

## **Quick Guide to the Williams Research Center at The Historic New Orleans Collection for Educators & Students**

Welcome! We are pleased that you are interested in visiting the Williams Research Center. The WRC offers resources online and on site at 410 Chartres St. in the French Quarter. There is no cost to use the Williams Research Center and individual appointments are not required. If you are interested in bringing a group or class to the WRC, please contact Jenny Schwartzberg at [jennifers@hnoc.org](mailto:jennifers@hnoc.org) / (504) 556-7661 or Daphne Derven at [daphned@hnoc.org](mailto:daphned@hnoc.org) / (504) 598-7154. For questions about research or the online catalog, you may contact a WRC staff member at [wrc@hnoc.org](mailto:wrc@hnoc.org).

### **410 Chartres St.**

The Research Center is open Tuesday–Saturday, 9:30 a.m.–4:30 p.m., excluding holidays.

- 1) Visitors should sign in at the reception desk.
- 2) Before heading up to the Reading Room, stop by the locker room. Here, you can choose any locker with a key and secure your valuables. You may bring laptops, tablets, notepads, pencils, and cell phones (placed on silent) into the Reading Room. Food, beverages, bags, and outerwear such as raincoats or heavy jackets are not permitted in the reading room
- 3) All visitors should sign in via the iPads, which are located to the left just after entering the Reading Room.
- 4) Once you find a book, document, or object that you'd like to view, write down its title and ID number on a slip of paper. (This information is available on the item's page in the online catalog.) Then bring that sheet to a staff member working at either of the desks. They'll retrieve the item if it's available. We do not lend material, so all items must be used on site.
- 5) While handling any document or item, treat the materials with the greatest of care and listen to staff members' instructions.
- 6) Inform a staff member when you are finished using the material.

### **Online Catalog**

The catalog can be found on THNOC's website (<http://www.hnoc.org>) under the tab "Collections & Research."

- 1) When you open the catalog page, there are three main areas: Search Options, Browse Collection Themes, and Popular Searches.
  - a. *Search Options*: The basic search allows you to type in general search terms like a topic, location, or name. The advanced search allows you to pair

- different search functions together and create a more specific search. The search will not correct or recognize any misspelled words.
- b. *Browse Collection Themes*: Use this if you have a broad idea of what you want to research. If you click on the “+” or “-” each term will open or collapse a sub menu.
  - c. *Popular Searches*: Use this if you want to get ideas from what other people are researching. These topics tend to be broad and have many results.
- 2) Once your search is complete, your results will be displayed and broken into three categories: Bibliographic Records, Manuscripts/Collection Record, and Artworks/Artifacts.
- a. *Artworks/Artifacts*: These are images, audio, video and 3-D objects.
  - b. *Manuscripts/Collection Record*: Many of these records are documents that tend to be personal primary documents like letters, journal entries, and family papers. Some manuscript collections contain the records of organizations.
  - c. *Bibliographic Records*: These are primarily written and published works.
- 3) After clicking on an item on the search results page, you will be able to see all of the cataloged information about that object. Some items in our collection have been digitized, so you will sometimes see an image of the object on its catalog page. At the bottom of each catalog page you will see a link titled Permalink—this is a permanent link to the catalog page for that item. This permanent link is useful for bibliographies or bookmarking the webpage.

### **Other Online Resources**

- 1) LOUISiana Digital Library (<http://www.hnoc.org/collections/digital-collections.html>)  
This site contains several digital databases including the Clarence Laughlin Photograph Collection, Painting in Louisiana Collection, Artist Database, and Louisiana Biography & Obituary Index.
- 2) Vieux Carré Digital Survey (<http://www.hnoc.org/vcs/index.php>)  
This survey is an extensive study of properties within the French Quarter, referencing essential historical, architectural, legal, and sociological data on individual lots and structures from the French colonial period to the present.
- 3) Research Pathfinders (<http://www.hnoc.org/collections/pathfinders.html>)  
These detailed subject-based pathfinders, prepared by THNOC staff members, are meant to guide interested researchers through our collections.
- 4) Annotated Resource Series (<http://www.hnoc.org/programs/resource-sets.html>)  
These resource sets are meant to provide teachers and students with direct access to primary sources from THNOC’s holdings. The items listed in these documents have been fully digitized by THNOC’s staff and are accessible online for educational purposes.