

Digital Collections Search Tips


UNLOCKING OBJECTS

So, you've searched or browsed your way to an email you want to read, and you're wondering how to open that file up and get down to business.

The first thing you'll notice is the "locked" pdf icon at the top of the email metadata record (aka Full view):

Brief view Table view Full view

Record 1 of 3528

Object  - PDF Document (263 K)

Record number 000090121

Creator Kaine, Tim (From:)

Title 2/15 Letter to Governor Blagojevich
Email Records from the Office of the Governor (Kaine: 2006-2010)

Format PDF
6 KB

Description RE: 2/15 Letter to Governor Blagojevich

Date of Original 2008-03-04 11:45

Source **TKAINE.PST**

Contributor Harrington, Sherrie (To:)

Rights RIGHTS NOTE: Users are required to login in order to view digital files of the Kaine Email collection. [Login](#)




To unlock the pdf, and therefore open the pdf for viewing, you'll need to login (see, there's even a little heads-up about this in the metadata record, which you might not have noticed).

[Login](#) | [Preferences](#) | [Help](#)

Refine

Sort by: Title

1 2 3 4

In the top right corner of the page, there is a link to Login.

Click that.

The login directions are pretty straightforward....

digitalcollections

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Search | Results | Previous Searches | e-Shelf Login | Preferences | Help

While great care has been taken during the processing of this collection to locate, identify, and restrict access to privacy-protected information within this collection, some relevant materials may have been missed.

By logging in and accessing this collection, the user agrees:

- That if privacy-protected information is discovered during use of this material to make no notes or other recordation of the confidential information
- Not to publish, publicize, or disclose any confidential material to any other party for any purpose.
- That no direct or indirect contact will be made with the individuals to whom the confidential information relates
- To contact the Library of Virginia at archdesk@lva.virginia.gov to report any confidential information found.

Improper disclosure of privacy-protected information is a breach of confidentiality that could result in the loss of access to the archival collections housed and maintained by Library of Virginia, and could result in legal penalties (*Code of Virginia*, §18.2-186.3).

Name: LVA
Password: LVA

Enter the login information given. Users do not need to register nor is any personal information required for use.

Login is required only once during each session.

Name:
Password:

Login Back

Once you login, you'll return right to the page you were on before.

Brief view Table view Full view

Record 1 of 3528

The object is now unlocked. Click the thumbnail or pdf icon for access.

 Object  - PDF Document (263 K)

Record number 000090121

Title 2/15 Letter to Governor Blagojevich

Title Email Records from the Office of the Governor (Kaine: 2006-2010)

Creator Kaine, Tim (From:)

Description RE: 2/15 Letter to Governor Blagojevich

Format PDF

This is pretty much what you'll see after you've clicked the unlocked thumbnail or pdf icon. Only smaller.

The screenshot displays the ExLibris digital interface. At the top, there is a navigation bar with 'ExLibris digital' and 'Resource Discovery' on the left, and 'Close Help' and 'Send Save' on the right. Below this is a 'Metadata options' section with icons for a folder and a document. The main title is '2/15 Letter to Governor Blagojevich'. A metadata table follows:

Title:	2/15 Letter to Governor Blagojevich
Title:	Email Records from the Office of the Governor (kaine: 2006-2010)
Creator:	Kaine, Tim (From)
Format:	PDF
Source:	TKAINE.PDF
Rights:	RIGHTS NOTE: Users are required to login in order to view digital files of the Kaine Email collection. Login is required only once during each active session. Please select Login at the top right of this screen for more information.
Abstract:	RE: 2/15 Letter to Governor Blagojevich
Date Issued:	2008-03-04 11:45
Extent:	4 KB
Relation to Format Of:	PDF
Bibliographic Classen:	[email], [date/time issued], [source], Email Records from the Office of the Governor (kaine: 2006-2010), Library of Virginia, Richmond, VA.

Below the metadata is a viewer window with a dark background and a white content area. The content area shows an email header and body:

From: Kaine, Tim
Sent: Tuesday, 04 March 2008 11:45:09
To: Harrington, Sharie
Subject: RE: 2/15 Letter to Governor Blagojevich

Hi--if his letter to me was a response to a letter we previously sent, then there's no need to respond further.

TC

From: Harrington, Sharie
Sent: Tuesday, March 04, 2008 11:45 AM
To: Kaine, Tim
Subject: RE: 2/15 Letter to Governor Blagojevich

We have the signed copy of this letter that went out. Let me know if you want something else sent to him.

Sharie L. Harrington
Confidential Assistant to Governor Timothy M. Kaine
Fitzlock Henry Building, 3rd Floor
1111 East Broad Street
Richmond, Virginia 23219
Phone: (804) 798-2211, Ext. 15040