



- ❖ There are several ways to search the Arizona Historical Society (AHS) Library and Archives collections.
- ❖ You may find that you need to utilize all of them during the course of your research.
- ❖ There are several branches of AHS Library and Archives, so pay close attention to the location of the material.
- ❖ Material from other branches may be used in a different branch upon request.
- ❖ Visit the Library homepage for information on hours, procedures, reproductions, and more. Access at <https://arizonahistoricalociety.org/research/library-archives/>

## ONLINE CATALOG

### HOW TO SEARCH

Access at <https://azhs.bywatersolutions.com/>

- ❖ **KEYWORD/ DEFAULT SEARCH**  
Type your keyword into the search box on the landing page, then refine your query using the limiters on the left side of the results page.
- ❖ **ADVANCED SEARCH**  
Click "Advanced Search" under the search box to add refinements to your initial search. This is helpful when looking for materials within a certain date range, or when looking for a specific photo or image number.

### WHAT IS SEARCHED

- ❖ Manuscript and Photo Collections  
*(Top level subjects and keywords, but not finding aids. See Finding Aids section, for more info.)*
- ❖ Subject Photo Collections  
*(These collections are cataloged to the folder level and grouped by People, Places, and Subject.)*
- ❖ Biography Files
- ❖ Ephemera Collection
- ❖ Oral Histories
- ❖ Newspapers and Periodicals
- ❖ Maps

### WHEN TO USE THIS?

Because of the breadth of materials searched, the online catalog is a good place to start a search to get a broad overview of the types of materials AHS Library and Archives has on a topic, or person.

- ❖ Click on the title of a result to learn more about that item.
- ❖ Click "Download finding aid" to access the finding aid and container list for a Manuscript or Photo Collection

## FINDING AIDS

### HOW TO SEARCH

- ❖ If you already know the collection name, use the alphabetical listing at <https://arizonahistoricalociety.org/research/library-archives/>
- ❖ To do a full text, keyword search of all finding aids use [https://www.google.com/advanced\\_search](https://www.google.com/advanced_search), and enter [arizonahistoricalociety.org](http://arizonahistoricalociety.org) into the "site or domain field"

### WHAT IS SEARCHED

- ❖ Full text of finding aids for our manuscript and photo collections
- ❖ The full AZHS website ([azhs.org](http://azhs.org))

### WHEN TO USE THIS?

- ❖ Use this when you are searching specifically for materials in Manuscript and Photo collections, and want to eliminate other types of material.
- ❖ Use this to search within all finding aids at once. This will provide a more comprehensive search of Manuscript and Photo collections than the catalog alone.
- ❖ You can also search for terms within a specific finding aid, by using the search function (ctrl+f) within the PDF.



# TIPS ON HOW TO SEARCH AHS LIBRARY AND ARCHIVES

## OTHER RESOURCES

### ARIZONA HISTORICAL SOCIETY DIGITAL COLLECTIONS

<https://azhsarchives.contentdm.oclc.org/>

- ❖ A sampling of digitized versions of photographs, documents, and other materials available in our museums and archives across the state.  
Check back as we are actively adding collections.

### ARIZONA MEMORY PROJECT

<https://azmemory.azlibrary.gov/>

- ❖ A compilation of collections from museums and archives all over Arizona, providing curated collections of Arizona material, including photographs, newspapers, documents, manuscripts, and books.

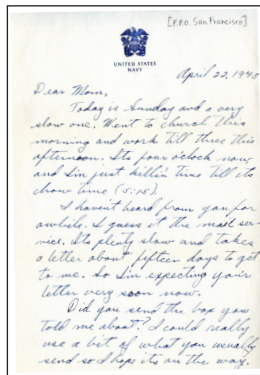
- **AHS COLLECTIONS AVAILABLE**

<https://azmemory.azlibrary.gov/nodes/view/83>

### AYERS NEWSPAPER INDEX

<https://arizonahistoricalociety.org/research/library-archives/ayres-newspaper-index/>

- ❖ This is an index to the early years (pre 1912) of the Arizona Star and Tucson Citizen Newspapers, and is a good resource for finding newspaper articles on a variety of subjects. Use this index in conjunction with the newspaper microfilm in the Reading Room.



### CHRONICLING AMERICA

<https://chroniclingamerica.loc.gov/>

- ❖ A large collection of digitized, full text searchable newspapers, primarily from the 1920s and before. Made available for free by the Library of Congress, this is a good resource to check before going to the microfilm or hard copy newspapers if you do not have a specific article or date in mind.



- ❖ **HISTORIC NEWSPAPER DATABASES**

Numerous paid subscription services exist. Some public libraries offer access to some for card holders, check with your local public library for available services.

### INDEX TO THE JOURNAL OF AZ HISTORY (2014 AND EARLIER)

<https://arizonahistoricalociety.org/publications/index-journal-arizona-history/>

- ❖ **THE JOURNAL OF ARIZONA HISTORY**

AHS has published a journal continuously since 1960. This is a good resource to check if you are looking for background information on a topic, and want to see what has been written before. The index refers to volume and page numbers. AHS Library has a full set of the Journal available for use in the Reading Room, and a duplicate set shelved with the periodicals.

*The Journal of Arizona History* is also available digitally through JSTOR (1960–2016), and Project Muse (2018–present).



## NEED HELP?

While we try our best, not everything in our collections can be searched online. If you are not finding what you are looking for, don't hesitate to contact us via phone or email.

