



If You Build It –  
They Won't Come  
Unless It's Easy to Find

Case studies on creating metadata  
and improving access to the  
Texas Digital Archive

Society of Southwest Archivists annual meeting

May 25, 2018

# Texas State Library and Archives Commission

- Mission:
  - Provide Texans access to needed information
  - Preserve the archival record of Texas
  - Enhance the service capacity of public, academic, and school libraries
  - Assist public agencies in the maintenance of their records
  - Meet the reading needs of Texans with disabilities
- Service Areas:
  - Texas Family Heritage Research Center
  - Reference and Information Center
  - Texas State Archives
  - Sam Houston Center (Liberty, TX)







# Texas Digital Archive

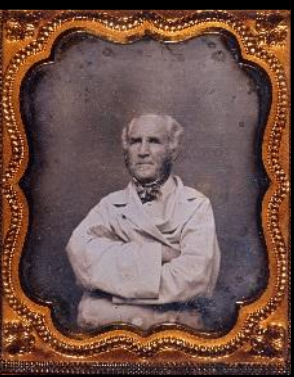
[tsl.access.preservica.com/](http://tsl.access.preservica.com/)

Home »

## Archives & Reference

 Library Catalog	 Reference Services	 Archives & Manuscripts
 Genealogy	 Sam Houston Regional Library & Research Center	 Texas Digital Archive
 TexShare Databases	 Online Collections	 Online Exhibits
 TRAIL	 Regional Historical Resource Depository System	





# Prints and Photographs: the Legacy Metadata Issue


Halley Grogan, Photo Archivist







# Texas Digital Archive - then

missi...

 **Texas State Library and Archives Commission**  *Preserving yesterday, informing today, inspiring tomorrow*

 browse collections

Home > Prints and Photographs Collections


Search Archive  

## Prints and Photographs Collections

General description of the collections

This site represents . . .

(Click on the image to enter the collection.)



**People Collection:**  
Portraits of various men and women important to Texas and United States history. Images include engravings, photoengravings, daguerreotypes, cartes-de-visites, cabinet cards, photographs and negatives, dating from the late 19th Century to early 20th Century. The majority of the images are portraits of individuals including Stephen F. Austin, Sam Houston, Deaf Smith, William Barret Travis, Czar Alexander III, and Jefferson Davis.


**Search Terms:** [Click here for a list of search terms that can be used for the "People" collection](#)

**Places Collection:**

Photographs of buildings, street scenes, homes, panoramic views, historic sites, monuments and events, and paintings with specific locations, arranged alphabetically according to the city location in the following order: Texas, Texas General, other states, foreign countries, and unidentified locations.



**Search Terms:** [Click here for a list of search terms that can be used for the "Places" collection](#)



**L.L. Cook Collection:**  
The collection presents images of life, architecture and landscape in 105 towns in Texas. Prominent in the collection are Bandera, Brownsville, Del Rio, Edinburg, El Paso, Henderson, Junction, Kilgore, Kingsville, McAllen, Mission, and southern Texas. Dates covered are 1940, 1946-1951, 1953, 1955-1957, 1959, bulk 1948, 1951, 1956. Overall, a wide range of subjects are covered including churches, hospitals, schools,

## In This Section

[Prints and Photographs Collections »](#)

[Prints and Photographs – "People" Photo Collection »](#)

[Prints and Photograph – "Places" Photo Collection »](#)

[L. L. Cook Company collection »](#)



# Prints and Photographs database – legacy metadata

The screenshot displays the Microsoft Access interface for the 'Prints and Photographs Database'. The ribbon includes 'File', 'Home', 'Create', 'External Data', 'Database Tools', and 'Help'. The 'Home' ribbon is active, showing options for 'View', 'Clipboard', 'Sort & Filter', 'Records', 'Find', and 'Text Formatting'. The 'All Tables' pane on the left lists several tables, with 'Photo Entry' selected. A red arrow points to this list. The 'Photo Entry' form is open, showing the following data:

ID:	1
Collection Name:	Cook
Photo Number:	1968 089 0001
Date of image:	1947
Place names:	Abilene
Creator:	
Title:	Abilene Christian College M 656
Format:Medium:	bw
Format:PhysicalDesc:	
Format:Extent:	8X10
Digital Format:	jpg
Scanned:	2012
Notes:	

An 'Add Record' button is located at the bottom of the form. Two data entry grids are visible on the right side of the form, labeled 'Proper Subject' and 'Generic Subject', both containing a single asterisk (\*) in the first row.



# Prints and Photographs database – legacy metadata

Prints and Photographs Database - draft : Database- F:\Databases\Prints and Photographs Database\old prints and photograph d... Halley Grogan

File Home Create External Data Database Tools Help Fields Table Tell me what you want to do

View Paste Copy Format Painter Filter Ascending Descending Remove Sort Advanced Toggle Filter Refresh Save Delete Records Find Replace Go To Select Text Formatting

Views Clipboard Sort & Filter

Table Photo Entry Generic Subjects Collections

ID	Collection N	Photo Number	Place names	Title	Date of image	Format:Medium	Format:PI	Format:Extent
3254	5	1981 177 73 2222 281		Shelby & Ginna Stone			print	3.4x5.5
3255	5	1981 177 73 2222 282		Shelby & Ginna Stone			print	2.7x4.5
3256	5	1981 177 73 2222 283		Unidentified little girl standing on sidewalk			print	3.4x5
3257	5	1981 177 73 2222 284		Alice Fairfax Stone as an old woman			print	4.2x6.4
3258	5	1981 177 73 2222 285		Ginna Stone prom picture			print	3.5x3.5
3259	5	1981 177 73 2222 286		Mother & child ("Collins")			print	2.4x3.4
3260	5	1981 177 73 2222 287		Monimia Fairfax, Annie E. Berrford, Alice Fairfax (baby), Ada			print	3.1x4.1
3261	5	1981 177 73 2222 288		Lala Williams			cmrcl	2.2x3.5
3262	5	1981 177 73 2222 289	Strassburg, Austria	Lala Williams, Ada Fitzhugh taken in Strassburg, Austria			cdv	
3263	5	1981 177 73 2222 290		Elgie Crook & unidentified young man			cdv	
3264	5	1981 177 73 2222 291		Alice P. Williams, outdoors	1800s		print	2.6x2.6
3265	5	1981 177 73 2222 292	Liverpool, England	"Fairfax" (Elgie) taken in England			cabinet	
3266	5	1981 177 73 2222 293	Roanoke, Virginia	Elgie Crook at graduation from Hollins College			cmrcl	4x8.2
3267	5	1981 177 73 2222 294	Paris, Texas	Elgie Crook Fairfax, Alice P. Williams (Mrs. Sheb), Lala Willia			cmrcl	6.8x8.8
3268	5	1981 177 73 2222 295		Lala Long, Alice Fairfax & Dick Glasson at rose arbor	1915 c		print	4x5.8
3269	5	1981 177 73 2222 296		Lala Williams Long, Alice Fairfax in gardens at rear of Maxey	1911-1912 c		print	4.4x6.5
3270	5	1981 177 73 2222 297		Lala Williams Long & Alice Fairfax in flower garden	1912 c		print	4.4x6.5
3271	5	1981 177 73 2222 298		Alice Fairfax with doll outdoors	1912 c		postc	
3272	5	1981 177 73 2222 300		The Maxey House after historic marker installed, view of fro			print	5.5x8.1
3273	5	1981 177 73 2238	Dallas, Texas	Sallie Lee Lightfoot & classmates (St. Mary's College, Dallas)	1896 05 23		cmrcl	8x10.3
3274	5	1981 177 73 2239	Dallas, Texas	Sallie Lee Lightfoot and classmates.	1896 05 23		cmrcl	8x10.4
3275	5	1981 177 73 2548	Paris, Texas	"Colonel Aikin", 1892	1892		cabinet	
3276	5	1981 177 73 2575	Austin, Texas	Photo of Dan Penick, SBM Long friend at UT			cabinet	
3277	5	1981 177 73 2576		SBM Long and UT class of 1891	1891		cmrcl	8x10
3278	5	1981 177 73 2577		SBM Long and UT class of 1891	1891		cmrcl	8x10
3279	5	1981 177 73 2581		Photo of portrait of Sam Houston			imperial	7x9.6
3280	5	1981 177 73 2589	Paris, Texas	"The Lynn (photography) Studio Years Ago - 1868" Paris, Tex.	1868		imperial	6.2x10
3281	5	1981 177 73 2615	Paris, Texas	Larkin B. Hunt, Paris, Tex.			cabinet	
3282	5	1981 177 73 2616	New York City, New York	SB Maxey, autographed portrait in old age (source of portrai			boudoir	
3283	5	1981 177 73 2617	Paris, Texas	W.F. Gill			cmrcl	5.2x7.1
3284	5	1981 177 73 2618		Henry D. McDonald			cmrcl	7x9
3285	5	1981 177 73 2619	Paris, Texas	Mr. Gill and Judge Denton as young men in fancy dress			cabinet	
3286	5	1981 177 73 2620		Judge Ben Denton (nephew of Marilda Maxey)			cmrcl	8x10
3287	5	1981 177 73 2623		Alice Pierson as a girl (mother of Lala Long)			cmrcl	8x10

Records: 1 of 5898 No Filter Search

cities, towns, other geographic locale, names of parks, etc. -follow LC subject heading form - ex, Austin (Tex.)

Num Lock





# Texas Digital Archive - then

missi...

 **Texas State Library and Archives Commission**  *Preserving yesterday, informing today, inspiring tomorrow*

[browse collections](#)

Home > [Prints and Photographs Collections](#)

Search Archive  

## Prints and Photographs Collections

General description of the collections

This site represents . . .

(Click on the image to enter the collection.)



**People Collection:**  
Portraits of various men and women important to Texas and United States history. Images include engravings, photoengravings, daguerreotypes, cartes-de-visites, cabinet cards, photographs and negatives, dating from the late 19th Century to early 20th Century. The majority of the images are portraits of individuals including Stephen F. Austin, Sam Houston, Deaf Smith, William Barret Travis, Czar Alexander III, and Jefferson Davis.

**Search Terms:** [Click here for a list of search terms that can be used for the "People" collection](#)

**Places Collection:**

Photographs of buildings, street scenes, homes, panoramic views, historic sites, monuments and events, and paintings with specific locations, arranged alphabetically according to the city location in the following order: Texas, Texas General, other states, foreign countries, and unidentified locations.



**Search Terms:** [Click here for a list of search terms that can be used for the "Places" collection](#)



**L.L. Cook Collection:**  
The collection presents images of life, architecture and landscape in 105 towns in Texas. Prominent in the collection are Bandera, Brownsville, Del Rio, Edinburg, El Paso, Henderson, Junction, Kilgore, Kingsville, McAllen, Mission, and southern Texas. Dates covered are 1940, 1946-1951, 1953, 1955-1957, 1959, bulk 1948, 1951, 1956. Overall, a wide range of subjects are covered including churches, hospitals, schools,

## In This Section

[Prints and Photographs Collections »](#)

[Prints and Photographs – "People" Photo Collection »](#)

[Prints and Photograph – "Places" Photo Collection »](#)

[L. L. Cook Company collection »](#)



Photo Number	Place names	Title	Date of image	Format:Medium	Format:Physic	Format:Extent
1981 177 73 2222 275		Double exposure of a young woman, taken o			print	3x5.1
1981 177 73 2222 276	New York City, New York	Lala Long in housecoat or nightgown	1895 c		cabinet	
1981 177 73 2222 277		Young child standing beside fountain			print	3.4x3.4
1981 177 73 2222 278		Elgie Crook Fairfax, seated			print	4x6
1981 177 73 2222 279	Washington D.C.	Emma Wortham Crook			oval	3.3x6.2
1981 177 73 2222 280	Paris, Texas	Unidentified woman with bow in her hair			cabinet	
1981 177 73 2222 281		Shelby & Ginna Stone			print	3.4x5.5
1981 177 73 2222 282		Shelby & Ginna Stone			print	2.7x4.5
1981 177 73 2222 283		Unidentified little girl standing on sidewalk			print	3.4x5
1981 177 73 2222 284		Alice Fairfax Stone as an old woman			print	4.2x6.4
1981 177 73 2222 285		Ginna Stone prom picture			print	3.5x3.5
1981 177 73 2222 286		Mother & child ("Collins")			print	2.4x3.4
1981 177 73 2222 287		Monimia Fairfax, Annie E. Berrford, Alice Fair			print	3.1x4.1
1981 177 73 2222 288		Lala Williams			cmrcl	2.2x3.5
1981 177 73 2222 289	Strassburg, Austria	Lala Williams, Ada Fitzhugh taken in Strassbu			cdv	
1981 177 73 2222 290		Elgie Crook & unidentified young man			cdv	
1981 177 73 2222 291		Alice P. Williams, outdoors	1800s		print	2.6x2.6
1981 177 73 2222 292	Liverpool, England	"Fairfax" (Elgie) taken in England			cabinet	
1981 177 73 2222 293	Roanoke, Virginia	Elgie Crook at graduation from Hollins Colleg			cmrcl	4x8.2
1981 177 73 2222 294	Paris, Texas	Elgie Crook Fairfax, Alice P. Williams (Mrs. Sh			cmrcl	6.8x8.8
1981 177 73 2222 295		Lala Long, Alice Fairfax & Dick Glasson at rose	1915 c		print	4x5.8
1981 177 73 2222 296		Lala Williams Long, Alice Fairfax in gardens at	1911-1912 c		print	4.4x6.5
1981 177 73 2222 297		Lala Williams Long & Alice Fairfax in flower g	1912 c		print	4.4x6.5
1981 177 73 2222 298		Alice Fairfax with doll outdoors	1912 c		postc	
1981 177 73 2222 300		The Maxey House after historic marker instal			print	5.5x8.1
1981 177 73 2238	Dallas, Texas	Sallie Lee Lightfoot & classmates (St. Mary's C	1896 05 23		cmrcl	8x10.3
1981 177 73 2239	Dallas, Texas	Sallie Lee Lightfoot and classmates.	1896 05 23		cmrcl	8x10.4
1981 177 73 2548	Paris, Texas	"Colonel Aikin", 1892	1892		cabinet	
1981 177 73 2575	Austin, Texas	Photo of Dan Penick, SBM Long friend at UT			cabinet	
1981 177 73 2576		SBM Long and UT class of 1891	1891		cmrcl	8x10
1981 177 73 2577		SBM Long and UT class of 1891	1891		cmrcl	8x10
1981 177 73 2581		Photo of portrait of Sam Houston			imperial	7x9.6
1981 177 73 2589	Paris, Texas	"The Lynn (photography) Studio Years Ago - 1	1868		imperial	6.2x10
1981 177 73 2615	Paris, Texas	Larkin B. Hunt, Paris, Tex			cabinet	

Photo Number	Place names	Title	Date of image	Format:Medium	Format:Physic	Format:Extent
1981 177 73 2222 275		Double exposure of young woman, taken o			print	3x5.1
1981 177 73 2222 276		or nightgown	1895 c		cabinet	
1981 177 73 2222 277		side fountain			print	3.4x3.4
1981 177 73 2222 278		ed			print	4x6
1981 177 73 2222 279					oval	3.3x6.2
1981 177 73 2222 280		th bow in her hair			cabinet	
1981 177 73 2222 281		Shelby & Ginna Stone			print	3.4x5.5
1981 177 73 2222 282		Shelby & Ginna Stone			print	2.7x4.5
1981 177 73 2222 283		Unidentified little girl standing on sidewalk			print	3.4x5
1981 177 73 2222 284		Alice Fairfax Stone as an old woman			print	4.2x6.4
1981 177 73 2222 285		Ginna Stone prom picture			print	3.5x3.5
1981 177 73 2222 286		Mother & child ("Collins")			print	2.4x3.4
1981 177 73 2222 287		Monimia Fairfax, Annie E. Berrford, Alice Fair			print	3.1x4.1
1981 177 73 2222 288		Lala Williams			cmrcl	2.2x3.5
1981 177 73 2222 289	Strassburg, Austria	Lala Williams, Ada Fitzhugh taken in Strassbu			cdv	
1981 177 73 2222 290		Elgie Crook & unidentified young man			cdv	
1981 177 73 2222 291		Alice P. Williams, outdoors	1800s		print	2.6x2.6
1981 177 73 2222 292	Liverpool, England	"Fairfax" (Elgie) taken in England			cabinet	
1981 177 73 2222 293	Roanoke, Virginia	Elgie Crook at graduation from Hollins Colleg			cmrcl	4x8.2
1981 177 73 2222 294	Paris, Texas	Elgie Crook Fairfax, Alice P. Williams (Mrs. Sh			cmrcl	6.8x8.8
1981 177 73 2222 295		Lala Long, Alice Fairfax & Dick Glasson at rose	1915 c		print	4x5.8
1981 177 73 2222 296		Lala Williams Long, Alice Fairfax in gardens at	1911-1912 c		print	4.4x6.5
1981 177 73 2222 297		Lala Williams Long & Alice Fairfax in flower g	1912 c		print	4.4x6.5
1981 177 73 2222 298		Alice Fairfax with doll outdoors	1912 c		postc	
1981 177 73 2222 300		The Maxey House after historic marker instal			print	5.5x8.1
1981 177 73 2238	Dallas, Texas	Sallie Lee Lightfoot & classmates (St. Mary's C	1896 05 23		cmrcl	8x10.3
1981 177 73 2239	Dallas, Texas	Sallie Lee Lightfoot and classmates.	1896 05 23		cmrcl	8x10.4
1981 177 73 2548	Paris, Texas	"Colonel Aikin", 1892	1892		cabinet	
1981 177 73 2575	Austin, Texas	Photo of Dan Penick, SBM Long friend at UT			cabinet	
1981 177 73 2576		SBM Long and UT class of 1891	1891		cmrcl	8x10
1981 177 73 2577		SBM Long and UT class of 1891	1891		cmrcl	8x10
1981 177 73 2581		Photo of portrait of Sam Houston			imperial	7x9.6
1981 177 73 2589	Paris, Texas	"The Lynn (photography) Studio Years Ago - 1	1868		imperial	6.2x10
1981 177 73 2615	Paris, Texas	Larkin B. Hunt, Paris, Tex			cabinet	

Image numbers are no longer formatted this way

Photo Number	Place names	Title	Date of image	Format:Medium	Format:Physic	Format:Extent
1981 177 73 2222 275		Double exposure of a young woman, taken o			print	3x5.1
1981 177 73 2222 276	New York City, New York	Lala Long in housecoat or nightgown	1895 c		cabinet	
1981 177 73 2222 277		Young child standing beside fountain			print	3.4x3.4
1981 177 73 2222 278		Elgie Crook Fairfax, seated			print	4x6
1981 177 73 2222 279	Washington D.C.	Emma Wortham Crook			oval	3.3x6.2
1981 177 73 2222 280	Paris, Texas	Unidentified woman with bow in her hair			cabinet	
1981 177 73 2222 281		Shelby & Ginna Stone			print	3.4x5.5
1981 177 73 2222 282		Shelby & Ginna Stone			print	2.7x4.5
1981 177 73 2222 283		Unidentified little girl standing on sidewalk			print	3.4x5
1981 177 73 2222 284		Alice Fairfax Stone as an old woman			print	4.2x6.4
1981 177 73 2222 285		Ginna Stone prom picture			print	3.5x3.5
1981 177 73 2222 286		Mother & child ("Collins")			print	2.4x3.4
1981 177 73 2222 287		Monimia Fairfax, Annie E. Berrford, Alice Fair			print	3.1x4.1
1981 177 73 2222 288		Lala Williams			cmrcl	2.2x3.5
1981 177 73 2222 289	Strassburg, Austria	Lala Williams, Ada Fitzhugh taken in Strassbu			cdv	
1981 177 73 2222 290		Elgie Crook & unidentified young man			cdv	
1981 177 73 2222 291		Alice P. Williams, outdoors	1800s		print	2.6x2.6
1981 177 73 2222 292	Liverpool, England	"Fairfax" (Elgie) taken in England			cabinet	
1981 177 73 2222 293	Roanoke, Virginia	Elgie Crook at graduation from Hollins Colleg			cmrcl	4x8.2
1981 177 73 2222 294	Paris, Texas	Elgie Crook Fairfax, Alice P. Williams (Mrs. Sh			cmrcl	6.8x8.8
1981 177 73 2222 295		Lala Long, Alice Fairfax & Dick Glasson at rose	1915 c		print	4x5.8
1981 177 73 2222 296		Lala Williams Long, Alice Fairfax in gardens at	1911-1912 c		print	4.4x6.5
1981 177 73 2222 297		Lala Williams Long & Alice Fairfax in flower g	1912 c		print	4.4x6.5
1981 177 73 2222 298		Alice Fairfax with doll outdoors	1912 c		postc	
1981 177 73 2222 300		The Maxey House after historic marker instal			print	5.5x8.1
1981 177 73 2238	Dallas, Texas	Sallie Lee Lightfoot & classmates (St. Mary's C	1896 05 23		cmrcl	8x10.3
1981 177 73 2239	Dallas, Texas	Sallie Lee Lightfoot & classmates (St. Mary's C	1896 05 23		cmrcl	8x10.4
1981 177 73 2548	Paris, Texas				cabinet	
1981 177 73 2575	Austin, Texas				cabinet	
1981 177 73 2576					cmrcl	8x10
1981 177 73 2577					cmrcl	8x10
1981 177 73 2581		Photo of portrait of Sam Houston			imperial	7x9.6
1981 177 73 2589	Paris, Texas	"The Lynn (photography) Studio Years Ago - 1	1868		imperial	6.2x10
1981 177 73 2615	Paris, Texas	Larkin B. Hunt, Paris, Tex			cabinet	

Locations are not formatted like LC authority terms

Photo Number	Place names	Title	Date of image	Format:Medium	Format:Physic	Format:Extent
1981 177 73 2222 275		Double exposure of a young woman, taken o			print	3x5.1
1981 177 73 2222 276	New York City, New York	Lala Long in housecoat or nightgown	1895			
1981 177 73 2222 277		Young child standing beside fountain				4x3.4
1981 177 73 2222 278		Elgie Crook Fairfax, seated				x6
1981 177 73 2222 279	Washington D.C.	Emma Wortham Crook				3x6.2
1981 177 73 2222 280	Paris, Texas	Unidentified woman with bow in her hair				
1981 177 73 2222 281		Shelby & Ginna Stone				4x5.5
1981 177 73 2222 282		Shelby & Ginna Stone				7x4.5
1981 177 73 2222 283		Unidentified little girl standing on sidewalk				4x5
1981 177 73 2222 284		Alice Fairfax Stone as an old woman				.2x6.4
1981 177 73 2222 285		Ginna Stone prom picture			print	3.5x3.5
1981 177 73 2222 286		Mother & child ("Collins")			print	2.4x3.4
1981 177 73 2222 287		Monimia Fairfax, Annie E. Berrford, Alice Fair			print	3.1x4.1
1981 177 73 2222 288		Lala Williams			cmrcl	2.2x3.5
1981 177 73 2222 289	Strassburg, Austria	Lala Williams, Ada Fitzhugh taken in Strassbu			cdv	
1981 177 73 2222 290		Elgie Crook & unidentified young man			cdv	
1981 177 73 2222 291		Alice P. Williams, outdoors	1800s		print	2.6x2.6
1981 177 73 2222 292	Liverpool, England	"Fairfax" (Elgie) taken in England			cabinet	
1981 177 73 2222 293	Roanoke, Virginia	Elgie Crook at graduation from Hollins Colleg			cmrcl	4x8.2
1981 177 73 2222 294	Paris, Texas	Elgie Crook Fairfax, Alice P. Williams (Mrs. Sh			cmrcl	6.8x8.8
1981 177 73 2222 295		Lala Long, Alice Fairfax & Dick Glasson at rose	1915 c		print	4x5.8
1981 177 73 2222 296		Lala Williams Long, Alice Fairfax in gardens at	1911-1912 c		print	4.4x6.5
1981 177 73 2222 297		Lala Williams Long & Alice Fairfax in flower g	1912 c		print	4.4x6.5
1981 177 73 2222 298		Alice Fairfax with doll outdoors	1912 c		postc	
1981 177 73 2222 300		The Maxey House after historic marker instal			print	5.5x8.1
1981 177 73 2238	Dallas, Texas	Sallie Lee Lightfoot & classmates (St. Mary's C	1896 05 23		cmrcl	8x10.3
1981 177 73 2239	Dallas, Texas	Sallie Lee Lightfoot and classmates.	1896 05 23		cmrcl	8x10.4
1981 177 73 2548	Paris, Texas	"Colonel Aikin", 1892	1892		cabinet	
1981 177 73 2575	Austin, Texas	Photo of Dan Penick, SBM Long friend at UT			cabinet	
1981 177 73 2576		SBM Long and UT class of 1891	1891		cmrcl	8x10
1981 177 73 2577		SBM Long and UT class of 1891	1891		cmrcl	8x10
1981 177 73 2581		Photo of portrait of Sam Houston			imperial	7x9.6
1981 177 73 2589	Paris, Texas	"The Lynn (photography) Studio Years Ago - 1	1868		imperial	6.2x10
1981 177 73 2615	Paris, Texas	Larkin B. Hunt, Paris, Tex			cabinet	

Image descriptions not up to our current descriptive standards – include abbreviations and wildcard characters

Photo Number	Place names	Title	Date of image	Format:Medium	Format:Physic	Format:Extent
1981 177 73 2222 275		Double exposure of a young woman, taken o			print	3x5.1
1981 177 73 2222 276	New York City, New York	Lala Long in housecoat or nightgown	1895 c		cabinet	
1981 177 73 2222 277		Young child standing beside fountain			print	3.4x3.4
1981 177 73 2222 278		Elgie Crook Fairfax, seated			print	4x6
1981 177 73 2222 279	Washington D.C.	Emma Wortham Crook			oval	3.3x6.2
1981 177 73 2222 280	Paris, Texas	Unidentified woman with bow in her hair			cabinet	
1981 177 73 2222 281		Shelby & Ginna Stone			print	3.4x5.5
1981 177 73 2222 282		Shelby & Ginna Stone			print	2.7x4.5
1981 177 73 2222 283		Unidentified little girl standing on sidewalk			print	3.4x5
1981 177 73 2222 284		Alice Fairfax Stone as an old woman			print	4.2x6.4
1981 177 73 2222 285		Ginna Stone prom picture			print	3.5x3.5
1981 177 73 2222 286		Mother & child ("Collins")			print	2.4x3.4
1981 177 73 2222 287		Monimia Fairfax, Annie E. Berrford, Alice Fair			print	3.1x4.1
1981 177 73 2222 288		Lala Williams			cmrcl	2.2x3.5
1981 177 73 2222 289	Strassburg, Austria	Lala Williams, Ada Fitzhugh taken in Strassbu			cdv	
1981 177 73 2222 290		Elgie Crook & unidentified young man			cdv	
1981 177 73 2222 291		Alice P. Williams, outdoors	1800s		print	2.6x2.6
1981 177 73 2222 292	Liverpool, England	"Fairfax" (Elgie) taken in England			cabinet	
1981 177 73 2222 293	Roanoke, Virginia	Elgie Crook at graduation from Hollins Colleg			cmrcl	4x8.2
1981 177 73 2222 294	Paris, Texas	Elgie Crook Fairfax, Alice P. Williams (Mrs. Sh			cmrcl	6.8x8.8
1981 177 73 2222 295		Lala Long, Alice Fairfax & Dick Glasson at rose	1915 c		print	4x5.8
1981 177 73 2222 296		Lala Williams Long, Alice Fairfax in gardens at	1911-1912 c		print	4.4x6.5
1981 177 73 2222 297		Lala Williams Long & Alice Fairfax in flower g	1912 c		print	4.4x6.5
1981 177 73 2222 298		Alice Fairfax with doll outdoors	1912 c		postc	
1981 177 73 2222 300		The Maxey House after historic marker instal			print	5.5x8.1
1981 177 73 2238	Dallas, Texas	Sallie Lee Lightfoot & classmates (St. Mary's C	1896 05 23		cmrcl	8x10.3
1981 177 73 2239	Dallas, Texas	Sallie Lee Lightfoot and classmates.	1896 05 23		cmrcl	8x10.4
1981 177 73 2548	Paris, Texas	"Colonel Aikin", 1892	1892		cabinet	
1981 177 73 2575	Austin, Texas	Photo of Dan Penick, SBM Long friend at UT			cabinet	
1981 177 73 2576		SBM Long and UT class of 1891	1891		cmrcl	8x10
1981 177 73 2577		SBM Long and UT class of 1891	1891		cmrcl	8x10
1981 177 73 2581		Photo of portrait of Sam Houston			imperial	7x9.6
1981 177 73 2589	Paris, Texas	"The Lynn (photography) Studio Years Ago - 1	1868		imperial	6.2x10
1981 177 73 2615	Paris, Texas	Larkin B. Hunt, Paris, Tex			cabinet	

Photo Number	Place names	Title	Date of image	Format:Medium	Format:Physic	Format:Extent
1981 177 73 2222 275		Double exposure of a young woman, taken o			print	3x5.1
1981 177 73 2222 276	New York City, New York	Lala Long in housecoat or nightgown	1895 c		cabinet	
1981 177 73 2222 277		Young child standing beside fountain			print	3.4x3.4
1981 177 73 2222 278		Elgie Crook Fairfax, seated			print	4x6
1981 177 73 2222 279	Washington D.C.	Emma Wortham Crook			oval	3.3x6.2
1981 177 73 2222 280	Paris, Texas	Unidentified woman with bow in her hair			cabinet	
1981 177 73 2222 281		Shelby & Ginna Stone			print	3.4x5.5
1981 177 73 2222 282		Shelby & Ginna Stone			print	2.7x4.5
1981 177 73 2222 283		Unidentified little girl standing on sidewalk			print	3.4x5
1981 177 73 2222 284		Alice Fairfax Stone as an old woman			print	4.2x6.4
1981 177 73 2222 285		Ginna Stone prom picture			print	3.5x3.5
1981 177 73 2222 286		Mother & child ("Collins")			print	2.4x3.4
1981 177 73 2222 287		Monimia Fairfax, Annie E. Berrford, Alice Fair			print	3.1x4.1
1981 177 73 2222 288		Lala Williams			cmrcl	2.2x3.5
1981 177 73 2222 289	Strassburg, Austria	Lala Williams, Ada Fitzhugh taken in Strassbu			cdv	
1981 177 73 2222 290		Elgie Crook & unidentified young man			cdv	
1981 177 73 2222 291		Alice P. Williams, outdoors	1800s		print	2.6x2.6
1981 177 73 2222 292	Liverpool, England	"Fairfax" (Elgie) taken in England			cabinet	
1981 177 73 2222 293	Roanoke, Virginia	Elgie Crook at graduation from Hollins Colleg			cmrcl	4x8.2
1981 177 73 2222 294	Paris, Texas	Elgie Crook Fairfax, Alice P. Williams (Mrs. Sh			cmrcl	6.8x8.8
1981 177 73 2222 295		Lala Long, Alice Fairfax & Dick Glasson at rose	1915 c		print	4x5.8
1981 177 73 2222 296		Lala Williams Long, Alice Fairfax in gardens at	1911-1912 c		print	4.4x6.5
1981 177 73 2222 297		Lala Williams Long & Alice Fairfax in flower g	1912 c		print	4.4x6.5
1981 177 73 2222 298		Alice Fairfax with doll outdoors	1912 c		postc	
1981 177 73 2222 300		The Maxey House after historic marker instal			print	5.5x8.1
1981 177 73 2238	Dallas, Texas	Sallie Lee Lightfoot & classmates (St. Mary's C	1896 05 23		cmrcl	8x10.3
1981 177 73 2239	Dallas, Texas	Sallie Lee Lightfoot and classmates.	1896 05 23		cmrcl	8x10.4
1981 177 73 2548	Paris, Texas	"Colonel Aikin", 1892	1892		cabinet	
1981 177 73 2575	Austin, Texas	Photo of Dan Penick, SBM Long friend at UT			cabinet	
1981 177 73 2576		SBM Long and UT class of 1891	1891		cmrcl	8x10
1981 177 73 2577		SBM Long and UT class of 1891	1891		cmrcl	8x10
1981 177 73 2581		Photo of portrait of Sam Houston			imperial	7x9.6
1981 177 73 2589	Paris, Texas	"The Lynn (photography) Studio Years Ago - 1	1868		imperial	6.2x10
1981 177 73 2615	Paris, Texas	Larkin B. Hunt, Paris, Tex			cabinet	

Photo Number	Place names	Title	Date of image	Format:Medium	Format:Physic	Format:Extent
1981 177 73 2222 275		Double exposure of a young woman, taken o			print	3x5.1
1981 177 73 2222 276	New York City, New York	Lala Long in housecoat or nightgown	1895 c		cabinet	
1981 177 73 2222 277		Young child standing beside fountain			print	3.4x3.4
1981 177 73 2222 278		Elgie Crook Fairfax, seated			print	4x6
1981 177 73 2222 279	Washington D.C.	Emma Wortham Crook			oval	3.3x6.2
1981 177 73 2222 280	Paris, Texas	Unidentified woman with bow in her hair			cabinet	
1981 177 73 2222 281		Shelby & Ginna Stone			print	3.4x5.5
1981 177 73 2222 282		Shelby & Ginna Stone			print	2.7x4.5
1981 177 73 2222 283		Unidentified little girl standing on sidewalk			print	3.4x5
1981 177 73 2222 284		Alice Fairfax Stone as an old woman			print	4.2x6.4
1981 177 73 2222 285		Ginna Stone prom picture			print	3.5x3.5
1981 177 73 2222 286		Mother & child ("Collins")			print	2.4x3.4
1981 177 73 2222 287		Monimia Fairfax, Annie E. Berrford, Alice Fair			print	3.1x4.1
1981 177 73 2222 288		Lala Williams			cmrcl	2.2x3.5
1981 177 73 2222 289	Strassburg, Austria	Lala Williams, Ada Fitzhugh taken in Strassbu			cdv	
1981 177 73 2222 290		Elgie Crook & unidentified young man			cdv	
1981 177 73 2222 291		Alice P. Williams, outdoors	1800s		print	2.6x2.6
1981 177 73 2222 292	Liverpool, England	"Fairfax" (Elgie) taken in England			cabinet	
1981 177 73 2222 293	Roanoke, Virginia	Elgie Crook at graduation from Hollins Colleg			cmrcl	4x8.2
1981 177 73 2222 294	Paris, Texas	Elgie Crook Fairfax, Alice P. Williams (Mrs. Sh			cmrcl	6.8x8.8
1981 177 73 2222 295		Lala Long, Alice Fairfax & Dick Glasson at rose	1915 c		print	4x5.8
1981 177 73 2222 296		Lala Williams Long, Alice Fairfax in gardens at	1911-1912 c		print	4.4x6.5
1981 177 73 2222 297		Lala Williams Long & Alice Fairfax in flower g	1912 c		print	4.4x6.5
1981 177 73 2222 298		Alice Fairfax with doll outdoors	1912 c		postc	
1981 177 73 2222 300		The Maxey House after historic marker instal			print	5.5x8.1
1981 177 73 2238	Dallas, Texas	Sallie Lee Lightfoot & cl			cmrcl	8x10.3
1981 177 73 2239	Dallas, Texas	Sallie Lee Lightfoot and			cmrcl	8x10.4
1981 177 73 2548	Paris, Texas	"Colonel Aikin", 1892			cabinet	
1981 177 73 2575	Austin, Texas	Photo of Dan Penick, SB			cabinet	
1981 177 73 2576		SBM Long and UT class c			cmrcl	8x10
1981 177 73 2577		SBM Long and UT class c			cmrcl	8x10
1981 177 73 2581		Photo of portrait of Sam Houston			imperial	7x9.6
1981 177 73 2589	Paris, Texas	"The Lynn (photography) Studio Years Ago - 1	1868		imperial	6.2x10
1981 177 73 2615	Paris, Texas	Larkin B. Hunt, Paris, Tex			cabinet	

Internal controlled vocabulary – haven't used in 5+ years



# Texas Digital Archive – EAD v Dublin Core metadata

## COLLECTION


### Prints and Photographs

## L.L. Cook Company collection

**Object Type:** Collection

**In Collection:** Prints and Photographs

Click on 'browse record' to move to the next level; at the item-level higher quality version of the record

 L.L. Cook Company collection

 [Collections](#)

 [Records](#)

 [Collections](#)

 [Records](#)

90016

### L.L. Cook Company collection

#### Archival Description

**TARO Identifier:** urn:taro:tslac.90016

**Finding Aid Title:** L.L. Cook Company Collection

**Descriptive Rules:** DACS

**Title:** L.L. Cook Company collection

**Created:** 1940-1959

**Creator:** L.L. Cook Company

**Physical Description of Originals:** 6.25 cubic ft.

**Language of Materials:** English

**Biography or History:** The L.L. Cook Company was founded in 1921 and was one of the two largest postcard publishing companies in Milwaukee, Wisconsin up to the 1960s, producing thousands of postcards with scenes from different cities and states across the country. The L.L. Cook Company bought the other large postcard publisher in Wisconsin, the E.C. Kropp Company, in 1956. The company continued to produce postcards into the 1960s. In 1969 the L.L. Cook Company was sold to the General Aniline and Film (GAF) Corporation and shifted focus from producing postcards to maintaining a photofinishing business. It formally dissolved in 1980.

**Scope and Content:** The L.L. Cook Company was founded in 1921 and was one of the two largest postcard publishing companies in Milwaukee, Wisconsin up to the 1960s, producing thousands of postcards with scenes from different cities and states across the country. The collection presents images of life, architecture and landscape in 105 towns in Texas. Prominent in the collection are Bandera, Brownsville, Del Rio, Edinburg, El Paso, Henderson, Junction, Kilgore, Kingsville, McAllen, Mission, and southern Texas. Dates covered are 1940-1946-1951-1952-1955-1957-1959. bulk



# Texas Digital Archive – EAD v Dublin Core metadata

RECORD

## Santa Gertrudis Beef Bull King Ranch N 163

### Images 1000-1099

 [Santa Gertrudis Beef Bull King Ranch N 163](#)

 [Records](#)

 [Files](#)

[1968089\\_1059ac.jpg](#)

[Santa Gertrudis Beef Bull King Ranch N 163](#)

#### Properties

**Samples Per Pixel:** 1

**Byte Order:** big-endian

**Bits Per Sample:** [8]

**Y Sampling Frequency:** 400/1

**X Sampling Frequency:** 400/1

**Sampling Frequency Unit:** inch

**Colour Space:** YCbCr

**Image Height:** 3323

**Image Width:** 4102

**Compression Type:** JPEG

#### Dublin Core Metadata

**identifier:** 1968/089-1059

**coverage:** Kingsville (Tex.)

**title:** Santa Gertrudis Beef Bull King Ranch N 163

**publisher:** L.L. Cook Company

**date:** 1955

**type:** Image

**source:** L.L. Cook Company Collection, Texas State Library and Archives Commission

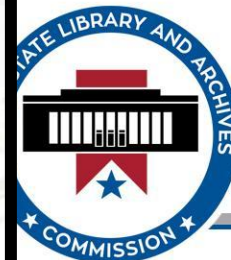
**format:** black-and-white photographs

**format:** 8 in x 10 in

**rights:** No known copyright restrictions. You are welcome to make fair use of this image under U.S. Copyright law and in compliance with our terms of use. Please note that you are responsible for determining whether your use is fair and for responding to any claims that may arise from your use. The Library and Archives will remove any image that is in violation upon learning about any existing copyright restrictions.

**Object Type:** Image  
**In Folder:** Images 1000-1099

Click on 'browse record' to move to the next level; at the item-level click on 'download' for a higher quality version of the record



# Texas Digital Archive – EAD v Dublin Core metadata

RECORD

## Santa Gertrudis Beef Bull King Ranch N 163

### Images 1000-1099

 Santa Gertrudis Beef Bull King Ranch N 163

 [Records](#)

 [Files](#)

1968089\_1059ac.jpg

Santa Gertrudis Beef Bull King Ranch N 163

#### Properties

**Samples Per Pixel:** 1

**Byte Order:** big-endian

**Bits Per Sample:** [8]

**Y Sampling Frequency:** 400/1

**X Sampling Frequency:** 400/1

**Sampling Frequency Unit:** inch

**Colour Space:** YCbCr

**Image Height:** 3323

**Image Width:** 4102

**Compression Type:** JPEG

#### Dublin Core Metadata

**identifier:** 1968/089-1059

**coverage:** Kingsville (Tex.)

**title:** Santa Gertrudis Beef Bull King Ranch N 163

**publisher:** L.L. Cook Company

**date:** 1955

**type:** Image

**source:** L.L. Cook Company Collection, Texas State Library and Archives Commission

**format:** black-and-white photographs

**format:** 8 in x 10 in

**rights:** No known copyright restrictions. You are welcome to make fair use of this image under U.S. Copyright law and in compliance with our terms of use. Please note that you are responsible for determining whether your use is fair and for responding to any claims that may arise from your use. The Library and Archives will remove any image that is in violation upon learning about any existing copyright restrictions.

COLLECTION

### Prints and Photographs

## L.L. Cook Company collection

 L.L. Cook Company collection

 [Collections](#)

 [Records](#)

 [Collections](#)

 [Records](#)

**Object Type:** Collection

**In Collection:** Prints and Photographs

Click on 'browse record' to move to the next level; at the item-level higher quality version of the record

90016

L.L. Cook Company collection

#### Archival Description

**TARO Identifier:** urn:taro:tslac.90016

**Finding Aid Title:** L.L. Cook Company Collection

**Descriptive Rules:** DACS

**Title:** L.L. Cook Company collection

**Created:** 1940-1959

**Creator:** L.L. Cook Company

**Physical Description of Originals:** 6.25 cubic ft.

**Language of Materials:** English

**Biography or History:** The L.L. Cook Company was founded in 1921 and was one of the two largest postcard publishing companies in Milwaukee, Wisconsin up to the 1960s, producing thousands of postcards with scenes from different cities and states across the country. The L.L. Cook Company bought the other large postcard publisher in Wisconsin, the E.C. Kropp Company, in 1956. The company continued to produce postcards into the 1960s. In 1969 the L.L. Cook Company was sold to the General Aniline and Film (GAF) Corporation and shifted focus from producing postcards to maintaining a photofinishing business. It formally dissolved in 1980.

**Scope and Content:** The L.L. Cook Company was founded in 1921 and was one of the two largest postcard publishing companies in Milwaukee, Wisconsin up to the 1960s, producing thousands of postcards with scenes from different cities and states across the country. The collection presents images of life, architecture and landscape in 105 towns in Texas. Prominent in the collection are Bandera, Brownsville, Del Rio, Edinburg, El Paso, Henderson, Junction, Kilgore, Kingsville, McAllen, Mission, and southern Texas. Dates



# Texas Digital Archive – EAD v Dublin Core metadata

The screenshot shows a web browser window with the URL [https://tsl.access.preservica.com/?hh\\_cmis\\_query=Kingsville%2C+Texas+AI](https://tsl.access.preservica.com/?hh_cmis_query=Kingsville%2C+Texas+AI). The page is titled "Texas State Library and Archives" and displays a list of archival collections on the left and several record details on the right.

**Archival Collections (Left Sidebar):**

- Title**
  - Russell, Walter (1)
  - Williamson, Wiley (1)
  - A 2 year old Santa Gertrudis Bull Weight 2000 lbs. [King Ranch] N 177 (1)
  - A 2 year old Santa Gertrudis Bull weight 2000 lbs. King Ranch N 137 (1)
  - A 2 year old Santa Gertrudis Heifer Weight 1300 lbs. King Ranch N 145 (1)
  - A Beautiful Work Team on King Ranch (1)
  - A Cabbage Field near Kingsville, Texas N 135 (1)
  - [Show 71 more](#)
- Creator**
  - Texas. Department of Public Safety (3)
- Archival Collection Title**
  - Executive Clerk Greg Davidson's files (38)
  - Photographs (20)
  - Deputy Chief of Staff Kathy Walt's files (6)
  - Legislative Management System reports (6)
  - Proposed Legislation files (4)
  - [Show 6 more](#)
- Archival Creator**
  - L.L. Cook Company (1)
- Format type**
  - Image (74)
  - Collection (2)
- Format**
  - 8 in x 10 in (73)
  - black-and-white photographs (73)
  - 4 in x 5 in (3)
  - black-and-white negatives (3)
- Coverage**
  - Kingsville (Tex.) (76)

**Record Details (Right Side):**

- Record 1:** Object Type: Record, In Collection: Rangers. Buttons: description, open.
- Record 2 (R-345):** Object Type: Record, In Collection: Rangers. Buttons: description, open.
- Record 3 (N-36):** Object Type: Record, In Collection: Narcotics. Buttons: description, open.
- Record 4 (SB0296\_mstephenson.pdf):** Object Type: Record, In Collection: Narcotics. Buttons: description, open.



# Texas Digital Archive – EAD v Dublin Core metadata

File Edit View History Bookmarks Tools Help

Texas State Library and Arc... x +

https://tsl.access.preservica.com/?hh\_cmis\_query=Kingsville%2C Texas AI

Most Visited Getting Started act\_2014\_calendar PB Austin Archives Bazaar ERS OnLine Login http--ecommons.com... iLink Texas State Library

Russell, Walter (1)  
 Williamson, Wiley (1)

**Title**

- A 2 year old Santa Gertrudis Bull Weight 2000 lbs. [King Ranch] N 177 (1)
- A 2 year old Santa Gertrudis Bull weight 2000 lbs. King Ranch N 137 (1)
- A 2 year old Santa Gertrudis Heifer Weight 1300 lbs. King Ranch N 145 (1)
- A Beautiful Work Team on King Ranch (1)
- A Cabbage Field near Kingsville, Texas N 135 (1)

[Show 71 more](#)

**Creator**

- Texas. Department of Public Safety (3)

**Archival Collection Title**

- Executive Clerk Greg Davidson's files (38)
- Photographs (20)
- Deputy Chief of Staff Kathy Wat's files (6)
- Legislative Management System reports (6)
- Proposed Legislation files (4)

[Show 6 more](#)

**Archival Creator**

- L.L. Cook Company (1)

**Format type**

- Image (74)
- Collection (2)

**Format**

- 8 in x 10 in (73)
- black-and-white photographs (73)
- 4 in x 5 in (3)
- black-and-white negatives (3)

**Coverage**

- Kingsville (Tex.) (76)

**Object Type:** Record  
**In Collection:** Rangers

description open

R-345

R-345

**Object Type:** Record  
**In Collection:** Rangers

description open

N-36

N-36

**Object Type:** Record  
**In Collection:** Narcotics

description open

SB0296\_mstephenson.pdf

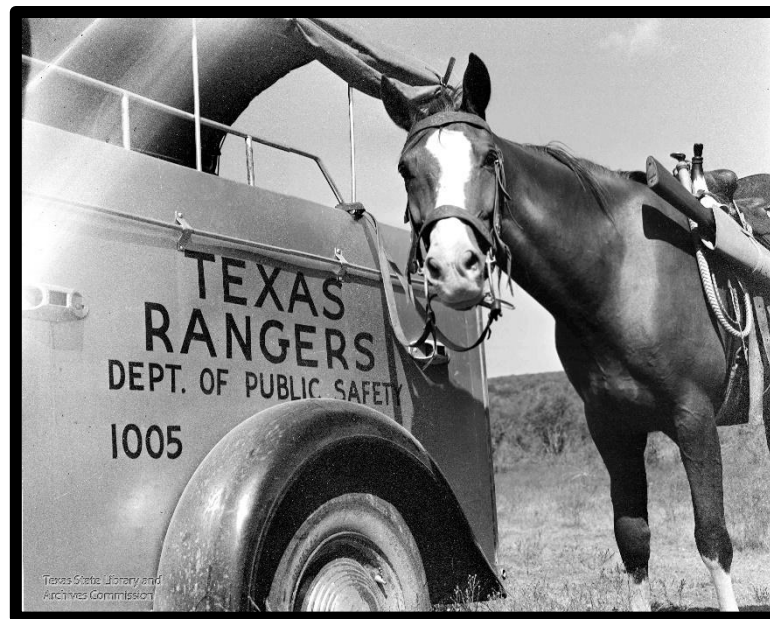
SB0296\_mstephenson.pdf



# Texas Digital Archive – item level metadata issues

**Format**

photographic prints (20) ←



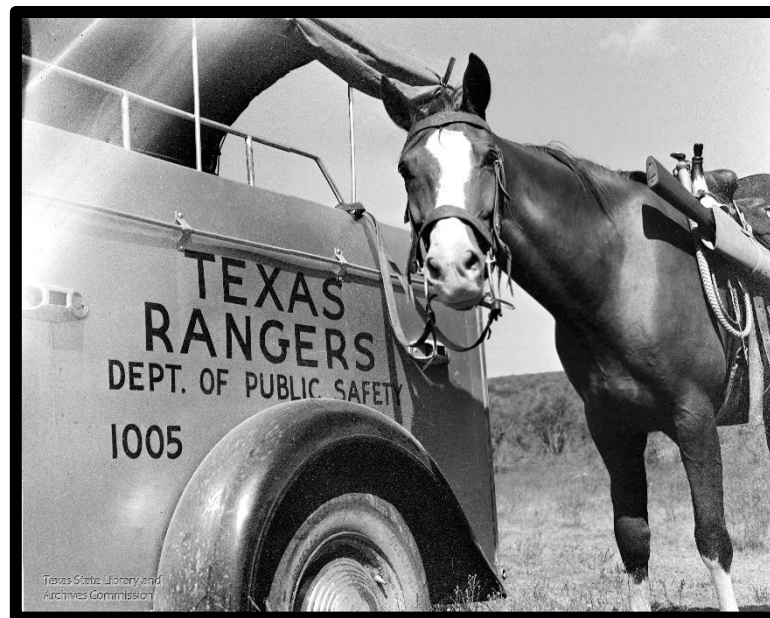
Just your typical black and white photograph of a horse



# Texas Digital Archive – item level metadata issues

**Format**  
 photographic prints (20)

**Format**  
 black-and-white photographs (210) ←  
 drawings (visual works) (5)



Just your typical black and white photograph of a horse



# Texas Digital Archive – item level metadata issues

## Format

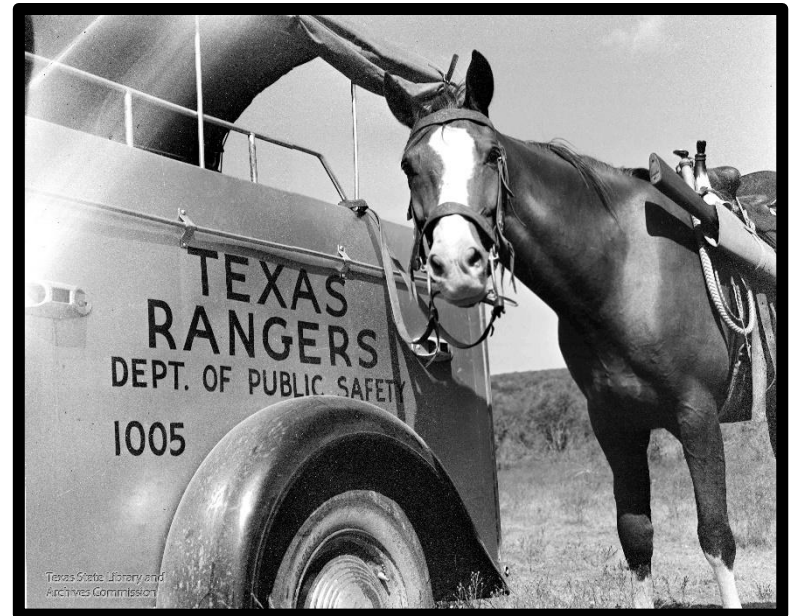
- photographic prints (20)

## Format

- black-and-white photographs (210)
- drawings (visual works) (5)

## Format

- gelatin silver prints (475) ←
- photographic paper (31)
- photoengravings (prints) (13)
- albumen prints (12)
- clippings (information artifacts) (8)
- color photographs (8)
- Color prints (prints) (5)
- photographic postcards (1)



Just your typical black and white photograph of a horse



# Texas Digital Archive – item level metadata issues

## Format

- photographic prints (20)

## Format

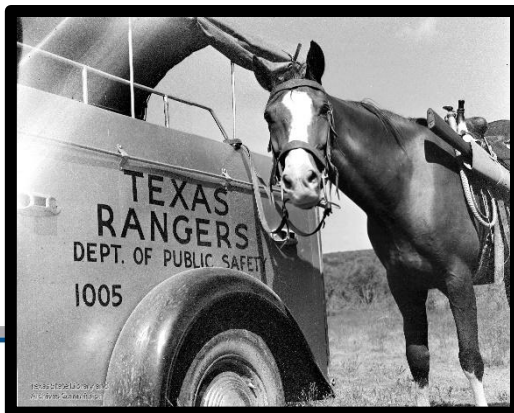
- black-and-white photographs (210)
- drawings (visual works) (5)

## Format

- gelatin silver prints (475)
- photographic paper (31)
- photoengravings (prints) (13)
- albumen prints (12)
- clippings (information artifacts) (8)
- color photographs (8)
- Color prints (prints) (5)
- photographic postcards (1)

## Format

- picture postcards (814)
- color prints (photographs) (442)
- black-and-white prints (photographs) (337)
- photographic postcards (154)
- black-and-white photographs (147)
- color prints (prints) (52)
- black-and-white prints (prints on paper) (15)
- black-and-white photography (1)
- cards (information artifacts) (1)
- color photography, illustration (1)
- identifying cards (1)
- photograph (1)
- postcards (1)
- relief prints (1)
- silhouettes (1)



Okay, now the horse is confused...



## Texas Digital Archive – item level metadata issues

### Format

- photographs (407)
- drawings (visual works) (77)
- engravings (prints) (55)
- paintings (visual works) (41)
- photoengravings (prints) (24)
- tombstones (sepulchral monuments) (12) ←
- stats (copies) (8)
- ambrotypes (photographs) (4)
- tintypes (prints) (4)
- card photographs (photographs) (3)
- postcards (3)
- sculpture (visual work) (3)
- watercolors (paintings) (2)
- daguerreotypes (photographs) (1)
- historic monuments (1)
- lithographs (1)
- picture postcards (1)
- woodcuts (prints) (1)



# Texas Digital Archive – item level metadata issues

## Format

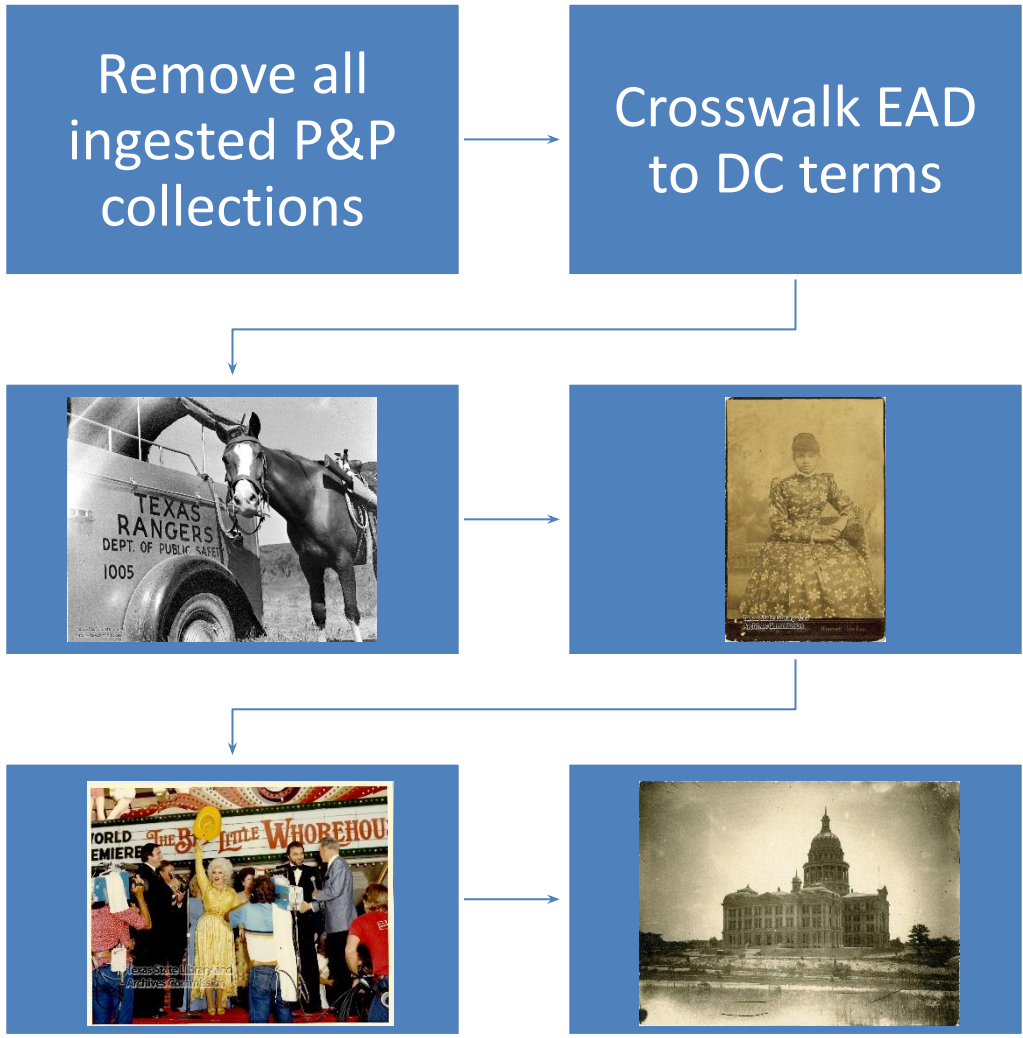
- photographs (338)
- photoengravings (prints) (176)
- photographic postcards (118)
- 8 in x 10 in (76)
- copy prints (63)
- 3.5 in x 5.5 in (58)
- 3 in x 5 in (51)
- 5 in x 7 in (40)
- 4 in x 5 in (35)
- engravings (prints) (30)
- 2.5 in x 3.5 in (21)
- 7.5 in x 9.5 in (21)
- 4 in x 5.5 in (20)
- 3.5 in x 5 in (19)
- 4.5 in x 6.5 in (18)
- stats (copies) (16)
- 5 in x 6.5 in (14)
- 3 in x 4 in (13)
- 4 in x 6 in (13)
- 3.5 in x 3.5 in (11)
- drawings (visual works) (11)
- 5.5 in x 9 in (10)
- 3.5 in x 4.5 in (7)
- 5 in x 9.5 in (7)
- 6 in x 9 in (7)
- 6.5 in x 9.5 in (7)
- 5.5 in x 9.5 in (6)
- 6.5 in x 8.5 in (6)
- lithographs (6)
- 2.5 in x 4 in (5)
- 5.5 in x 8 in (5)
- 8.5 in x 12 in (5)
- 9 in x 14 in (5)
- 3 in x 3.5 in (4)
- 4.5 in x 6 in (4)
- 5 in x 7.5 in (4)
- 6 in x 9.5 in (4)
- 6.5 in x 9 in (4)
- 7 in x 9 in (4)
- 8.5 in x 11 in (4)
- 8.5 in x 11 in (4)
- stereoscopic photographs (4)
- 2 in x 3 in (3)
- 3.5 in x 4 in (3)
- 4 in x 6.5 in (3)
- 4.5 in x 7 in (3)
- 4.5 in x 7.5 in (3)
- 5 in x 8.5 in (3)
- 6 in x 8 in (3)
- 6.5 in x 8 in (3)
- 7.5 in x 10 in (3)
- 7.5 in x 9 in (3)
- cyanotypes (photographic prints) (3)
- 11.5 in x 20 in (2)
- 13 in x 30 in (2)
- 18 in x 25 in (2)
- 18.5 in x 27 in (2)
- 3 in x 3 in (2)
- 3 in x 4.5 in (2)
- 3 in x 8.5 in (2)
- 3.4 in x 4.5 in (2)
- 3.5 in x 8.5 in (2)
- 4 in x 4 in (2)
- 4 in x 4.5 in (2)
- 4 in x 7 in (2)
- 4.5 in x 3.5 in (2)
- 4.5 in x 5.5 in (2)
- 4.5 in x 8 in (2)
- 5 in x 4 in (2)
- 5 in x 5 in (2)
- 5 in x 6 in (2)
- 5 in x 9 in (2)
- 5.5 in x 8.5 in (2)
- 6 in x 7.5 in (2)
- 6 in x 8.5 in (2)
- 6.5 in x 10 in (2)
- 6.5 in x 15 in (2)
- 6.5 in x 7.5 in (2)
- 7 in x 46.5 in (2)
- 7 in x 47.5 in (2)
- 7.5 in x 19.5 in (2)



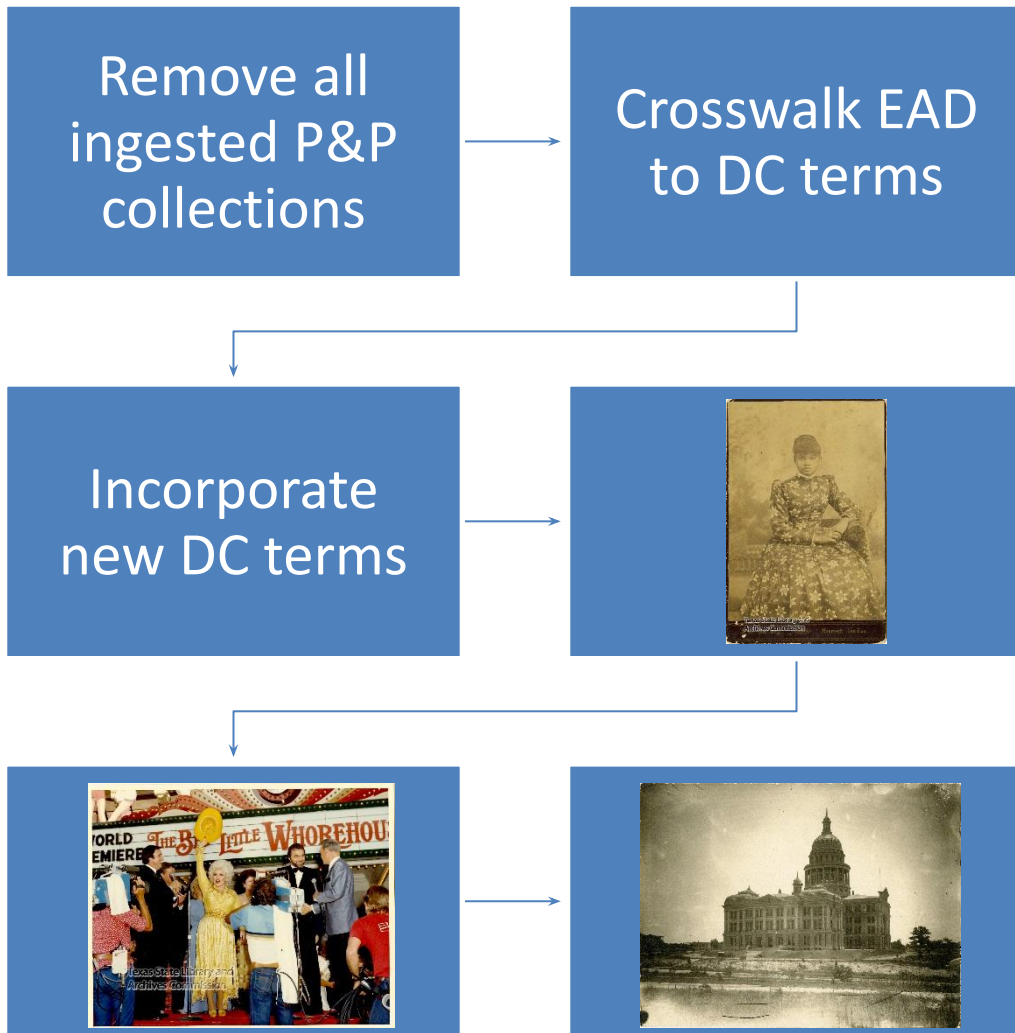
# Fixing our metadata issues -



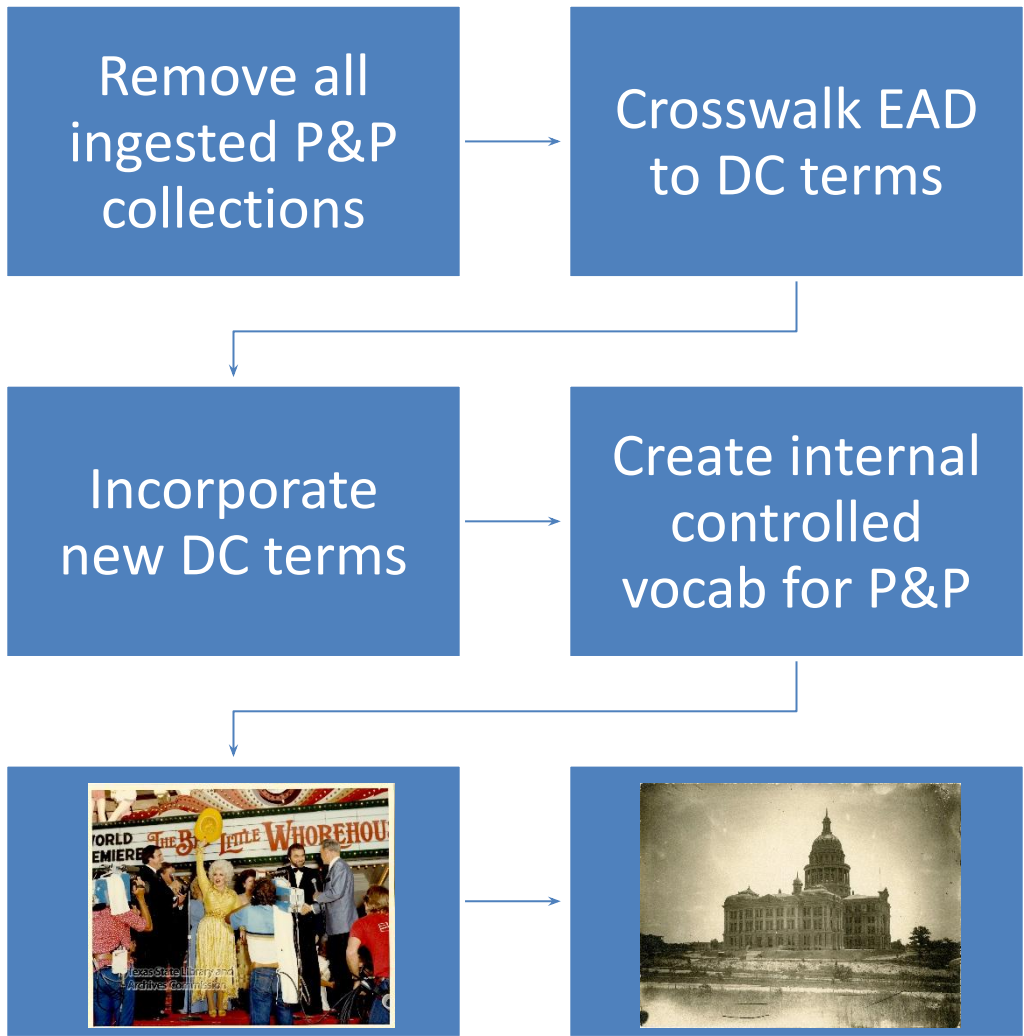
# Fixing our metadata issues -



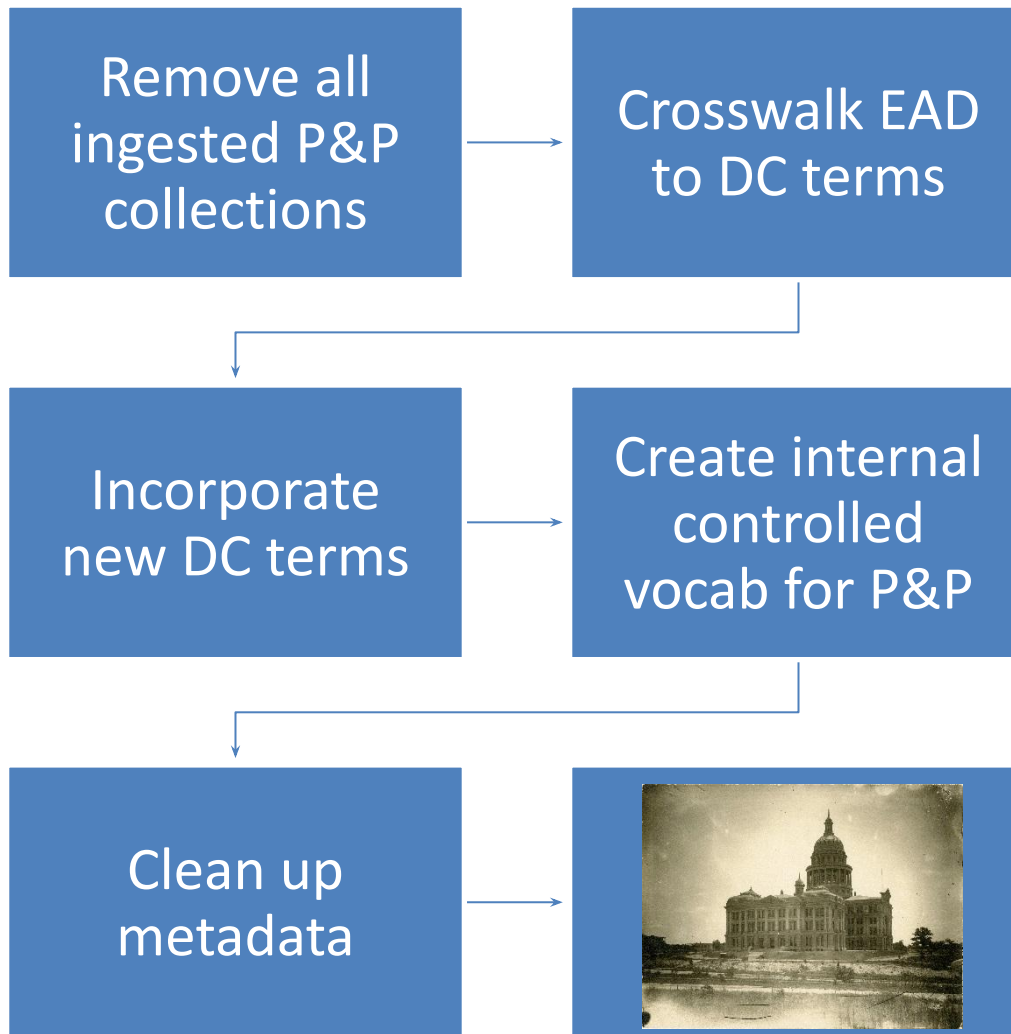
# Fixing our metadata issues -



# Fixing our metadata issues -

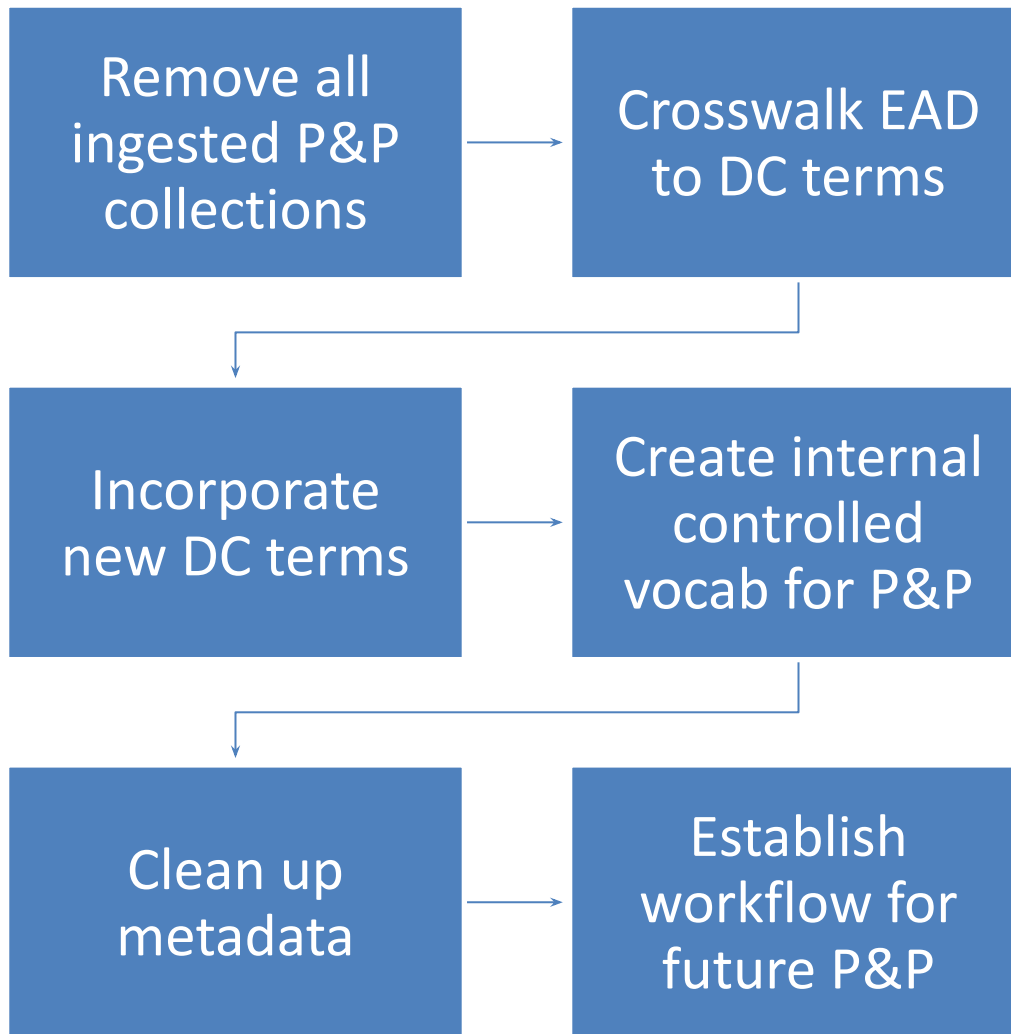


## Fixing our metadata issues -





## Fixing our metadata issues -



# Texas Digital Archive vs. Finding Aids

[Print Version](#) | [Raw XML File \(93k\)](#)

## Texas Archival Resources Online

[Contact Us](#)

[Accessing Materials Described Here](#)

### TABLE OF CONTENTS

[Overview](#)

[Biographical Sketch of Mabel Houghton Brooks](#)

[Scope and Contents of the Collection](#)

[Arrangement of the Collection](#)

[Restrictions](#)

[Index Terms](#)

[Related Material](#)

[Administrative Information](#)

[Description of Series](#)

[Mabel H. Brooks photograph collection, 1920, undated.](#)

<https://legacy.lib.utexas.edu/taro/b/>


### Detailed Description of the Collection

#### Mabel H. Brooks photograph collection, 1860-1920, undated, 1.25 cubic ft.

Box	Photo	
PP0085	1932/005-1	Capitol in the snow, Austin, about 1920
	1932/005-2	Capitol in the snow, Austin, about 1920
	1932/005-3	Grand stand at Fair Grounds, now Hyde Park, Austin. S.B. Hill, photographer, undated
	1932/005-4	President McKinley with military escort on Congress Avenue, Austin, about 1901
	1932/005-5	The Arch of Welcome to President McKinley at Capitol Gate, Austin, about 1901
	1932/005-6	President McKinley in Austin, about 1901
	1932/005-7	President McKinley in Austin, about 1901
	1932/005-8	State Capitol. Goddess of Liberty. Old Capitol, Austin. S.B. Hill, photographer, 1888
	1932/005-9	Residence of J. H. Houghton. Residence of M. Butler. Brown & Maxey, Jewelers. Ph. Hatzfeld & Co., Dry Goods, Austin, undated
	1932/005-10	Congress Ave. Pecan Street. Post Office. Driskill Hotel, Austin, undated
	1932/005-11	Hebrew Synagogue. Methodist Church. Southern Presbyterian Church. Residence of Wm. H. Stacy. Catholic Church. Baptist Church, Austin, undated
	1932/005-12	Tennis Grounds. Pecan Grove. Rustic Bridge. The Pool, Sunrise Spring. Sunrise Spring. A Bit of Road. Congress Avenue Bridge over Colorado River, Austin, undated
	1932/005-13	Texas Land Office. First National Bank. Residence of Jno. Bremond. Governor's Mansion, Austin, undated
	1932/005-14	A. J. Jernigan's Marble Yard. Residence of E. P. Hopkins. Group on South Side Drive. Residence of James Ford, Austin, undated
	1932/005-15	St. Mary's Academy. Stuart Female Seminary. State University, Court House, Austin, undated
	1932/005-17	Old <i>Statesman</i> Office between Seventh and Eighth on Congress, Austin, undated
	1932/005-18	Old <i>Statesman</i> Office, between Seventh and Eighth on Congress, Austin, undated



# Texas Digital Archive – now




TEXAS STATE LIBRARY  
ARCHIVES COMMISSION  
TEXAS DIGITAL ARCHIVE

[NEW AND UPDATED](#) [NEED HELP?](#) [MORE ABOUT...](#) [MAIN COLLECTIONS](#) [Staff Log in](#)

[EXPLORE ARCHIVE](#)  [ARCHIVE Q](#)

## Prints and Photographs Collections

(Click on the image to enter the collection.)




Front cover of the Texas  
Album of the 8th  
Legislature

### Texas Album of the Eighth Legislature


The Texas Album of the Eighth Legislature was created by William De Rye and R.E. Moore and published by Miner, Lambert & Perry of Austin, Texas, in 1860. The album includes 129 individual albumen portraits of members of the 8th Texas Legislature and other state officials, including Governors Hardin R. Runnels and Sam Houston, Lieutenant Governor Edward Clark, and Speaker Marion DeKalb Taylor. Accompanying many of the portraits are the name of the county each member represented in the legislature and biographical information.

### Richard Bachman collection

The Richard Bachman collection is an assembly of papers, ephemera, photographs, and other materials that document the lives and activities of several Texas families from 1825 to 1983, bulk 1840-1920. The families represented, related by marriage, are Elmore, Miller, Obenchain, Wall, Rugeley, Bachman, Hawkins, Guinn, and Pigford. . . Photographs make up a significant portion of the collection and cover nearly 130 years of family and photographic history. The collection contains images in a variety of photographic formats, including cased images, card photographs, snapshots, and Polaroids. The variety of images include a young Confederate soldier, Company C of the Texas Rangers, various family members, and several unidentified individuals. The photographs in this collection have been digitized and are part of the Texas Digital Archive.



Richard Bachman




East Sixth Street, Austin

### Mabel H. Brooks Photograph Collection

The Mabel H. Brooks photograph collection consists of 220 photographs of Austin, Texas and the surrounding area, made between 1866 and 1920 by various photographers. The images were collected by Mabel Houghton Brooks and arranged into five scrapbooks. Samuel B. Hill, Hamilton Biscoe Hillyer, and William James Oliphant are the principal creators of the images, while some of the photographers are unknown.

### Mary Stark Collard daguerreotype

Mary Stark Collard was the wife of Texas pioneer and surveyor Elijah Simmons Collard and mother to Jonathan, Lemuel Miller, Job Stark and James Harrison Collard, who all fought for Texas independence. This daguerreotype is a portrait of Mary Stark Collard created by an unknown photographer while she was living in Texas, dating about 1845-1862.





# Texas Digital Archive – now

**TEXAS STATE LIBRARY AND ARCHIVES COMMISSION**  
**TEXAS DIGITAL ARCHIVE**

NEW AND UPDATED | NEED HELP? | MORE ABOUT... | MAIN COLLECTIONS | [Staff Log in](#)

EXPLORE ARCHIVE | UP | search... | ARCHIVE Q

## Terry's Texas Rangers reunion panorama

Object Type: File  
In Record: [Terry's Texas Rangers](#)

<b>Terry's Texas Rangers reunion pa... Details</b>	<b>Identifier:</b> 1961053_01_terrytexasr...	<b>Subject:</b> Army	<b>Medium:</b> Black-and-white photographs
<b>Title:</b> Terry's Texas Rangers reunion...	<b>Item identifier:</b> 1961/053-1	<b>Subject:</b> Texas Cavalry Regiment, 8th	<b>Medium:</b> Panoramas
<b>Description:</b> The 8th Texas Cavalry,...	<b>Collection Name:</b> Terry's Texas Ran...	<b>Subject:</b> Reunions	<b>Copyright information:</b> The copyri...
<b>Description:</b> 1. B.F. Weems, Compa...	<b>Date of Creation:</b> 1908-11-10	<b>Subject:</b> Portraits, Group	<b>Size or Duration:</b> 8 in x 32 in
<b>Citation Information:</b> 1961/053-1,...	<b>Geographic Coverage:</b> Houston (Te...	<b>Type:</b> Image	<b>Date Digitized:</b> 2015
	<b>Subject:</b> Confederate States of Amer...	<b>Type:</b> Photographs	<b>Language:</b> English

[Show more ▼](#)

back to top



# Texas Digital Archive – now

**TEXAS STATE LIBRARY AND ARCHIVES COMMISSION**  
**TEXAS DIGITAL ARCHIVE**

EXPLORE ARCHIVE   UP

## Terry's Texas Rangers

Object Type: File  
In Record: [Terry's Texas Rangers](#)

**Terry's Texas Rangers reunion pa...**  
**Details**  
Title: Terry's Texas Rangers reunion...  
Description: The 8th Texas Cavalry, ...  
Description: 1. B.F. Weems, Compa...  
Citation Information: 1961/053-1, ...

Object Type: File  
In Record: [Terry's Texas Rangers](#)

<b>Terry's Texas Rangers reun...</b>	<b>Identifier:</b> 1961053_01_terr...	<b>Subject:</b> Army	<b>Medium:</b> Black-and-white ph...
<b>Details</b>	<b>Item identifier:</b> 1961/053-1	<b>Subject:</b> Texas Cavalry Regi...	<b>Medium:</b> Panoramas
<b>Title:</b> Terry's Texas Rangers r...	<b>Collection Name:</b> Terry's Te...	<b>Subject:</b> Reunions	<b>Copyright information:</b> Th...
<b>Description:</b> The 8th Texas...	<b>Date of Creation:</b> 1908-11-10	<b>Subject:</b> Portraits, Group	<b>Size or Duration:</b> 8 in x 32 in
<b>Description:</b> 1. B.F. Weems,...	<b>Geographic Coverage:</b> Hou...	<b>Type:</b> Image	<b>Date Digitized:</b> 2015
<b>Citation Information:</b> 1961...	<b>Subject:</b> Confederate States...	<b>Type:</b> Photographs	<b>Language:</b> English

[Show more](#)



# Texas Digital Archive – now

William De Ryee and R.E. Moore:

## An Inventory of the Texas Album of the Eighth Legislature at the Texas State Archives, 1860

[Arrangement](#)

[History](#)

[Scope and Contents](#)

[Restrictions](#)

[Related Materials](#)

[Inventory](#)



First page of the Texas  
Album of the 8th  
Legislature

### Overview

**Creator:** DeRyee, William, 1825-1903.

**Title:** Texas Album of the Eighth Legislature

**Dates:** 1860

**Abstract:** The Texas Album of the Eighth Legislature was created by William De Ryee and R.E. Moore and published by Miner, Lambert & Perry of Austin, Texas, in 1860. The album includes 129 individual albumen portraits of members of the 8th Texas Legislature and other state officials, including Governors Hardin R. Runnels and Sam Houston, Lieutenant Governor Edward Clark, and Speaker Marion DeKalb Taylor. Accompanying many of the portraits are the name of the county each member represented in the legislature and biographical information.

**Quantity:** 1 album (265 pages)

**Language:** These materials are written in English.

**Repository:** Texas State Archives

[Click here to enter the records](#)

### Other Formats for the Collection

A description of the original records referenced in this finding aid, including those not digitized, is available at

<http://www.lib.utexas.edu/taro/tslac/50143/tsl-50143.html>

[back to top](#)



# Texas Digital Archive – now

## William De Ryee and R.E. Moore:

### An Inventory

#### Arrangement



First page of the Texas Album of the 8th Legislature

#### Subjects (collections and digitized items only)

- Texas. Legislature
- Clark, Edward, 1815-1880
- Houston, Sam, 1793-1863
- Runnels, Hardin R., 1820-1873
- Taylor, Marion Dekalb, 1818-1897
- Miner, Lambert and Perry

David C. Dickson	Capt. F. Britton	E.J. Shelton	Richard B. Hubbard	Hon. Samuel T. Harrison	F.F. Foscue
Micajah Lewis Armstrong	James Barclay	John L. Haynes	Thomas J. Crooks	J.A. (Jose Antonio) Navarro	W.L. Chalmers
A.B. Norton	D.M. Whaley	Joseph Henry Barnard	S.H. Pirkey	Thomas H. Duggan	H.R. Runnels
Don Bacilio Benavides	D. Culberson	H.C. Wallace	D.M. Short	James F. Johnson	E.L. Pitts

**Language:** These materials are in English.

**Repository:** Texas State Library and Archives

[Click here to enter the](#)

#### Other Formats for this item

A description of the original item is available at:


<http://www.lib.utexas.edu>



# Texas Digital Archive – now

**An Inventory of the**

[Arrangement](#) [History](#)



**First page of the Texas Album of the 8th Legislature**

**Language:** These materials are written in English

**Repository:** Texas State Archives

[Click here to enter the records](#)

**Other Formats for the Collection**

A description of the original records is available at <http://www.lib.utexas.edu/tarl>

## The Texas Album of the Eighth Legislature


Object Type: File  
In Record: [Album PDF](#)

<b>The Texas Album of the Eighth Legislature</b> <b>Details</b>	<b>Citation Information:</b> 1991137_album	<b>Creator:</b> Moore, R. E. (Photographer)	<b>Type:</b> Image
<b>Title:</b> The Texas Album of the Eighth Legislature	<b>Identifier:</b> 1991137_album	<b>Contributor:</b> Miner, Lambert	<b>Medium:</b> Volumes (documents)
<b>Description:</b> The Texas Album of the Eighth Legislature, published in 1860, contains portraits of the members of the Texas Legislature for the eighth session. The album is a collection of 265 pages, each featuring a portrait of a legislator and a brief biographical sketch.	<b>Item identifier:</b> 1991/137	<b>Date of Creation:</b> 1860	<b>Copyright information:</b> The copyright information for this document is not available.
<b>Description:</b> 265 pages	<b>Collection Name:</b> Texas Album of the Eighth Legislature	<b>Geographic Coverage:</b> Texas	<b>Date Digitized:</b> 2017
	<b>Creator:</b> DeRyee, William, 18...	<b>Subject:</b> Texas. Legislature	<b>Language:</b> English

[Show more](#)

Page: 5 of 265 | 70%

- Front cover 1991137\_001
- Inside cover and front free endpaper 1991137\_002
- First flyleaf and title page 1991137\_003
- Sam Houston, Galveston County 1991137\_004
- Sam Houston, Galveston County 1991137\_005
- Edward Clark, Harrison County 1991137\_006
- Edward Clark, Harrison County 1991137\_007
- E.W. Cave, Nacogdoches County 1991137\_008
- E.W. Cave, Nacogdoches County 1991137\_009
- H.R. Runnels 1991137\_010
- H.R. Runnels 1991137\_011
- F.R. Lubbock 1991137\_012
- F.R. Lubbock 1991137\_013
- T. Scott Anderson 1991137\_014
- T. Scott Anderson 1991137\_015
- E.A. Blanch, Harrison County 1991137\_016
- E.A. Blanch, Harrison County 1991137\_017
- Captain F. Britton, Nueces



back to top





Musters Roll of Captain H.C. Forett's Company in the Regiment of Texas Volunteers  
 R. P. Allen, called into Service in the Confederate States by Major Proclamation of  
 of Congress approved February 26<sup>th</sup> 1861 from the adjutant's day of April 12<sup>th</sup> 1862 when  
 June 1862 the date of the present muster

Names Present & Absent	Rank	Age	Enrolled			Mustered into Service			Last Paid	Total for or value of equip- ment with the purchase of part of issued from Congress approx the \$3 to 6 of value, 25 part for of 6-8 or value of 2 26 ct. 25 ct.	Total for and a term of the Office and soldier, all stops in the roll in the column on the
			When	Where	By whom	When	Where	By whom			
H.C. Forett	Captain	38	April 7 <sup>1861</sup>	Fortburg or Bequett	April 11 <sup>1862</sup>	Comp. Henry	Ad. Pollock				
H. Krelow	1 <sup>st</sup> Lieut	40	"	"	"	"	"				
G. Fitch	2 <sup>d</sup>	40	"	"	"	"	"				
C.A. Sabath	3 <sup>d</sup>	34	"	"	"	"	"				
C. Kollmann	1 <sup>st</sup> Sgt	30	"	"	"	"	"		22 18		
Henry Bottmann	2 <sup>d</sup> Sgt	34	"	"	"	"	"		12 84		
John Kayser	3 <sup>d</sup> Sgt	33	"	"	"	"	"		6 00		
G.B. Paulsen	4 <sup>th</sup> Sgt	36	"	"	"	"	"				
Wm. Vofz	4 <sup>th</sup> Sgt	38	"	"	"	"	"		5 34	absent sick	
Joseph Kittermann	1 <sup>st</sup> Sgt	34	"	"	"	"	"		11 90	forming 2 <sup>d</sup> Corp. etc.	
S. H. Decker	2 <sup>d</sup> Sgt	38	"	"	"	"	"		9 34	on furlough 15 d.	
Ernst Kimpel	3 <sup>d</sup> Sgt	36	"	"	"	"	"		17 90	electio 2 <sup>d</sup> Corporal	
B. Benkenhoff	4 <sup>th</sup> Sgt	29	"	"	"	"	"		15 90		
Charl. Schube	Musician	36	"	"	"	"	"		15 90		
John Thormahler	"	24	May 17	St. Louis	May 17	"	"		16 84		
Charles Adams	Private	26	June 16	St. Louis	June 16	"	"		0 34		

# TEXAS ADJUTANT GENERAL'S DEPARTMENT CIVIL WAR MILITARY ROLLS: A CASE STUDY

Cait Burhans, Archivist



Register Book of Captain Wm. H. Hunt Company in the Regiment of Light Infantry Commanded by Colonel ...

Table with columns: Name, Rank, Date, and other details. Includes names like Robert Abbott, John Adams, and various ranks from Private to Captain.

Vertical handwritten note: The above names were ...

Vertical handwritten note: ...

Vertical handwritten note: ...

Vertical handwritten note: ...

Vertical handwritten note: ...

Vertical handwritten note: ...

Vertical handwritten note: ...

Vertical handwritten note: ...

Company Roll of a Company organized in the County of Glau for Confederate service for the War. Lists names and ranks of soldiers.

Vertical handwritten note: Muster Roll of ...

1401-1

# Phase 1: Generating and standardizing description



# Legacy metadata

ID	Document type	Captain or other commanding	Company / Unit	Date of roll	Size of sh
1	Election return	Capt. John W. Bone	15th Brigade, Texas State Troops	July 24, 1863	
2	Muster roll	Capt. John W. Bone	Co. C, Cavalry, 15th Brigade, Texas State Troops	Aug. 6, 1863	25 x 18
3	Pay roll	Col. William H. Parsons	Non-commissioned staff, 12th Regiment, Texas Cavalry, Confederate States Army	Aug. - Sept. 1863	25.5 x 18
4	Muster roll	Capt. J.M. Evans	Co. A, Infantry, 17th Brigade, Texas State Troops	Sept. 25, 1863	23.5 x 16.
5	Muster roll	Capt. J.M. Evans	Co. A, Infantry, 17th Brigade, Texas State Troops	Aug. 28, 1863	25 x 17.5
6	Muster roll	Capt. J.M. Breedlove	Cavalry Co. of Exempts, Hays County, organized for local defense	Nov. 23, 1863 - Jan. 1, 1864	25 x 18
7	Muster roll	Capt. Seb. Duerr	Co. D, Infantry, 23rd Brigade, Texas State Troops	Sept. 15, 1863	25 x 18
8	Muster roll	Capt. Douglass	Co. F, Robertson and Burleson Counties, 18th Brigade, Texas State Troops	Jan. 28, 1864	25 x 18
9	Muster roll	Capt. James L. Dallas	Co. B, 23rd Brigade, Texas State Troops	Sept. 25 1863	25 x 18
10	Muster roll	Capt. W.S. Goulidy	Co. K, Bosque and Coryell Counties, 1st Regiment, 2nd Brigade, Texas State Troops	March 15, 1864	9.5 x 24.5
11	Muster roll	Capt. W.S. Goulidy	Co. K, Bosque and Coryell Counties, 1st Regiment, 2nd Brigade, Texas State Troops	March 18, 1864	15 x 20.5
12	Muster roll	Capt. W.B. Frazier	11th Brigade, Texas State Troops	undated	25 x 18
13	Muster roll	Capt. W.H. Kelley	Co. H, 25th Brigade, Texas State Troops	Aug. 6, 1863	25 x 18
14	Muster roll	Capt. D.M. Jackson	Co. C, 2nd Brigade, Texas State Troops	March 18, 1864	25 x 18
15	Muster roll	Capt. Martin Martindale	Unattached Infantry, 22nd Brigade, Texas State Troops	Oct. 28, 1863	25 x 18
16	Muster roll	Capt. Benjamin W. McCulloch	Co. A, Infantry, 25th Brigade, Texas State Troops	Aug. 6, 1863	25 x 18
17	Muster roll	Capt. James N. Morgan	Infantry Co. for Coastal Defence, 3rd Regiment, Texas Volunteer Infantry, Confederate States Army	Oct. 25 1861	25 x 17.5
18	Muster roll	Capt. James N. Morgan	Infantry Co. for Coastal Defence, 3rd Regiment, Texas Volunteer Infantry, Confederate States Army	Nov. 19 1861	24.5 x 17.
19	Muster roll	Capt. M.P. Munyan	Co. F, 23rd Brigade, Texas State Troops	Sept. 16, 1863	25 x 18
20	Muster roll	Capt. Benjamin F. Neal	Co. of Artillery for defense of sea coast, Confederate States Army	Nov. 19 1861	24.5 x 17.
21	Muster roll	Capt. Benjamin F. Neal	Co. of Artillery for defense of sea coast, Confederate States Army	Nov. 19 1861	24.5 x 17.
22	Muster roll	Capt. W.T. Nettles	Co. C, 2nd Brigade, Texas State Troops	July 24, 1863	23 x 19.5
23	Muster roll	Capt. Josiah Nichols	Co. A, Infantry, 15th Brigade, Texas State Troops	Aug. 6, 1863	25 x 18
24	Muster roll	Capt. A.C. White	Co. F, 1st Infantry Regiment, 3rd Brigade, Texas State Troops	March 16, 1864	25 x 18
25	Muster roll	Capt. Jordan O. Straughon	Co. E, 15th Brigade, Texas State Troops	Aug. 6, 1863	25 x 18
26	Muster roll	Lt. Martin Cassner	Cavalry, Blanco County, 31st Brigade, Texas State Troops	Oct. 29, 1863	25 x 18
27	Muster roll	Capt. William Edgar	Alamo City Guards, Texas State Troops	Feb. 15, 1861 - Apr. 19, 1861	29.5 x 21.
28	Muster roll	Capt. William Edgar	Alamo City Guards, Texas State Troops	Feb. 15, 1861 - Apr. 19, 1861	30 x 20.5
29	Muster roll	Capt. William Christian	Co. A, 2nd Regiment, Texas Volunteer Infantry, Confederate States Army	Dec. 31, 1862 - Feb. 28, 1863	29 x 22.5
30	Muster/Pay roll	Capt. William Christian	Co. A, 2nd Regiment, Texas Volunteer Infantry, Confederate States Army	Feb. 28, 1863 - Apr. 30, 1863	34 x 24.5
31	Muster roll	Capt. Edward Chambers	Co. D, 15th Brigade, Texas State Troops	Aug. 6, 1863	25 x 18
32	Muster roll	Capt. L.G. Cleveland	Co. D, Liberty County, 1st Regiment Infantry, 2nd Brigade, Texas State Troops	Aug. 7, 1863	14.5 x 23
33	Muster/Pay roll	Capt. L.G. Cleveland	Co. D, Liberty County, 1st Regiment Infantry, 2nd Brigade, Texas State Troops	Aug. 7, 1863 - Feb. 7, 1864	26 x 21
34	Muster roll	Capt. John T. Cleveland	Co. H, 5th Regiment, [Texas Brigade of Texas volunteers], Confederate States Army	May 5, 1862	18 x 26.5
35	Muster roll	Capt. Thomas B. Collier	Co. K, 6th Regiment, Texas Cavalry, Confederate States Army	Aug 31, 1862 - Oct. 31, 1862	22 x 21
36	Muster roll	Capt. D.B. Cleveland	Minute Co., Palo Pinto County	March 9, 1861	
37	Muster roll	Capt. D.B. Cleveland	Minute Co., Palo Pinto County	March 9, 1861	



# Legacy metadata

The screenshot shows a Microsoft Access application window with the following details:

- File Name:** Civil War MRs
- Form Name:** Data entry for MR form
- Navigation Pane:** Civil War MRs
- Form Fields:**
  - ID: [Empty]
  - Document type: Election return
  - Captain or other commanding officer: Capt. John W. Bone
  - Company / Unit: 15th Brigade, Texas State Troops
  - Date of roll: July 24, 1863
  - Conservation treatment needed: #Name?
  - Date scanned: 2015-06-11
  - Item number: 101-1
  - Box/Drawer number: 401-1326, drawer 1
  - Note: [Empty]
- Status Bar:** Record: 1 of 589, No Filter, Search, Num Lock



# Card indexes

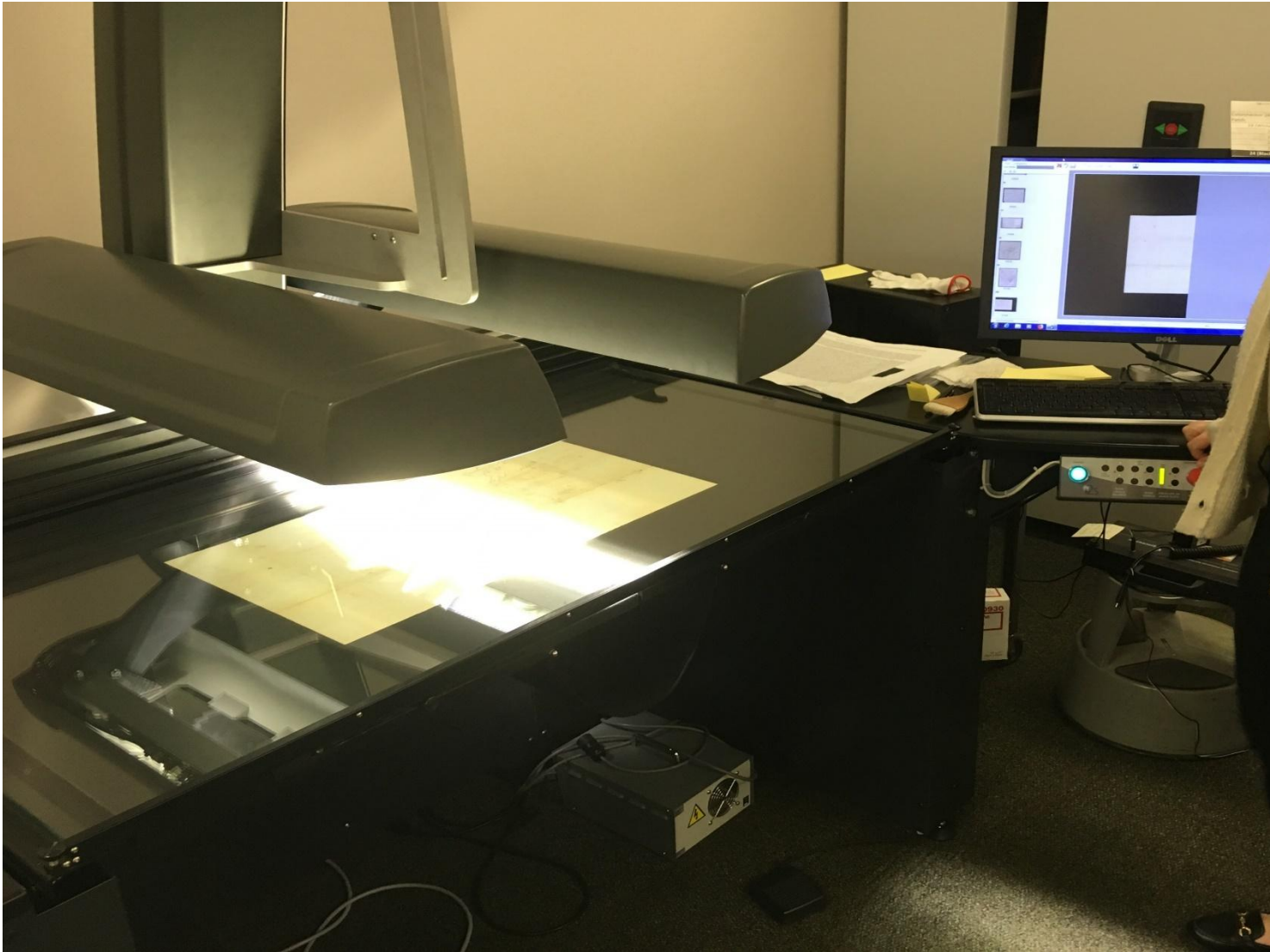


# Metadata creation

Doc. type	Captain	Company/Unit	Date of roll	Size of sheet	Item #
401-1428 drawings	Santos Benavides	Texas Mounted Volunteers	From Jan 1862	21x21.5	1188-1
	Santos Benavides	Texas Mounted Volunteers	Jan. 15 1862	21x21.5	1188-2
	Santos Benavides	Texas Mounted Volunteers			1188-3
					1188-4
					1188-5
abstract	Santos Benavides	Texas Mounted Volunteers	undated	17x15	1188-6
	Santos Benavides	Texas Mounted Volunteers	undated	30x12	1188-7
					1188-8
					1188-9
MR	James R. Arnold	Infantry riflemen, Texas Militia	May 14, 1861	22.5x22	1178
MR	George W. Barton	13th Brigade, Texas Militia	July 13, 1861	9x21.5	1186-1
MR	George W. Barton	Dallas County, 13th Brigade, Texas Militia	From March 1861	11x21.5	1186-2
MR	Julius Bose	Infantry, Comal County, 31st Brigade	April 11, 1862	11x13	1201-1
MR	Julius Bose	Tx. Vol. Inf.	June 7, 1862	21.5x23	1201-2
MR	A. J. Smith	Dandall's Regt.	March 11, 1862	15x21.5	1201-3
Return	C. W. Blair? Lait? Jait?	22nd Battalion, State Troops	Month of Sept. 1863	25x18.5	1207-1
Return	"	4th Battalion, State Cavalry	Month of Dec. 1863	25x18.5	1207-2
Return	"	4th Battalion, State Cavalry	Month of Nov. 1863	25x18.5	1207-3
MR	Ben E. Benton (McColloch)	not named	March 2, 1861 - April 11, 1861	17x13.5	1201-1
MR	"	"	March 2 - April 11, 1861	25x20	1201-2
MR	"	"	"	"	1201-3
MR	A. J. Berry	No. C. Williamson Co., 1st Batt., 2nd Regt.	March 16, 1862	14.5x21	1202-1
MR	"	Co. A, 2nd Regt., 27th Brigade, T.S.T.	From Aug. 7 1863	25x18	1202-2
MR	Thomas G. Berry	Co. A, 9th Regt., Texas Cavalry	Aug 31 - Oct 31 1863	25x23.5	1203
MR	John B. Boulden(?)	Co. D of the 4th Battalion, T.S.T.	Oct 12, 1863	25x18	1211
MR	H. Boulden	not named	June 9, 1862	8.5x4	1212-1
MR	H. M. Boulden	Infantry, 27th Brigade	March 25 1862	9.5x13.5	1212-2
MR	"	"	"	6.5x13.5	1212-3
MR	H. Boulden	not named	Apr. 11 - June 11 1862	22x21.5	1212-4
MR	"	"	"	21.5x31.5	1212-5
PR	H. M. Boulden	not named	undated	21.5x32	1212-6
MR	"	Co. J (?) Co. B. T. P. Allen's Regt., Texas Infantry	June 7, 1862	26x25.5	1212-7

Santos Benavides Captain Company, Texas Mounted Volunteers, Luckett's Regt., T.C., C.S.A.  
 James R. Arnold Captain Company, Nacoches County, 4th Brigade, T.M.  
 George W. Barton Captain Company, Dallas Co., 13th Brigade, T.M. / 1st of Kamp's Regt., T.C., C.S.A.  
 Julius Bose Captain Company, 1st Regt., T.Vol., 31st Brigade, T.S.T.  
 A. J. Smith Captain Company, Dandall's Regt., C.S.A.  
 C. W. Blair? Lait? Jait? Major 22nd Battalion, Companies A, B & C, T.S.T.  
 Ben. E. Benton Captain Detachment of State forces commanded by Col. Ben McColloch  
 A. J. Berry Captain Co. A, 2nd Regt., 27th Brigade, T.S.T.  
 Thomas G. Berry Captain Co. A, 9th Regt., T.C., C.S.A.  
 John B. Boulden Captain Co. D, 24th Brigade, T.S.T.  
 H. M. Boulden Captain Company, Bell Co., Tx Vol. Inf., 27th Brigade, C.S.A.

# Phase 2: Digitization





# Initial upload into the Texas Digital Archive



TEXAS STATE LIBRARY  
AND  
ARCHIVES COMMISSION

TEXAS DIGITAL ARCHIVE



 browse archive

[Home](#) > Welcome to the Texas Digital Archive

Search Archive



## Welcome to the Texas Digital Archive

The Texas Digital Archive (TDA) manages, preserves, and facilitates access to the electronic records collections of the Texas State Library and Archives Commission, including those transferred by State agencies or digitized by the State Archives. **All records visible in this portal are unrestricted and available for public use.**

Research the collections held in the TDA by using the links to the descriptive guides below. Or explore the holdings by using the browse button at the top of the page.

Searching is also available through the "Search Archive" bar at the top of each page.

Access to restricted records, also listed in the descriptive guides, may be requested by filing a Texas [Public Information Act](#) request.

[Tips for Searching the Texas Digital Archive](#)

[More about the Texas Digital Archive](#)

[Frequently Asked Questions \(FAQs\)](#)

[About File Formats](#)

## Collections



[Governor's Records – Rick Perry, 2000-2014](#)



[Prints and Photographs Collections](#)



[Texas State Agencies](#)

For a listing of Online Collections not held in the Texas Digital Archive, please [click here](#).

## In This Section

[Texas Digital Archive \(home\) »](#)

[Searching the Texas Digital Archive »](#)

[Restrictions and Requirements »](#)

[Texas Governor Rick Perry »](#)

[Prints and Photographs Collections »](#)

[Texas State Agencies »](#)



# Phase 3: Updating high-level description

[TARO > Finding Aid](#)  
[Repository Browse List](#)

[Print Version](#) | [Raw XML File \(170k\)](#)

Texas Archival Resources Online

[Contact Us](#)

[Accessing Materials Described Here](#)

## TABLE OF CONTENTS

[Overview](#)  
[Agency History](#)  
[Scope and Contents of the Records](#)  
[Organization](#)  
[Restrictions](#)  
[Index Terms](#)  
[Related Material](#)  
[Administrative Information](#)  
[Description of Series](#)  
[military rolls, 1861-1865](#)  
[Army of the United States military rolls, 1860-1861, 1864-1865](#)



## Texas Adjutant General's Department:

### An Inventory of Civil War Military Rolls at the Texas State Archives, 1860-1865

#### Overview

**Creator:** Texas. Adjutant General's Dept.  
**Title:** Civil War military rolls  
**Dates:** 1860-1865  
**Abstract:** These records consist of muster rolls, payrolls, muster roll/payrolls, rosters, returns, and election returns, of military units stationed in Texas on both sides of the Civil War, dating 1860-1865. The "Confederate" military rolls consist of muster rolls, payrolls, rosters, returns, and election returns, of approximately 1,500 companies of both Texas State Troops (including Rangers) and the Confederate States Army, stationed in Texas during the Civil War, dating 1861-1865. Almost all of these rolls were abstracted (early in the 20th century) onto 3-by-5 inch index cards located in the Texas State Archives' search room, giving all of the information that is found on the roll itself. The Army of the United States (or Union) military rolls consist of 29 rolls, plus one volume of official copies from the U. S. War Department (1865), of Union troops stationed in or near Texas immediately before and during the Civil War, dating 1860-1861 and 1864-1865.  
**Quantity:** 54.06 cubic ft.  
**Language:** English.  
**Repository:** [Texas State Archives](#)



# Editing existing metadata/generating new metadata at the item level

	A	B	C	D	E	F	G	H	I
1	filename	dcterms_id	dcterms_re	dcterms_identifier-bibliographicCitation	dcterms_type1	dcterms_type2	dcterms_la	dcterms_la	dcterms_subject
2	2015065_1442_01a.tif	1442_01a	MR 1442	MR 1442, Confederate and Texas State Troops military rolls, Texas Adjuta	Certificates		Text	English	Gano, R.M.
3	2015065_1442_01b.tif	1442_01b	MR 1442	MR 1442, Confederate and Texas State Troops military rolls, Texas Adjuta	Certificates		Text	English	Gano, R.M.
4	2015065_1442_02a.tif	1442_02a	MR 1442	MR 1442, Confederate and Texas State Troops military rolls, Texas Adjuta	Muster rolls		Text	English	Gano, R.M.
5	2015065_1442_02b.tif	1442_02b	MR 1442	MR 1442, Confederate and Texas State Troops military rolls, Texas Adjuta	Muster rolls		Text	English	Gano, R.M.
6	2015065_1442_03a.tif	1442_03a	MR 1442	MR 1442, Confederate and Texas State Troops military rolls, Texas Adjuta	Muster rolls		Text	English	Gano, R.M.
7	2015065_1442_03b.tif	1442_03b	MR 1442	MR 1442, Confederate and Texas State Troops military rolls, Texas Adjuta	Muster rolls		Text	English	Gano, R.M.
8	2015065_1442_04.tif	1442_04	MR 1442	MR 1442, Confederate and Texas State Troops military rolls, Texas Adjuta	Muster rolls		Text	English	Gano, R.M.
9	2015065_1442_05a.tif	1442_05a	MR 1442	MR 1442, Confederate and Texas State Troops military rolls, Texas Adjuta	Muster rolls		Text	English	Gano, R.M.
10	2015065_1442_05b.tif	1442_05b	MR 1442	MR 1442, Confederate and Texas State Troops military rolls, Texas Adjuta	Muster rolls		Text	English	Gano, R.M.
11	2015065_1443a.tif	1443a	MR 1443	MR 1443, Confederate and Texas State Troops military rolls, Texas Adjuta	Muster rolls		Text	English	Fargason, L.M.
12	2015065_1443b.tif	1443b	MR 1443	MR 1443, Confederate and Texas State Troops military rolls, Texas Adjuta	Muster rolls		Text	English	Fargason, L.M.
13	2015065_1444a.tif	1444a	MR 1444	MR 1444, Confederate and Texas State Troops military rolls, Texas Adjuta	Muster rolls		Text	English	Frizzell, A.J.
14	2015065_1444b.tif	1444b	MR 1444	MR 1444, Confederate and Texas State Troops military rolls, Texas Adjuta	Muster rolls		Text	English	Frizzell, A.J.
15	2015065_1447_01.tif	1447_01	MR 1447	MR 1447, Confederate and Texas State Troops military rolls, Texas Adjuta	Discharges		Text	English	Friend, Samuel
16	2015065_1447_02.tif	1447_02	MR 1447	MR 1447, Confederate and Texas State Troops military rolls, Texas Adjuta	Muster rolls		Text	English	Friend, Samuel
17	2015065_1447_03a.tif	1447_03a	MR 1447	MR 1447, Confederate and Texas State Troops military rolls, Texas Adjuta	Muster rolls		Text	English	Friend, Samuel
18	2015065_1447_03b.tif	1447_03b	MR 1447	MR 1447, Confederate and Texas State Troops military rolls, Texas Adjuta	Muster rolls		Text	English	Friend, Samuel
19	2015065_1447_04.tif	1447_04	MR 1447	MR 1447, Confederate and Texas State Troops military rolls, Texas Adjuta	Muster rolls		Text	English	Friend, Samuel
20	2015065_1447_05a.tif	1447_05a	MR 1447	MR 1447, Confederate and Texas State Troops military rolls, Texas Adjuta	Returns (military reports)		Text	English	Friend, Samuel
21	2015065_1447_05b.tif	1447_05b	MR 1447	MR 1447, Confederate and Texas State Troops military rolls, Texas Adjuta	Returns (military reports)		Text	English	Friend, Samuel
22	2015065_1447_06a.tif	1447_06a	MR 1447	MR 1447, Confederate and Texas State Troops military rolls, Texas Adjuta	Returns (military reports)		Text	English	Friend, Samuel
23	2015065_1447_06b.tif	1447_06b	MR 1447	MR 1447, Confederate and Texas State Troops military rolls, Texas Adjuta	Returns (military reports)		Text	English	Friend, Samuel
24	2015065_1447_07.tif	1447_07	MR 1447	MR 1447, Confederate and Texas State Troops military rolls, Texas Adjuta	Quarterly reports		Text	English	Friend, Samuel
25	2015065_1448_01a.tif	1448_01a	MR 1448	MR 1448, Confederate and Texas State Troops military rolls, Texas Adjuta	Muster rolls		Text	English	Freeman, P.E.
26	2015065_1448_01b.tif	1448_01b	MR 1448	MR 1448, Confederate and Texas State Troops military rolls, Texas Adjuta	Muster rolls		Text	English	Freeman, P.E.
27	2015065_1448_02a.tif	1448_02a	MR 1448	MR 1448, Confederate and Texas State Troops military rolls, Texas Adjuta	Muster rolls		Text	English	Freeman, P.E.
28	2015065_1448_02b.tif	1448_02b	MR 1448	MR 1448, Confederate and Texas State Troops military rolls, Texas Adjuta	Muster rolls		Text	English	Freeman, P.E.
29	2015065_1448_03a.tif	1448_03a	MR 1448	MR 1448, Confederate and Texas State Troops military rolls, Texas Adjuta	Muster rolls		Text	English	Freeman, P.E.
30	2015065_1448_03b.tif	1448_03b	MR 1448	MR 1448, Confederate and Texas State Troops military rolls, Texas Adjuta	Muster rolls		Text	English	Freeman, P.E.
31	2015065_1448_04a.tif	1448_04a	MR 1448	MR 1448, Confederate and Texas State Troops military rolls, Texas Adjuta	Muster rolls	Payrolls	Text	English	Freeman, P.E.
32	2015065_1448_04b.tif	1448_04b	MR 1448	MR 1448, Confederate and Texas State Troops military rolls, Texas Adjuta	Muster rolls	Payrolls	Text	English	Freeman, P.E.
33	2015065_1448_05a.tif	1448_05a	MR 1448	MR 1448, Confederate and Texas State Troops military rolls, Texas Adjuta	Muster rolls	Payrolls	Text	English	Freeman, P.E.
34	2015065_1448_05b.tif	1448_05b	MR 1448	MR 1448, Confederate and Texas State Troops military rolls, Texas Adjuta	Muster rolls	Payrolls	Text	English	Freeman, P.E.
35	2015065_1448_06a.tif	1448_06a	MR 1448	MR 1448, Confederate and Texas State Troops military rolls, Texas Adjuta	Muster rolls		Text	English	Freeman, P.E.
36	2015065_1448_06b.tif	1448_06b	MR 1448	MR 1448, Confederate and Texas State Troops military rolls, Texas Adjuta	Muster rolls		Text	English	Freeman, P.E.



## Batch one metadata

- item number
- document type
- commanding officer
- unit
- date
- location
- notes
- date scanned

## Batch two metadata

- filename
- dcterms\_identifier-filename
- dcterms\_relation-isFormatOf
- dcterms\_identifier-bibliographicCitation
- dcterms\_type1
- dcterms\_type2
- dcterms\_type3
- dcterms\_language
- dcterms\_subject
- dcterms\_subject2
- dcterms\_subject3
- dcterms\_subject4
- dcterms\_coverage-spatial
- dcterms\_coverage-spatial2
- dcterms\_coverage-spatial3
- dcterms\_date-created
- dcterms\_date-created-range
- dcterms\_format-extent
- dcterms\_date-digital
- dcterms\_description-abstract
- dcterms\_creator
- dcterms\_source
- dcterms\_rights
- command
- unit
- dates
- notes



# Collapsing item-level metadata into roll-level metadata

	B	C	D	E	F
37	1128	Randal's Regiment (28th Regiment), Texas Cavalry, Confederate States Army	May 15, 1862		
38	1132	Waterhouse's Regiment (19th Regiment), Texas Volunteer Infantry, Confederate States Army	March 31, 1862		
39	1134	Company A, Randal's Regiment (28th Regiment), Texas Lancers, Confederate States Army	April 28, 1862; April 16, 1862		
40	1136	2nd Regiment, Johnson's Brigade, Texas Cavalry, Confederate States Army	April 1, 1862		
41	1137	Company C, 21st Regiment, Texas Volunteer Infantry, Confederate States Army	June 30, 1863 - August 31, 1863	Roll on dark paper with little contrast betw	
42	1138	Company F, 11th Brigade, Texas State Troops	January 8, 1863		
43	1139	Squad of cavalry, Kendall County, 31st Brigade, Texas State Troops	October 5, 1863		
44	1141	Mounted Rangers, Rio Grande Regiment, Texas State Troops	February 21, 1861 - September 18, 1861		
45	1142	Company H, 2nd Regiment, Texas Volunteer Infantry, Confederate States Army	December 31, 1862 - February 28, 1863; February 28, 1863 - April 30, 1863	Pay roll for sheet	
46	1143	Reserve Company, Beat No. 3, Limestone County, 19th Brigade, Texas Militia; Company D, 25th Brig	August 3, 1861; August 18, 1864	Sheet 1143-02 on dark paper with little co	
47	1144	Company D, 4th Battalion, Cavalry, Texas State Troops	undated; October 31, 1863 - December 31, 1863; Septem Sheet 1143-01 is a photostat copy. Sheet		
48	1146	Mounted Rangers, McCulloch's Regiment, Texas State Troops	February 10 - April 15, 1861; February 19 - 23, 1861; February 10 - April 2, 1861		
49	1152	Benavides' Regiment (33rd Regiment), Texas Cavalry, Confederate States Army; Anderson's Detac	March 6, 1871 (?); November 1 - December 31, 1864; Jan All sheets are photostat copies of origina		
50	1153	4th Subdivision of the 5th Military District, 12th Brigade, Smith County Light Infantry	April 17, 1861; May 15, 1861 - September 1, 1861; undated; March 15, 1861	Sheets 1153-02	
51	1156	Company K, Hubbard's Battalion (22nd Regiment), Texas Volunteer Infantry, Confederate States Arm	undated; March 27, 1862; April 17, 1862; June 30, 1862; Au Sheets 1156-07 through 1156-10 are phot		
52	1157	Minute Men, Wise County, Mounted Rangers, Texas State Troops	September 20, 1861; June 28, 1861; June 20, 1861; December 20, 1861		
53	1158	Colonel M.F. Locke's Regiment (10th Regiment, Texas Cavalry), Confederate States Army; 3rd Regi	October 31, 1861; September 25, 1861; October 4, 1861	Sheets 1158-02 and 1158-03 mended tog	
54	1159	Company F, 24th Brigade, Texas State Troops	January 23, 1863		
55	1162	Ed Clark Invincibles, Smith County, 12th Brigade, Texas Militia	April 21, 1861		
56	1163	Mounted company, Live Oak County, 29th Brigade, Texas State Troops	October 7, 1861		
57	1164	Minute company of Texas Rangers, Llano County, Texas State Troops	July 7, 1861 - October 7 1861; October 7, 1861 - January 7, 1862; October 9, 1861; January 7, 1862 - f		
58	1167	Company H, Burnet County, 27th Brigade, Confederate States Army; Company G, R.T.P. Allen's Reg	March 25, 1862; June 9, 1862; April 24, 1862; April 16, 1862	Item number for sheet 1167-01 not presen	
59	1169	La Grange German Company, Reserve Company, Fayette County, Texas State Troops	July 2, 1861		
60	1171	Company A, 7th Regiment, Texas Volunteer Infantry, Confederate States Army	October 31, 1863 - December 31, 1863		
61	1174	Company B, Milam County, 1st Regiment, 27th Brigade, Texas State Troops	January 1864; August 7, 1863		
62	1178	Infantry riflemen, 4th Brigade, Texas Militia	May 14, 1861		
63	1186	Dallas County, 13th Brigade, Texas Militia; T.C. Hawpe's Regiment, Texas Cavalry, Confederate Sta	July 13, 1861; May 16, 1862		
64	1188	Texas Mounted Volunteers, (33rd Regiment), Texas Cavalry, Confederate States Army; Texas Mour	January 16, 1862; January 15, 1862; undated; March 21, 1	Sheets 1188-01 and 1188-02 mended tog	
65	1201	Detachment of State forces commanded by Colonel Ben McCulloch	March 2, 1861 - April 16, 1861		
66	1202	Company C, Williamson County, 1st Battalion, 2nd Brigade, Texas State Troops; Company A, Williar	March 16, 1864; August 7, 1863	Card catalog in	
67	1203	Company A, 9th Regiment, Texas Cavalry, Confederate States Army	August 31, 1862 - October 31, 1862		
68	1204	Comal County, Texas Volunteer Infantry, 31st Brigade, Texas State Troops	April 1, 1862; June 7, 1862		
69	1206	Randal's Regiment (28th Regiment), Texas Cavalry, Confederate States Army	May 6, 1862	Fading ink on roll	
70	1207	Companies A, B, and C, 22nd Battalion, Texas State Troops; Companies A, B, and D, Cavalry, 4th Br	September 1863; December 1863; November 1863		
71	1211	Company D, 24th Brigade, Texas State Troops	October 12, 1863		
72	1212	Bell County, Texas Volunteer Infantry, 27th Brigade, Confederate States Army; R.T.P. Allen's Regime	June 10, 1862; March 25, 1862; April 11, 1862 - June 30, 18	Sheets 1212-04 and 1212-05 mended tog	



# Integrating roll-level metadata into the finding aid inventory

	A	B	C	D	E	F	G	H	I	J	K	L	M
195	2	file	217	216	Captain Seb. Duerr	Company D, Infantry, 23rd Brigade, Texas State	September 15, 1863	1	Muster roll				
196	2	file	401-1283	217				1					
197	2	file	401-1290	218				3					
198	2	file	401-1276	219				1					
199	2	file	401-1276	221				1					
200	2	file	401-1276	222				1					
201	2	file	401-1276	223				1					
202	2	file	401-1276	224				2					
203	2	file	401-1290	225				1					
204	2	file	401-1290	226				2					
205	2	file	401-1276	227				3					
206	2	file	401-1283	228				1					
207	2	file	217	229	Captain Douglass	Company F, Robertson and Bureson counties, 1	January 28, 1864	1	Muster roll				
208	2	file	401-1290	231				7					
209	2	file	401-1276	232				4					
210	2	file	217	233	Captain James L. De	Company B, 23rd Brigade, Texas State Troops	September 15, 1863	1	Muster rolls				
211	2	file	401-1290	234				1					
212	2	file	401-1290	236				2					
213	2	file	401-1290	237				1					
214	2	file	401-1276	238				9					
215	2	file	401-1290	239				2					
216	2	file	401-1276	242				3					
217	2	file	401-1276	243				1					
218	2	file	401-1276	244				7					
219	2	file	401-1283	245				1					
220	2	file	401-1283	246				1					
221	2	file	401-1283	247				1					
222	2	file	401-1276	248				1					
223	2	file	401-1276	249				1					
224	2	file	401-1283	251				1					
225	2	file	401-1290	252				9					
226	2	file	401-1276	253				1					
227	2	file	401-1283	254				1					
228	2	file	401-1283	255				1					
229	2	file	401-1276	256				1					
230	2	file	401-1290	257				2					



# Upload of batch two rolls and reupload of batch one rolls with updated metadata

EXPLORE ARCHIVE   UP   search...   ARCHIVE Q   +FILTER

## Confederate and Texas State Troops ...

Object Type: Collection  
In Collection: [Civil War military rolls](#)

Sort by Type ▲ ▮ ▮ ▮

**Confederate and Texas State Troops ...**  
30073-01  
**Details**

**Title:** Confederate and Texas State Troops ...  
**Description:** This series primarily in...  
**Citation Information:** (Identify t...  
**Collection Name:** Texas Adjutant ...

**Creator:** Texas. Adjutant General...  
**Date Range of Creation:** 1861 t...  
**Arrangement:** These records are ...  
**Access Restrictions:** Some Civil ...

**Size or Duration:** 52.76 cubic ft.  
**TARO URL:** <http://www.lib.utexas...>

Show more ▼

Search within...   COLLECTION Q

REFINE YOUR SELECTION  
No refinements available for these results

300-399	1200-1299	100-199	600-699	1100-1199	1500-1599
800-899	1400-1499	200-299	500-599	1300-1399	700-799
400-499					

back to top



# Series-level metadata from the updated EAD finding aid

## Confederate and Texas State Troops ...

Sort by Type



Object Type: Collection

In Collection: [Civil War military rolls](#)

### Confederate and Texas State Troops military rolls

30073-01

#### Details

**Title:** Confederate and Texas State Troops military rolls

**Description:** This series primarily includes muster rolls, payrolls, rosters, returns, and election returns of approximately 1,500 companies of both Texas State Troops (including Rangers) and the Confederate States Army, stationed in Texas during the

Civil War, dating 1861-1865, 1871, 1898, bulk 1861-1865. Based upon information contained in the abstracts, the rolls include the following information: name and rank of the soldier; name and rank of the commanding officer; designation of the organization (e.g., "Company A, Rangers for Frontier Protection, Texas State Troops;" "Company A, Texas Volunteer Infantry, Col. O.M. Roberts commanding, CSA;" "Reserved Company, Beat 3, Freestone County, 19th Brigade, Texas Militia"); enlistment data (date, place, and for what period); discharge data (usually pay information, including number of days, rate, and total); description (usually only age, if anything at all);

and remarks. Remarks include: the number of officers and men on the roll (R and F: rank and file); name of enlisting officer; name of mustering officer; where and when stationed; and arms issued.

**Citation Information:** (Identify the item), Confederate and Texas State Troops military rolls, Texas Adjutant General's Department Civil War military rolls. Archives and Information Services Division, Texas State Library and Archives Commission.

**Collection Name:** Texas Adjutant General's Department Civil War military rolls

**Creator:** Texas. Adjutant General's Department

**Date Range of Creation:** 1861 to 1898

**Arrangement:** These records are arranged numerically. Not all numbers between 1 and 1709 were assigned; therefore the absence of a given number does not necessarily mean the absence of a military roll.

**Access Restrictions:** Some Civil War military rolls have been determined too fragile for retrieval; their numbers do not appear in the inventory for that series.

**Size or Duration:** 52.76 cubic ft.

**TARO URL:**

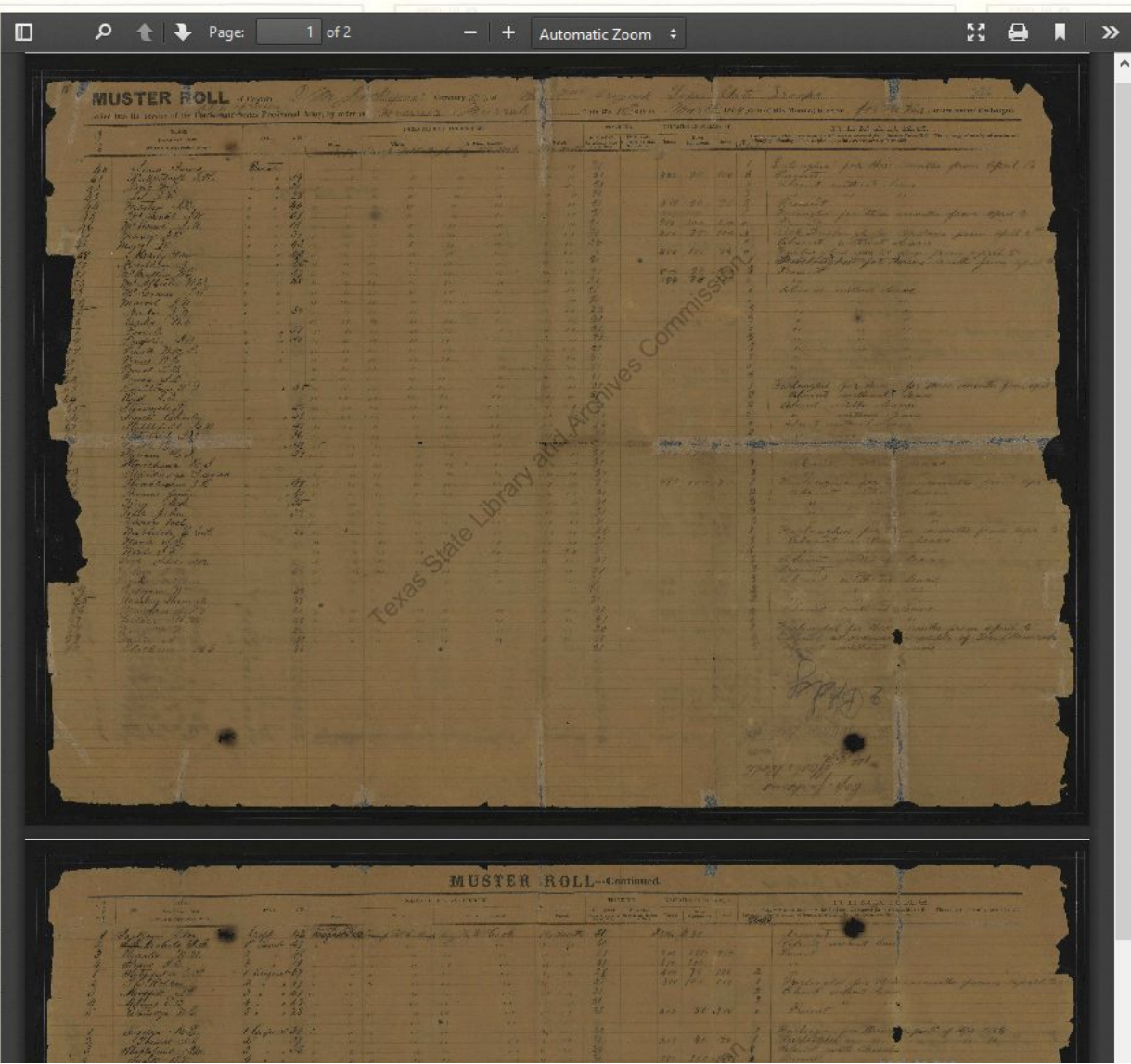
<http://www.lib.utexas.edu/taro/tslac/30073/tsl-30073.html>

Show less ▲





# View of single sheet



# Sheet-level (item-level) metadata

0386

Object Type: File  
In Record: [0386](#)

0386

### Details

**Description:** Muster roll of Company C, 2nd Brigade, Texas State Troops under Captain D.M. Jackson, March 18, 1864

**Citation Information:** MR 386, Confederate and Texas State Troops military rolls, Texas Adjutant General's Department Civil War military rolls. Archives and Information Services Division, Texas State Library and Archives Commission.

**Identifier:** 0386

**Item identifier:** MR 386

**Collection Name:** Texas Adjutant General's Department Civil War military rolls

**Creator:** Texas. Adjutant General's Department

**Date of Creation:** 1864-03-18

**Subject:** Jackson, D.M.

**Subject:** Texas. Militia

**Type:** Muster rolls

**Type:** Text

**Command:** Captain D.M. Jackson

**Unit:** Company C, 2nd Brigade, Texas State Troops

**Copyright information:** The Texas State Library and Archives Commission believes that the Item is in the Public Domain under the laws of the United States. Please contact the Texas State Library and Archives Commission for more information. Unless expressly stated otherwise, the Texas State Library and Archives Commission makes no warranties about the Item and cannot guarantee the accuracy of this Rights Statement. State records may also include materials received by, not

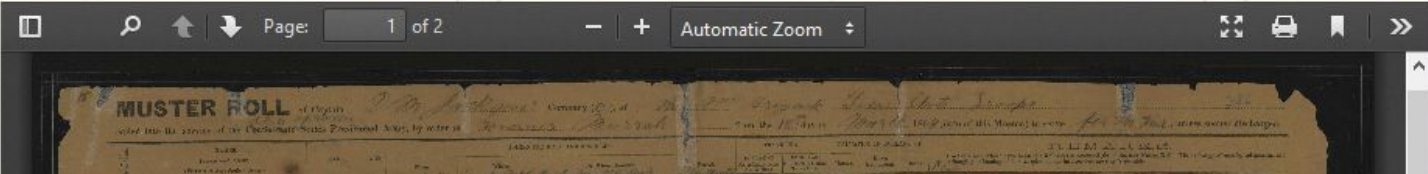
created by, state agencies. In that situation, copyright remains with the creator. You are responsible for your own use. You may find additional information about the copyright status of the Item on the website of the Texas State Library and Archives Commission. You may need to obtain other permissions for your intended use. For example, other rights such as publicity, privacy or moral rights may limit how you may use the material.

**Size or Duration:** 25 in x 18 in

**Date Digitized:** 2015-06-09

**Language:** English

Show less ▲



# Access issues: Inherent to preservation/access system

**0386**  
Object Type: Record  
In Collection: [300-399](#)

Sort by Type

0386 0386 [Show more](#)

Search within... [RECORD](#)

**REFINE YOUR SELECTION**

**Format group**

- Image
- Document

**Type**

- Muster rolls
- Text

**Subjects (collections and digitized items only)**

- Jackson, D.M.
- Texas. Militia

MR 386 MR 386 MR 386



**0386a**

Object Type: File  
In Record: [0386](#)

<b>0386a</b> <b>Details</b>	<b>Identifier:</b> 0386a <b>Item identifier:</b> MR 386	<b>Subject:</b> Jackson, D.M. <b>Subject:</b> Texas. Militia	<b>Unit:</b> Company C, 2nd Brigade, Te...
<b>Description:</b> Muster roll of Compa...	<b>Collection Name:</b> Texas Adjutant ...	<b>Type:</b> Muster rolls	<b>Copyright information:</b> The Tex...
<b>Citation Information:</b> MR 386, C...	<b>Creator:</b> Texas. Adjutant General'...	<b>Type:</b> Text	<b>Size or Duration:</b> 25 in x 18 in
	<b>Date of Creation:</b> 1864-03-18	<b>Command:</b> Captain D.M. Jackson	<b>Date Digitized:</b> 2015-06-09
			<b>Language:</b> English

[Show more](#)

This file cannot be displayed. This might be because it is in a format which does not have a registered renderer, it is stored somewhere where it is not accessible for immediate usage, or because you do not have permission to access the full content.

FLATONIA

# Access issues: Hierarchical nature of archival collections

The Texas Digital Archive (TDA) manages, preserves, and provides access to digital records of the Texas State Library and Archives Commission, including the Texas State Archives. All records on this portal are unrestricted and available for public use. Click here for tips on [locating records in this portal](#).



## Agency History

On November 13, 1835, the Consultation created the office of Adjutant General, as one of five heads of departments under the Commander-in-Chief of the Texian Army (the other offices being Inspector

-   
Governor's Records -- Rick Perry, 2000-2014
-   
Texas State Agencies
-   
Special Subject Interests

EXPLORE ARCHIVE UP search... ARCHIVE Q +FILTER

### Confederate and Texas State Troops ...

Object Type: Collection  
In Collection: [Civil War military rolls](#)

Sort by Type [v] [list] [grid] [table]

**Confederate and Texas State Troops ...**  
30073-01  
[Details](#)

**Title:** Confederate and Texas State Troops ...  
**Description:** This series primarily in...  
**Citation Information:** (Identify the...  
**Collection Name:** Texas Adjutant ...


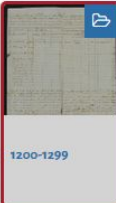
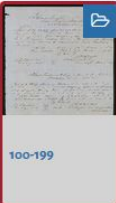










**Creator:** Texas, Adjutant General...  
**Date Range of Creation:** 1861 t...  
**Arrangement:** These records are ...  
**Access Restrictions:** Some Civil ...

**Size or Duration:** 52.76 cubic ft.  
**TARO URL:** <http://www.lib.utexas...>

[Show more](#) [v]

Search within... COLLECTION Q

REFINE YOUR SELECTION  
No refinements available for these results

 300-399	 1200-1299	 100-199	 600-699	 1100-1199	 1500-1599
 800-899	 1400-1499	 200-299	 500-599	 1300-1399	 700-799
 400-499					

back to top

(Identify the Library and

Since Civil War military rolls are very fragile, the photocopying of rolls may be restricted by their physical condition. Copies of the index cards have been accepted as proof of service by organizations such as the United Daughters of the Confederacy.

### Accession Information

Refer to the individual series for additional information.

is, 52.76 cubic ft.  
plete inventory of

following inventory. The Texas State Archives' searchers are tary rolls.



# Access issues: Metadata-related

**Search by commander name**

**Search by county**

**Search by unit**

Search the Records

Reset

Choose a unit to search on

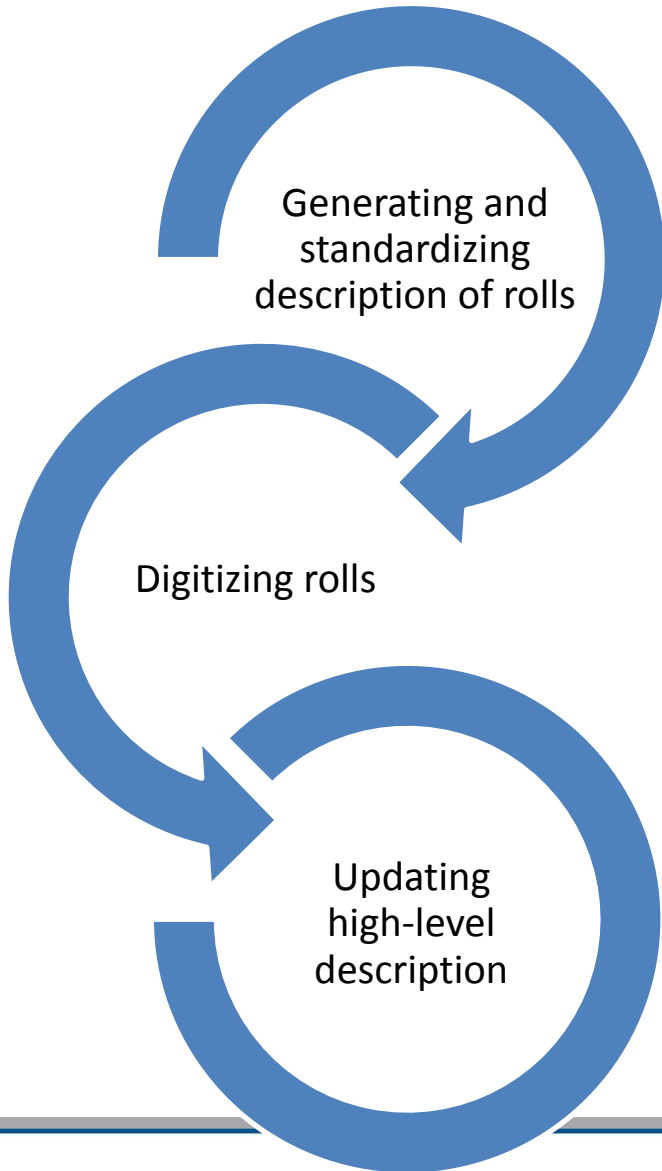
- Confederate States of America. Army
- Confederate States of America. Army. Texas Artillery
- Confederate States of America. Army. Texas Cavalry
- Confederate States of America. Army. Texas Cavalry Regiment 1st
- Confederate States of America. Army. Texas Cavalry Regiment, 10th
- Confederate States of America. Army. Texas Cavalry Regiment, 11th
- Confederate States of America. Army. Texas Cavalry Regiment, 12th
- Confederate States of America. Army. Texas Cavalry Regiment, 1st
- Confederate States of America. Army. Texas Cavalry Regiment, 27th**
- Confederate States of America. Army. Texas Cavalry Regiment, 28th
- Confederate States of America. Army. Texas Cavalry Regiment, 2nd
- Confederate States of America. Army. Texas Cavalry Regiment, 3rd
- Confederate States of America. Army. Texas Cavalry Regiment, 6th
- Confederate States of America. Army. Texas Cavalry Regiment, 9th
- Confederate States of America. Army. Texas Cavalry Regiment, 9th Company F
- Confederate States of America. Army. Texas Infantry Regiment, 19th
- Confederate States of America. Army. Texas Infantry Regiment, 2nd
- Confederate States of America. Army. Texas Infantry Regiment, 5th
- Confederate States of America. Army. Texas Infantry Regiment, 6th

Choose a unit to search on



# Project management challenges

## Phases of the project



## Stakeholders

- Supervisor/Team lead
- Subject specialist
- Sources of legacy knowledge of project
- Conservator
- Reference staff
- Other archivists on staff
- Digital asset coordinator
- Electronic records specialists





Source: [oztypewriter.blogspot.com/2016/03/build-it-and-they-will-come-typewriter.html](http://oztypewriter.blogspot.com/2016/03/build-it-and-they-will-come-typewriter.html)

## They Will Come...*But* They May Need Reference Help When They Get Here: A Case Study of Providing Reference for the Texas Digital Archive

Mackenzie Ryan, Reference Librarian



# Understanding the TDA

- Orientation
- Exploring different ways to locate materials
  - i.e. using finding aids, browsing through “Explore Archive”
- Learning system limitations
  - Metadata
- Learning search features
  - How to narrow search results successfully
- Test searching

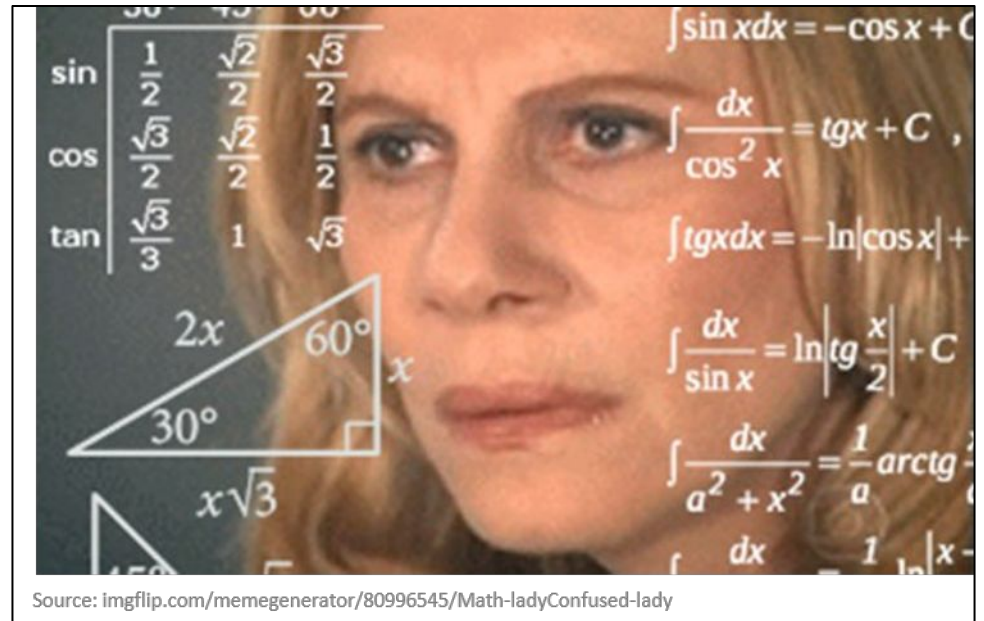
The screenshot shows the 'EXPLORE ARCHIVE' search results for 'sam houston'. The page displays 4683 total results, sorted by Relevance. A left sidebar allows refining selections by Document type (File, Record, Collection), Date (1910s-1840s), Format group (Image, Document, Spreadsheet, Email, Audio), and Item or folder title (Sam Houston, etc.). The main results area shows a grid of 18 items, including the Sam Houston Center, House of Representatives Committee on, Photographs, Government and other official documents, Journals/Diaries, Secretary of State records relating to passports, Artifacts collection, House of Representatives Committee on, Jean Laffite collection, Sam Houston State Celebration2.pdf, Mirabeau Buonaparte Lamar papers, Don Kelly Southeast Texas postcard, Steer head, and Sam Houston Society Dinner 2002 pir.pdf.





# Challenges

- Metadata issues
  - Searching was difficult for staff and patrons
- Early adopter of Preservica access module
  - No examples of search help documentation
- Communication and collaboration



# What Can Reference Do?

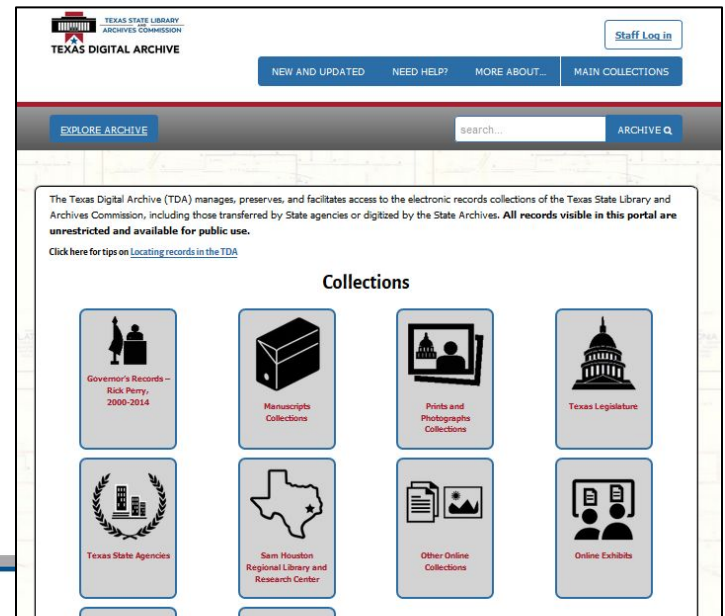
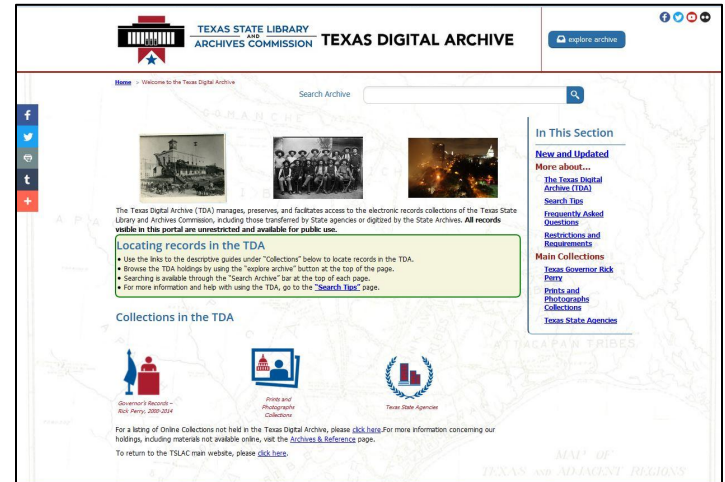
- Track TDA reference interactions
  - What are people looking for?
  - What are they having trouble finding?
- Provide feedback and assist with identifying issues
  - Some of our feedback has been incorporated into updates to Preservica
- Improve help documentation for patrons
  - Webpages? Video?

	A	B	C	D	E	F
1	Query	Received via	Date received	Response via	Response date	Issue
2	[REDACTED]	TDA Need Help?	[REDACTED]			Question irrelevant to TDA
3	[REDACTED]	TDA Need Help?	[REDACTED]	email	[REDACTED]	Referred patron to Map Collection application.
4	[REDACTED]	TDA Need Help?	[REDACTED]	e-mail	[REDACTED]	Appears patron was searching for images of specific restaurant on TDA, but did not locate. Searched holdings and provided response.
5	[REDACTED]	TDA Need Help?	[REDACTED]	email	[REDACTED]	Appears patron was searching for [REDACTED] on TDA, but did not locate. [REDACTED]
6	[REDACTED]	TDA Need Help?	[REDACTED]	ARC	[REDACTED]	
7	[REDACTED]	TDA Need Help?	[REDACTED]	email	[REDACTED]	Could not find materials listed in finding aid on TDA. Explained to patron that specific materials were not on TDA due to copyright restrictions and explained how electronic materials on TDA were differentiated in finding aid.
8	[REDACTED]	?	[REDACTED]	email	[REDACTED]	Irrelevant to TDA
9	[REDACTED]	TDA Need Help?	[REDACTED]	email	[REDACTED]	forwarded to [REDACTED]
10	[REDACTED]	TDA Need Help?	[REDACTED]	email	[REDACTED]	Patron did not have a question, just copied and pasted the TDA questions ("If you were looking for something specific, did you find it?" etc.)
11	[REDACTED]	TDA Need Help?	[REDACTED]	email	[REDACTED]	city directories not available on TDA



# Revising TDA Search Tips Page

- The most recent Preservica update created an opportunity for Reference staff to add new content to search tips page
- Reference staff began reviewing the webpage to see how to improve and add new content



# Old Version of TDA Search Tips

**Navigation and Search Tips for the TDA**

The Texas Digital Archive (TDA) website includes over a dozen sections: home, Browsing, Searching, and Descriptive Guides.

1. Use the links under the "Browsing" header on the homepage for the TDA. The "What's New" dropdown menu is located on the far left of the TDA.
2. Research TDA through using the "What's New" dropdown menu to find out about the latest changes.
3. Browsing is available through the search bar at the top of the page.

Click on a link below to view any part of these sections:

- Browsing
- Searching
- Descriptive Guides

**Browsing**

[Browse by Collection](#) | [Browse by Subject](#) | [Browse by Format](#)

**General Information**

Learn about the TDA through the "About the TDA" section on the left side of the page. Learn about the TDA's history, mission, and how it is funded.

**Search**

The Texas Digital Archive (TDA) website includes over a dozen sections: home, Browsing, Searching, and Descriptive Guides.

**Collections**

View the TDA's collections and browse through the various collections on the TDA website. The TDA's collections are organized into various categories, including:

- Government
- Education
- Business
- Arts and Culture
- Science and Technology
- History and Society
- Language
- Religion
- Other

**Complete Archive**

View the TDA's complete archive of digital resources. The archive is organized into various categories, including:

- Government
- Education
- Business
- Arts and Culture
- Science and Technology
- History and Society
- Language
- Religion
- Other

Click on a link below to view any part of these sections:

- Browsing
- Searching
- Descriptive Guides

**Browsing**

[Browse by Collection](#) | [Browse by Subject](#) | [Browse by Format](#)

**General Information**

Learn about the TDA through the "About the TDA" section on the left side of the page. Learn about the TDA's history, mission, and how it is funded.

**Search**

The Texas Digital Archive (TDA) website includes over a dozen sections: home, Browsing, Searching, and Descriptive Guides.

**Collections**

View the TDA's collections and browse through the various collections on the TDA website. The TDA's collections are organized into various categories, including:

- Government
- Education
- Business
- Arts and Culture
- Science and Technology
- History and Society
- Language
- Religion
- Other

**Complete Archive**

View the TDA's complete archive of digital resources. The archive is organized into various categories, including:

- Government
- Education
- Business
- Arts and Culture
- Science and Technology
- History and Society
- Language
- Religion
- Other

**Search Results**

View the TDA's search results and browse through the various collections on the TDA website. The search results are organized into various categories, including:

- Government
- Education
- Business
- Arts and Culture
- Science and Technology
- History and Society
- Language
- Religion
- Other

**Simple Search**

Use the simple search bar to find resources on the TDA website. The search results are organized into various categories, including:

- Government
- Education
- Business
- Arts and Culture
- Science and Technology
- History and Society
- Language
- Religion
- Other

**Advanced: Boolean Search**

Use the advanced search bar to find resources on the TDA website. The search results are organized into various categories, including:

- Government
- Education
- Business
- Arts and Culture
- Science and Technology
- History and Society
- Language
- Religion
- Other

**Advanced: Phrase Search**

Use the phrase search bar to find resources on the TDA website. The search results are organized into various categories, including:

- Government
- Education
- Business
- Arts and Culture
- Science and Technology
- History and Society
- Language
- Religion
- Other

**Advanced: Wildcard Search**

Use the wildcard search bar to find resources on the TDA website. The search results are organized into various categories, including:

- Government
- Education
- Business
- Arts and Culture
- Science and Technology
- History and Society
- Language
- Religion
- Other

**Advanced: Neighboring Materials**

Use the neighboring materials search bar to find resources on the TDA website. The search results are organized into various categories, including:

- Government
- Education
- Business
- Arts and Culture
- Science and Technology
- History and Society
- Language
- Religion
- Other

**Advanced: Sorting and Filtering**

Use the sorting and filtering options to refine your search results. The search results are organized into various categories, including:

- Government
- Education
- Business
- Arts and Culture
- Science and Technology
- History and Society
- Language
- Religion
- Other

One single webpage



# Updated Version of TDA Search Tips

[Home](#) >

Search the [Texas Digital Archive](#)

Still need help?

Contact the Reference Desk:  
[ref@tsl.texas.gov](mailto:ref@tsl.texas.gov)  
512-463-5455

## Texas Digital Archive (TDA) Search Help Topics

### TDA Basics

- [Legend of icons used in the TDA](#)

### Searching

- [Conducting keyword searches](#)
- [Alternate spellings and wildcard searching](#)
- [Browsing descriptive guides](#)
  - [How to find related records](#)
- [Explore Archive](#)

### Search Results

- [Refining search results](#)
  - [Refine Your Selection](#)
  - [+Filter](#)
- [Adjusting documents](#)
- [Adjusting images](#)
- [Downloading images](#)

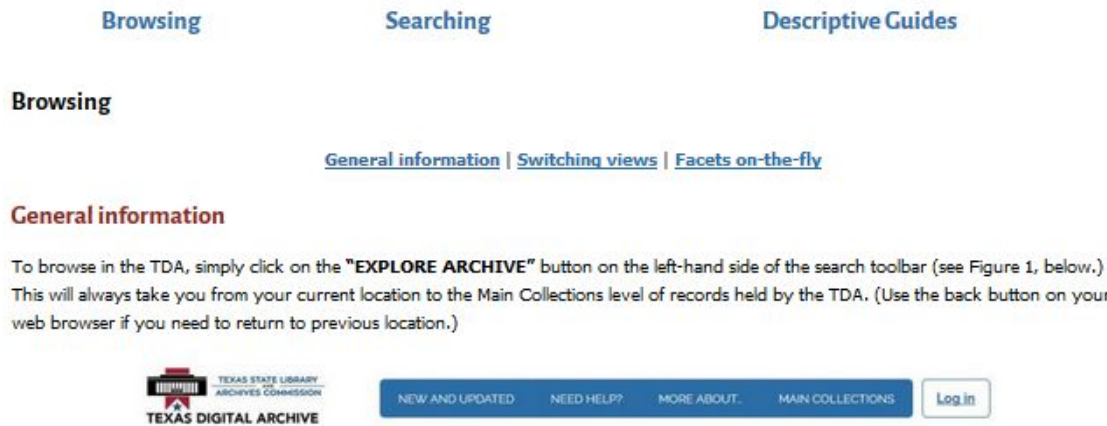
### Special Topics

- [Searching for prints and photographs](#)
- [Searching for Confederate muster rolls](#)

Table of contents, with sections divided by topic



# Old Version of TDA Search Tips



The screenshot shows the navigation menu with three main categories: **Browsing**, **Searching**, and **Descriptive Guides**. Under the **Browsing** category, there is a sub-section titled **General information** with a red heading. Below this heading, there is a paragraph of text and a navigation bar at the bottom. The navigation bar includes the Texas State Library and Archives Commission logo, the text "TEXAS DIGITAL ARCHIVE", and a blue bar with links for "NEW AND UPDATED", "NEED HELP?", "MORE ABOUT...", "MAIN COLLECTIONS", and a "Log in" button.

**Browsing**      **Searching**      **Descriptive Guides**

**Browsing**

[General information](#) | [Switching views](#) | [Facets on-the-fly](#)

**General information**

To browse in the TDA, simply click on the **"EXPLORE ARCHIVE"** button on the left-hand side of the search toolbar (see Figure 1, below.) This will always take you from your current location to the Main Collections level of records held by the TDA. (Use the back button on your web browser if you need to return to previous location.)

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION  
TEXAS DIGITAL ARCHIVE

NEW AND UPDATED    NEED HELP?    MORE ABOUT...    MAIN COLLECTIONS    Log in

Numerous  
internal links  
due to the  
singular page  
design



# Updated Version of TDA Search Tips

[Home](#) >

Search the [Texas Digital Archive](#)

**Still need help?**

Contact the Reference Desk:  
[ref@tsl.texas.gov](mailto:ref@tsl.texas.gov)  
512-463-5455

## Texas Digital Archive (TDA) Search Help Topics

### TDA Basics

- [Legend of icons used in the TDA](#)

### Searching

- [Conducting keyword searches](#)
- [Alternate spellings and wildcard searching](#)
- [Browsing descriptive guides](#)
  - [How to find related records](#)
- [Explore Archive](#)

### Search Results

- [Refining search results](#)
  - [Refine Your Selection](#)
  - [+Filter](#)
- [Adjusting documents](#)
- [Adjusting images](#)
- [Downloading images](#)

### Special Topics

- [Searching for prints and photographs](#)
- [Searching for Confederate muster rolls](#)

Pages link  
out to  
other  
pages

# Before



## Navigation and Search Tips for the TDA

The Texas Digital Archive (TDA) provides multiple ways to access electronic records: Browsing, Searching, and Descriptive Guides.

- Use the links under the "Collections" section on the home page or the MAIN COLLECTIONS drop-down menu to access descriptive information about collections and link to records in the TDA.
- Browse the TDA holdings by using the "EXPLORE ARCHIVE" button at the top of the page.
- Searching is available through the search bar at the top of each page.

Click on a link below to obtain tips on using each of these options:

[Browsing](#)      [Searching](#)      [Descriptive Guides](#)

[General information](#) | [Switching views](#) | [Facets on-the-fly](#)

### General information

To browse in the TDA, simply click on the "EXPLORE ARCHIVE" button on the left-hand side of the search toolbar (see Figure 1, below.) This will always take you from your current location to the Main Collections level of records held by the TDA. (Use the back button on your web browser if you need to return to previous location.)

The screenshot shows the TDA search toolbar with the 'EXPLORE ARCHIVE' button highlighted with a red circle. The toolbar also includes a search bar and an 'ARCHIVE Q' button.





# After

Home >

Search the [Texas Digital Archive](#)

Still need help?

Contact the Reference Desk:  
[ref@tsl.texas.gov](mailto:ref@tsl.texas.gov)  
512-463-5455

### Texas Digital Archive (TDA) Search Help Topics

**TDA Basics**

- [Legend of icons used in the TDA](#)

**Searching**

- [Conducting keyword searches](#)
- [Alternate spellings and wildcard searching](#)
- [Browsing descriptive guides](#)
- [Explore Archive](#)

**Search Results**

- [Refining search results](#)
- [Adjusting documents](#)
- [Adjusting images](#)
- [Downloading images](#)

**Special Topics**

- [Searching for prints and photographs](#)
- [Searching for Confederate muster rolls](#)

Page last modified: May 18, 2018

Home >

Back to [TDA Search Help Topics](#)

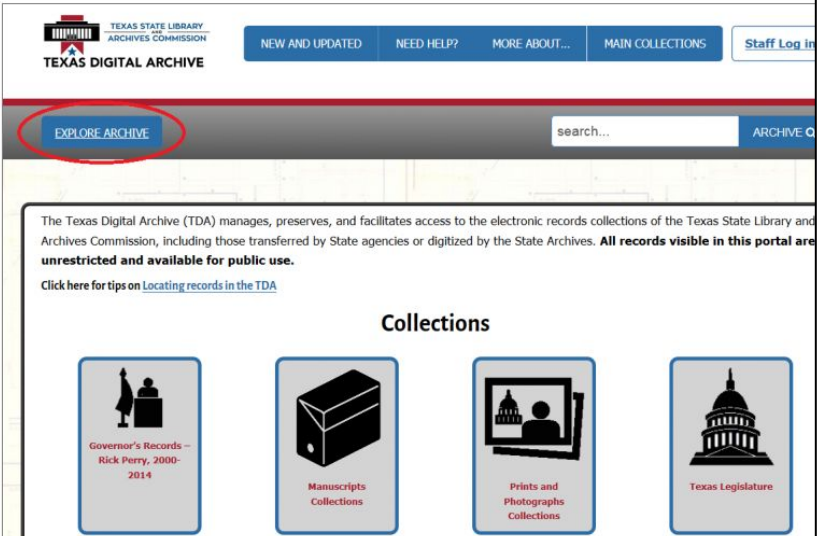
Search the [Texas Digital Archive](#)

Still need help?

Contact the Reference Desk:  
[ref@tsl.texas.gov](mailto:ref@tsl.texas.gov)  
512-463-5455

### Explore Archive

The "Explore Archive" option will display records in the Texas Digital Archive (TDA) in a format very similar to a file directory. To access this feature, click the EXPLORE ARCHIVE button on the left-hand side of the search toolbar (see Figure 1, below.)



The screenshot shows the Texas Digital Archive website interface. At the top, there is a navigation bar with the Texas State Library and Archives Commission logo, the text 'TEXAS DIGITAL ARCHIVE', and several buttons: 'NEW AND UPDATED', 'NEED HELP?', 'MORE ABOUT...', 'MAIN COLLECTIONS', and 'Staff Log In'. Below this is a search bar with the text 'search...' and a button labeled 'ARCHIVE'. The 'EXPLORE ARCHIVE' button is circled in red. Below the search bar, there is a section titled 'Collections' with four icons representing different record types: 'Governor's Records -- Rick Perry, 2000-2014', 'Manuscripts Collections', 'Prints and Photographs Collections', and 'Texas Legislature'. A large red arrow points from the 'Explore Archive' button in the screenshot to the 'Explore Archive' link in the help topics on the left.

Figure 1.



# Old Version of TDA Search Tips

## Simple Search

A simple search is done by typing one or more words in the search box. These words will not have a particular order within a description or full-text; and the results will include hits for both words, then each word individually. Preference is given to results with all of the search terms. Exact spelling is necessary. If exact spelling is unknown, use a wildcard search (see below.)

## Advanced: Boolean Search

A Boolean search is a search using multiple terms that are connected using AND, OR or NOT. In a Boolean search, a connecting AND, OR or NOT must be used between each search term. If using a Boolean search:

- Type an AND in capital letters to require the search to include only results that have both of the terms. For example: "Austin AND Houston" will pull results that have both terms.
- Use OR in capital letters to include results that have one term or the other, but not both. For example: "Austin OR Houston" will pull results that have one or the other.
- Using NOT in capital letters will exclude results with the term on the right of the not. For example if you were searching for the city of Houston, but didn't want Sam Houston. Searching "Houston NOT Sam" will exclude "Sam" from the search.

## Advanced: Phrase Search

A phrase search is used to search a set of words in the exact order they appear. A phrase search is done by typing a multiple word search with a quotation at the beginning and end of the set of words that must appear in order. In a phrase search, no other words can appear between the individual words in the phrase. For example: "Austin Texas" searches for both words together. "Austin AND Texas" searches for each word but not together.

## Advanced: Wildcard Search

A wildcard search is used to search a term when you wish to have results include multiple spellings of a term or terms.

??? If you know the word you want but are unsure of the spelling, use a question mark (?) at the exact spot where you are unclear of the spelling. The search results will include all results with all letters available for that single spot. For example, using "m?ster" (as in searching for muster rolls) would return results for master, mister and muster.

In this type of search, the following rule applies: The ? must be used to replace exactly one (1) letter. Using a single ? for multiple unknown letters will not return the correct results.

\*\*\* If you want results for multiple versions/derivatives of a term, use an asterisk (\*) at the end of term where spelling starts to vary. The results will include all results with the exact spelling up to the asterisk (\*), and results with any additional letters after the exact spelling. For example, searching for "supervisor\*" will return results for supervisor, supervisory and supervisee.

Please note: An asterisk (\*) wildcard can be used in the middle of a term to replace an undefined number of letters. This can include multiple words.

## Wildcards and Partial Word Matches

The TDA is designed to be able to search filenames, embedded or added descriptive information, and the full-text of documents when possible. It is very flexible in how this works (the underlying technology is Apache Solr), but there are some limitations. One of those limitations is that with filenames, as well as limited cases with full-text searching, it searches for the whole word and will not come up with a partial word match (a "-" and "\_" will count as a space to start/end a word). Where this could be a problem is when a word is accidentally or intentionally joined with another word.

To circumvent this limitation, you must use wildcards to fill in the gaps (or lack of gaps). Using a preceding and trailing \* will give results from the middle of a word. Adding a ? where a spelling is unclear is also good.

Lots of text with no illustrative examples



# Updated Version of TDA Search Tips

## Conducting keyword searches

You can search the Texas Digital Archive (TDA) using simple keywords or phrases. To do a search, enter the keyword into the search box at the top of the page (see Figure 1, below).

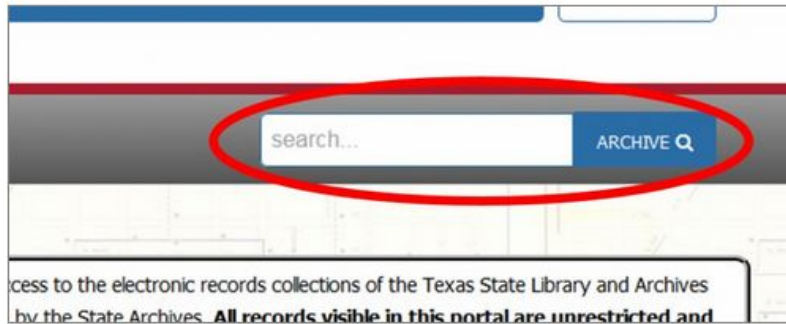


Figure 1.

In addition to entering keywords into the search box, you may also find it helpful to search using the two methods described below.

## AND, OR, or NOT (Boolean) Searching

- If you are looking for materials that have two keywords, type AND in capital letters between each keyword. This will narrow your search results to materials that have *both* terms (see Figure 2, below). For example: "Texas AND Mexico" will show results for materials that have *both* keywords Texas and Mexico. It will not include materials that have results for only one of the terms.

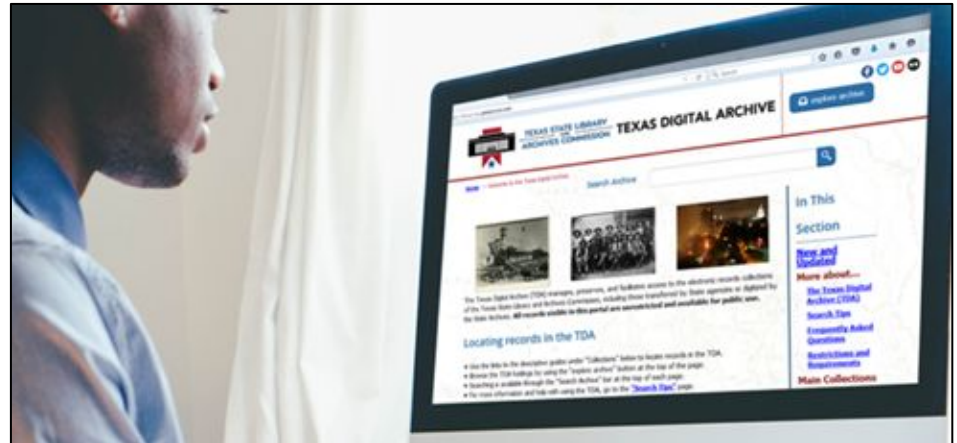


Illustrative  
examples



# Old Version of TDA Search Tips

- Other issues
  - Use of jargon and technical language
  - Multiple terms used to describe the same feature
  - Descriptions of obsolete features



# Updated Version of TDA Search Tips

[Home](#) >

Search the [Texas Digital Archive](#)

---

**Still need help?**

Contact the Reference Desk:  
[ref@tsl.texas.gov](mailto:ref@tsl.texas.gov)  
512-463-5455

**Texas Digital Archive (TDA) Search Help Topics**

**TDA Basics**

- [Legend of icons used in the TDA](#)

**Searching**


- [Conducting keyword searches](#)
- [Alternate spellings and wildcard searching](#)
- [Browsing descriptive guides](#)
  - [How to find related records](#)
- [Explore Archive](#)

**Search Results**

- [Refining search results](#)
  - [Refine Your Selection](#)
  - [+Filter](#)
- [Adjusting documents](#)
- [Adjusting images](#)
- [Downloading images](#)

**Special Topics**

- [Searching for prints and photographs](#)
- [Searching for Confederate muster rolls](#)



Sidebar with link to  
TDA and Reference  
Desk contact info

# Updated Version of TDA Search Tips

## Searching for Confederate muster rolls

To search the Texas Digital Archive (TDA) for a soldier or unit's muster roll, you will first want to locate the soldier or unit's muster roll number. The instructions on this page will guide you through the steps needed to locate the needed information and conduct a successful search.

Please note that not all Civil War muster rolls in our collections are available on the TDA. We are in the process of digitizing this collection. For muster rolls that have not been added, please contact us using the "Need help?" link and include the muster roll number and Captain's name.

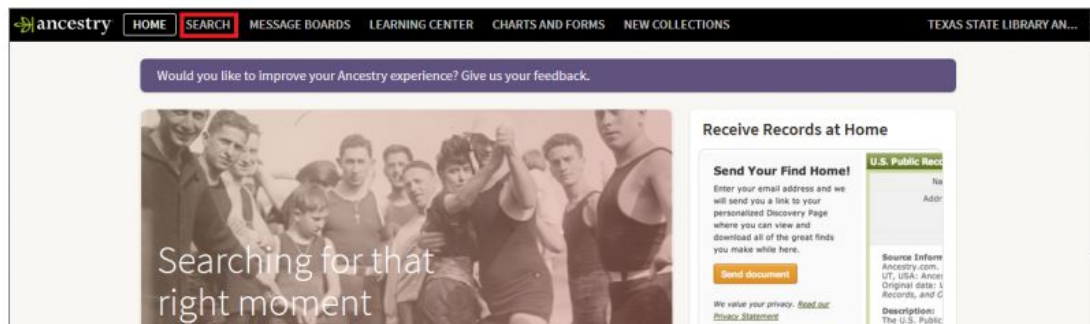
Searching the TDA for a soldier's name, unit, or location where the unit was organized will likely not retrieve results for muster rolls.

## Locating a muster roll number

Using resources available through [Ancestry](#) or [Ancestry.com Texas](#), you can identify a muster roll number and then locate the muster roll on the TDA, if it has been digitized.

Ancestry.com Texas is available for free to all Texas residents. You can access Ancestry.com Texas through our website at [www.tsl.texas.gov/arc/ancestry](http://www.tsl.texas.gov/arc/ancestry). If you are not a Texas resident and do not have a subscription to Ancestry, you may wish to check with your local library to see if they have a subscription to Ancestry Library edition.

From the Ancestry or Ancestry.com Texas home page, click on the "Search" button at the top, then select "Card Catalog" (see Figure 1, below).



New  
content  
for special  
subjects



# Updated Version of TDA Search Tips

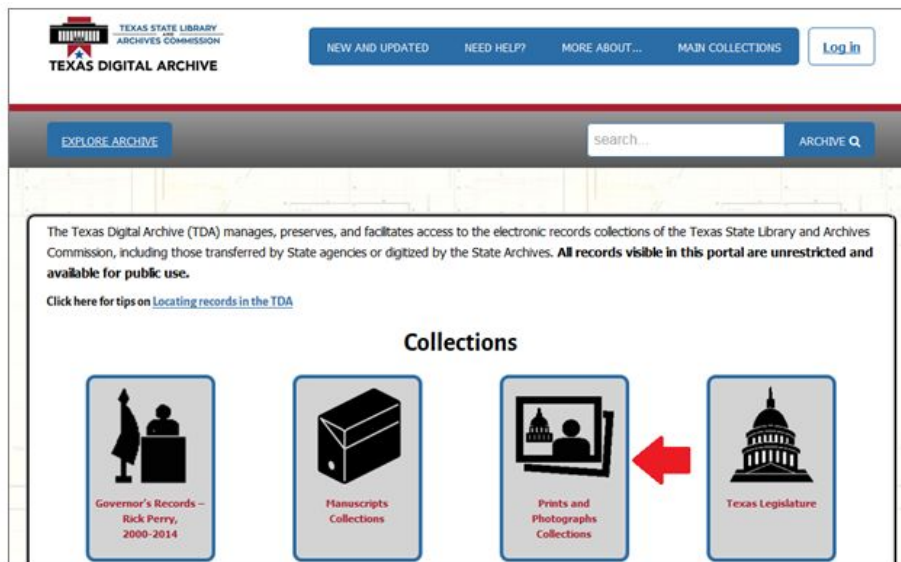
## Searching for prints and photographs

There are three general ways to search for prints and photographs on the Texas Digital Archive: browsing descriptive guides, keyword searching, and the "Explore Archive" button. When searching for prints and photographs, it may be helpful to use a combination of these methods to find images of interest.

### Browsing descriptive guides

Browsing the descriptive guides for each collection can help you to determine if the collection includes images and content of the images. If you aren't sure where to start looking for prints and photographs, you can begin with these collections (see Figure 1, below):

- **People Collection:** This collection consists of photographs of individuals from the nineteenth and early twentieth centuries. The photographs are organized alphabetically by the last name of the person.
- **Places Collection:** This collection includes photographs of homes, street scenes, historic sites, monuments, and other images of specific places. Many are images of places in Texas, but some United States and international locations are also included.

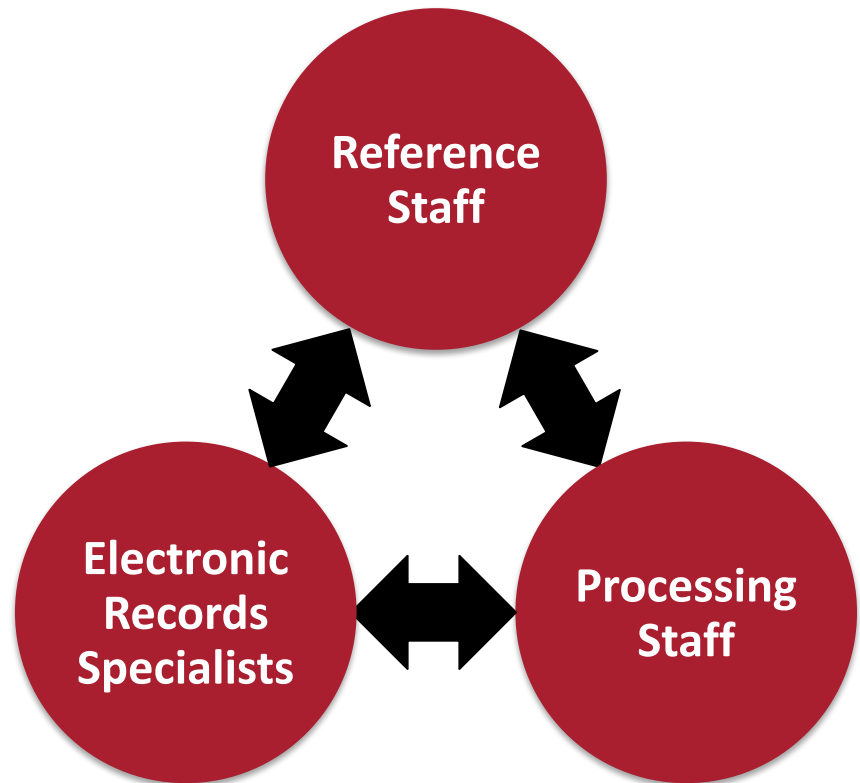


New  
content  
for special  
subjects



# Lessons Learned & Next Steps

- Lessons learned
  - Collaboration and communication are very important
  - TDA is a moving target, staff must continue to adapt to changes
- Next steps
  - Developing more help documentation (search tips pages, possibly video tutorials)
  - Increasing collaboration with other staff involved with the TDA





# Contact Us

Texas State Library and Archives Commission (TSLAC)

Physical Address: 1201 Brazos Street, Austin, TX 78701

Mailing Address: P.O. Box 12927, Austin, TX 78711

Phone: (512) 463-5455      Fax: 512-463-5436

Email: [info@tsl.texas.gov](mailto:info@tsl.texas.gov) OR [ref@tsl.texas.gov](mailto:ref@tsl.texas.gov)

Website: [www.tsl.texas.gov](http://www.tsl.texas.gov)

Sam Houston Research Library and Research Center

Physical Address: 650 FM 1011, Liberty, TX 77575

Mailing Address: P.O. Box 310, Liberty, TX 77575

Phone: (936) 336-8821

Email: [SamHoustonCenter@tsl.texas.gov](mailto:SamHoustonCenter@tsl.texas.gov)

Website: [www.tsl.texas.gov/shc](http://www.tsl.texas.gov/shc)

Like & Follow Us

