

# Quick Reference Guide to the KSU Archives

## What is an archive?

The word archive can be used to describe both collections of material and the facilities where those materials are preserved.

The materials archives collect and preserve are primarily in a controlled environment that controls temperature and humidity, which is referred to as a climate controlled environment. Materials are preserved with care so they can be used long term for research.

## What can you find here?

## Locating materials

There are two ways of locating materials from the KSU Archives: visiting our reading room in person by appointment or visiting our online access repository.

I want to know if the KSU Archives has materials about a specific person, event, or other topic.

Search [ArchivesSpace](#), the KSU Archives online catalog. This database offers descriptions (finding aids)