Welcome to the Virtual Vietnam Archive Search Features of the ArchivesSpace Database Interface

(updated November 2021)

- + Use built-in Filters on left side of the Search Results to view more targeted subsets
- + Over 900,000 items (10 million pages) now available for online research

Why are search results so high?!?

Search Results are much larger with this interface, the upside of which is that a higher number of relevant items may be retrieved. Why is this? For multiple terms entered on a single line, for all words within proximity, then for every possible combination of words entered in the search, and then for every individual word. You will need to determine when the relevance ends.

How do I narrow down the search?

Use quotation marks around terms to make the search more exact.

- \circ Quick Search field:
 - + 5th special forces = 362,400 (every word combo + each word alone)
- Advanced Search form:

Keyword: "special forces" *AND Keyword: 5th = 8,830 Search Results

Search Tip 1: If you find a digitized item that is of particular interest we highly recommend that you <u>make a note of</u> <u>the unique Item Number</u> so that you may quickly find it again. You are also welcome to download the file or the record's Permalink (see below).

Search Tip 2: You may enter search words/terms into one or more fields. Keep "phrases together" for exact searches using "straight" quotation marks. The more words you use, the higher the results, using "phrases" narrows down the results set. NOTE: If a straight quote is "missing, you will get an *Unable to Access Database* error.

Search Tip 3: Including a Date Span in the search reduces results, as items with "No Date" do not retrieve; however, some of these items may be relevant. Always repeat your search *with* and *without* a Date Span.

Search Tip 4: Because we <u>do not</u> have a set keyword list and instead use terms found in each item to describe it, it is necessary to be creative and try several combinations of terms to find the highest number of relevant materials. Look for <u>related terms in the era documents</u> themselves, or use our specialized <u>built-in keyword Thesaurus</u>.

Search Tip 5: During a long search session, sometimes the search engine in the Virtual gets confused and results don't match your search. To reset it, 1) use CTRL-F5 to clear and reload OR 2) simply close that tab, open a new tab, and start a new search session.

Search Tip 6: Access digitized copyright-blocked items with the Vietnam Reading Room portal. It is free, requires online registration, and has the exact same interface and search results: <u>https://readingroom.vietnam.ttu.edu/</u>

Virtual Vietnam Archive / Vietnam Reading Room User Interface

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Finding Aids (Collection level description)

ALL collection level **Finding Aids** (background information and detailed contents list) are online and are word searchable, but not all collections are digitized.

NOTE: If materials are digitized, click on the box (or folder or item) links in the Finding Aid to go directly to those item records to view them online.

If the items/collection are <u>not digitized</u>, you will receive a "No Records" message.

Finding Aid Item Number

Always the 3-4 digit collection number plus 7 zeroes. (E.g., 23970000000 for the Rufus Phillips Collection, 2397).

Biographical / Historical

Rufus C. Phillips III was born in 1929 and graduated from Yale University in 1951. Phillips joined the Central Intelligence Agency (CIA) in 1952 but was given no particular assignment at that time. He volunteered for the U.S. Army in 1953 and completed OCS. He was sent to Korea in 1954 and was soon picked up for CIA service. He was assigned to Edward Lansdale's operation in Vietnam in the American Wiltary Assistance Advisory Group...See more >

Expand All	
Additional Description	'n
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Physical Storage Info	rmation
nventory	
Box 1	
Folder 1	
	Monthly reports of U.S. Operations Mission (USOM) Provincial Representatives, August 1965 and September 1965
Folder 2	
	Monthly report of U.S. Operations Mission (USOM) Provincial Representatives, October 1965
Folder 3	
	Monthly report of U.S. Operations Mission (USOM) Provincial Representatives, November 1965
Folder 4	
	Montly report of U.S. Operations Mission (USOM) Provincial Representatives, December 1965
Folder 5	
	Briefing Paper on the Program Activities of the USOM Office of Provincial Operations, December 15, 1964 – Public Administration Buildin, USOM-Satogon, No. 24, August 31, 1965 - Selected Officials of Provinces, Districts, and Autonomous Citizens of South Viet Nam as of August 5, 1965 - Office of Field Operations Operational Memorandum No. 139-66, August 16, 1966. Revolutionary Development Budget, Expenditure Report, July 31, 1966

<u>Search Results Display</u> – The search results automatically display by Relevancy, but sometimes item records might be easier to view if you change "Sort by – Relevance" to another option in the drop-down menu. You may also use the filters to the left of the search results to change the view set, such as removing those that are copyrighted and cannot be viewed online, date created, etc.

The search results display is a list of item reccords. Click on an icon to view the material.

If the material is a document with clearly typed characters, **search for a word or phrase using the CTRL-F** (Find) feature.

<u>Use Filters to View Subset of Results</u> – A list of available filters will automatically display on the left side of the results page. Click on plus signs to expand the category. Click on a term to activate the filter. Click the X beside a filter to remove it.

<u>Save/Download Files</u> – You may also download the material from the record by right-clicking on the PDF icon, then select "Save Target As..." or "Save Image As..." from the menu, then select a location on your computer or thumb drive at home. Files are automatically named with the unique Item Number. Or with the PDF file open, choose the Download option [Note: This may vary between browsers.]

<u>Save your Search</u> – Because the search terms are built into the webpage URL of the results pages, you may save your search and return to it later by saving this URL. Either 1) copy and paste it into a word document (you may then add notes as to type of search, what page you were on, etc.) OR 2) bookmark the search and webpage of results you are on by using your browser's

bookmark/favorites feature (you may make a Vietnam Archive folder and/or rename the bookmark to better describe the search). NOTE: This saves your search, <u>not</u> your search results...keep in mind that we are adding newly digitized materials every week, so your search results may be slightly different each time you return.

<u>Collection Finding Aids</u> - ALL of the Finding Aids (descriptions and contents list) for our available collections are online and are word searchable. They include background information, contents summary, and contents list by box/folder for documents plus all additional media items. If materials are digitized, click on the box/folder/item link in the Finding Aid to go directly to those item records to view them online. If the materials are NOT digitized, you will get a <u>No Results</u> message.

<u>Vietnam Reading Room</u> – Provides access to digitized copyright-blocked items; it is free, requires online registration, and has the exact same interface and search results: <u>https://readingroom.vietnam.ttu.edu/</u>

<u>Order Photocopies of Copyrighted or Non-Digitized Items</u> – Items with the red circle icon *integrable* and may not be viewed online outside of the Vietnam Archive building. To order photocopies of **digitized documents that are copyrighted /restricted access**, please contact me with a list of Item Numbers and Titles; photocopies are \$0.25 per page plus postage. You may also order files or **non-digitized documents** by providing Collection Name & Number, Box #, Folder # and if you only want a particular document, include the document title – this information is all available on the collection's Finding Aid.

<u>Unique Citation/Credit Provided</u> – Click on the item record's Title or Item Number for More Information on the item (author, media type, etc.), including a unique citation and credit to copy and paste.

<u>Permalink Provided</u> – Do NOT save the search URL. Instead, click on More Information to go inside the record. To the upper right, click on the Permalink button to copy-paste the permanent Item Number link.