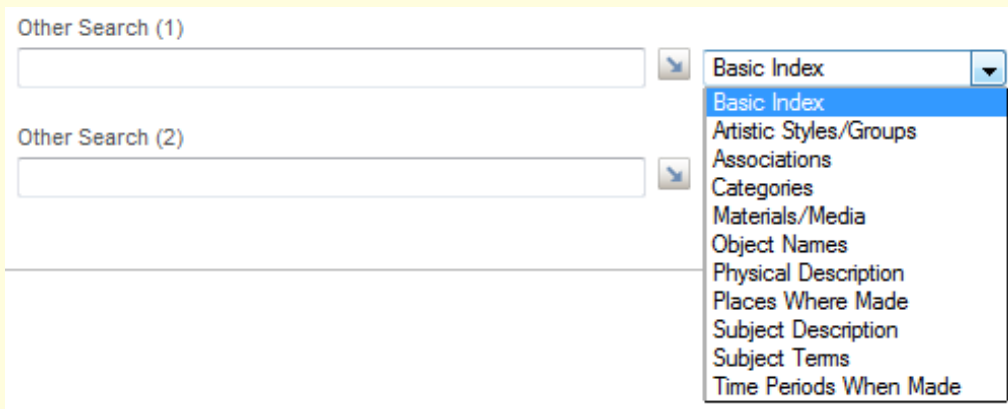
1. Click the **Advanced Search** tab.



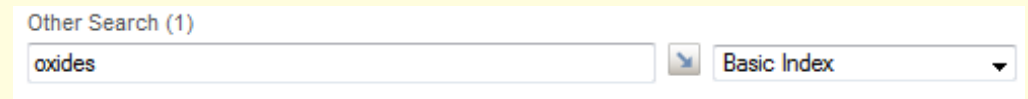
2. Click the **Triangle** next to **More Search Options**.



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,

Hit Count: **151**

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):

☐ *Flexicalymene meeki*. Ordovician, *N* 7653.


Species or common name of specimen	Time Period	Catalog Number
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Specimen Photograph



[Full Record](#)


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

Select Format
Light Box by Object Name

 Define your own report

 Download


 Print/save


 Print/save PDF

Displaying items **1 - 16** of 77

[1] 2 3 4 Next »

Select: All on this page, All on All pages, None [View Selected](#)


Agnostus interstrictus. Cambrian, *N* 8966.
☐ select



Agnostus pisiformis. Cambrian, *N* 8240.
☐ select

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

☐ *Flexicalymene meeki*, Ordovician.

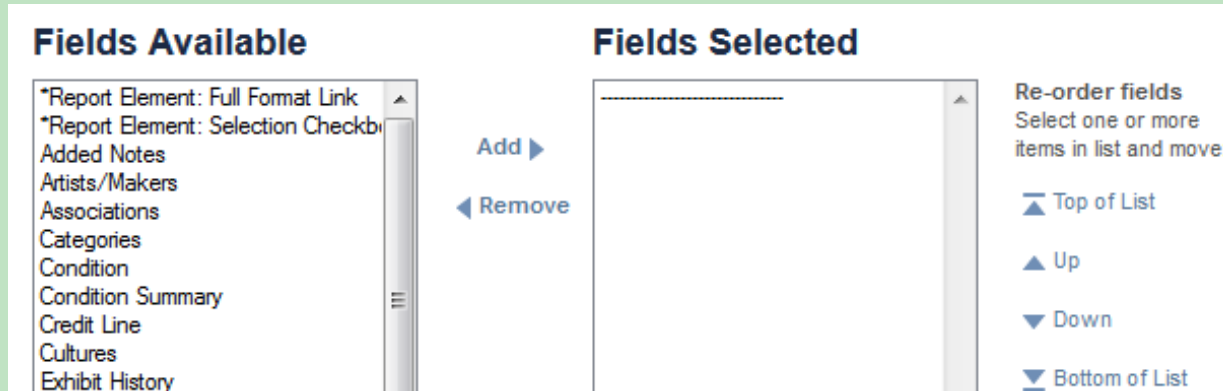
Physical Description Item Count: 1 item

Index Terms [Arthropoda](#), [Joint-legged animals](#) and [Trilobita](#), [Trilobites](#)
Permanent Collection. *N* 7653.




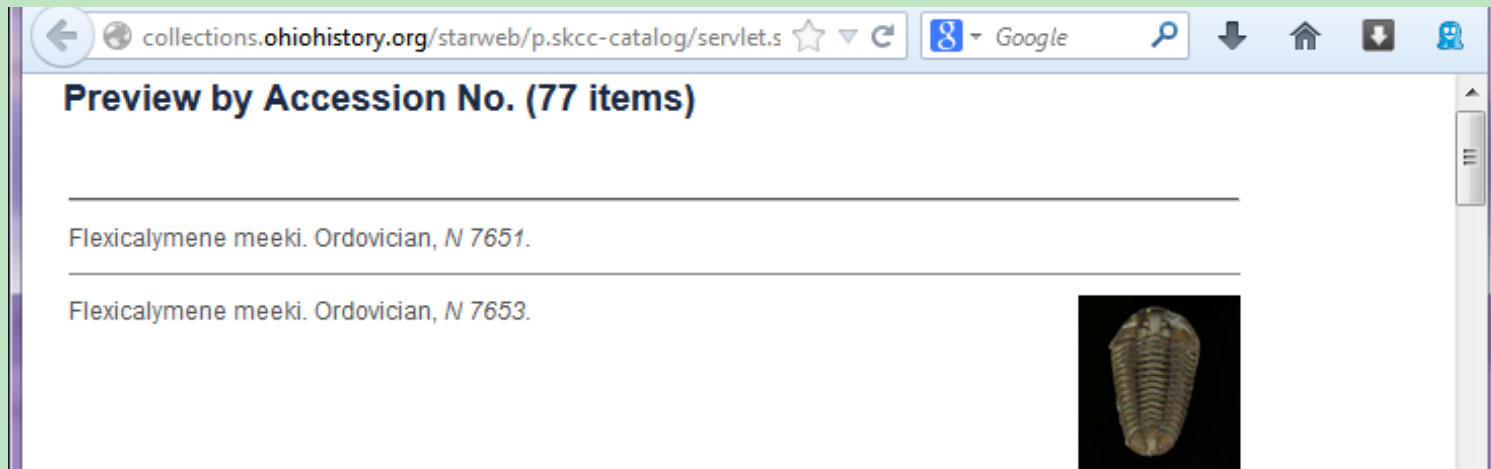
Exporting Search Results


You can first customize your list of search results by clicking  [Define your own report](#) to the left.



The interface is divided into two main sections: 'Fields Available' on the left and 'Fields Selected' on the right. The 'Fields Available' list includes: *Report Element: Full Format Link, *Report Element: Selection Checkb, Added Notes, Artists./Makers, Associations, Categories, Condition, Condition Summary, Credit Line, Cultures, and Exhibit History. Between the lists are 'Add' and 'Remove' buttons. The 'Fields Selected' list is currently empty. To the right of the 'Fields Selected' list is a 'Re-order fields' section with instructions 'Select one or more items in list and move:' and buttons for 'Top of List', 'Up', 'Down', and 'Bottom of List'.

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 underpopulated 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.