

First  
Edition

# ORCA

*A Guide for Using Northwest ORCA*



Northwest Room  
at Tacoma Public Library

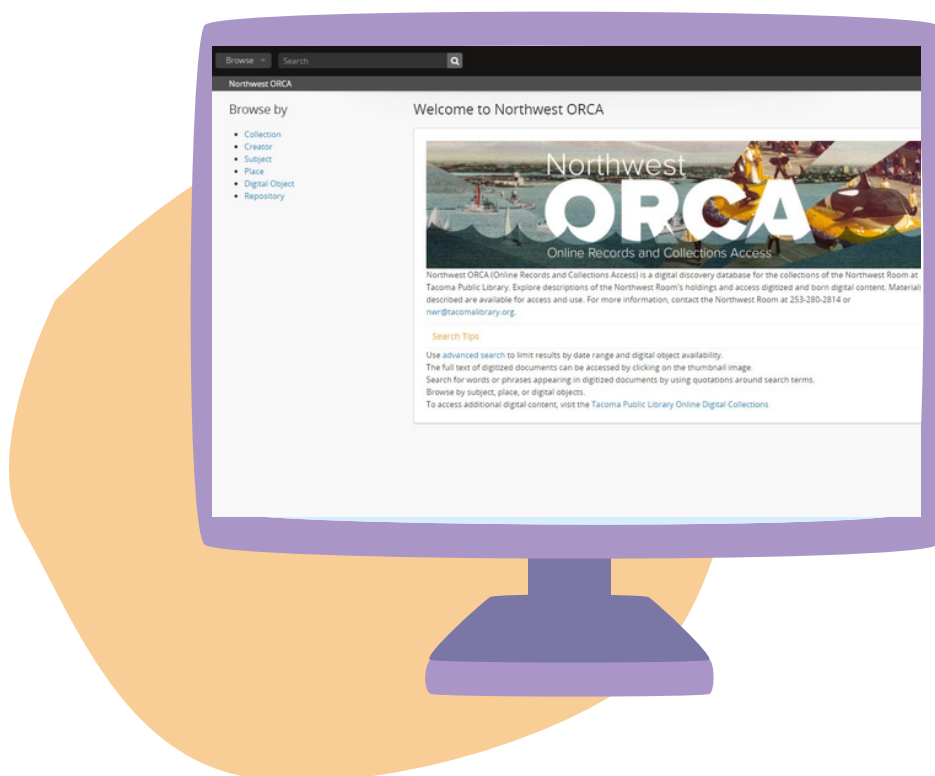
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# WHAT IS NORTHWEST ORCA?

ORCA, which is short for Online Records and Collections Access, is a digital database of collections held by the Northwest Room at Tacoma Public Library. With it, you can explore descriptions of the Northwest Room's holdings and access both digitized and born-digital content!

This short introductory guide was created to show you how to navigate the homepage, search the collections, and download material, along with advanced search tips.

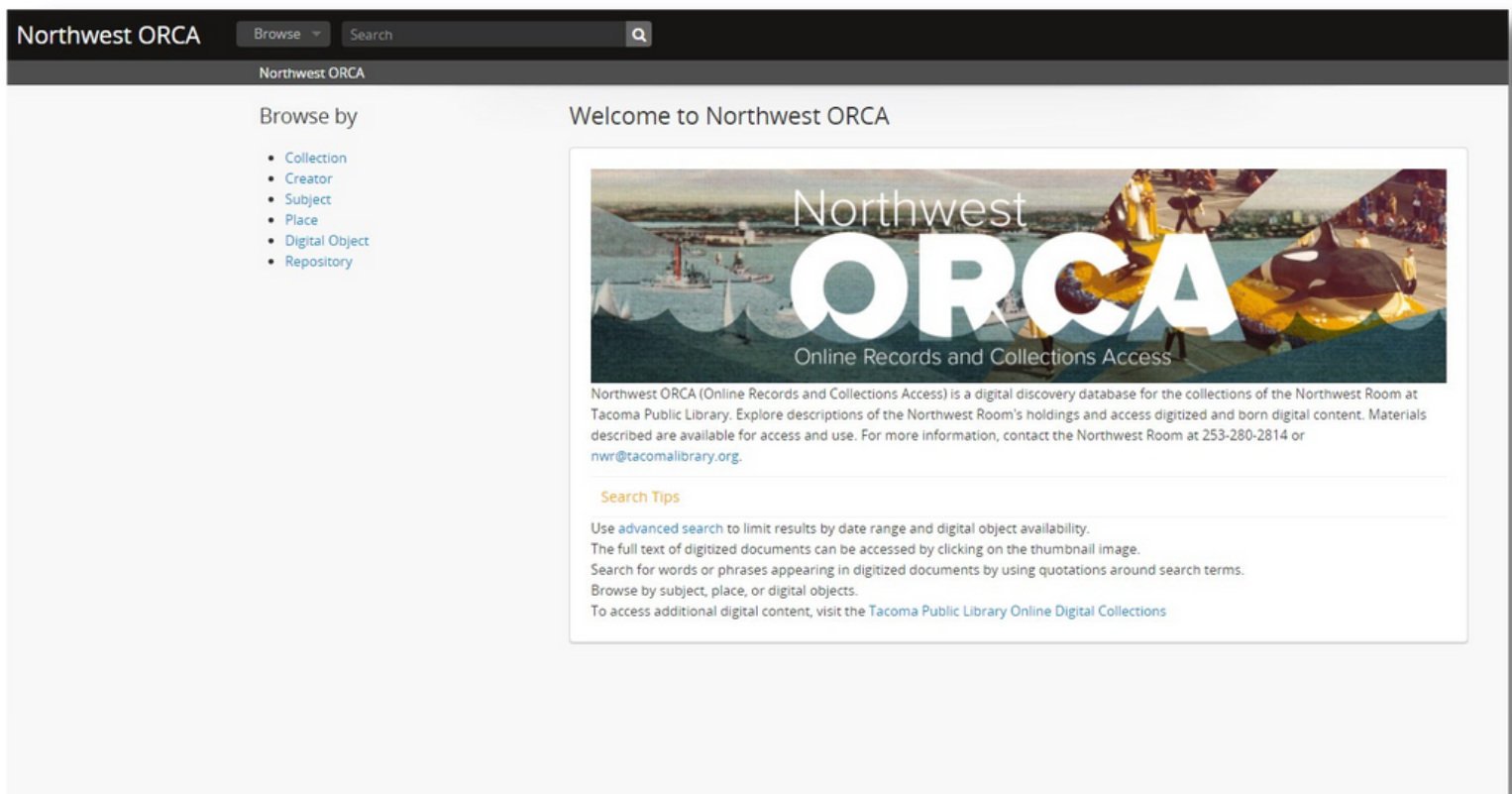


# ACCESSING ORCA

To make your way to the ORCA homepage you can type the URL <https://northwestroom.tacomalibrary.org/> into your favorite browser, or to locate the homepage from the library's homepage, <https://www.tacomalibrary.org>, scroll down to the bottom of the page and click "Northwest Room" then click on the ORCA banner.

Below is an image of the ORCA homepage. You will always know you are here by the banner image and the text "Welcome to ORCA".

<https://northwestroom.tacomalibrary.org/>

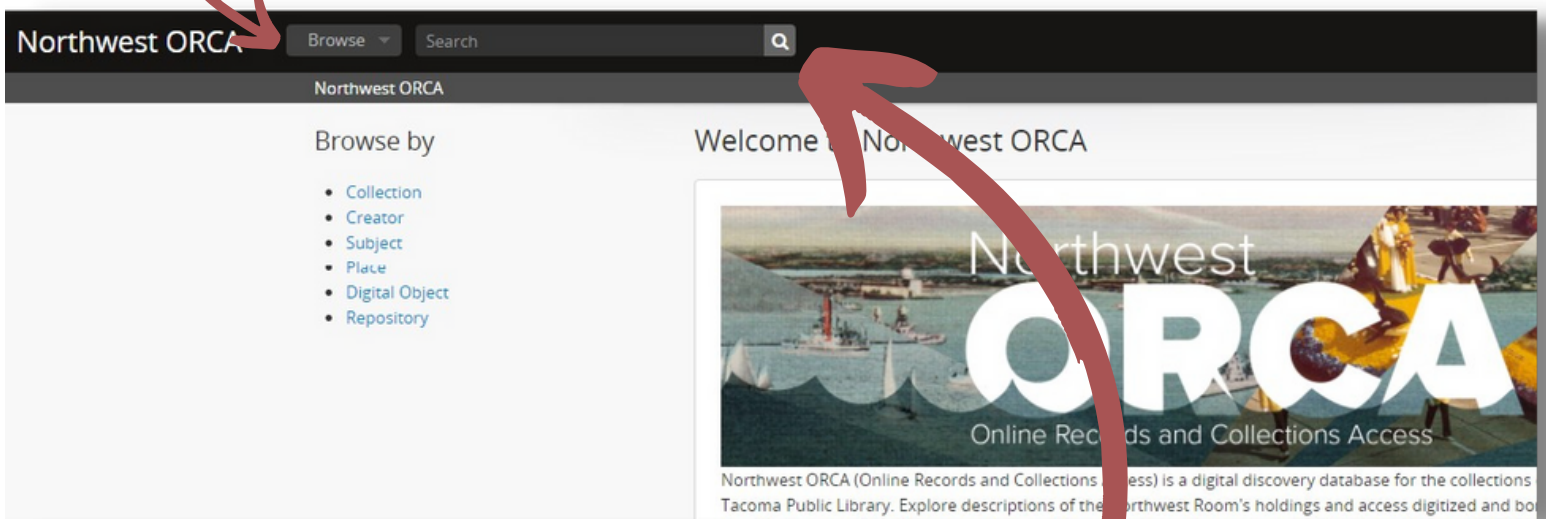




# NAVIGATING THE HOMEPAGE

The homepage gives you access to many different ways to begin searching for material. You can either **browse** or **search**. To browse by a certain category you can select one by clicking on the browse dropdown and clicking on your selection.

## BROWSE



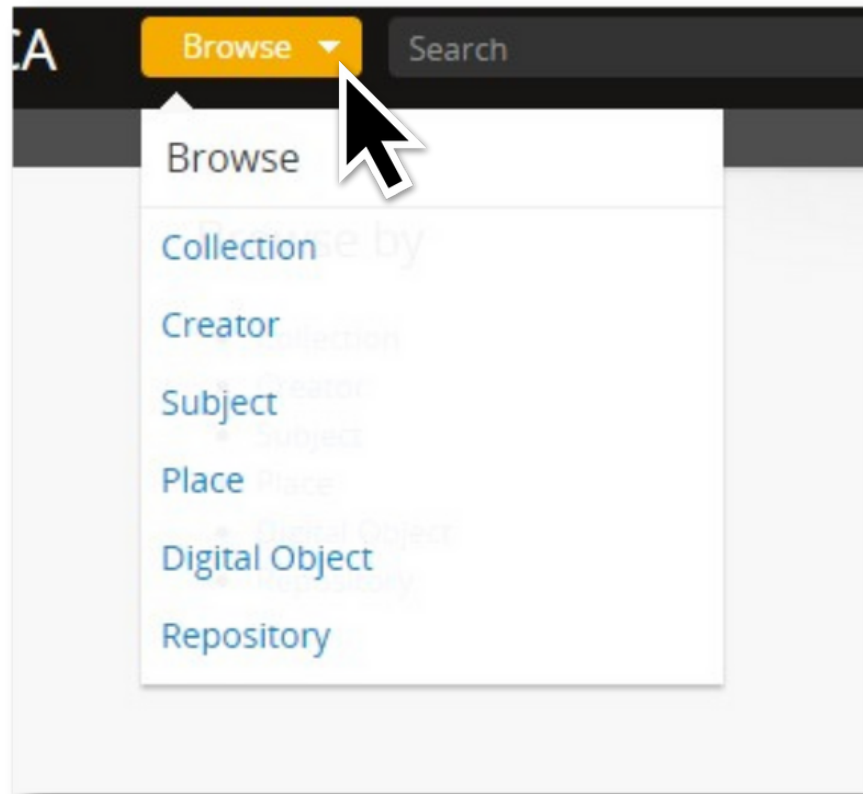
## SEARCH

**Searching** can be done by typing a keyword or search term in the top bar and pressing enter or clicking the magnifying glass button.

**Browsing** allows you to look through different categories and keywords to help you narrow down your results. These different categories organize items in the collection differently.

# BROWSING

To browse by a certain category you can select one by clicking on the browse dropdown and clicking on your selection.



You can browse by different categories such as **Collection**, which is exactly what it sounds like, a collection of related material.



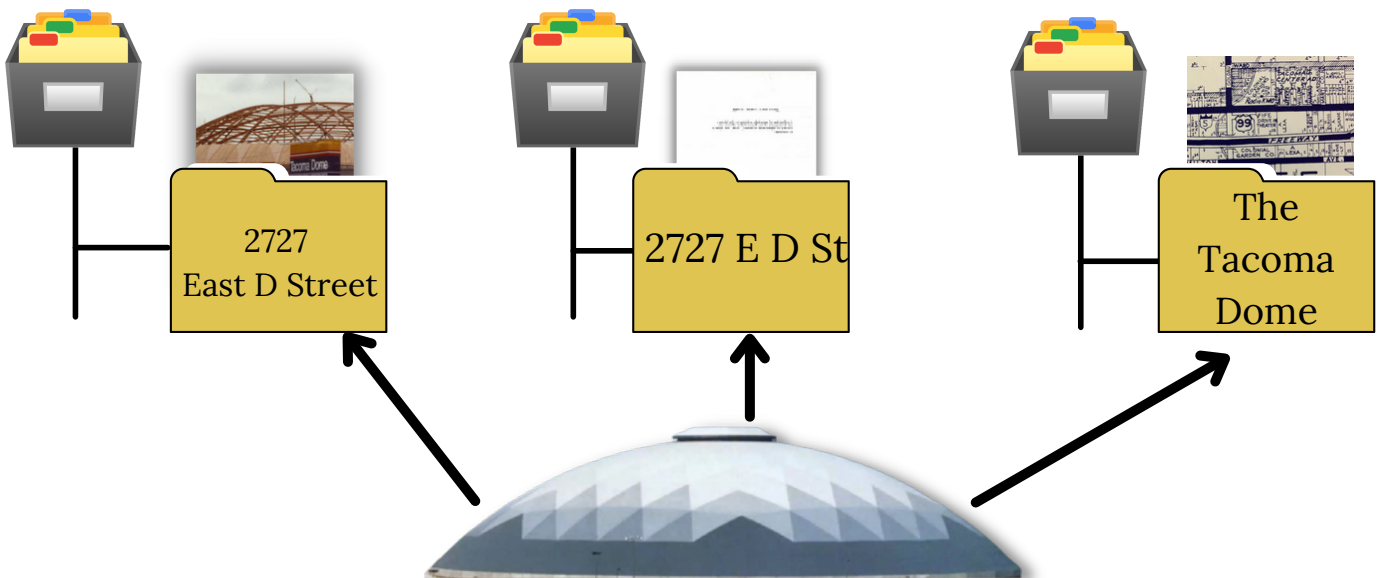
A visual example of a collection

# BROWSING

**Creator**, which we define as the specific person or organization that created the material in the collection. For example, the photographer Virna Haffer is the creator of all the photographs and documents in her collection.

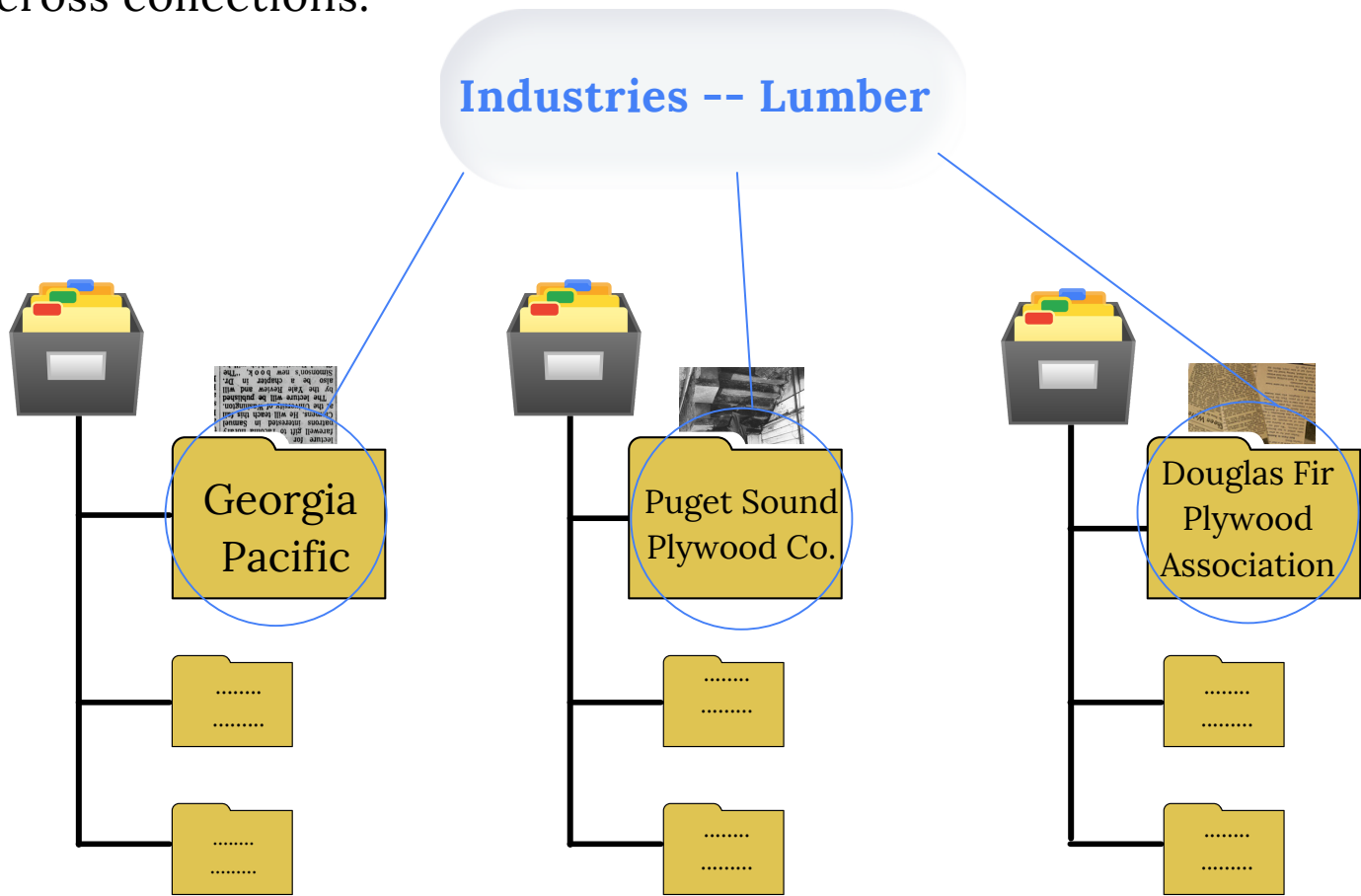


**Place**, which is similar to subjects but connects certain materials across collections to a specific place name or address.



# BROWSING

**Subject**, which is a specific subject term assigned to certain items in a collection to better help you locate related material across collections.



**Digital object**, which means either a digital scan of a photograph or any other digitized item. The term digital object also includes born-digital, or material that was originally created digitally.





# BROWSING

**Repository** refers to the different locations that certain materials are stored. Another way to think of repositories are containers that hold specific collections.

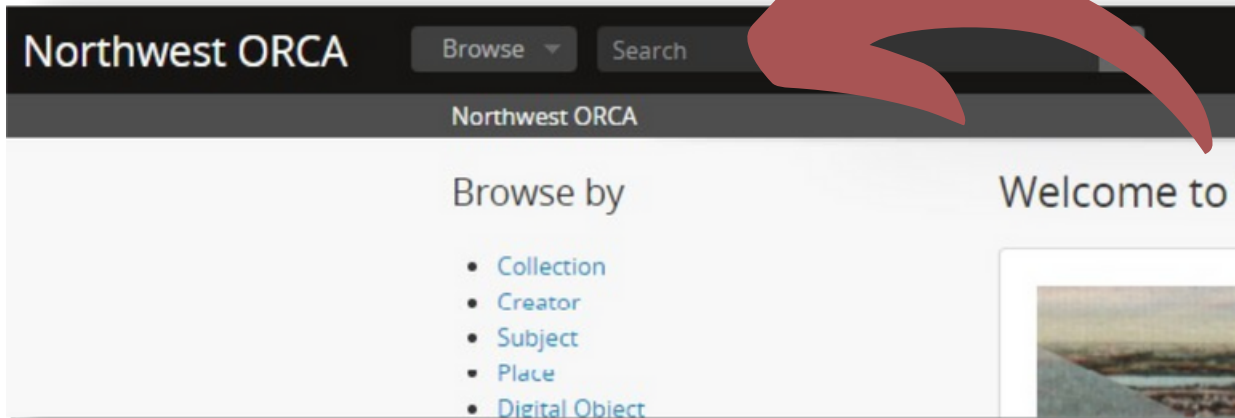
For instance, we have the Northwest Room's repository and the Community Archives Center's repository. All the Material created for the Community Archives Project is stored in the Community Archives Repository and all the material in the Northwest Room is stored in the Northwest Room repository.



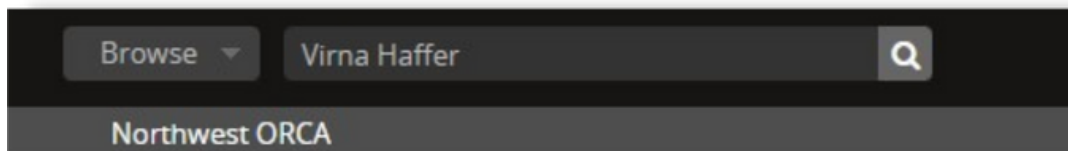
One way to think of repositories is as separate drawers of a cabinet. Both repositories are housed in the same place but divided into their own sections. As ORCA continues to grow new repositories will be added.

# SEARCHING

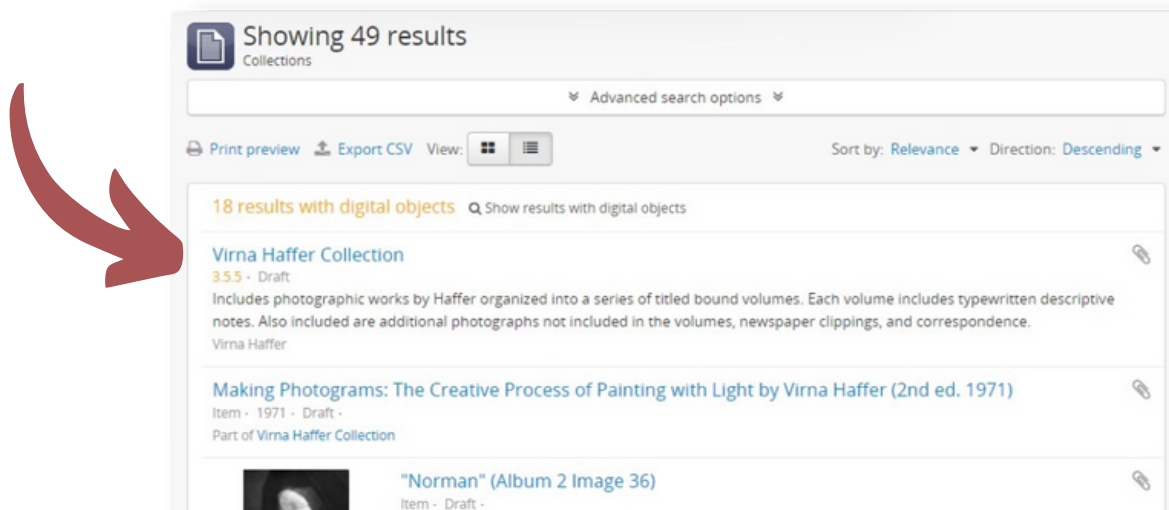
To search you simply type in a keyword or search term into the search bar at the top of the page and press enter, or click the search button to the right.



To search for Virna Haffer, the photographer, I am going to first type her name into the search bar and press enter.

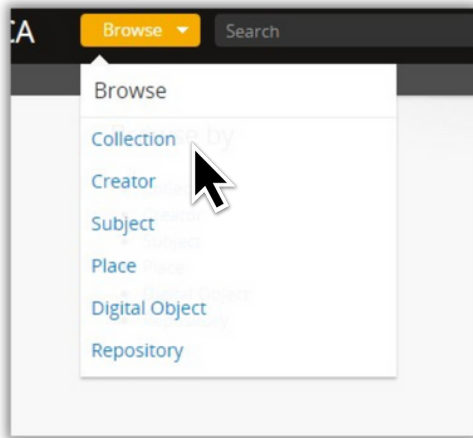


Success. I see a lot of results here. Let's take a look at the first result, the Virna Haffer Collection. As I mentioned earlier a collection is a "collection of related items" so as we can see this is the Virna Haffer Collection so this will take us to a collection of materials created by Virna Haffer.



I am going to click on the title and it will take us to that collection.

# SEARCHING



You may have noticed that in the Browse dropdown bar you can select to browse by collection. However, when you select it and open the browse by collection page more than just collections are listed. You will see the terms project, photographs, records, and papers used alongside the word collection in the results.

## Collections



Gerald Davis Papers



All My Somedays  
Collection



Tacoma Public Library  
Records

The reason for this is that the term "collection" is being used in a **broad sense**. Even though a group of materials may end in papers, records, photographs, projects, et cetera they are all collections.

### Gerald Davis Papers

2.3.1 - 1941 - 1958 - Draft

Includes correspondence, photographs, and financial records related to Davis' career with Heidelberg Brewing Company and Carling Brewing Company in Tacoma. Also included are reports and studies on the Tacoma and Seattle beer market, marketing campaign ...

Gerald Davis

### Tacoma Public Library Bicentennial Oral History Project

1.4.6 - Draft

### Stephen Cysewski Photographs

2.1.2 - Draft

Includes digital images and prints of street photography taken primarily in Tacoma and Seattle during the 1970s and 2000s. Also included are oversize photographs, photographic negatives, and photographic slides.

Stephen Cysewski

# SEARCHING

Here we are at the Virna Haffer Collection page.

The screenshot shows the 'Virna Haffer Collection' page. At the top, there is an organizational diagram showing a hierarchy: 'Virna Haffer Collection' (a box) containing four folders: '[Series] Albums', '[Series] Books', '[Series] Chapters (Sixteen/Eighteen Chapters in Photography)', and '[Item] Making Photograms: The Creative Process of Painting with Light by Virna Haffer (2nd ed. 1971)'. Below this is a carousel displaying two images: a portrait of a young child labeled 'ROBERT' and a portrait of a man. Below the carousel is a section titled 'Identity elements' containing a table with collection details. On the right side of the page, there are links for 'Clipboard', 'Add', 'Explore', 'Reports', 'Browse as list', 'Export', 'Dublin Core 1.1 XML', 'EAD 2002 XML', 'Related people and organizations', and 'Virna Haffer (Creator)'.

**ORGANIZATIONAL DIAGRAM**

**CAROUSEL**

**IDENTITY ELEMENTS**

Identity elements	
Reference code	3.5.5
Title	Virna Haffer Collection
Extent	6 boxes and one oversize portfolio (2.6 cubic feet)
Name of creator	Virna Haffer (1899-1974) Biographical history:

We see at the top of the page a graphic **organizational diagram** of how the collection is organized. At the top, we see a box image and the title The Virna Haffer Collection. Then below the box, we see four folders attached to that box. The box is a representation of the whole collection and the folders are representations of sections in the collection.

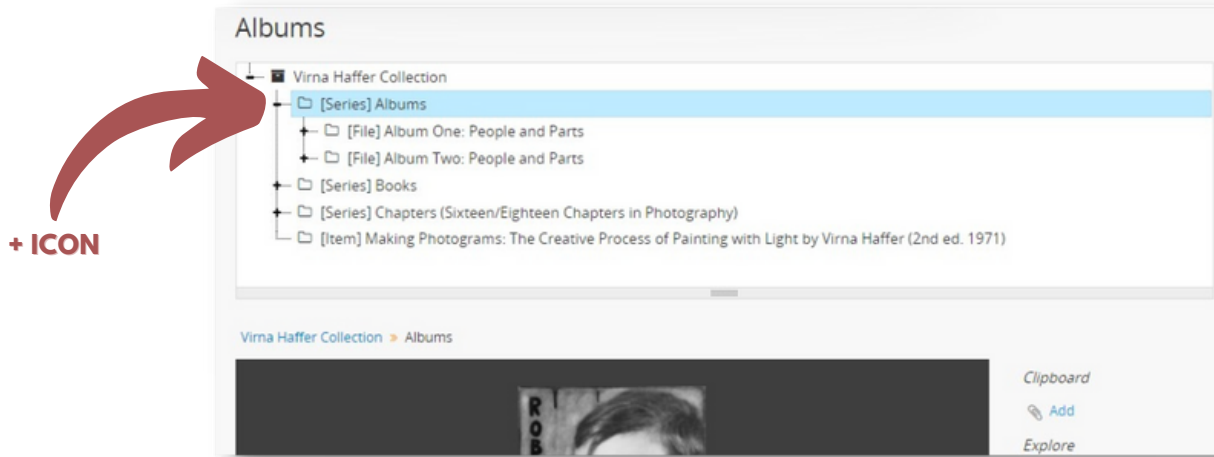
Below the organizational diagram, you will find the **carousel**. This is a scrollable display of a portion of the digitized items in the collection. Note, *this is not a representation of everything in the collection, only the digitized items.*

Under the carousel, you will find the **Identity elements**. Information about the physical collection can be found here.

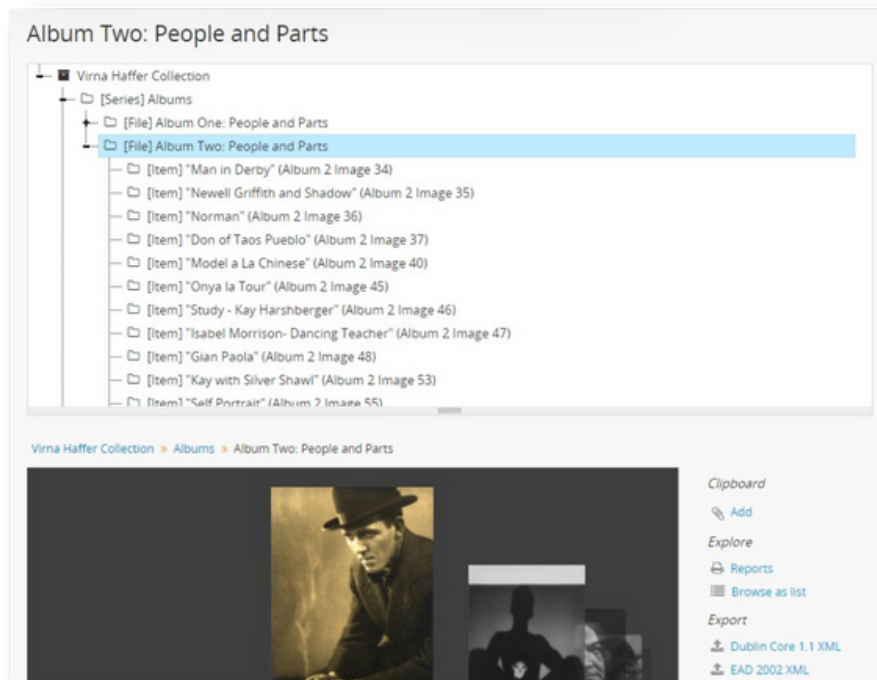


# SEARCHING

Each folder contains material organized by that folder's specific label. To make this more clear let's take a look at the folder titled Albums.



If we click the + icon left of the folder that will expand the contents of that folder. Now we see two more folders, Album One and Album Two.



If we select album one we will be able to see the contents of that album. ORCA will display each item below the folder and display digitized objects below the **diagram** and in the **carousel**.

These are just two ways of looking at the same material. It may be easier for you to use the carousel to find a certain image or if you knew the title of the image already it may be easier to look through the diagram to find it. Once you have found an item you are interested in you can click it to see that item's specific record.

# SEARCHING

One important detail to keep in mind when looking through the diagram is that every item is only a representation of an actual item. If you come across an item that does not have any accompanying digital content it only means that isn't available digitally.

## A ITEM WITH DIGITAL CONTENT ADDED

Tacoma Public Library Publications

- [item] Tacoma Public Library History: A Collection of Materials Relating to the History and Development of Tacoma
- [item] Who We Are: An Informal History of Tacoma's Black Community Before World War I
- [item] The Columbian: A collection of newspaper articles concerning the Columbian, the pioneer newspaper of the Pacific Northwest founded at Olympia, Washington in 1852
- [item] Cushman Indian School: A collection of newspaper articles concerning the school established in 1882
- [item] The Tacoma Neighborhood Index: Information on Greater Tacoma Neighborhoods, Subdivisions
- [item] Did It Really Happen in Tacoma? A Collection of Vignettes of Local History by Reese, Gary Fuller

Tacoma Public Library Publications > Who We Are: An Informal History of Ta...

PDF

Identity elements

Level of description	Item
Title	Who We Are: An Informal History of Tacoma's Black Community Before World War I
Date(s)	1992 (Creation)
Name of creator	Tacoma Public Library (1894-present)

## AN ITEM WITHOUT DIGITAL CONTENT ADDED

Tacoma Public Library Publications

- [item] Tacoma Public Library History: A Collection of Materials Relating to the History and Development of Tacoma
- [item] Who We Are: An Informal History of Tacoma's Black Community Before World War I
- [item] The Columbian: A collection of newspaper articles concerning the Columbian, the pioneer newspaper of the Pacific Northwest founded at Olympia, Washington in 1852
- [item] Cushman Indian School: A collection of newspaper articles concerning the school established in 1882
- [item] The Tacoma Neighborhood Index: Information on Greater Tacoma Neighborhoods, Subdivisions
- [item] Did It Really Happen in Tacoma? A Collection of Vignettes of Local History by Reese, Gary Fuller

Tacoma Public Library Publications > The Columbian: A collection of newspa...

Identity elements

Reference code	1.4.2-
Level of description	Item
Title	The Columbian: A collection of newspaper articles concerning the Columbian, the pioneer newspaper of the Pacific Northwest founded at Olympia, Washington in 1852
Date(s)	1968 (Creation)
Name of creator	Tacoma Public Library (1894-present)

## FILE LEVEL

(Draft) Mayor Mike Parker Papers

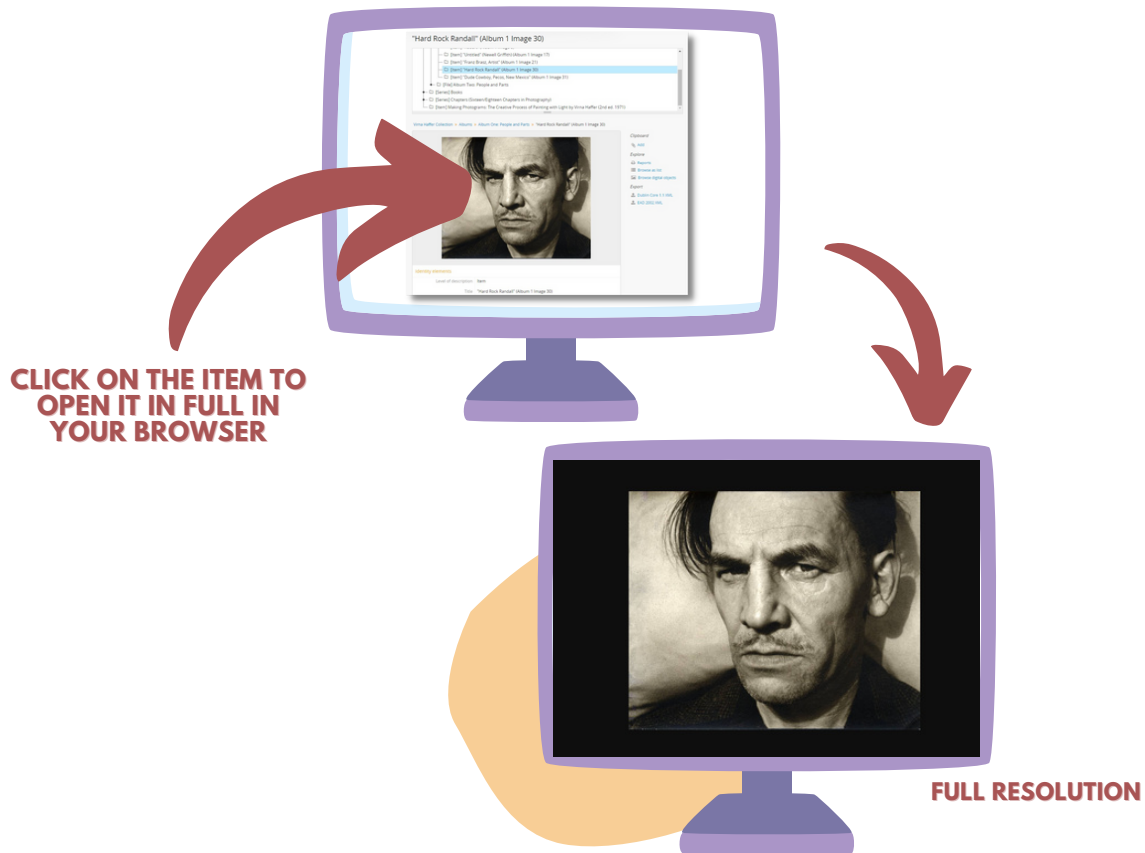
- (Draft) [Series] Subject Files
- (Draft) [Series] Reports
  - (Draft) [File] Campaign Financing of the 44th WA State Legislature 1974-1975
  - (Draft) [File] City of Puyallup Comprehensive Plan
  - (Draft) [File] Demographic & Socio-Economic Population Profiles of WA State Congressional & Legislative Districts
  - (Draft) [File] Effects of Washington's Business Inventory Tax on the State's Economy
  - (Draft) [File] Environmental Impact Statement for the South Tacoma Flood control Facilities on Flett Creek 1979
  - (Draft) [File] Indo-Chinese Refugees in Washington
  - (Draft) [File] Report to the Committee on Constitutions & Elections & the Legislature of the State of Washington 1973
  - (Draft) [File] Reverend Leo C Brown/Progress Housing Association Award Nomination Report

This also applies to the file-level descriptions. As you can see above there are no items nested below the file level. This does not mean that this is an empty file, it only means that isn't available digitally.

If you are curious about accessing an item or file contact us at [nwr@tacomalibrary.org](mailto:nwr@tacomalibrary.org) or (253) 280-2814.

# SEARCHING

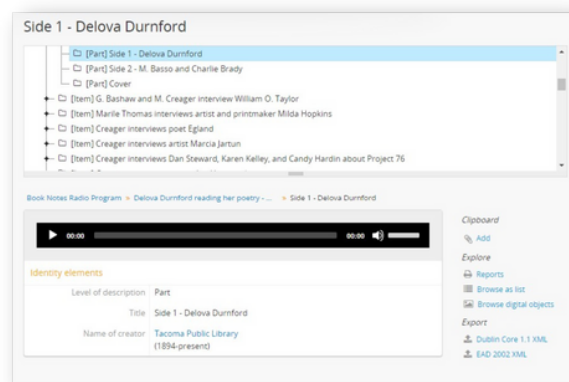
I'm curious about the photograph "Hard Rock Randall" so I will click on either the photo in the **carousel** or the title in the **diagram** to see its record. To see the full item you need to click on it. that will open it in full resolution in your browser.



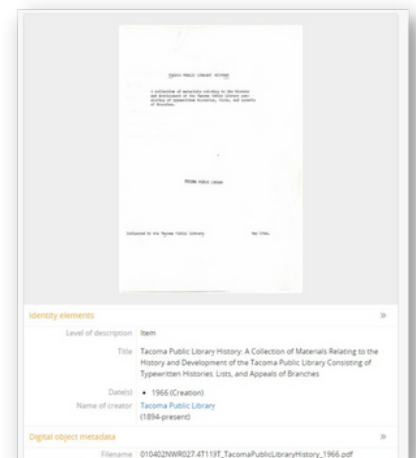
One thing to note is that depending on what type of item you are looking at be it a photo, a PDF, or an audio file it will appear differently in ORCA.



A photograph



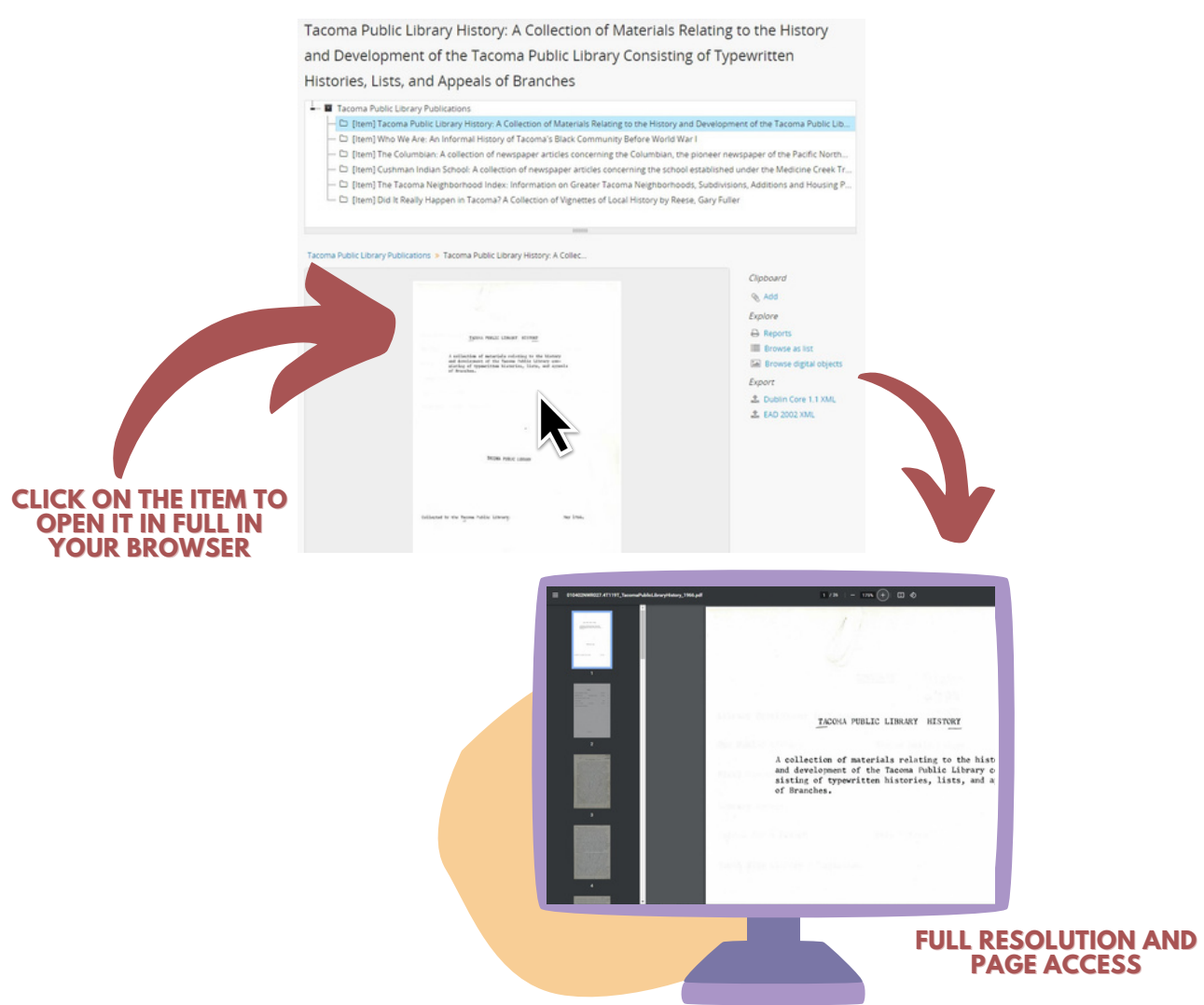
An audio file



A PDF file

# SEARCHING

Let's take a quick look at a PDF. Below we are at the item's page. Just like the Virna Haffer photograph we were looking at before we see the organizational diagram above the item and the record below. If we click this PDF it will open up in the browser where you can see it in its entirety.

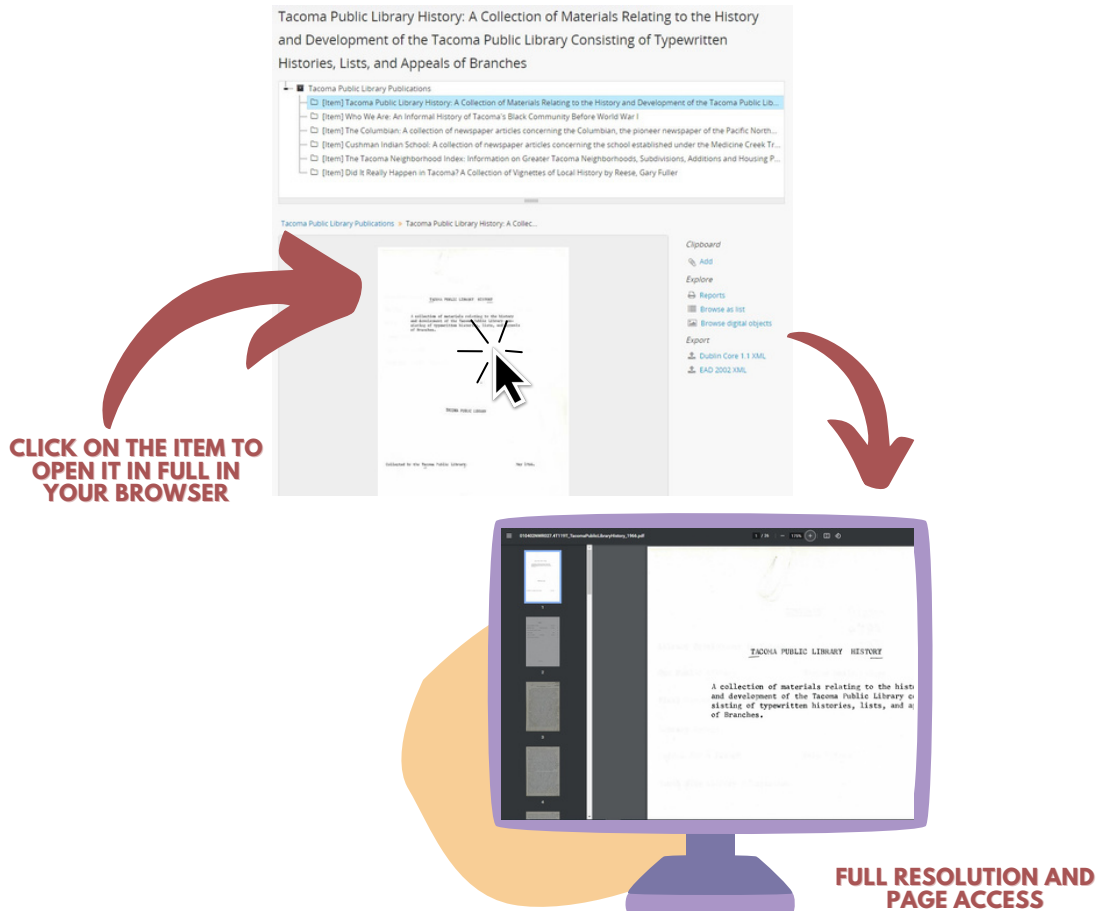


The next chapter of this guide will detail how to download items to your computer.



# DOWNLOADING ITEMS

Once you have found an item you would like to download you do that by opening the image or PDF in full resolution in your browser and right-clicking on it and selecting "save as". On an Apple computer, you control-click and select "save".



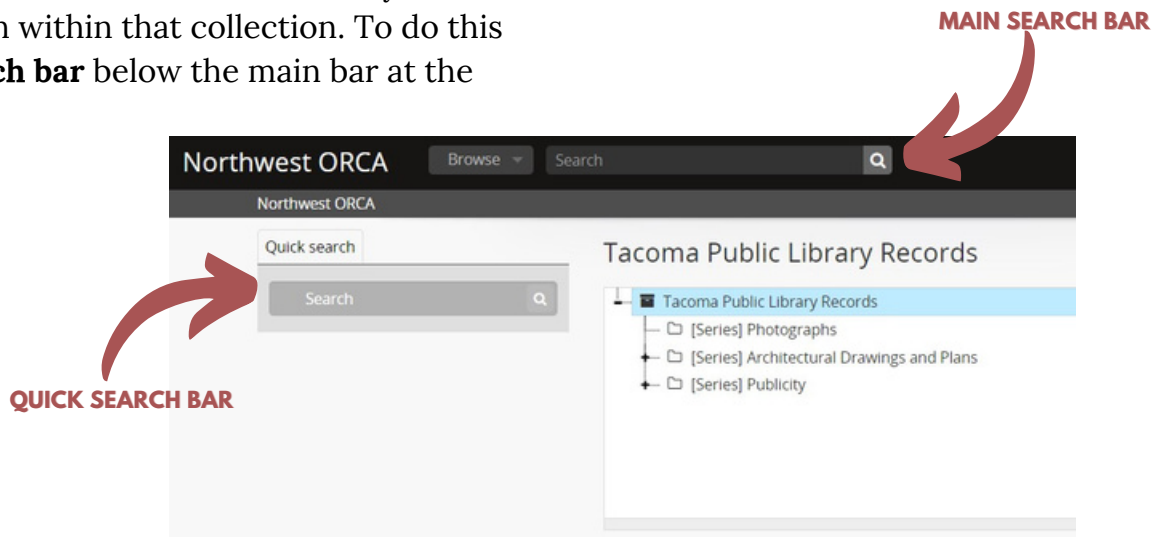
If the item you want to download is a video all you need to do is click on the **download movie** below the item.

# ADVANCED SEARCH TECHNIQUES

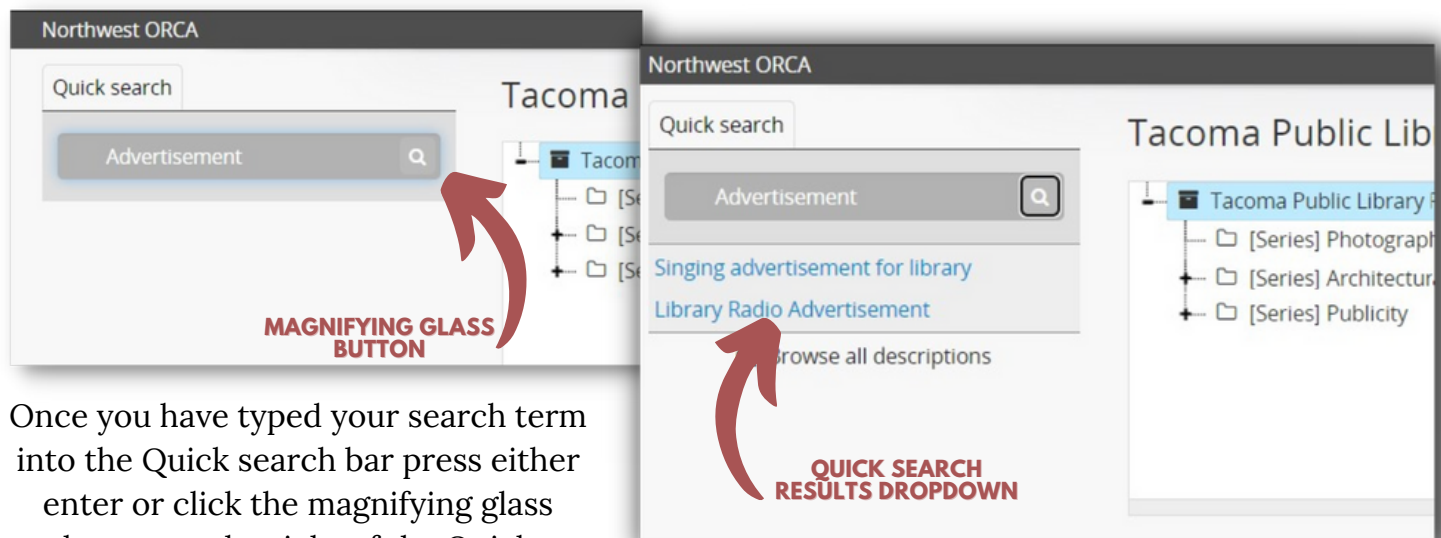
When looking for certain kinds of items or information in ORCA there are different ways of narrowing down specific results. Below are a few strategies that can help you.

## SEARCHING WITHIN A COLLECTION

Once you have found a collection of interest you have the ability to search within that collection. To do this use the **quick search bar** below the main bar at the top of the screen.



Quick search allows a user to, yes you guessed it, quickly search the collection you have open. For example, if I wanted to see if the Tacoma Public Library Records collection contained any advertisements I would first find the Tacoma Public Library Records collection. Then in the **Quick search** bar type "Advertisement".

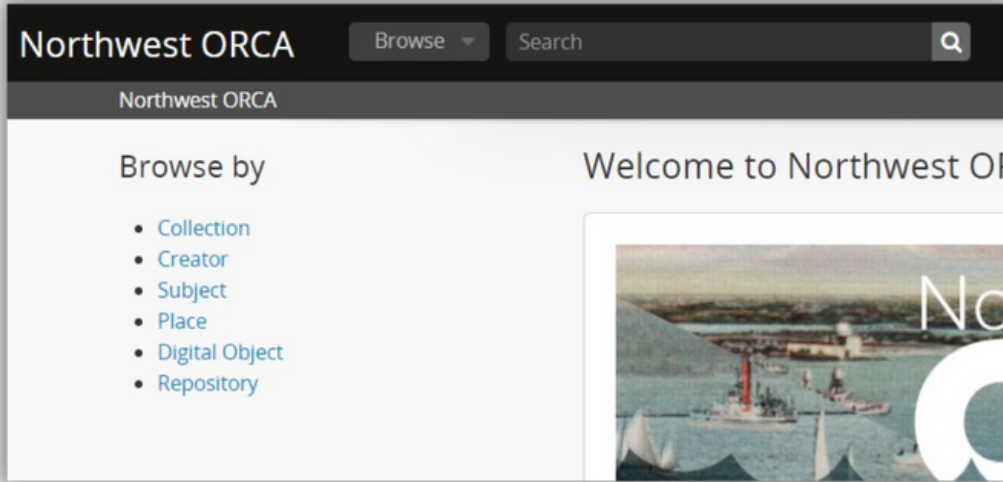


Once you have typed your search term into the Quick search bar press either enter or click the magnifying glass button to the right of the Quick Search bar.

If your Quick search has returned any results they will display in the quick search dropdown.

# ADVANCED SEARCHING

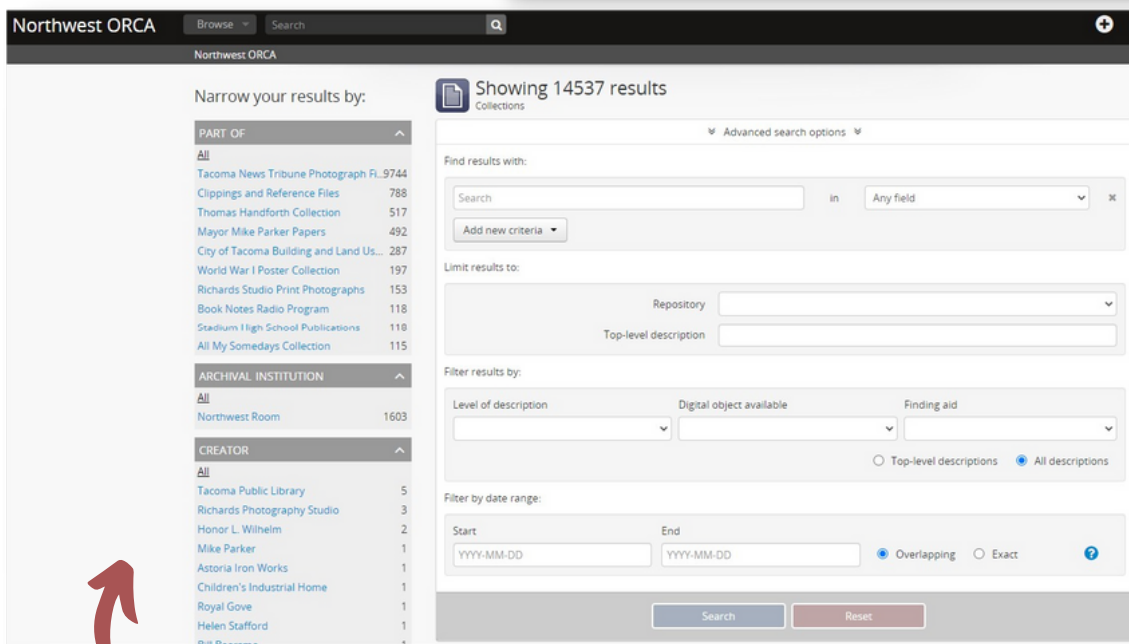
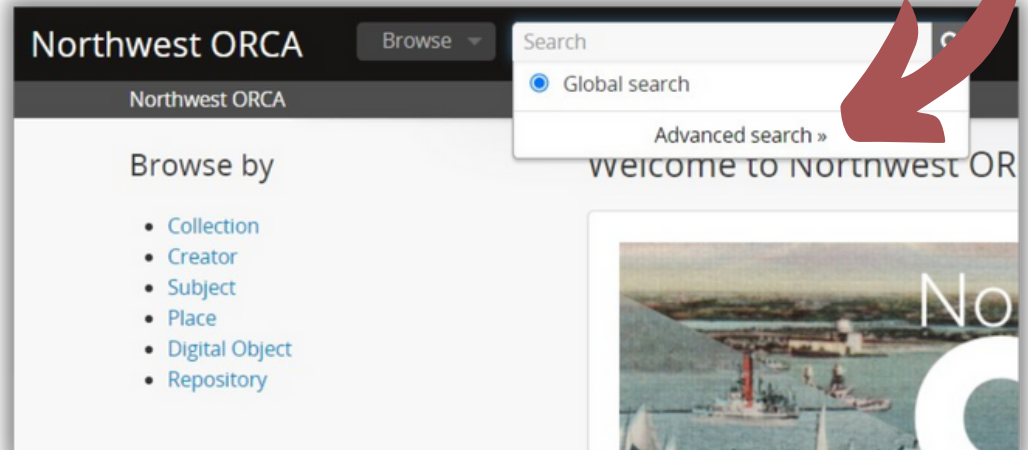
When looking for certain kinds of items or information in ORCA there are different ways of narrowing down specific results. Below are a few strategies that can help you.



When you click in the standard search bar at the top of the page you will see a **Advanced Search Dropdown** option appear below the search bar.

**ADVANCED SEARCH DROPDOWN**

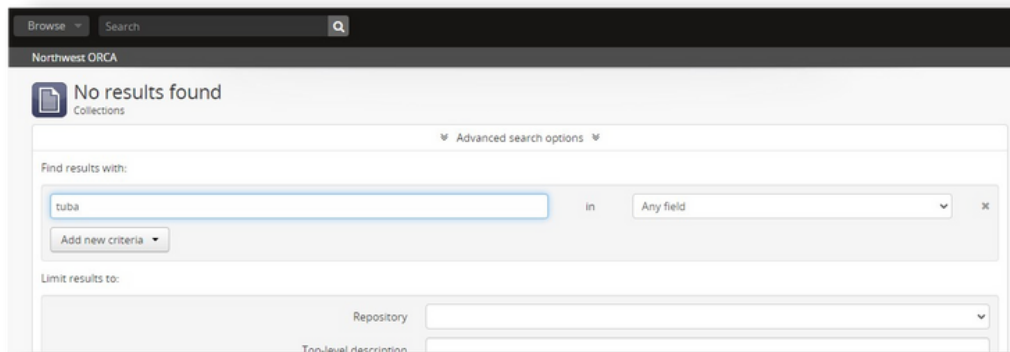
By clicking on the Advanced search ORCA will open up a new window which will display the advanced search options.



These advanced search options include Boolean search options, limiting results to a certain repository, filtering results by level of description, file, and date range.

For example, let's say you are looking for a photograph you remember seeing in the collection previously. The photo was of two men in military uniform playing tubas. There are a few ways to go about finding it again.


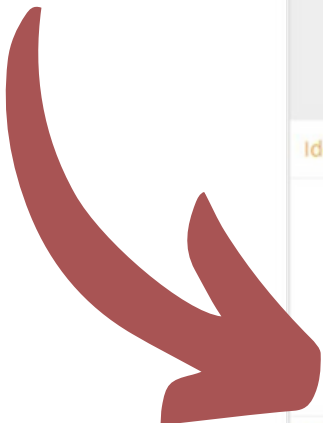
## FIELD SEARCHING



You could of course try to search for the keyword "Tubas" in any **Field**.

**Fields** are the different categories of information in a record. You can find the fields below any item in ORCA in the Elements area.

## FIELDS



**Identity elements** >>

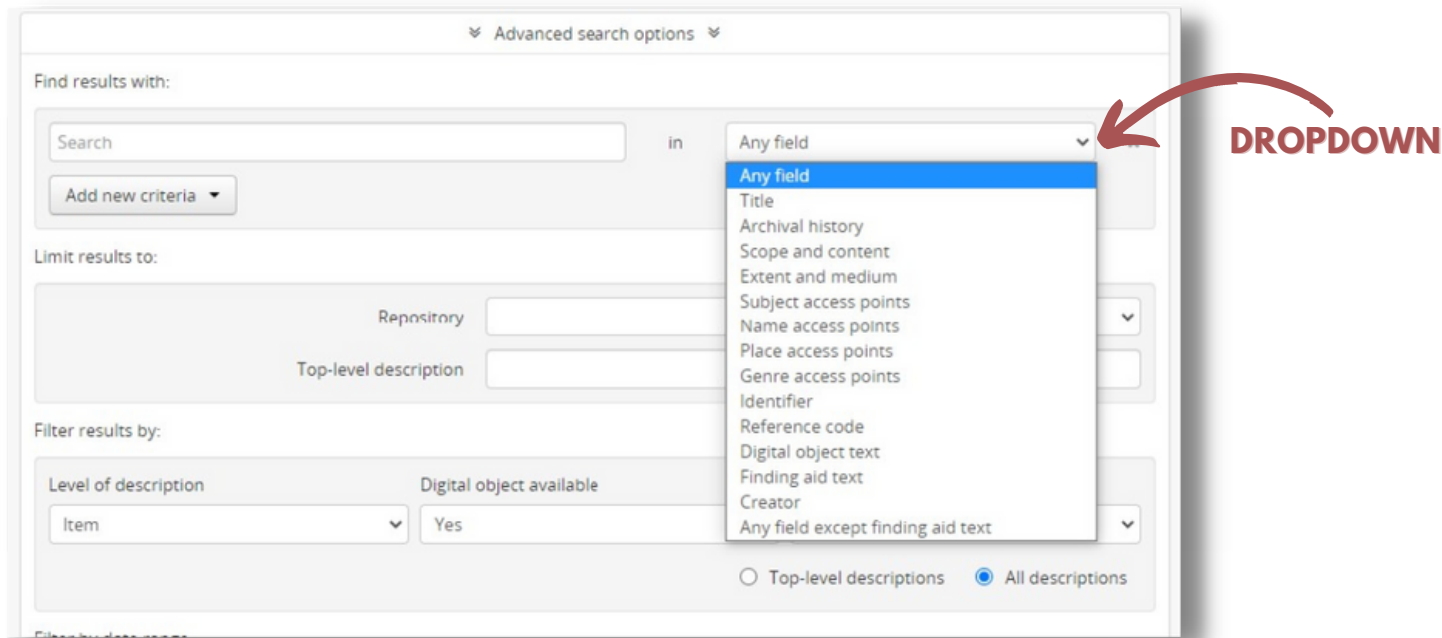
Name and location of repository	Northwest Room
Level of description	Item
Title	1656-11
Date(s)	• 1935 (Creation)
Name of creator	Richards Photography Studio

**Content and structure elements** >>

Scope and content	Military Band plays outdoors with two tubas and a flute. Tents and coniferous trees are pictured in the background.
-------------------	---



Field searches will default to any field but you can select a specific field by clicking on the drop-down and selecting a specific field.



Advanced search options

Find results with:

Search  in **Any field** ▼

**Any field**

- Title
- Archival history
- Scope and content
- Extent and medium
- Subject access points
- Name access points
- Place access points
- Genre access points
- Identifier
- Reference code
- Digital object text
- Finding aid text
- Creator
- Any field except finding aid text

Limit results to:

Repository

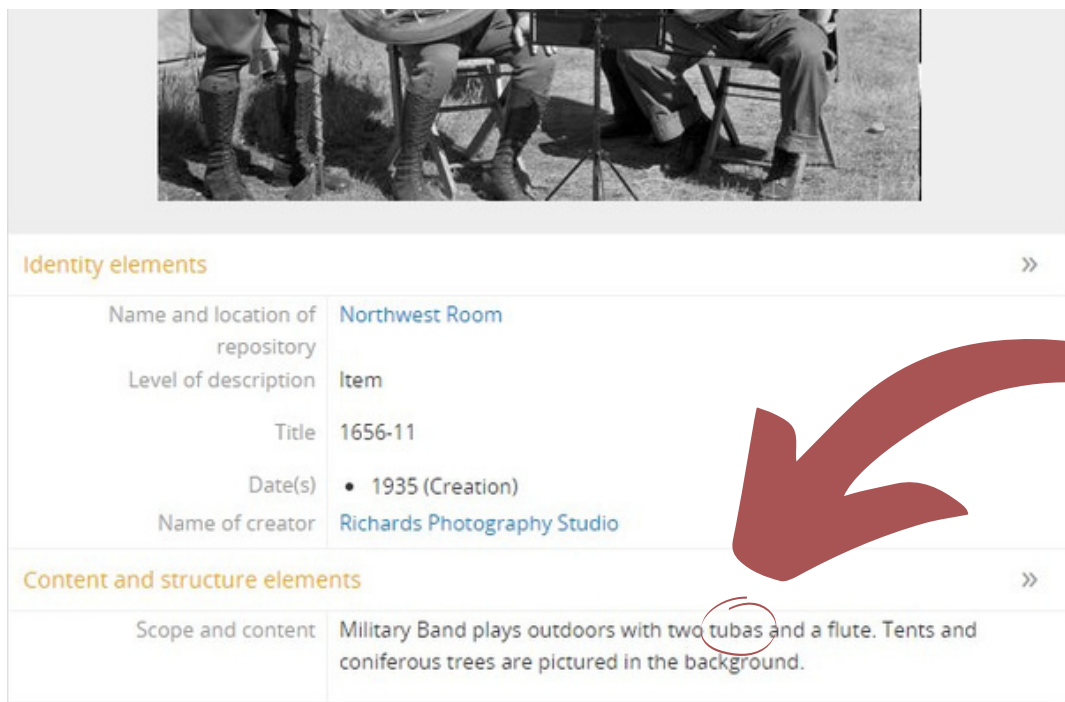
Top-level description

Filter results by:

Level of description **Item** ▼ Digital object available **Yes**

☐ Top-level descriptions ☒ All descriptions

By limiting my search to the "Scope and Content" field and searching tubas I was able to find the image I was looking for.



Identity elements

Name and location of repository	Northwest Room
Level of description	Item
Title	1656-11
Date(s)	• 1935 (Creation)
Name of creator	Richards Photography Studio

Content and structure elements

Scope and content	Military Band plays outdoors with two tubas and a flute. Tents and coniferous trees are pictured in the background.
-------------------	---

The search was successful since ORCA found the word "tubas" in the "Scope and Content" field.

Now, what can you do if your search term is not found? There are a few other ways to narrow down search results.

# CREATOR SEARCHING

The screenshot shows the Northwest ORCA search interface. On the left, under 'Narrow your results by:', there are three expandable sections: 'PART OF', 'ARCHIVAL INSTITUTION', and 'CREATOR'. The 'CREATOR' section is expanded, showing a list of creators and the number of results for each. A red arrow points from the word 'CREATOR' to the 'CREATOR' section header. The main search area on the right shows 'Showing 14537 results' and various search filters like 'Find results with:', 'Limit results to:', 'Filter results by:', and 'Filter by date range:'.

CREATOR	Count
All	
Tacoma News Tribune Photograph Fl. 9744	
Clippings and Reference Files	788
Thomas Handforth Collection	517
Mayor Mike Parker Papers	492
City of Tacoma Building and Land Us...	287
World War I Poster Collection	197
Richards Studio Print Photographs	153
Book Notes Radio Program	118
Stadium High School Publications	118
All My Somedays Collection	115

ARCHIVAL INSTITUTION	Count
All	
Northwest Room	1603

CREATOR	Count
All	
Tacoma Public Library	5
Richards Photography Studio	3
Honor L. Wilhelm	2
Mike Parker	1
Astoria Iron Works	1
Children's Industrial Home	1
Royal Gove	1
Helen Stafford	1
Bill Baarsma	1

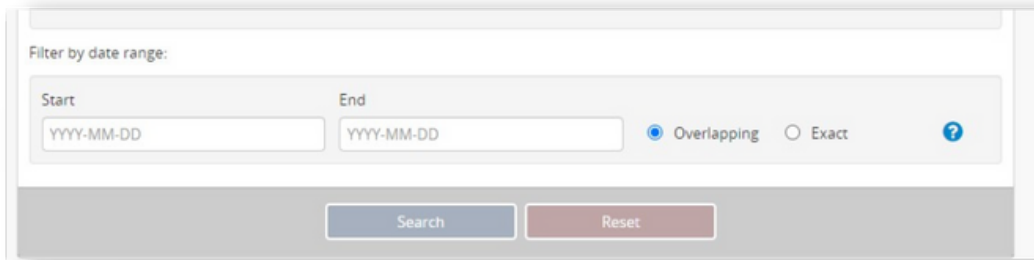
If you remember the collection where you saw the image of the men playing tubas you could jump to that creator and begin looking through the collection produced by that creator. To do that you click on the relevant collection in the "CREATOR" column on the left-hand side of the page. This will allow you to jump to all the collections produced by that creator. For example, if I knew it was the "Richards Studio Photographic Negatives Collection" that I previously saw the tuba photo in, I would want to click on the creator "Richards Photographic Studio". Then I could search through all the collections Richards created. They will appear at the bottom of the page.

The screenshot shows the search results for the 'Richards Studio Photographic Studio' creator. The 'Filter results by:' section is visible, with 'Level of description' set to 'Top-level descriptions' and 'Digital object available' set to 'All descriptions'. The 'Filter by date range:' section is also visible. The results list shows three collections: 'Richards Studio Photographic Slides', 'Richards Studio Photographic Negatives', and 'Richards Studio Print Photographs'. A red arrow points from the text 'COLLECTIONS CREATED BY SELECTED CREATOR' to the results list.

COLLECTIONS CREATED BY SELECTED CREATOR
Richards Studio Photographic Slides 2.1.1 - Draft Richards Photography Studio
Richards Studio Photographic Negatives 2.1.1 - Collection - Draft Richards Photography Studio
Richards Studio Print Photographs 2.1.1 - Draft Richards Photography Studio

# DATE RANGES

Another way is to use Advanced Searching is to use the date range search.



The screenshot shows a search interface with a section titled "Filter by date range:". It contains two input fields labeled "Start" and "End", both with placeholder text "YYYY-MM-DD". To the right of these fields are two radio buttons: "Overlapping" (which is selected) and "Exact". A blue question mark icon is to the right of the "Exact" option. Below the input fields are two buttons: "Search" and "Reset".

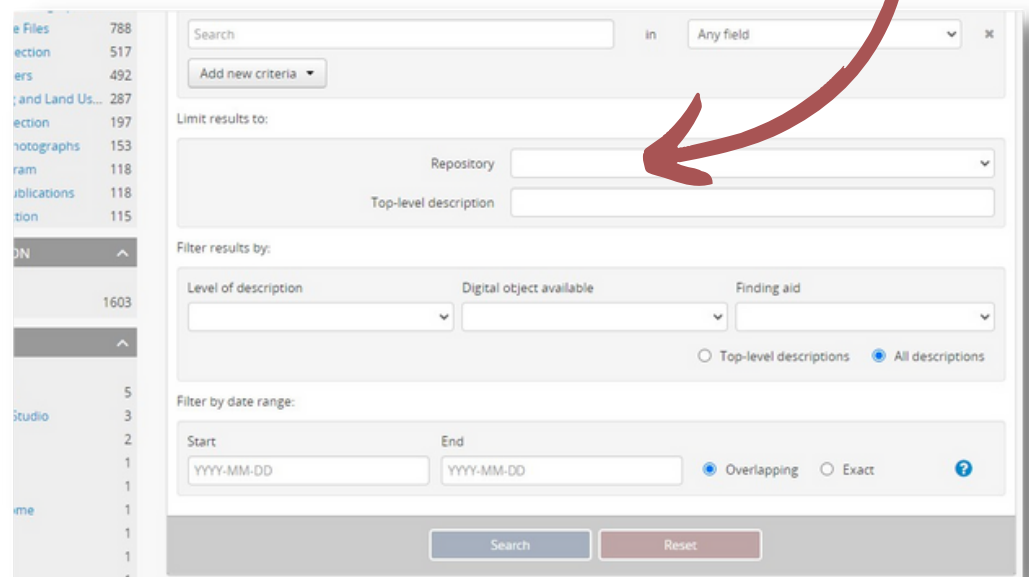
This allows you to narrow down items by date or dates. This can be extremely helpful if you can remember the collection or institution and have a recollection of when the photo was taken or the item was created. Be sure to type in the date or dates in the preferred format: YYYY-MM-DD.

*Note, if the item you are looking for does not have a date entered in the date field it will not show up since the field is blank.*

## REPOSITORY




As I mentioned earlier in the guide, a Repository refers to a certain location that materials are stored. Another way to think of repositories is they act like containers that hold specific collections. You can select a specific repository to search by limiting results to a specific repository.



The screenshot shows a search interface with a sidebar on the left listing various categories and their counts. The main search area has a search bar, a dropdown for "in" (set to "Any field"), and a button "Add new criteria". Below this is a section "Limit results to:" with a dropdown for "Repository" and a text input for "Top-level description". A red arrow points to the "Repository" dropdown. Below this is a section "Filter results by:" with three dropdowns: "Level of description", "Digital object available", and "Finding aid". There are also radio buttons for "Top-level descriptions" and "All descriptions" (which is selected). At the bottom is a section "Filter by date range:" with "Start" and "End" fields (placeholder "YYYY-MM-DD"), radio buttons for "Overlapping" (selected) and "Exact", and a blue question mark icon. At the very bottom are "Search" and "Reset" buttons.

# SUBJECT ACCESS POINTS

Subject Access Points are terms organized hierarchically that relate to the content of an item. For example, If we look at the tuba photo we can see that this item has been tagged with the subject "Military -- Army".



**Identity elements** »

Name and location of repository	<a href="#">Northwest Room</a>
Level of description	Item
Title	1656-11
Date(s)	• 1935 (Creation)
Name of creator	<a href="#">Richards Photography Studio</a>

**Content and structure elements** »

Scope and content	Military Band plays outdoors with two tubas and a flute. Tents and coniferous trees are pictured in the background.
-------------------	---

**Access points** »

Subject access points	• <a href="#">Military » Military -- Army</a>
-----------------------	---

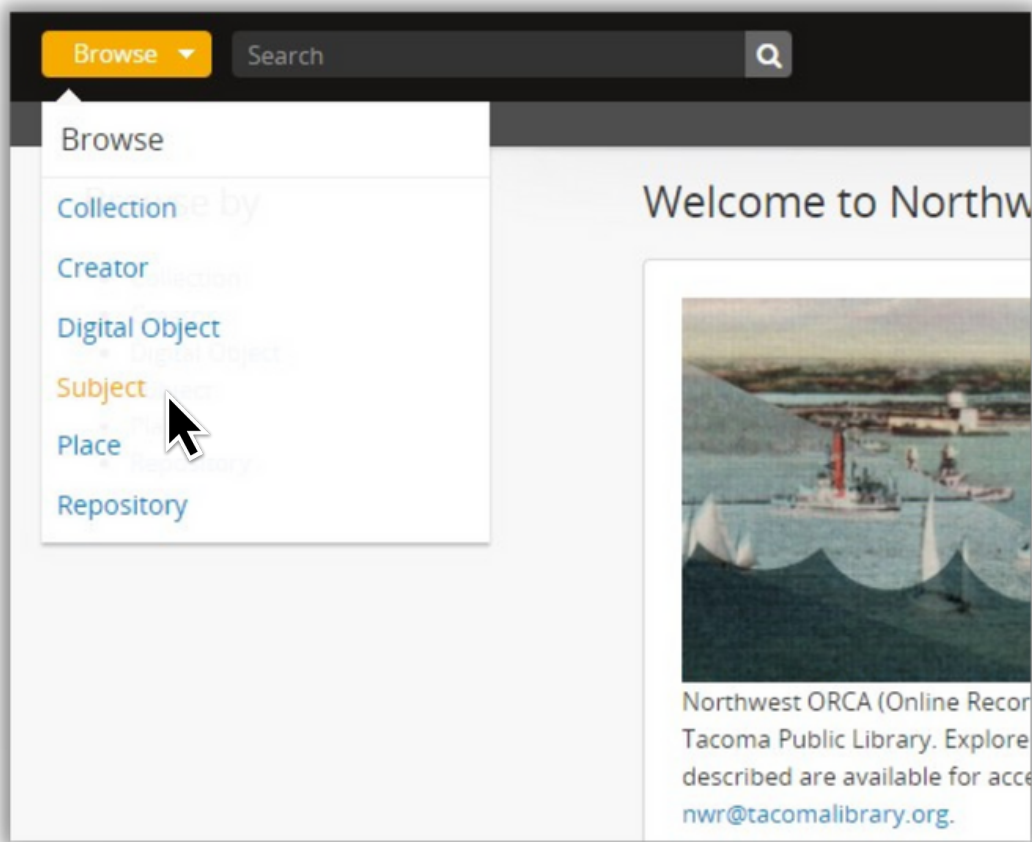
## SUBJECT ACCESS POINTS



Most subject Access Point terms have broader and narrower terms. For instance, the broadest term is "Military" and the narrower term is "Army".

If we look at the tuba photo we can see that this item has been tagged with the subject "Military -- Army". Why? Because the men in the photo are dressed in army uniforms and are most likely in some sort of military band. These Subject Access Points are just terms to group related content together spread across other collections.

These Subject Access Points can also be browsed by clicking the "Browse" button at the top bar. Then click on "Subject". This will send you to a new page that lists all of the subjects.



**LISTED**

Northwest ORCA

Showing 33 results

Subjects

Search Subjects

Sort: Date modified Direction: Ascending

**NESTED**

**SUBJECTS**

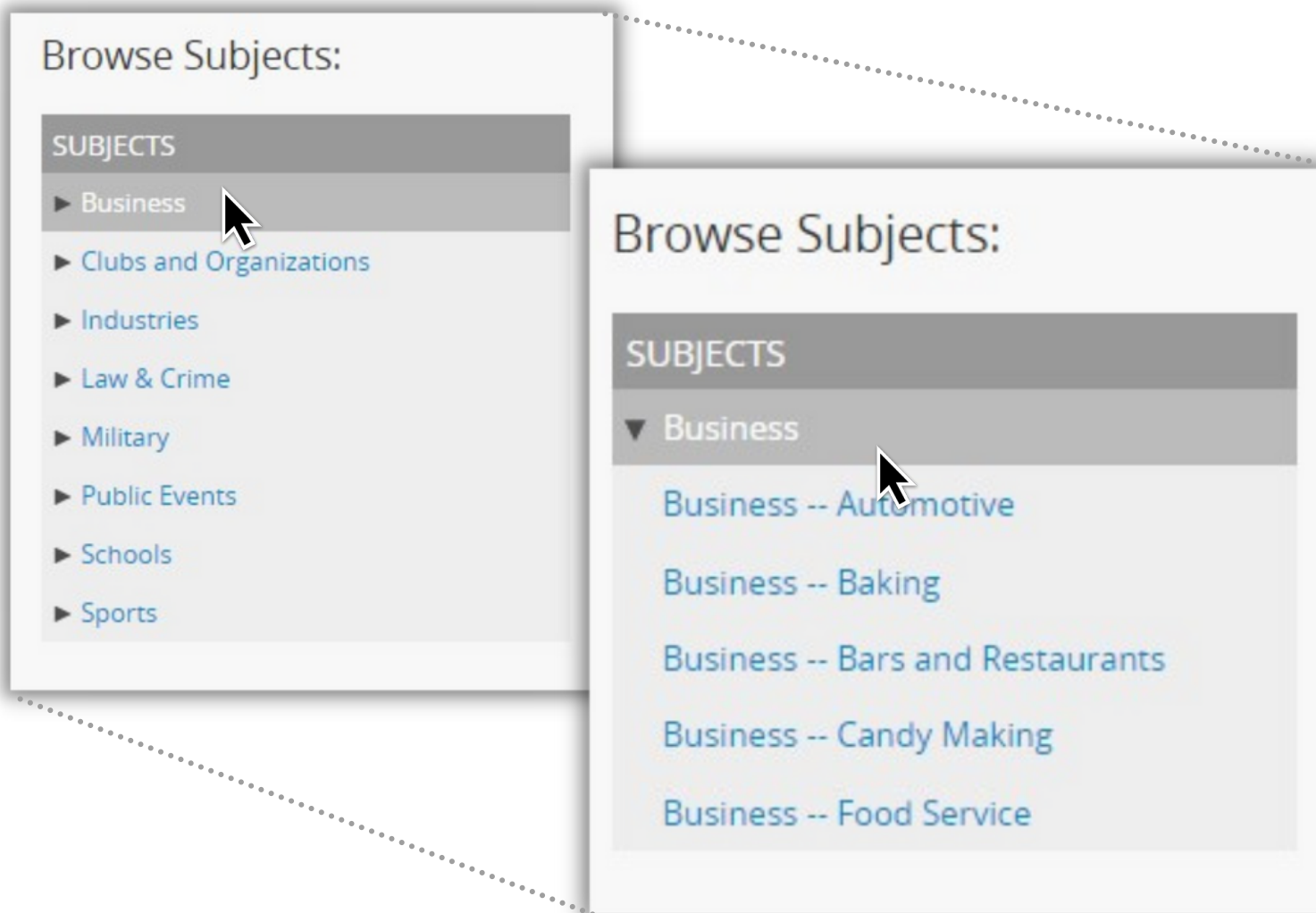
- Business
- Clubs and Organizations
- Industries
- Law & Crime
- Military
- Public Events
- Schools
- Sports

Subjects term	Scope note	Collections count	Authority record count
Clubs and Organizations -- Fraternal Organizations		0	0
Clubs and Organizations -- Women's Clubs		0	0
Industries (6)		0	0
Industries -- Agriculture		0	0
Industries -- Machinery		0	0
Industries -- Lumber		0	0
Industries -- Boatbuilding		0	0
Industries -- Smelting/Refining		0	0
Business -- Candy Making		0	0
Business -- Automotive		0	0
Business -- Baking		0	0
Business -- Food Service		0	0



The Subject Page organizes the same subject terms in two ways, **listed** and **nested**. **Listed** just means that the terms are laid out alphabetically on the page. **Nested** means that the subjects are organized by broader terms that open dropdowns of narrower terms.

## Nested



Click on any subject term and the narrower terms related to that term will open up.

Subject terms make browsing easy since you can navigate related subject matter across collections and find related content quickly.

# Northwest ORCA

Online Records and Collections Access

That concludes this training manual on ORCA.  
If you have any questions about using it please contact us.



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