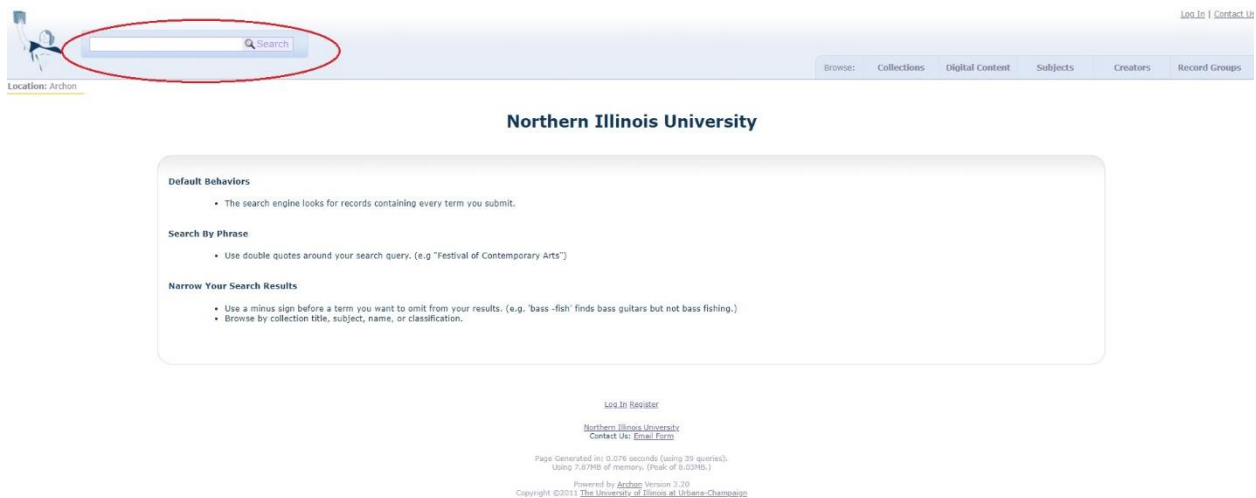


# Archon Tutorial

Archon is a searchable database that contains the finding aids for our archival collections. A finding aid is a document that summarizes information about a collection's provenance and contents, including a folder/item level inventory.

To access Archon, use search box on RHCUA's [homepage](#) or go directly to <http://archon.lib.niu.edu>.

There is the option to enter keywords, subject terms, corporate or family names, dates, etc. in the search box on the homepage. Subject terms for archives are not as tightly controlled as they are for cataloging, and as a result archivist may use different terms to identify the same thing. Using a variety of similar terms will get you better results (e.g., automobile, car, vehicle, van, motor, etc.).



Searching for the term "automobile" resulted in 18 hits (as of September 2019).

## Search Results for "automobile" | Northern Illinois University

You searched for "automobile".

**Records and Manuscripts** (16 Matches) **Subject Headings** (2 Matches)

Expandable sections

18 Hits! Click the links to show each category's results.

Results will be listed by collection and keyword hits will be highlighted at the folder level within each collection.

## Search Results for "automobile" | Northern Illinois University

You searched for "automobile".

**Records and Manuscripts** (16 Matches)

Rare Books & Special Collections → Special Collections

[Willard Motley Papers](#) RBSC/SPX/004

Results Found Within Box List

Series I: Paper Materials → Box 25 → Folder 20: Idaho Presents Shoshone Falls [article from **Automobile** & Trailer Travel Magazine], Aug. 1939

Regional History Center → Regional Collections

[Loving Family Collection \(Shabbona\), 1876-1965](#) RHC/RC/029

Results Found Within Box List

Box 2 → Folder 12: **Automobile** Parts and Price Catalogs, 1909-

[W.W. Embree Collection \(DeKalb\), 1881-1966](#) RHC/RC/002

Results Found Within Box List

Series II.: Non-hierarchical Photographs → Sub-Series 1: **City of DeKalb** → Sub-Series P.: **COMMERCIAL BUILDINGS AND BUSINESSES** → Box 11 → Sub-Series 7: **Automobile Businesses**

Series II.: Non-hierarchical Photographs → Sub-Series 1: **City of DeKalb** → Sub-Series Y.: **VEHICLES AND AIRPLANES** → Box 12 → Folder 1-Y-1: Unidentified **Automobile**

[DeKalb AgResearch Records, 1910-2011](#) RHC/RC/190

Results Found Within Box List

Take special note of the repository where the collection is held as collections from Rare Books and Special Collections and from the Regional History Center share the same database.

**Records and Manuscripts** (16 Matches)

Rare Books & Special Collections → Special Collections

[Willard Motley Papers](#) RBSC/SPX/004

Results Found Within Box List

Regional History Center → Regional Collections

[Loving Family Collection \(Shabbona\), 1876-1965](#) RHC/RC/029

Results Found Within Box List

Department where collections are held

Clicking on the title of the collection will provide a scope and contents note for the collection along with an abbreviated version of the box list.

**Records and Manuscripts** (16 Matches)

Rare Books & Special Collections → Special Collections

[Willard Motley Papers](#) RBSC/SPX/004

Results Found Within Box List

Series I: Paper Materials → Box 25 → Folder 20: Idaho Presents Shoshone Falls [article from **Automobile** & Trailer Travel Magazine], Aug. 1939

Clicking on “Administrative/Biographical History” on the left-hand side of the page will provide a history of the organization/business/family/individual to which the collection pertains.

**Willard Motley Papers | Northern Illinois University**

**Title:** Willard Motley Papers  
**ID:** RBSC/SPX/004  
**Extent:** 0.0

**Arrangement**

- **Administrative/Biographical History**

Willard Motley was born on July 14, 1909 into a middle class family in Chicago and grew up in the almost exclusively white neighborhood of Englewood. In fact, the Motley family was the only African-American family in their immediate neighborhood. Willard Motley was born to Florence Motley, but was raised by Florence's parents, Archibald Motley, Sr., and Mary "Mae" Motley. Florence Motley moved to New York and Willard Motley grew up under the illusion that his grandparents were his parents and that his uncle, the painter Archibald Motley, Jr., was his brother. It was his uncle, Archibald, Jr., who demonstrated to the young Willard that an African-American could achieve recognition in the arts.

Motley began his writing career when, at the age of 13, he submitted a short story to the Chicago Defender and had it published. He was given the chance by that newspaper to write a weekly column in the children's section under the pen name "Bud Billiken." It was Motley who was the original "Bud Billiken," writer of entertaining pieces, children's stories, and later, with a growing sense of social awareness, racial pride and human suffering. At Englewood High School, Motley was active with the newspaper and yearbook. Upon his graduation from high school in 1929, Motley knew he wanted to be a writer and planned to attend the University of Wisconsin, but was unable to do so due to the

[Printer-friendly](#) | [Email Us](#)

**Scope and Contents:** The Willard Motley Collection of the Northern Illinois University Libraries is the most extensive collection anywhere of the diaries, manuscripts, photographs, notes, clippings, and books of the famous naturalist Chicago writer.

**Detailed Description**  
[Series I: Paper Materials](#)  
[Series II: Oversize](#)

Clicking on “Detail Description” will produce the finding aid, which includes information about the collection arrangement, restrictions (rare), date range of the materials within the collection, and the box/folder level inventory that details folder/item level titles and dates. The only information that cannot be accessed from the “finding aid” page is the administrative/biographical history [go back to the collection home page for this].

**Willard Motley Papers | Northern Illinois University**

**Title:** Willard Motley Papers  
**ID:** RBSC/SPX/004  
**Extent:** 0.0

**Arrangement**

- **Administrative/Biographical History**
- **Administrative Information**

[Printer-friendly](#) | [Email Us](#)

**Scope and Contents:** The Willard Motley Collection of the Northern Illinois University Libraries is the most extensive collection anywhere of the diaries, manuscripts, photographs, notes, clippings, and books of the famous naturalist Chicago writer.

**Detailed Description**  
[Series I: Paper Materials](#)  
[Series II: Oversize](#)

Limit your search to the current finding aid being displayed by using the search box on the left-hand side of the page.

**Willard Motley Papers**

[Overview](#)

[Scope and Contents](#)

[Administrative Information](#)

[Detailed Description](#)

[Paper Materials](#)

[Oversize](#)

[Contact us about this collection](#)

**Willard Motley Papers | Northern Illinois University**

[Printer-friendly](#) | [Contact Us About This Collection](#)

**Collection Overview**

**Title:** Willard Motley Papers  
**ID:** RBSC/SPX/004  
**Extent:** 0.0

**Arrangement:** This collection contains manuscripts from his books "Knock On Any Door", "We Fished All Night", "Let Noon Be Fair", "My House is Your House", "You Lovely People", and "Let No Man Write My Epitaph." It also has sketches, notes, and diaries pertaining to his stories. The Motley Collection also holds magazines, speeches, articles, short stories, index cards, reviews, book, plays, and photographs of Motley.

**Date Acquired:** 06/15/1978

**Scope and Contents of the Materials**

The Willard Motley Collection of the Northern Illinois University Libraries is the most extensive collection anywhere of the diaries, manuscripts, photographs, notes, clippings, and books of the famous naturalist Chicago writer.

**Administrative Information**

**Access Restrictions:** no restrictions  
**Use Restrictions:** no restrictions

**Box and Folder Listing**

**Browse by Series:**

[[Series I: Paper Materials](#)],  
[[Series II: Oversize](#)],  
[All]

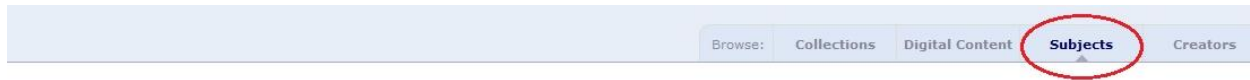
Series I: Paper Materials

Box 1

Folder 1: Diary volume 1 [Peter Rabbit Club certificate|receipt for first dollar ever earned for writing|news clippings|white & gold ribbon|sketch of Rita Motley age 9 by Archibald|hair clipping of Rita|three unidentified photos], January 1, 1926 to December 6, 1926  
Folder 2: Diary volume 2 [Englewood news clippings|photographs|typed notes], December 9, 1926 to September 4, 1927  
Folder 3: Diary volume 3 [postcards|sketch of football hero by Willard Motley|photograph|five high school report cards|"The Cheerleader" newsletters], September 7, 1927 to February 2, 1928

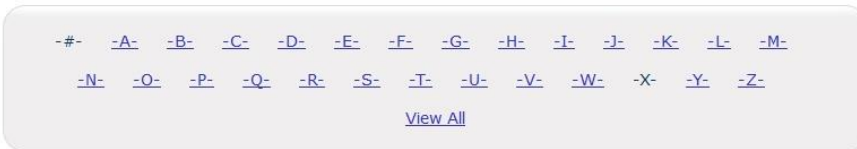
Use this box to search for content limited to the current finding aid

If you are unsure about where to begin your research, the subject index is a great option. The index is a list of the subject terms used across all finding aids. Some terms are very specific and used only once, while others are more general and used several times. The subject index is by no means a comprehensive list of all the terms that could be used to highlight people/places/things in the collections. Instead, the terms in the subject index pertain to the significant terms or to the terms that classify a large group of material contained within the respective collection where it is indexed. Like when performing a keyword search, you will want to also search synonyms.



## Browse by Subject | Northern Illinois University

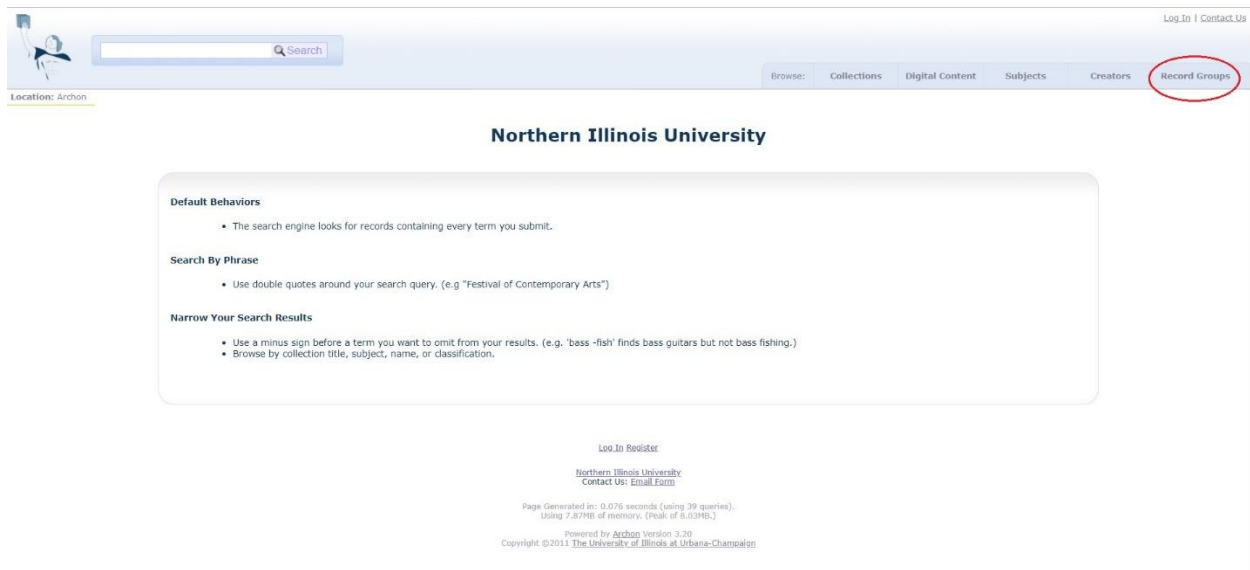
Show Subjects Beginning with:



Filter Subjects by:

- [Corporate Name](#)
- [Date](#)
- [Family Name](#)
- [Function](#)
- [Genre/Form of Material](#)
- [Geographic Name](#)
- [Occupation](#)
- [Personal Name](#)
- [Title](#)
- [Topical Term](#)

Another place to start is by simply browsing the collections. To do this, you will need to click “Record Groups” at the top of the page.



Select "Regional History Center"

Search

Browse: Collections Digital Content Subjects

## Browse by Record Group | Northern Illinois University

### Browse Record Groups

- [RBSC Rare Books & Special Collections](#)
- [RHC Regional History Center](#)
- [SEA Donn v. Harc Southeast Asia Collection](#)

[Log In](#) [Register](#)

[Northern Illinois University](#)  
Contact Us: [Email Form](#)

Page Generated in: 0.052 seconds (using 58 queries).  
Using 5.24MB of memory. (Peak of 5.36MB.)

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Collections are grouped by depository.

Search

Browse: Collections Digital Content

Regional History Center

## Records Relating to Regional History Center | Northern Illinois University

Collections belonging to the Regional History Center, Founders Memorial Library, Room 400.

### Subgroups under Regional History Center

- RHC GVFM [Genealogy Vertical File Manuscripts](#)
- RHC RC [Regional Collections](#)
- RHC UA [University Archives](#)
- RHC VFM [Vertical File Manuscripts](#)

**\*\*Note:** Collections in Archon are only those that have been processed and are available to researchers.