Using the Northwest Digital Archives finding aid database:

http://nwda-db.wsulibs.wsu.edu/

The Northwest Digital Archives (NWDA) provides enhanced access to the guides (finding aids) of more than 5,000 archival and manuscript collections in Alaska, Idaho, Montana, Oregon, and Washington.

To search all the guides in the NWDA database, from the NWDA homepage enter your query into the box and click on search:
Or use the ‘more search options’ feature to do a more focused search:

Using the more search options/advanced search feature you can limit your search to the collections at a single institution (for example, the Mansfield Library). If you just want to browse a list of all finding aids in from a single institution select your institution of choice and leave all the keyword boxes blank.

Tip - use quotation marks around your search term to hold keywords together as a phrase - (“ghost town”)

Use the dropdown box to select an institution.
Note that the list of results includes collection title (Guide to the...), location (Repository), and a short summary overview. Clicking on the title brings up the whole guide. Clicking on ‘view search terms in document’ brings you to the specific word within the guide. Usually viewing the whole guide is the best choice to begin with:

When you click on the title, the page that comes up looks like this. The search box on the left side of the screen allows you to search for a word within the collection guide.

To print the entire guide click ‘Print this Finding Aid.’

To e-mail the guide click on ‘Email this Finding Aid.’
Most guides include overview information at the beginning (biographical or historical information about the author/creator of the collection material) and a content description (basic information about the collection contents.) Some collection guides also include a more detailed content listing (sometimes called a box and folder list) that looks like this:

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10/12    Gallatin National Forest
10/13    Gallatin National Forest – North Bridgers
10/14    Garbage
10/15    Garland, Cecil
10/16    "Garrison's Desperate Trial," by Clarence Gordon and Elizabeth Hannum [Smith], Missoulian, 1966
20/1     Garrison Phosphate – clippings
20/2     Garrison Phosphate
20/3     Glaciation Map
20/4     Gladwin Hill
20/5     Gleason, Ken and Alice
20/6     Goosher (Falcon Project)
20/7     Great Bear area of Montana
20/8     Greenpeace
20/9     Grizzly in Glacier
20/10    Handgun Control
20/11    Hathaway, Stanley K.
20/12    Hell's Canyon Preservation Council, 1968-1970
20/13    High Country News
20/14    "Historical Resources Identification and Location Study – Garnet Mining District" by Dennis Daley and Jim Mohler
20/15    Hodder, Richard
20/16    "Homo truculentes and the Agency Image" by W. Leslie Pangel and Elizabeth Hannum [Smith], 1965
21/1     Human Interest and Montana History
21/2     "Humane" fund for animals, clippings and other
21/3     Hutterites
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For additional information about how to use the Northwest Digital Archives database, or about collections at the Maureen and Mike Mansfield’s Archives & Special Collections Department, please contact:

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