

Using the Suburban Library Cooperative's Digital Media Archive

www.libcoop.net/archive

Overview

The Digital Media Archive is an online collection of historical materials from several of the 19 member libraries of the Suburban Library Cooperative. The archive contains contributions of local history photographs and documents, as well as items relating to regional transportation, regional waterways, and regional military affairs. The Digital Media Archive makes it possible to search across the collections of multiple libraries at once, and to view photographs and documents online.

Beginning Your Search

First, make sure you have **turned-off any pop-up blocking software or toolbars on your computer**. Next, direct your browser to www.libcoop.net/archive

After reviewing our copyright terms, click the button labeled “Search Archive.”



The screenshot shows a web interface titled "Metadata Searching". It features two radio buttons: "Content" (unselected) and "Metadata Description" (selected). Below the radio buttons is a text input field containing the text "grant school |". Underneath the input field is a blue button labeled "Search Digital Collections". At the bottom of the interface, there is a section titled "Catalog Searches" with a link for "Complex Metadata Searching".

Searching by Keyword

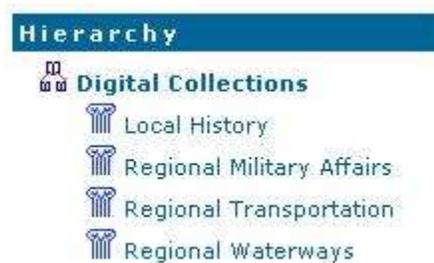
The Archive has a keyword search that works in much the same way that familiar Internet search engines work. Simply type a word, phrase or name in the box and click the button labeled “Search Digital Collections.” The keyword search will return a list of matches that will include any item whose description contains your search word(s) anywhere in its record.

When reviewing your list of matches, you may [click on the blue title text to view the image](#), or on the icon to the left of the title text to view the description of the item, which will tell you its date and source, among other information.

Search Results			
Search found 10 hits. Below are numbers 1 through 10 .			
# 1		 Ulysses S. Grant Elementary School, Mount Clemens, Michigan Ulysses S. Grant Elementary School	ITEM
# 2		 Ulysses S. Grant Elementary School, Mount Clemens, Michigan Ulysses S. Grant Elementary School	ITEM
# 3		 Ulysses S. Grant Elementary School, Mount Clemens, Michigan Ulysses S. Grant Elementary School	ITEM
# 4		 Ulysses S. Grant Elementary School, Mount Clemens, Michigan Ulysses S. Grant Elementary School	ITEM
# 5		 Ulysses S. Grant Elementary School, Mount Clemens, Michigan Ulysses S. Grant Elementary School	ITEM
# 6		 Class portrait at Grant Elementary School, Mount Clemens, Michigan Class portrait at Grant Elementary School	ITEM

Searching by Subject Browse

To browse through the Archive menu-style, click on the words “Browse Subjects” near the top of the screen. You should see a menu that looks something like this:



Click on one of the four main subdivision shown, and you will see another menu. Continue clicking through your choices until you reach the lowest-level menu, which may look something like this:



Choose the item you want to view and click on the title for the image or the icon for the description.

Tips for Viewing Video Clips

Video files are typically larger than still image or document files; please be patient while they are downloaded. Be sure to check the description of the clip you are viewing to determine the format and any viewer requirements. For example, if the video clip is a QuickTime file, you will need to have the QuickTime viewer installed on your machine. (Free download at www.quicktime.com).

Finding the Source Collection

If you need to contact the library or museum that owns a particular image for further information, display the item's descriptive information and check the field labeled SOURCE to find the name of the owner.

Copyright Information

Many of the images included in the Archive are still under copyright and have been included with permission of the copyright owner. If you wish to copy or reproduce any Archive image for any reason other than a single copy for personal, non-profit use, you must contact the owning institution for information about the image's copyright status. For items under copyright, the owning library may require that you secure written permission from the creator of the image before providing any copy for reproduction. For more information about copyright laws and fair use rules, check the link on the Digital Media Archive's front page at www.libcoop.net/archive.

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