Access to Gonzaga University Digital Archives

To access GU Digital Archives:

Open your favorite browser and type in: digital.gonzaga.edu/digital/

OR

- From the GU website, click on Libraries (under Academics); then click on Foley Library.
- Click on Archives
- Click on: Digital Archives. The Digital Archives home page will open.
Home page of our collections on a regular screen:

To search for a word or a name throughout all the collections, you may type it in the **Search box** located in the upper right corner of your screen. Then click on the magnifier to get to the results of your search.

**On your phone**, the header of the collections will look a little different nevertheless, the search box will still be on the top of the home page. You may write a word in it and click on the magnifier to get results.

Please note: if you click on the **BROWSE** you will have a selection of actions including BROWSE
To search a specific collection, for example the **Rogues Gallery Images**. If you want to do so, follow these steps:

1. **From the home page**, click on Rogues Gallery Images. The landing page of the collection will open.
2. **To browse this specific collection**, click on the BROWSE button located at the bottom of the page.

**About this collection**

The **Rogues Gallery Images** collection contains the scanned images of the University historical pictures from 1867 to 2000. The physical images, encased in glass, are living in the first two floors of College Hall, formerly the Administration Building. These images document Gonzaga’s history from its beginning. The images show events, organizations, athletic groups, and individuals. Most images have been identified. Additional and/or better quality photographs might be available at Foxy Center Library in the University Archives & Special Collections Department.

The Rogues Gallery began to be available on the Administration Building walls in 1971 and has been maintained over the years by Joe Donahue, Campus Photographer; Father Leo Yeats, S. J., Public Relations Director and later Vice President; Father Arthur L. Dussault, S. J.; and finally by Alumni Director Marty Pugnet.

Each original photo has been removed from its case in a chronological order. They are then scanned and replaced with high-resolution digital prints. The originals are stored in the Special Collections vault for safekeeping. The photograph’s labels are retyped and used for its metadata. Each image in each case is given a unique identification number based upon the case year and number in the case.

You can search by word to find a specific person, topic, event or year.

For information about this collection, to see the originals, or to find out about other possible sources/photographs for your research, please contact uats@gonzaga.edu or Stephanie Foxman at 509-313-3847.

3. **To search a specific name, or a title. Please type it in the Search box**

   - top of your screen – if you are browsing using your cell **phone**;
   - on the right side of the screen if you are browsing on a **computer**.

4. **To refine your search,**

   - **To search only some of the collections**, unclick Select all Collections; then choose the collections you want to search.
   - **Using a computer**, click on one of the define search that are already available for you on the left side of your screen.

**Organizations**

- faculty and staff (105)
- rotc and cadets (51)
- student government (22)
- student clubs and teams (14)
- settlers / spurs (5)
- music ensembles (4)
- sodality of the blessed virgin mary (3)
- honorary societies (2)
- knights of gonzaga university (2)
- student organizations (1)

Please click on SHOW MORE to see more choices for this category.
If you are using your cell phone, you may click on REFINE. Then you will see the choices available.

![Refine and Sort buttons](image)

**Browsing items in: Zag Life**

The SORT button gives you the opportunity to choose the order in which your search results will appear.
Advanced Search

The Advanced Search page will open by clicking on **Advanced search** on the upper right corner on the screen if you are using a computer; or by clicking the + sign if you are using your cell phone. It enables you to select specific collections to search. If you do not want to search all collections, unclick **Select all Collections**; then choose the collections you want to search.

The next step will be to select which fields you would like to search. To do so, click on the arrow next to all fields located in the **Enter Search Term** box. You can either choose one field or all fields.

Advanced Search offers four search types:

- **All of the words** — searches for all of the words in any order. Using Boolean logic, this search is similar to using "AND". For instance, if you entered "President Theodore Roosevelt" in this search box, the search results would contain only those items containing all three terms. Do not include "AND" with your search terms. The Boolean operator "AND" is used automatically with the All of the words search and will be ignored if it is entered as a search term.

- **Any of the words** — searches for any of the words entered in the search box. Using Boolean logic, this search is similar to using "OR". For instance, if you entered "President Theodore Roosevelt" in this search box, the search results would contain all items containing any of the three terms, including results with only "President", only "Theodore", and only "Roosevelt". Do not include "OR" with your search terms. The Boolean operator "OR" is used automatically with the Any of the words search and will be ignored if it is entered as a search term.

- **The exact phrase** — searches for all of the words in the exact order. This is similar to using quotation marks in other search engines. For instance, if you were searching for "President Theodore Roosevelt", search results would contain only those items that contain the phrase "President Theodore Roosevelt".

- **None of the words** — use this option with any of the other search boxes to exclude a term. Using Boolean logic, this search is similar to using "NOT". For instance, if you entered "President Roosevelt" in the exact phase search box and "Franklin" in this search box, the search results would contain all items containing "President Roosevelt" that do not contain the word "Franklin". Do not include "NOT" with your search terms. The Boolean operator "NOT" is used automatically with the None of the words search and will be ignored if it is entered as a search term.

You may also narrow your search by adding a date in the **Enter Date** search box.
To look at a specific image, click on it and a new window will open with the image and its description. The little arrow on the right upper corner of the image is used to look at the image more closely.

Click on the X on the upper right side of the image to close and go back to the image with description. Now, if you would like to see the next image listed, please use the arrows. Those are located on the upper right side.

Navigating through a multiple pages document

To navigate through items consisting on many pages, please use the arrows located on either side of the image when the item is open.

Back to results will bring you back to the list of images in that collection if you are just browsing; and to your results if you had already search for something specific.

If you have open the page to the full screen view, please use the arrows located on the right upper side of the image to navigate.
**Ordering a digital copy**

To request a digital copy of the image you are looking at, click on [Aeon Request](#); you will have to create a user account if it is the first time you use Aeon. Then, click on [Request Photography Duplication](#). You will see that the title, page and year of publication transferred to the form. You will need to choose a format in order to submit your request.

Once we complete your request, you will receive an e-mail from Aeon with a hyperlink which will take you to the location where you will be able to download the image.

If you need help please contact:

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