

Special Collections and University Archives, Rutgers University Libraries  
Research basics specific to the Sinclair New Jersey Collection  
for *Environmental History*  
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Special Collections & University Archives website  
<https://www.libraries.rutgers.edu/scua>

Research guide to print and digital resources on the history of New Jersey  
<http://libguides.rutgers.edu/c.php?g=336758&p=2267185>

### Library Catalog

The Rutgers Libraries [catalog](#) is the best place to begin your research for printed material (books, pamphlets, magazines & journals, newsletters, reports, surveys, trade & manufacturers' catalogs, newspapers, etc.)

**\*\*\*IMPORTANT:** When searching the catalog for Special Collections material **you will need to change the default search on the main search box, which is set for articles, to "Books and Media" by clicking on that tab.** From there, we strongly suggest conducting an advanced search, which allows you to limit your search to materials in Special Collections. To do so, after clicking the "Books and Media" tab, select "More options." Select "Advanced." After entering your search terms, go to "Limit your results" in the box below and select "SPCOL/UA" under Library.

### Special Collections & University Archives website

Under **Research Tools and Resources**, select **"Search Our Collections"** for information on the most comprehensive ways to search our holdings, including maps and printed New Jersey items, that are not necessarily findable through the library catalog.

The section entitled **"Printed and visual materials related to New Jersey"** will lead you to resources shown in today's class and similar items.

You can also browse finding aids for the Sinclair New Jersey Collection (as well as manuscripts and other archival collections) at <http://www2.scc.rutgers.edu/ead/>

Some resources that may be useful to this class can also be found in RUCore, the Rutgers University Community Repository: <https://rucore.libraries.rutgers.edu>.

- A search on “Raritan River” yields numerous promising results. See, for example, *The Basin Bulletin, Newsletter for Stakeholders of the Raritan Basin Watershed*
- The New Jersey Environmental Digital Library is also searchable via RUCore.

### Once you find items you would like to see...

In the catalog, look for the location and “sublocation.” For example:

- Special Collections/University Archives (College Avenue) - SNCLY

SNCLY is the specific sublocation—where the item is located within Special Collections. Essentially this will let you know if the item is in the reading room, where you can retrieve it from the open shelves yourself, or if you need the item to be paged from our closed stacks. In this case, see the staff member at the reference desk who can assist you in completing a call slip for the item, which will allow us to retrieve it for you. All material must be viewed in the reading room.

Sublocations you may encounter:

**SNCLNJ:** Sinclair New Jersey Collection, likely a book, report, survey, newsletter, periodical. Item is self-serve in open stacks in reading room.

**SNCLY/Y2/Y3/Y4:** Sinclair New Jersey item, likely a pamphlet, brochure, etc. Request from closed stacks.

**SNCLNJF:** Sinclair New Jersey Folio—oversized book, report, survey, newsletter, periodical. Request from closed stacks.

**SNCLX:** Sinclair New Jersey Rare Book. Request from closed stacks.

Trade & Manufacturer’s catalogs: these are housed in closed stacks and have a unique system for requesting. See staff at reference desk for assistance.

Newspapers: some are housed in Special Collections but most are in Imaging Services, down the hall. Generally, newspapers are on microfilm, and microfilm reader/printers are all located in Imaging Services.

Please feel free to use a laptop for taking notes and/or a phone or digital camera for photographing material. If taking notes by hand, please remember to use pencil only for the protection of our unique and rare materials.

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Researching and locating Special Collections and University Archives materials can be very rewarding but take some getting used to. Please feel free to schedule a consultation with me, and/or talk to the staff member at our reference desk. We’re happy to help.