
Travis Taniguchi
Ralph B. Taylor
Jerry H. Ratcliffe
Department of Criminal Justice
Temple University
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Objective: To provide a step by step guide on how to go about searching newer and older newspapers that are available through Paley Library, and specific suggestions for the New York Times.

The newspapers addressed here are old but not really old. For that you go to the Paley Database on Historical newspapers. Those papers span the 1700s and the 1800s.

These procedures are for Philadelphia papers primarily from the early 1900s through the 1970s and 1980s. Electronic indexing of the Philadelphia Inquirer and Daily News did not start to become reliably until the late 1980s, early 1990s.

Bear in mind that there are only three newspapers whose entire period has been indexed: New York Times, Wall Street Journal, and Times of London.

For an overview of Paley newspaper archives, go to

http://library.temple.edu/articles/bysubject/news_magazines/?bhcp=1

Recent Newspaper Articles: 1990s onward

If you are searching more recent events in Philadelphia newspapers, go through the Paley Library database “front end.” Accessing the newspaper archives through the Paley Library portal provides you with greater access to materials than you have when you go directly to the newspapers themselves. Therefore use the access granted by the Paley Library system instead of attempting to access the Philadelphia Inquirer website or the Philadelphia Daily News website directly. Direct access to both newspapers is available at philly.com. This is good for keeping up with current events. If you are doing serious research, however, use the Paley front end.

UPDATE NOTE. The screen shots you see immediately below for the Temple U and Paley web front ends have changed, so don’t be concerned if the pictures don’t
match. With the new Paley front end you will see the link, under “articles” to All Databases A-Z. Click on that link. **Continue with the steps starting at the top of page 4 in the guide.**

**Philadelphia Inquirer or the Philadelphia Daily News**

- Access to Philadelphia Inquirer or the Philadelphia Daily News begins at the Temple University Homepage: [www.temple.edu](http://www.temple.edu). Scroll down to “Quick Links” and highlight “Libraries” click on “GO”¹ Or you can just click on the “Libraries” link in the left column.

¹ See appendix 1 for more information regarding the library website.
Select the link "Paley Library (Main Library)"

- Select “Find Articles”
• Select “All Research Databases”

• Scroll down to, and click on, “Philadelphia Daily News” or “Philadelphia Inquirer”

• The following window should appear:

• This page gives you access to the NewsBank archive. This archive can provide sources such as newspapers, business journals, and popular periodicals. If you are searching in the Philadelphia Inquirer or the Philadelphia Daily News then you are ready to search by date, timeframes, and/or keywords. To search other available sources you can click on one of
the shortcuts on the sidebar. This will give you access to a wide range of newspapers around the country.

**Older Newspaper Articles**

The availability of newspaper articles **online** is limited by date. There is a problem if you are searching for something that is earlier than the earliest date available through the electronic front end. (This restriction does **not** apply to the three newspapers whose entire period is indexed: New York Times (NYT), Wall Street Journal (WSJ), and Times of London (ToL).)

Online availability varies by newspaper. For the Philadelphia Daily News you are limited to articles after 1978, for the Philadelphia Inquirer the date is 1981. [**NOTE** – the indexing in the 1980s is not that reliable. You may wish to do both electronic and microfilm searching if your topic is from the 1980s.] In order to access articles before these dates it is necessary to make a trip to the Paley Library. From there you will be able to access older articles on microfilm or microfiche.

The problem when researching older newspapers (e.g., 1970s) is the inability to search by keywords. Except for the NYT, WSJ and ToL, there are no electronic search indices (i.e. keywords) that take you earlier than the 1980s. **Except for these three papers, there are no search indexes for this earlier period (1970s and earlier).**

Instead you must search by the date of the article. This means that you want to know the date of the event you are studying before beginning your research in the archived newspapers. News worthy events will often be in the paper for several days. Because of this you must ensure that you search several days before and after the time when you believe the event occurred. This is especially important in researching crime events. The crime, arrests, trial, verdict, etc. may take place over several months. Limiting the scope of your search to only a few days may miss a great deal of relevant information. Sometimes editorials may not appear until several days or even weeks later.

Philadelphia used to have more newspapers than it does now. These were good papers in their day, and can provide valuable information. These include, most importantly, the Philadelphia Evening Bulletin (PEB), the Record, and the Public Ledger.

In order to access these resources you must visit the Paley Library in person. Paley has old Inquirers and old PEBs on microfilm and/or microfiche.

Microfilm is a method of archiving paper data. Essentially microfilm and microfiche (pronounced micro-feesh) store written documents as images. These images are too
small to see with the naked eye. You will therefore need to use a special reader that projects a full size image. Briefly, you can look at these papers on microfilm, and save images of newspaper pages, or sections of newspaper pages, to image files in the form of TIFFs. You can then later email these to yourself, and import the images into either word documents or convert these to Adobe Acrobat (PDF) files. Here are the steps to follow, including where to go and what to do specifically. These steps are for microfilm only and we are not sure at this point about whether or how they apply to microfiche readers.

**Microfilm**

- Microfilms are stored in the basement (ground floor) of Paley Library. You will need to go down the steps located near the reference librarians desk.

**Floor Plans**

Paley's general collection is located in open shelving on the second and third floors. A variety of other collections reside in locations throughout the library. Items with Call Numbers beginning with A through H will be found on the second floor; those beginning with J through Z will be found on the third floor. Consult the individual floor plans to determine the location of specific collections or call numbers.

**Ground Floor**

![Diagram of Paley Library Ground Floor](image)
The microfilms are organized by date and source. You will need to pull the album of microfilms with the relevant dates from the desired newspaper.
• These films are then loaded into the microfilm viewers. This will allow you to visualize the microfilm on-screen.

• To load the microfilm reels place it on the left spool.
• Feed the film from the left hand spool to the right spool.

• You will then need to scan the microfilm until you find the desired article. The beginning section of the reel contains no images. Scroll past this to begin looking at articles. The control in the image below controls scroll speed.

• Use the highlighted controls to adjust image placement
• When you find the desired article you will want to print the image. Only the image contained within the on-screen marks will be printed. Ensure the item of interest is within this area.

• You should be aware that the machines may look different than the ones pictured here. There are several different types of machines. However, they all operate in a similar manner.
Two things can occur at this point. One, the image can be printed to a regular sheet of paper giving you a hardcopy. Or, two, the image can be saved electronically. The image can be saved in two formats. An image file (specifically a TIFF file) can be saved. Alternatively, some machines are capable of saving directly to PDFs. Some people, however, have experienced difficulty with this machine.

This last step will probably be the trickiest. Remember that if you have any questions there are people around to help. Don’t be afraid to ask utilize the resources provided by the library staff.

Clipping Files

There is some old newspaper content that you can directly access without date searching. The Temple University Urban Archives are located on the same floor of Paley. They have newspaper clipping files, some of which have been put on microfilm or microfiche, especially during the period 1900 – 1970. What they have in their clipping file varies by topic.

They also have an extensive photographic collection, of all photos from the Philadelphia Evening Bulletin Archive. Millions of pictures.
They do have a lot of crime clippings and criminal justice topics covered. Go and talk to them.

They are helpful. Their URL: [http://library.temple.edu/collections/urbana/?bhcp=1](http://library.temple.edu/collections/urbana/?bhcp=1)

**Accessing the New York Times**

Although newspapers are generally considered secondary sources – ask your professor about the differences between primary and secondary sources – there is one newspaper in the U.S. that is widely accepted as a primary source: The New York Times.

NYT has its own index and search engine. This makes your job of finding and retrieving articles much simpler.

The NYT is available through the Paley Library from several different sources. Electronic PDF versions are available through ProQuest for dates ranging from September 14, 1857 through December 31, 2004. Earlier articles (starting from September 18, 1851) can be found in the Paley Library Microform collection. More current articles from the NYT can be accessed through LexisNexis Academic.

We are recommending that you go directly to the NYT full text database link, and use “full text/full image.”

- Follow the same steps as listed above until you get to the “All Research Databases”, scroll down to “New York Times”
- Select “Full-Text / Full-Image (1851 – 2003)”

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<thead>
<tr>
<th>New York Times (nyt)</th>
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<tr>
<td>Full-Text (2000 - present) (via ProQuest)</td>
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<tr>
<td>Full-Text / Full-Image (1851 - 2003) (via ProQuest Historical Newspapers)</td>
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<tr>
<td>Full-Text (1828 - present) and Index (1869 - present) (via LexisNexis Academic)</td>
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<tr>
<td>Index (1851 - 1922) (via Chadwyck-Healey Historical Newspapers)</td>
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- If you are off of the Temple campus you may have to enter your Temple user name and password at this time in order to log-in.
- You should now be ready to search archived New York Times articles. You can search by specific dates, date windows, and/or keywords.
Searching will produce a list of articles that match the search criteria.

Each article has a number of options. “Abstract” (may also say “Citation” if no abstract is available) provides a short summary of the article. “Page Map” provides an overview of the original newspaper page on which the article was located. Sometimes when you call up a specific article, it will not be available, or it is the wrong article. This is because the right page section has not been properly scanned. A good back up strategy in this case is to look at the whole page on which the article appeared. Pull that up in PDF, look carefully, and usually you will find the item you want. “Article image – PDF” provides the article in PDF form. Select this last option to read and save the article.

Clicking on “Article image – PDF” will launch Adobe Acrobat and open the requested article. You are able to save the article in PDF form from this page.
Accessing the Wall Street Journal and Times of London

Although the New York Times is considered the “paper of record” in the United States, there are two other newspapers that are fully indexed and accessible if you go through the Paley database front end. One is the Wall Street Journal. It is primarily concerned with finance and economics, but it also includes some other material. If you are investigating a well known economic scandal (Enron, WorldCom, junk bonds) WSJ will give you the most information, although some of it may be highly technical. If your topic is European, Times of London may be your best bet. The search procedures for both are generally (not exactly) similar to what you see above.

Citation of Newspaper Articles

Proper citation of source material is critical to a well written paper. Therefore, ensure that you write down or otherwise record the pertinent information for the article when you download / print the article. Some brief guidelines are listed below. Further information on formatting can be found online in one of the many academic style guides.
If there is no author identified then you have:

“Title of article.” (dd/mm/yy). Name of newspaper. P # (if available).

If there is an author then:
Last name, First name. “Title of article.” (dd/mm/yy). Name of newspaper. P # (if available).

If it is an editorial or an op-ed piece (these appear on the page opposite editorials) then be sure to indicate that.
Appendix 1: Getting More from the Temple University Library Home Page

The library homepage can be accessed through a number of routes. The method listed in the body of the text was presented for the sake of clarity. That access method, however, leads to a simplified version of the library homepage.

The full version of the library homepage can be found at the following web address: http://library.temple.edu. This page provides links to many tools and services not found in other locations. Check it out.

1 The authors thank Greg McKinney, Paley Library, for helpful comments on earlier drafts.