Finding Aid Activity

Complete the following sheet using the finding aid and associated collection.

Answer

Answer the following questions using the information found in your selected finding aid.

1. Who created the collection (i.e., person/org name)?

2. What time period is the collection from?

3. Name two subjects represented in this collection?

4. How are the records arranged? Be brief.

5. Are there any restrictions (copyright, access)?

6. Are there any related collections?

Select

Using the finding aid, find 5 different documents that align with the following criteria:

Note: First, use the finding aid to identify files that may be relevant to each question.
Then, look through the physical file to locate the actual documents.

1. Two documents from different series or sub-series. Identify the document and series.
   a. Document 1:

   b. Document 2:

2. One document produced by a source that is not your person/organization. List the document and who produced it.
   a. Document 3:

3. One document <u>not</u> intended for the public (i.e. internal/personal). Identify the type of document.
   a. Document 4:

4. One document that you found particularly interesting. Identify the document and why.
   a. Document 5:

Cite

Write down the citations for your 5 documents.

Format: [Description of item], [Date], Box [#], Folder [#], [Collection identifier], [Collection title], [Name of repository], [Location of repository].

Example: Assignment book, 1976-1977, Box 1, Folder 9, MSA 363, Kassandra Agee Chandler papers, Purdue University Archives and Special Collections, Purdue University Libraries and Special Collections, West Lafayette, IN.

1. Citation:

2. Citation:

3. Citation:

4. Citation:

5. Citation:

Discuss

Discuss the following with your neighbor:

- Was the finding aid helpful?
- What issues did you encounter?
- What else from the collection would you have liked to see?

Present

Tell the class:

- About this person/organization.
- What did you find that stood out to you?
- What benefits/issues did you experience using the finding aid?