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This Is ProQuest® Government Information Services

More than three decades ago, ProQuest Government Information Services (formerly CIS) began with a revolutionary product and a unique vision for the future of government information. That product, the CIS/Index to Publications of the United States Congress, brought dramatic changes to libraries and opened vast new research opportunities for information users worldwide. The vision was that government information would no longer be a scarce commodity available to just a few Washington insiders, but a rich resource accessible to all. ProQuest Government Information Services now offers a wide array of printed indexes, electronic databases, and archival microfiche collections that make vast information sources completely manageable.

You can count on ProQuest Government Information Services for:

- Current, frequently updated information
- Depth and breadth of authoritative full-text content
- Accurate and precise indexing
- Dedicated customer service, sales & training professionals
- Toll-free 24/7 customer service to librarians for all Web products
- World-class technological resources

We are committed to providing librarians with premier research collections and reference solutions that will enable them to ensure the success of their students and researchers. For a complete list of offerings, please visit our Web site: www.ProQuest.com/academic.

ProQuest® Government Information Services is a leading publisher of academic reference and research collections for academic, high school, and public library market.
Getting Started with ProQuest History Vault

A Tour of History Vault's Home Page

Figure 1: The History Vault home page

1. **Subscriptions**: Located in the upper right corner of the screen, this dropdown box contains links to all of the ProQuest products to which your institution subscribes. Each product may require a separate login.

2. **Sign in to User Profile/View User Profile**: Located in the upper left corner of the screen, this link enables you to sign into your existing user profile, create a new one, or view your existing profile.

3. **Sign out**: Located in the upper right corner of the screen if you’re logged in to your profile, this is where you close your profile when you are finished with your session. This is an important step to preserve your research.

4. **Home**: A link to the History Vault Home page.

5. **Advanced Search**: Use this link if you have very specific search criteria in mind. It opens a form used to write a complex, highly specialized search string.

6. **Browse Events**: Use this link if you’re just looking around History Vault. You can browse by year or by event category.
7. **Browse Collections**: Use this link if you have a general topic in mind and want to see the broad range of archival materials in the History Vault.

8. **Blog**: Use this link to gain valuable insights and context in the Sights and Citations blog written by History Vault editors.

9. **Help**

10. **Search bar (What would you like to search for)**: Use this search bar if you have a general idea of what you’re looking for or to write search that will return broad results that you can later refine.

### A Tour of Search Results

Later in this guidebook, you will learn how to browse events and collections, write basic and advanced searches, and share and save your work.

Before we explore the mechanics of working with the History Vault, it will be helpful for you to understand how your results will be displayed.

*Figure 2: A tour of History Vault Search Results*

1. Narrow Search Results (Search filters)
2. Search Bar
3. Add Search to Profile
4. Buttons for viewing subsequent pages of search results
5. Options for Saving, Printing and Sharing
6. Options for sorting search results by relevance or accession number
7. Button to download a PDF associated with that metadata record

Your User Profile

Creating a Profile
To create a user profile:

1. Click on Sign Into User Profile in the top left corner of your screen.
2. Click Create Profile.
3. Enter a valid email address and password. (You can use any combination of letters or numbers for your password.)
4. Click the Go button.

Logging In to ProQuest History Vault

Figure 3: Logging in to History Vault

Use only a valid email address that you have access to. This is the email address we will send your password to if you forget it.
To log in to your account:
1. In the upper left of your screen, click **Sign Into User Profile**.
2. Enter the email address and password you used when you created your account.
3. Click **Go**.

Logging Out of ProQuest History Vault

To log out of your account:
- In the upper right corner of your screen, click **Sign Out**.

If You Forget Your Password

If you can’t recall your password, click **Forgot Password** and enter the valid email address associated with your account. Your password will be emailed to you there. If you no longer have access to this account, you will not be able to retrieve your login information and you will have to create a new account. However, the new account won’t have your previous search information.
Searching the History Vault

Finding Your Way Around

For most users, the best way to get the results you’re seeking is to start with a broad concept and use History Vault’s interface to hone your results.

You can take several approaches to accomplish this:

- Using the **Basic Search** as a starting point. (Learn how to use the Basic Search box beginning on page 10)

- Writing a complex search in **Advanced Search** (Learn how to use how to use the Advanced Search feature beginning on page 11)

Here are some suggested basic steps to use:

1. Settle on the terms you want to search.
2. Decide if you need a basic search or a more advanced search.
3. Write the query
4. Refine your results
Browsing Events and Collections

Definition of Events and Collections, Records, and Documents

If your research goals are broad, browsing events and collections gives you access to a breadth of knowledge about a topic.

Here are some terms it is helpful to know in establishing a construct for your research:

- **Events** enable you to establish chronological relationships in your research.
- **Collections** are organized groups of documents about specific events or subjects, such as the Civil Rights era, that are part of the libraries of a specific organization, foundation, group, person, etc..
- **Records** are metadata about a particular document. The metadata describes the document in terms of such things as title, author, accession number, source, and search facets such as organization name and collection name.
- **Documents** are the actual artifacts in a collection: papers, magazines, books, etc.

Browsing Events

There are two ways to browse events: one by using the image gallery on the home page and the other by using the Browse Events link at the top of every page (When you use the Browse Events link, the image gallery on the home page will also be available on the left side of the Events page.)

**Using the Image Gallery**

The image gallery organizes events first by broad category, such as Labor Strikes and Disputes, and then by chronology.

For example:

- Click on Labor Strikes and Disputes:

This invokes a timeline of events in History Vault’s collections.

You can see the chronological relationships between labor disputes in the 20th century, and go on to retrieve records of the documents about those disputes. (Click **Retrieve Documents**.)

**Using the Browse events link**

The **Browse Events** link organizes important milestones in history first by chronology and then by event.

- To see this, click on the **Browse Events** link.
Looking at just the few years of the timeline, you can easily discern the chronological relationship between important events in 19th Century America that lead to the empowerment of Black Americans: the founding of Tuskegee Institute (now University) in East Alabama, the founding of the National Association of Colored Women’s Clubs, and the founding of the National Negro Business League.

From here, you can retrieve records of documents about each of these organizations.

**Browsing Collections**

Collections are groups of related documents that are part of the libraries of a specific organization, foundation, library, person, etc. In History Vault, these include the Department of Justice, the FBI, Harry Truman’s Commission of Civil Rights, LBJ’s national security files, and Richard Nixon’s national security files, and many others.

To browse collections,

- Click the link at the top of the page.

The subjects covered by the collections that are available shown on the left side of the screen. To expand a subject to see what collections are available:

- Click on the orange arrow.

The shows a list of collections related to the subject.

**An example**

For example, let’s say you’re researching Vietnam.

Click on the orange arrow next to **The Vietnam War and American Foreign Policy, 1960-1975**. A list of collections is revealed.

Click on Vietnam and Southeast Asia, 1946-1976.

On the right the screen, you can read a narrative about the collection and scroll to the bottom to find subject terms (useful for **Constructing an Advanced Search**).

Also at the bottom of the description, you can click the link to retrieve records of all the documents in the collection or retrieve records of documents based on collection owner, such as the CIA.
Search Results

When you’ve built a search and run a basic or advanced search (or retrieved document records from Browse Events or Browse Collections), History Vault retrieves a list of records and displays them in order by relevance.

If your search retrieved a large number of documents, the results will span several pages, shown as a series of numbers, in this case, pages 1-97. By default, the records most relevant to your search are displayed on page 1, and the ones that are least relevant on the last page.

- To look (and retrieve) at records on pages after page one, click on the number.

Elsewhere in this guidebook, you will learn how to work the controls that enable you to retrieve, print and share your work. For now, let’s look at what’s included in a search record.

Figure 5: A record returned from a query about the Cold War

From left to right, the first row consistst of a selectin box that you can check to save, export or print this record along with other records (by using the Select an Option dropdown box), the title of the document, and a button to download and PDF, the document.

The second lists the date of publication and the accession number.

The third row includes the name of the collection the record was found in.

Clicking on the title of the document expands the information about the document, as shown in Figure 6.

Figure 6: Detailed History Vault record
Writing a Basic Search

In the search bar, begin typing keywords that represent the subject you are researching. As you type, History Vault uses predictive technology to anticipate the characters might come next, which helps you construct your query more efficiently.

For example, let’s say you are researching the Tuskegee Airmen. In the search bar, begin typing. The more characters you type, the narrower your search becomes. In addition, your search is automatically organized by categories such as subject term and geography.

Typing just the first few characters, T U S K, invokes several possibilities for you, including Tuskegee Airmen. It also calls up Tuskegee, Alabama, Tuskegee Army Flying School, Tuskegee Institute, Tuskegee Veteran’s Hospital, and others.

As you complete the search string, the suggestions become more focused, so by the time you have typed T U S K E G E E A, only Tuskegee Airmen and Tuskegee Army Flying School remain.

At this point, you can select Tuskegee Airmen from the dropdown box, or just continue typing the whole search string: T U S K E G E E A I R M E N.

Note: History Vault will not understand the similarities between Tuskegee Airmen and Tuskegee Airman. The latter term returns zero results, even though Airmen and Airman are closely related.

Sort a Search by Relevance, Date, or Accession Number

To sort your search by relevance, date or accession number, use the dropdown box on the right of your screen.

By default, the most relevant searches appear at the top of the list of search results. Relevance is determined by how often your search terms appear in the documents. The more often the search term appears, the more relevant the document is considered to be.

You can change this order by selecting either Date or Accession Number from the dropdown.

Date places the newest documents first, while Accession number sorts the documents by a sequential, numerical designator assigned to the document.
Using Advanced Search

How Advanced Search works

The Advanced Search feature of History Vault is built on the principles of location search, that is, you build a query to tell History Vault where to look for the terms you specify. Advanced Search is most useful if you have a strongly focused idea of the kinds of documents you need.

Location constraints are:

- All fields excluding full text: Searches all fields, except PDFs.
- All fields including full text: Searches all fields, including PDFs. Used in conjunction with proximity search.
- Subject terms
- Geography
- Federal Agency
- Organization Name
- Title Terms: The term must appear in the title of the document.

Constructing an Advanced Search

To access this feature, click the Advanced Search link at the top of the page. Advanced Search consists of a series of fields you’ll use to build your query, as shown below.
To build a query:

1. In the top row, type a term that you want to include or exclude in your query, and then select the criteria for the term.
2. Drop down to the next line. The first field specifies the Boolean operators.
   - Using AND requires that all terms in the query be present, and that they fall within the proximity constraints specified.
   - Using OR requires that either term used in the query be present, and that they fall within the proximity constraints specified.
   - Using NOT excludes the term from the location you specify.
3. Click the Go button.

To write a new search, first click the Clear Form link to erase the current search.

Writing Complex Queries

Queries built with Advanced Search can become quite complex and specific.

You may search for words within the title of a document only but not in text of the document, for example, and also specify that certain words appear in the document, and their proximity to each other. Likewise, you could specify the document number and proximity criteria.

To illustrate, let’s look at a few examples, using Freedom Riders:

**Querying for terms in a title only a title only**

- Use only the top row of the form and pick excluding full text

  Freedom Riders (excluding full text) returns 30 results in which Freedom Riders appears in the title of the document.

**Querying for terms that appear in both body of the document and in the title**

- Use only the first field Freedom Riders (including full text) returns 50 results in which Freedom Riders appears in either the title or the text of the document.

**Querying for one term, but not the other**

- Use the first two rows of the form. In the first row, type Freedom and select including full text.

  In the second row, choose NOT riders and select including full text. This query returns five records, none of which are about the Freedom Riders (because you excluded the word Riders.)
**Querying for one term or the other**

- Use the first two rows. In the first, type Freedom Riders. In the second row, select OR as your Boolean operator.

This query returns 42 records about the Freedom Riders or about the Montgomery Bus Boycott.

**Including a geographical facet**

- Use the first two rows. In the first row, type Freedom Riders and select including full text. In the second row, use AND for your Boolean operator, type Mississippi, and select Geography for your facet.

This returns seven records related to Freedom Riders’ activities in Mississippi.

**Excluding a geographical facet**

- Use the first two rows. In the first row, type Freedom Riders and select including full text. In the second row, use NOT for your Boolean operator, type Mississippi, and select Geography for your facet.

Freedom Riders (all fields including full text) AND Mississippi (geography) returns seven records, related to Freedom Riders’ activities in Mississippi.

**Including two terms, but excluding a third**

- Use all three rows. For all three, select including full text. In the first row type Freedom Riders; in the second, use AND for the operator and type Montgomery Bus Boycott. In the third, use NOT as your delimiter and type Mississippi.

This returns 42 records, about the Freedom Riders and the Montgomery Bus Boycott, but excluding any mention of the neighboring state of Mississippi.
Refining a Search

To narrow your search, you can:

- Refine by Start and End Date
- Refine by Subject
- Refine by Collection
- Refine by Person as Subject
- Refine by Federal Agency
- Refine by Organization
- Refine by Principal Correspondent

These criteria can be used alone or with each other. The number next to each of the criteria represents the number of records that meet those criteria. These criteria aren’t mutually exclusive, however. For example: A record may be included under the subject of Racial Discrimination and also under the subject of Black Americans.

Likewise, a record may be included under a subject and under a collection.

Refine by Start and End Date

Start and End Date can be used alone or with the other options for search refinement. These criteria look at when a document was published, not when an event occurred. This will refine your search to articles published within the time frame you specify.

To set your start and end date:

1. Click on the Start and End Dates link.
2. For Start Date, enter the lower end of the range, and for end date type the upper end of the range. You can type the date in MM/DD/YYYY format (two digits for date, two for month, and four for year) or use the pop-up calendars to pick a date.

The documents published between these two dates are shown on the right side of the screen. On the left side of the screen, you can easily see how much more focused your search is now by noting that the number of records has changed in response to the criteria you’ve already set.

Figure 8: Refining by Date
To remove date as criteria: click the **Remove date filter** link. This restores all the records about the topic you searched on, instead of displaying only documents published between certain dates.

**Refine by Subject**

Subject keywords vary depending on the Selected Search you ran.

To narrow your search based on subject keywords, select one of the keywords you see, or click the **More** link to see all subject keywords available for your search. You can select one more of these terms as shown in Figure 9. The orange deltas enable you to sort the form alphabetically by subject, or numerically by frequency. Frequency indicates how often a particular subject keyword was used to describe a document. For example, in Figure 9, the subject keyword Black Americans appears in the History Vault database 454 times, while Civil Rights appear 375 times.

![Browse Subject Terms](image)

*Figure 9: Refining by Subject Terms*

When you’ve made your selections, click **Apply** (not shown in Figure 9.). To clear the form and start over, click **Cancel**.

**Refine by Collection**

This feature enables you to restrict your search results to specific collections. The collections available depend on the subject you’re researching and any date parameters you may have set.

**Refine by Person as Subject**

This feature enables you to restrict your search results to documents that are about a specific person. The collections available depend on the subject you’re researching, whether you’ve refined by collection and any date parameters you may have set.

![Collections](image)

*Figure 10: Refining by Subject Terms*
Refine by Federal Agency
This feature enables you to restrict your search results to documents that are about a specific federal agency. The federal agencies available depend on the subject you’re researching, whether you’ve refined by collection, whether you’ve refined by person by person as subject, and any date parameters you may have set.

Refine by Organization
This feature enables you to restrict your search results to documents that are about a specific organization. The organizations available depend on the subject you’re researching, whether you’ve refined by collection, whether you’ve refined by person as subject, whether you’ve refined by federal agency, and any date parameters you may have set.

Refine by Principal Correspondent
This feature enables you to restrict your search results to documents that are written by a particular individual. The individuals available depend on the subject you’re researching, whether you’ve refined by collection, whether you’ve refined by person as subject, whether you’ve refined by federal agency, whether you’ve refined by organization, and any date parameters you may have set.
Saving and Sharing Your Work

After conducting a successful search, you may want to print, e-mail or export your results. Tagging citations enables you to choose the most valuable search hits and select one or more records to print, email or export.

Do this by clicking on the check box next to specific citations on the Document List and the select the desired action from the dropdown list in top center of your screen.

Print a Record of Your Document

*ProQuest History Vault* can provide a research record of the documents you choose suitable for printing. To use this feature, select one or more documents in the Document List, and then from the Select an Option Dropdown list, select Print Record.

This opens a new window that contains a link to send the record to your printer.

The record contains the following information about each of the documents you selected:

- **Collection Title**: The title of the collection in which the document is included.
- **Descriptive Title**: Description of the contents of the archival folder
- **Durable URL**: A URL you can always use to return to the document (provided you have access to History Vault.)
- **Folder ID**: The web folder in which the document is included. This is usually part of the URL.
- **Date**: The date the document was published
- **Source Institution**: The institution from which ProQuest acquired the document.

Folder Level Terms: controlled vocabulary index terms that apply to the contents of that particular folder.

Collection Level Terms: controlled vocabulary index terms that apply to the majority of folders in that particular collection.

Print the Document Itself

To print a document, you must first download the PDF. Once you’ve downloaded the PDF, you can send the document to the printer. Lengthy documents are broken into several PDF files. For these, you may download the document in sections and print these sections individually.
Save Your Searches

If you have a History Vault Profile (and you should; see Creating a Profile to learn how to get one), you can bookmark your search so you can access it easily later. To do this, you’ll need to be logged into your profile.

Click the Add Search to Profile link, and then on the confirmation box, click OK.

To view any searches you’ve saved, click the View User Profile link at the top left of the page, and then click on Saved Searches.

Save a Record of Your Document to Your Profile

You can also save a record of your documents to your profile for easy retrieval later...

To do this:

1. Select one or more records from your results list.
2. Then from the Select an Option dropdown list, choose Save Results to Profile.
3. On the confirmation box, click OK.

To view any documents you’ve saved, click the View User Profile link on the top left of the page, and then click Saved Documents.

Exporting to Citation Management Software

ProQuest History Vault is compatible with two citation management applications, RefWorks and EndNote.

To use either of these applications, you must have a license for them. For more information, consult the applications’ Web sites.

To export to RefWorks or to the local or web versions of EndNote:

1. Select one or more documents
2. From the Select an Option dropdown list, choose either RefWorks, EndNote (local) or EndNote (web)

Emailing Citations

The Select an Option dropdown list also enables you to email selected results to yourself or another recipient. It’s not necessary to be connected to your email account to do this. Instead, the Email option opens a form on which you fill out the email address, subject line and any comments. Links to any citations you selected are also attached. The recipient will be able to view the abstract for the citation, but he or she will have to be able to log in to ProQuest History Vault to be able view the full text.