To better provide better access to our collections we are implementing a new database. While it is mostly intuitive, this form will help you get the most out of your searches. To start go to gthcenter.org and click on the Search Archives Catalog link located on the left side of the page.
Once on the database homepage, there are many different ways to search for materials. Keyword searching is available by typing a subject or individual’s name in the “enter search” field:
To find a particular collection select the first letter of the collection’s name (i.e. “B” for the Gail Borden Papers) under the “Browse Collections” heading.
Once a collection is found, you can click on it to open a finding aid. Depending on how a collection is organized there may be a summary on the left side of the page breaking down the collection into archival units (i.e., groups, series, container lists, and so on). In the center of the page, you’ll notice a summary of the collection and the arrangement of the collection.

If there is a “+” to the left of a given series, it is expandable.

The “Full Finding Aid” link is a streamlined and printable version of the finding aid.

Be sure to note the Collection name (Gail Borden Papers), the manuscript number (MS25.0001), and box and folder numbers. This information will make time spent in the History Center more productive!
Helpful Tips:

- On the left side of the homepage there are numerous search options including: Viewing Newly Acquired Materials, Browse by Subject or by Creators, and Contact Us link. There is also an advance search on the top portion of the browser. This is useful when trying to recall a lower level in a given collection or viewing results that have photos attached.
- The vast majority of our materials have not been digitized. Our database is a useful tool in helping patrons discover what is in a given collection. It is not a substitute for coming in person, talking with a History Center staff member, and conducting research.
- Galveston Street Files and Name Files are available on the database. In the former researchers can browse photographs identified with a given street in Galveston, while the latter are photographs of people associated with Galveston.
- The database does not allow users to copy and paste URLs, so it’s important that you keep the collection name, manuscript number, and location of items you’re interested in handy.

Helpful Terms:

- Manuscript Collection- An assortment of personal, family or organizational papers.
- Finding Aid- A description of records that breaks down the arrangement of a collection and gives the physical location of materials.
- Provenance- The origin or earliest known history of something. As an archival principal it dictates that records of different origins be kept separate to preserve context.
- Series/Subseries- A group of similar records arranged according to a hierarchical filing system that files records together because of a relationship among them resulting from their creation, receipt, or use.
- FF- Abbreviation for “file folder” a means of storing material.