

## Help with Special Collections in Orbis

In addition to keyword, author, title, and subject searches, the following searches and limits may be helpful in locating rare books, archives, manuscripts, visual materials, and other special collections materials in Orbis.

### Format limits

On the [Basic Search](#) [1] screen, the “Quick Limits” option allows you to apply a limit—to keyword and title searches—for some of the most common material formats, including “Archives or Manuscripts.” You may also apply a format limit **after** executing a Basic Search, by using the “Filter your Search” feature on the search results screen.

On the [Advanced Search](#) [2] screen, the “Type” limit allows you to select from a number of special collections formats, including:

- Archives or Manuscripts
- Print or Manuscript Maps
- Print or Manuscript Music
- Sound Recordings
- Three-Dimensional Artifacts
- Visual Material

### Location limits

On the [Advanced Search](#) [2] screen, you may limit your search to a specific library by selecting a repository in the “Location” limit. Yale special collections repositories include:

- Beinecke Rare Book and Manuscript Library
- British Art Center
- Divinity Library
- Haas Arts Library
- Lewis Walpole Library
- Manuscripts and Archives
- Medical Historical Library
- Music Library

The “Location” limit also allows you to select specific collections within some of these repositories.

### Genre/form searches

You may search within the “Genre/form” field on the [Advanced Search](#) [2] screen by selecting it on the pull-down menu to the right of the search box.

Genre/Form:	Example:
Printed Material	Broadsides, Poems, Songs, Sermons
Manuscript material	Diaries, Albums, Recipes, Scrapbooks, Account books, Sketch books
Visual material	Photographs, Drawings, Engravings, Mezzotints, Satires (Visual works), Genre prints, Caricatures,

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	Portraits, Landscapes
Cartographic material	Atlases, Military maps, Nautical charts, Strip maps
Bindings	Armorial bindings, Chained bindings, Pigskin bindings
Provenance	Annotations, Armorial bookplates, Extra-illustrated copies

### Special collections subject searches

You may search within the “Special Collections Subject” field on the [Advanced Search](#) [2] screen by selecting it on the pull-down menu to the right of the search box.

#### Binders

You may search for binders by name, within the “Author” field or the “Special Collections Subject” field.

Example:

Sangorski & Sutcliffe

#### Provenance

To find items previously owned by an individual or corporate entity, search for the name within the “Special Collections Subject” field.

Examples:

Van Vechten Carl

G. & C. Merriam Company

You may also search for items with provenance by combining a person’s name and certain provenance terms within the “Special Collections Subject” field.

Examples:

Murdoch Iris *autograph*

Mellon Mary Conover *bookplate*

Nabokov Vladimir *inscription*

Walpole Horace *Ms. notes*

#### Incunabula

To find incunabula (books printed before 1501) at Yale, search for the following terms, as a phrase, within the “Special Collections Subject” field.

Example:

Incunabula in Yale Library

To find incunabula, you may also search for the country, city, printer, and date (in that order) within the “Special Collections Subject” field.

Example:

England London Pynson Richard

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### Early publications

To find early publications at the Beinecke Library and the Lewis Walpole Library, search key terms (as a phrase) within the "Special Collections Subject" field.

To find:	Search:	Example:
American imprints before 1820	[place] [year]	Massachusetts Boston 1720
Connecticut imprints before 1851	[place] [publisher or printer] [year]	Connecticut Hartford James Riley 1817
Confederate States imprints between 1861 and 1865	[place] [year]	
States west of the Mississippi River imprints through 1865 or 1890	[place] [year]	
Mexico imprints before 1865	[place] [year]	

### Pamphlets (tracts)

To find tracts (works with fewer than 100 pages) at the Beinecke Library and the Lewis Walpole Library, search key terms (as a phrase) within the "Special Collections Subject" field.

To find:	Search:	Example:
American tracts	amer tracts [year]	amer tracts 1776
British tracts,	brit tracts [year]	
European	euro tracts [year]	
Latin American	lat amer tracts [year]	

### Local Call number searches (*Basic Search screen only*)

Most of the special collections libraries at Yale use locally devised call numbers that are indexed separately from Library of Congress (LC) call numbers. If you know a Yale-assigned call number, you may begin browsing a collection by entering the call number in the search box and then selecting the "Call Number (Local)" index from the pull-down menu to the right.

To learn more about locally assigned call numbers, contact reference staff in the [special collections](#) [3] library.

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Source URL: <https://web.library.yale.edu/help/orbis/specialCollections.html>

### Links

[1] <http://orbis.library.yale.edu/vwebv/searchBasic> [2] <http://orbis.library.yale.edu/vwebv/searchAdvanced> [3] [http://www.library.yale.edu/special\\_collections/](http://www.library.yale.edu/special_collections/)