Exploring American Memory Collections

Objectives:

*Participants will:*

- Perform a variety of search strategies
- Explore different types of primary source material available
- Create a table to manage primary source collections
- Correctly cite digital primary sources
- Find and save permanent URLs for primary sources
- Understand issues of copyright and fair use
Exploring American Memory

American Memory is an online gateway to rich primary resources relating to the history and culture of the United States. The site offers more than 20 million digital items from more than 130 historical collections. Special collections include documents, film, manuscripts, photographs, and sound recordings that tell the American story.

- Click on HELP to find out how to view or listen to primary sources.
- Click on Ask a Librarian to get additional help from an expert.
Important Components on the American Memory Site

**Browse Collections by Topic**
The collection finder is a good place to begin exploring the vast collections within American Memory, however, in order to find more specific sources, you will need to use the “Search all collections” box.

**Search All Collections**
The “Search all collections” box allows you to search by keyword for items across all of the collections. You can go here to find specific items. For example, if you wanted to find items on the Civil War in North Carolina, you could type “Civil War in North Carolina” into the search box and find specific items. Sometimes you have to be persistent and creative with the search, because there are millions of items the search engine searches through.
Exploring American Memory Collections

More Browse Options
The *More browse options* link at the bottom of the American Memory Home page is a useful way to browse the American Memory site.

Now you can browse by:
- **Topic**
- **Time Period**
- **Collections Containing**
- **Place**
Citing Primary Sources from the Library of Congress

The purpose of citing a primary source is to acknowledge the source of information and give as much detail as possible to find that primary source at a later date. The Library of Congress uses a variety of ways to cite primary source material.

Sometimes a credit line is available.

First:
- Find the bibliographic page that contains your primary source
- Look under the Notes area
- Look for the words Cite as:
- Copy the credit line
- Paste it into your document

Second:
- Find the bibliographic page that contains your primary source
- Look at the line above the thumbnail of your primary source
- Click on “Rights and Reproductions”
- Scroll down to CREDIT LINE:
- Copy the credit line
- Paste it into your document (note: change the sample reproduction number or digital ID to the one specific to your primary source)

Third:
- Find the bibliographic page that contains your primary source
- Click on the name of the collection at the top of the bibliographic page
- Scroll to the bottom of the Collection page
- Click on the Copyright and Other Restriction link
- Copy the credit line
- Paste it into your document (note: change the sample reproduction number or digital ID to the one specific to your primary source)

If credit line is not available:
- Follow the directions for citing sources using the MLA style
- Go to: http://www.loc.gov/teachers/usingprimarysources/mla.html
- Scroll to the type of primary source you are using
- Identify the information needed (ex. Author, title, date, etc.)
- Copy the example line into your document
- Fill in the information from the bibliographic page
Sample Collection Page
Take a look at the sample collection site to become familiar with the common format for American Memory Collections.

A  Links to LOC.gov and American Memory

B  Unique ways to browse a collection

C  Learn more about a collection

D  Explore Collection Connections to locate teaching resources

E  Rights and Reproductions - suggested credit line
Copyright and Fair Use

The following section on copyright and fair use is taken from the American Memory web site at http://memory.loc.gov/ammem/ndlpedu/start/cpyrt/index.html

How do I use the Restriction Statements that accompany the American Memory collections?

The Library of Congress assesses materials for legal considerations prior to placing items online. The Restriction Statement that accompanies each American Memory collection provides known information regarding ownership of materials in the collection. If known, we include contacts for permission. In some cases the Restriction Statement will indicate that material in a particular collection may be used freely; in other cases the Restriction Statement may only be a starting point for your inquiry.

If there is no copyright notice, does that mean there is no copyright?

The absence of a copyright notice does not mean that there is no copyright. Copyright protection exists automatically from the moment of creation in a tangible fixed form, which is generally considered to include electronic form. A notice is not required to protect copyright.

When can I assume that there is no copyright protection for a work?

Work created by employees of the federal government as a part of their job is in the public domain, i.e., not protected by copyright. This is why you may use American Life Histories: Manuscripts from the Federal Writers’ Project, 1936-1940, materials in American Memory without being concerned with infringing on someone’s copyright (other legal concerns may be raised in the Restriction Statements). Remember to credit your sources, even for government materials.
Does copyright give the owner an absolute monopoly?

Although copyright is an exclusive right - a sort of restricted monopoly - it is limited in various respects. Authors control only rights specified under the copyright law and may not control other uses. Copyright is also limited by duration and, under American law, by fair use. As to duration, copyrights do eventually expire. Where possible, the Restriction Statement accompanying each collection notes that copyright protection has expired. In general, copyrights last for the life of the author, plus 70 years. In some works, however, the rules for calculating duration are complex. You should explore some of the U.S. Copyright Office’s suggested Internet sites to learn more about calculating duration of copyright in general. As to Fair Use, see the following section.

Where can I go for more information on copyright?

Start with the U.S. Copyright Office (http://www.loc.gov/copyright) in the Library of Congress. They maintain a list of Copyright Information Circulars and Form Letters (http://www.loc.gov/copyright/circs). Scroll to find “Circular 21-Reproductions of Copyrighted Works by Educators and Librarians.” In addition, the U.S. Copyright Office maintains a list of Internet Resources (http://www.loc.gov/copyright/resces.html).
Fair Use

*What is “fair use”?*

Fair use is an exception to the exclusive protection of copyright under American law. It permits certain limited uses without permission from the author or owner.

Depending on the circumstances, copying may be considered “fair” for the purpose of criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research.

To determine whether a specific use under one of these categories is “fair,” courts are required to consider the following factors:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole (is it long or short in length, that is, are you copying the entire work, as you might with an image, or just part as you might with a long novel); and
- the effect of the use upon the potential market for or value of the copyrighted work.

Keep in mind that even in an educational setting it is not fair use to copy for a “commercial motive” or to copy “systematically,” that is, “where the aim is to substitute for subscription or purchase.” No factor by itself will determine whether a particular use is “fair.” All four factors must be weighed together in light of the circumstances. See the U.S. Copyright Office’s Copyright Information Circulars and Form Letters (http://www.loc.gov/copyright/circs) for “Circular 21-Reproductions of Copyrighted Works by Educators and Librarians.”
For classroom use, how does “fair use” apply?

The Internet magnifies the possibility for making an infinite number of perfect copies, which changes what it means to be “fair.” Be careful when using material from the Internet; keep in mind the four factors of the fair use test, or get permission from the owner. The National Digital Library Program goes to great effort to identify possible copyright owners for items in American Memory, though they are often unable to ascertain possible rights holders because of the age of the materials. When known to them, they will provide that information in the Restriction Statements accompanying the collections.

Sample Citation

An eagles nest in a Eastern Red Cedar, Oregon, Illinois

American Environmental Photographs Collection, [AEP Image Number, AEP-ILP153], Department of Special Collections, University of Chicago Library.
Searching Summary

Your searching activities in American Memory collections have introduced you to some of the joys and challenges of searching an online archive. Through your introduction to searching, you’ve been introduced to:

**General searching**

- American Memory has many aids to finding information; searching is only one of them.
- Search results differ with the finding aid used.

**Collection characteristics**

- The collections have unique characteristics.
- Collections contain surprises.
- Collections are not encyclopedic in scope.
- Searching an historical archive is not like searching Yahoo or a modern library catalog.

**Choosing the right word or phrase**

- Language changes over time; places change names. Put yourself in the time frame of the collection while searching.
- History has labeled events and time frames, but people living through the time or event did not refer to their "present" by these labels. Searching by these labels will not be as productive.
- Subject terms and cataloging practices change over time as society changes and evolves.
- Putting a person’s last name first usually pulls up things about the person. Subject terms follow this pattern. Putting the first name first usually pulls up references to the person or comments by the person.
- To select the best keywords for searching, research the subject, time, location for possibilities. For subject terms, scan the subject index with the collection.
- With phrases or multiple words, put the most important word first.
Conducting a Search

• Narrow the number of collections before beginning the search process.

• Search results may yield many hits, but the most relevant will be at the top of the hit list. Variants in word forms produce different results.

• Any search is limited to 5000 hits.

• A search does not include Special Presentations or other supporting information.

• A full-text search may use simple phrases to several sentences.

• Use a full-text search for concepts where several words are needed to describe a concept. Best Match and Find locate search words in the document text.

• Descriptive information, because it is on a limited amount of information, is faster than full-text searching. Use a search on Descriptive Information for known words, people, places, etc.

• Use Descriptive Information searching for works by someone. Use Full-text searching for works about someone.

• Subject terms in indexes and on item record pages are hot-linked to more of the same. Clicking the subject terms of an item will yield more items of similar content.
Conducting an Advanced Google Search

There are times when the previous search strategies just don’t work to find the items you are looking for. The Library of Congress holds many primary resources outside the American Memory Collections. For example, if you wanted to locate items related to the diary of Anne Frank and used the previous search strategies, you may not be able to find what you’re looking for. It’s times like these that the advanced search option on your favorite search engine comes in handy. The following activity will take you through the steps for using the advanced search option within the Google Search Engine. An advanced search using the Google Search Engine will allow you to easily search the entire Library of Congress web site at once and return useful items that may otherwise be hard to find.

1. Go to the Google web site at www.google.com

2. Type in the keywords in the Search Box. Click on Google Search.

3. Click on the Advanced Search option on the right side of the search box.

4. Look down the list of options until you find Search within site or domain and type “loc.gov”. Your search term should be in the top box.

5. Click the Advanced Search button.
Creating a Resource Table

We will only focus on saving photographs here, however, the process for saving any type of primary resource (e.g., audio files, video files, maps, documents) would follow similar steps. Before we begin saving primary sources, we need to establish some type of management system. One useful, easy technique is to create a table in a word document to hold the necessary information in order to find the source again, or quickly determine what resources we have collected for our classroom.

To create a table:

1. Click TABLE on the menu bar and choose INSERT and slide over to TABLE
2. Use the up/down arrow keys to choose the number of columns and rows you want (4 columns—5 rows)
3. Click OK - The table is now inserted into your document.
4. Label the columns:
   - First Column – Image
   - Second Column - Description
   - Third Column - Citation
   - Fourth Column – URL
5. To control the size of the cells in your table, click on one the cells and then:
   - Click TABLE on the menu bar and choose TABLE PROPERTIES (at the bottom of the list)
   - Choose OPTIONS (bottom right)
   - Click in the box in front of Automatically resize to fit contents to remove the checkmark and click OK.
   - Click OK again to return to the table.

Tips
* To move from cell to cell, use the tab or arrow keys or click the cell that you want
* To add a new row or column,
  - Click in the row or column next to where you want to
  - Click TABLE on the menu bar and choose INSERT
  - Choose the option you need to add rows or columns

For additional information about creating and using tables, search the help files located in your word processing program.
Inserting an Image into a Resource Table

It will help you to add a small version of the image (thumbnail image) to your resource table so that you can more easily identify sources you are looking for.

1. Locate the thumbnail on the web page where you found your image.
2. Place the computer’s mouse over the image. The arrow will change to a hand.
3. Click the right mouse button (Mac users: push down and hold down the button of the mouse).
4. A menu will appear.
5. Left click on the word COPY
6. Open your Resource Table and click in the cell where the picture will be inserted.
7. Click the right mouse button (Mac users: push down and hold down the button of the mouse).
8. A menu will appear. Select PASTE
9. Left click on the word PASTE
10. The thumbnail should appear in your resource table.

Inserting image into Resource Table

Now that you have the photo saved, you can place it into a word processing document such as Microsoft Word, or presentation software such as Microsoft PowerPoint. The image can also be placed into a web page for use in instruction.
Citing Primary Sources from the Library of Congress

The purpose of citing a primary source is to acknowledge the source of information and give as much detail as possible to find that primary source at a later date. The Library of Congress uses a variety of ways to cite primary sources.

Sometimes a credit line is available.

First:
- Find the bibliographic page that contains your primary source
- Look under the Notes area
- Look for the words Cite as:
- Copy the credit line
- Paste it into your document

Second:
- Find the bibliographic page that contains your primary source
- Look at the line above the thumbnail of your primary source
- Click on Rights and Reproductions
- Scroll down to CREDIT LINE:
- Copy the credit line
- Paste it into your document (note: change the sample reproduction number or digital ID to the one specific to your primary source)

Third:
- Find the bibliographic page that contains your primary source
- Click on the name of the collection at the top of the bibliographic page
- Scroll to the bottom of the Collection page
- Click on the Copyright and Other Restriction link
- Copy the credit line
- Paste it into your document (note: change the sample reproduction number or digital ID to the one specific to your primary source)

If credit line is not available:
- Follow the directions for citing sources using the MLA style
- Go to: http://www.loc.gov/teachers/usingprimarysources/mla.html
- Scroll to the type of primary source you are using
- Identify the information needed (ex. Author, title, date, etc.)
- Copy the example line into your document
- Fill in the information from the bibliographic page
Saving a Permanent URL for a Primary Source

When you visit pages at the American Memory site, most of the resources you find appear by using a temporary URL generated by the search engine. If you bookmark the page using this temporary URL and try to come back to the same resource later, you will likely get an error. So, how do you get a permanent URL for the item that you have found? There are a few easy steps involved.

1. Find the primary source that you want to copy (the URL should have “temp” as part of the address)

2. Right click on the primary source page (make sure you are in the empty space). A menu will appear. Click on VIEW SOURCE
   *you will see a new window with a bunch of computer code

3. Scroll to the bottom of the window . . . you will see the message:

   <!-- The following URL will result in display of this document -->
   <!-- http://memory.loc.gov/cgi-bin/query/r?ammem/ngp:@field(NUMBER+@band(ndfahult+b272)) -->

4. Highlight the URL underneath that line **make sure you include the http:// and the ending parentheses “)”)”

   <!-- http://memory.loc.gov/cgi-bin/query/r?ammem/ngp:@field(NUMBER+@band(ndfahult+b272)) -->

5. Copy the link by right clicking and choosing COPY or choose EDIT/COPY from the menu bar

6. Open your image table in WORD

7. Click in the cell you want to paste into

8. Choose PASTE (right click and PASTE or Edit and PASTE)

9. Hit ENTER to make the link turn blue

To create an active hyperlink:

1. Click within the link that you just pasted
2. Click on the hyperlink icon on the tool bar or go to INSERT/Hyperlink
3. Make sure the address in the dialog box at the bottom matches the URL in your table
4. Click OK
5. Go back to your image table and click on your link (CNTL + click)
   **An easy way to highlight an address/link:
   • Click in front of http to place your cursor
   • Hold down the shift key
   • Click at the end of the address/link
   • Release the shift key
Searching for Primary Resources

Your Name:

Directions:

Go to the American Memory Collections on the Library of Congress web site. Find at least five different types of primary sources (i.e., photos, prints, maps, sound recordings, etc.) using the name of your state as the keyword. Complete the information about five items below.

Map

Map Name:

Permanent URL:

Physical Qualities:

Author Publisher:

Date:

Observations:

Questions:
Manuscript

Manuscript Name:
Permanent URL:
Physical Qualities:
Author Publisher:
Date:
Observations:
Questions:

Motion Picture

Motion Picture Name:
Permanent URL:
Physical Qualities:
Author Publisher:
Date:
Observations:
Questions:
Sheet Music

Sheet Music Name:

Permanent URL:

Physical Qualities:

Author Publisher:

Date:

Observations:

Questions:

Photograph

Photograph Name:

Permanent URL:

Physical Qualities:

Author Publisher:

Date:

Observations:

Questions:
Sound Recording

Sound Recording Name:

Permanent URL:

Physical Qualities:

Author Publisher:

Date:

Observations:

Questions:

Book

Book Name:

Permanent URL:

Physical Qualities:

Author Publisher:

Date:

Observations:

Questions: