

Guide to Accessing Meeting Minutes in the Viterbo University Digital Collections

Last updated 2018-10-19

Accessing the collection:

Go directly to <http://contentdm.exchange.viterbo.edu/cdm/>

On the Digital Collection homepage, you will see every collection if you are on-campus. If you are off-campus, you will not see Meeting Minutes and Agendas, Governance, or 2008 Accreditation. Log in with your Viterbo username and password to make these visible.

The screenshot shows the Viterbo University Digital Collections homepage. At the top, there is a navigation bar with the Viterbo University logo and the text "VITERBO UNIVERSITY TODD WEHR MEMORIAL LIBRARY | Research • Reflect • Connect". Below this is a search bar with a "Search" button and a link to "Advanced Search". The main content area is divided into two columns. The left column is titled "All Collections" and lists several collections: "Viterbo Research Collection", "Doctoral Scholarship", "Fine Arts Recordings", "Masters Scholarship", "Scholars Day", and "Seven Rivers Undergraduate Research Symposium". The right column is titled "About the collections" and contains a link for "Off-Campus Login". A red box with the text "Do not use this administrative login." has an arrow pointing to the "Log in" link in the top right corner of the page. Another red box with the text "Use this login." has an arrow pointing to the "Off-Campus Login" link.

NOTE: The following examples are done in the Meeting Minutes and Agendas collection, but the steps apply to all the collections.

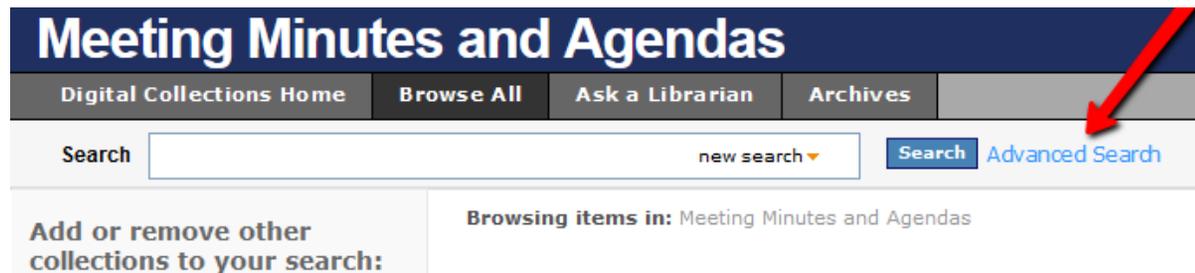
How to search:

On the Digital Collections homepage, click on "Meeting Minutes and Agendas."

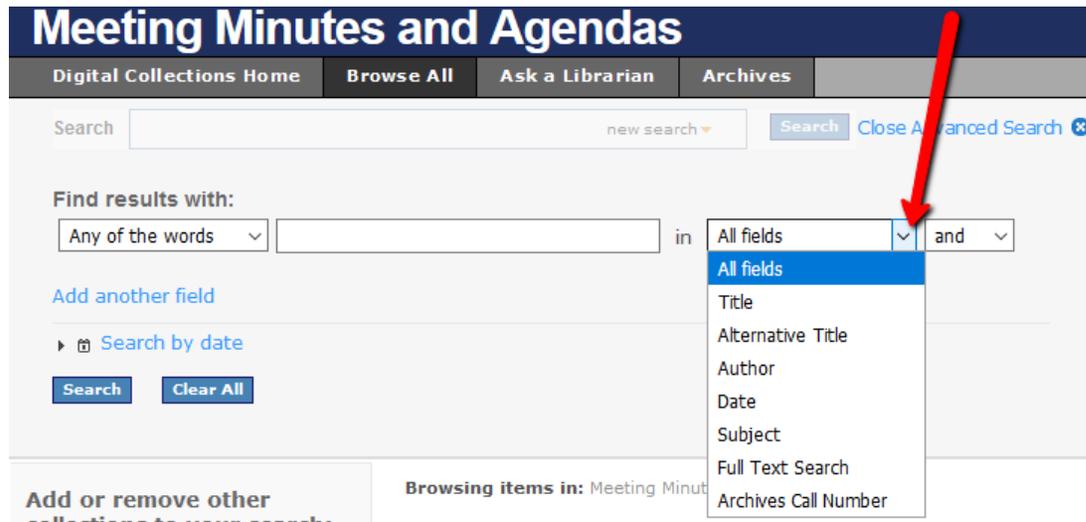
Use the search box in the upper left to search. The default is to search for the term everywhere (as opposed to just title or subject).

How to use advanced search and full text search:

Select "Advanced Search" next to the Search button.



Advanced search can be specified by fields (title, subject, date) in which terms are searched.



To add multiple search terms click "Add another field" under the search bar. To search specifically by dates, click "Search by date" under "Add Another Field."

Meeting Minutes and Agendas

Digital Collections Home Browse All Ask a Librarian Archives

Search new search Search Close Advanced Search

Find results with:

Any of the words in All fields and

Add another field

Search by date

Search Clear All

To search full text: Using the drop down menu on the right side of the advance search (default says "All Fields") select "Full Text Search."

Meeting Minutes and Agendas

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Full Text Search

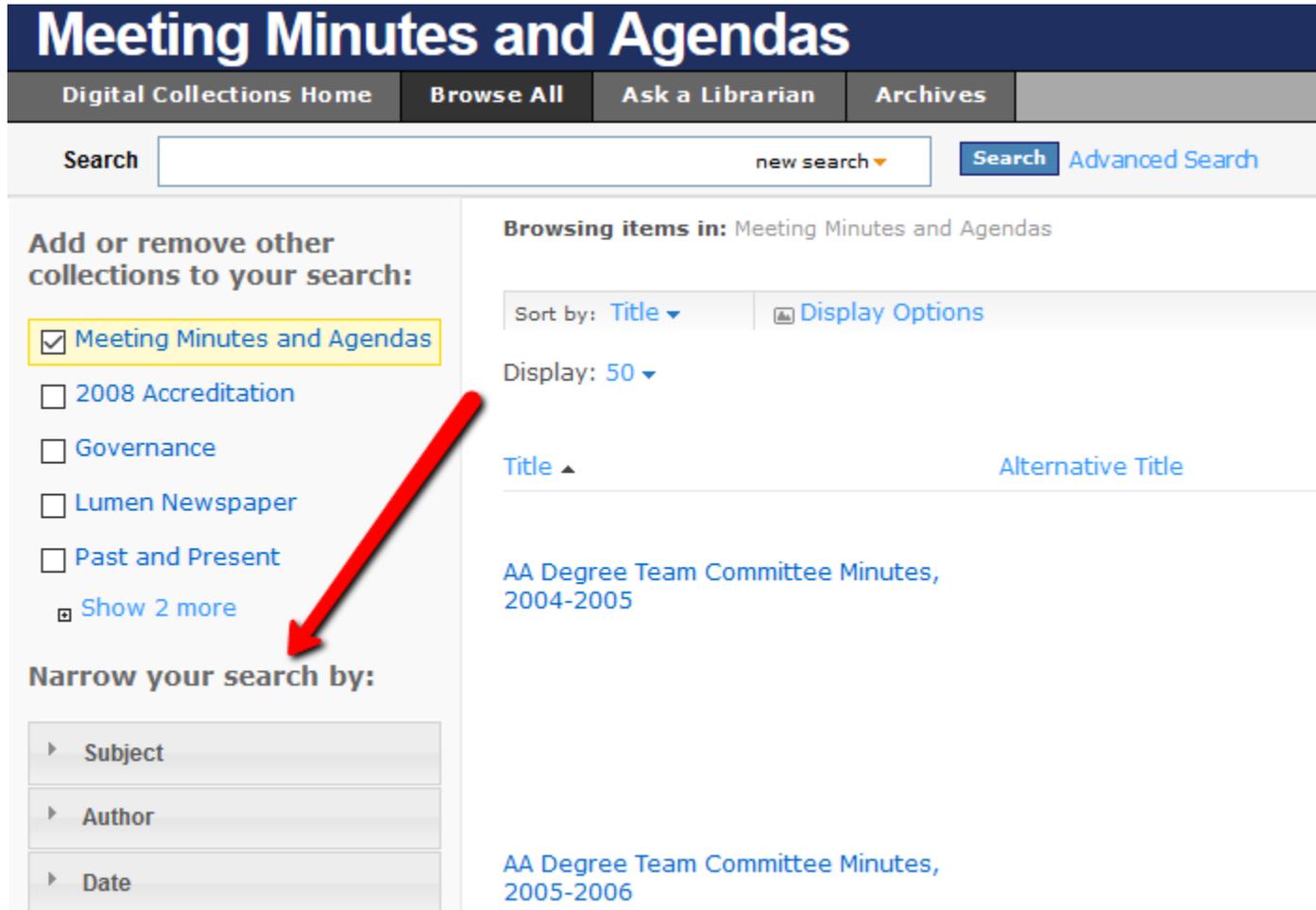
Sorting results:

Results can be sorted by different categories. Change in the "Sort by" drop down on the top left of the search results.

The screenshot shows a digital library interface with a dark blue header containing the text "Meeting Minutes and Agendas". Below the header is a navigation bar with links: "Digital Collections Home", "Browse All", "Ask a Librarian", and "Archives". A search bar is located below the navigation bar, with a "Search" button and a "new search" dropdown. To the left of the search bar is a section titled "Add or remove other collections to your search:" with a list of checkboxes: "Meeting Minutes and Agendas" (checked), "2008 Accreditation", "Governance", "Lumen Newspaper", and "Past and Present". Below this list is a "Show 2 more" link. Underneath is a section titled "Narrow your search by:" with a "Subject" dropdown menu. The main content area shows "Browsing items in: Meeting Minutes and Agendas" and a "Sort by: Title" dropdown menu. The dropdown menu is open, showing options: "Title", "Alternative Title", "Subject", "Date", and "Author". The "Title" option is highlighted. Below the dropdown menu, the text "AA Degree 2004-2005" and "Minutes," is visible.

Narrowing Results:

Options to narrow the search results appear on the left navigation bar.



Meeting Minutes and Agendas

Digital Collections Home Browse All Ask a Librarian Archives

Search new search [Search](#) [Advanced Search](#)

Add or remove other collections to your search:

- Meeting Minutes and Agendas
- 2008 Accreditation
- Governance
- Lumen Newspaper
- Past and Present
- [Show 2 more](#)

Narrow your search by:

- Subject
- Author
- Date

Browsing items in: Meeting Minutes and Agendas

Sort by: [Title](#) [Display Options](#)

Display: [50](#)

Title ▲	Alternative Title
AA Degree Team Committee Minutes, 2004-2005	
AA Degree Team Committee Minutes, 2005-2006	

Item page:

To view an item, click on the title. Scroll down to "Object Description" to view information about the entire item, such as subjects.

The easiest way to search a PDF is to click "Download" in the upper right. Once the PDF is open, click control+F on the keyboard to search the full-text of the PDF.

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Reference URL

Administrative Assembly Minutes, 2017-2018

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[View Description](#) [Download](#)

PDF [Text](#) [Text Search...](#)

 **Adobe Acrobat**

 **24078.pdf**
Link will provide options to open or save document.
File Format: Adobe Reader

Object Description

Title	Administrative Assembly Minutes, 2017-2018
Author	Administrative Assembly
Date	2017; 2018
Subject	Budget College attendance Career development College attendance Cultural pluralism Employees -- Workload Franciscan Sisters of Perpetual Adoration (La Crosse, Wis.) Learning Technology Vacations, Employee Veterans Voluntarism

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Local ID Number [20172018_ad_as.pdf](#)

Administrative Assembly Minutes, 2017-2018

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