Finding Aid Web Sites
What is a Finding Aid?

A finding aid is a document that assists patrons who wish to use a manuscript collection for research. It may be created in different forms. At the W.S. Hoole Special Collections Library at The University of Alabama, we create finding aids as text documents and convert them to PDFs for the web. Finding aids, like manuscript collections, may vary greatly in size. Finding aids at the Hoole Library vary in size from one page to more than 300 pages.

The finding aid should offer a variety of information about the manuscript collection it describes. A researcher should use the finding aid to help him understand the contents of a collection and how it is organized. Researchers should keep in mind that the finding aid is not part of the collection; it merely describes the collection. In addition, the finding aid does not contain actual materials from the collection.

Finding aids at the Hoole Library are *DACS* (*Describing Archives: A Content Standard*) compliant, following the Society of American Archivists' descriptive standards, and offer at the minimum the following information about each collection:

**Title:**
Usually includes the creator of the collection along with a basic description of the materials in the collection. If a collection created by Thomas Jones Taylor contains only one type of material, such as letters or diaries, then the collection title will be "Thomas Jones Taylor letters." Many collections contain several types of material such as letters, diaries, financial records, and photographs.

**Creator:**
The creator of a collection might be an individual, family, civic organization, business, or other entities. In addition, an individual or organization may have gathered materials created by someone else.

**Manuscript collection number:**
Each manuscript collection is assigned a unique four-digit identification number.

**Extent or size of the collection:**
Size of a collection is usually expressed in linear feet, unless the collection is quite small, then it's size is described on the item level. For example, we might describe the size of a small collection of letters as "12 items".

**Restrictions:**
Access to some collections may be restricted either by donor request or so that the institution may adhere to privacy laws protecting, for example, personal medical history.
Preferred citation:
The official title, including the library and university name, patrons should use when referencing the collection in a published work.

Biographical or Organizational History:
Usually presented in narrative form, this section of the finding aid provides background information about the creator or creating agency. When possible, the creator's complete biography is included. The biographical or organizational history may include information found in the collection as well as published sources.

Scope and Contents Note:
Describes the contents of the collection and should give the reader an idea of the kinds of materials in the collection. The scope and contents note should highlight the strengths of the collection.

Languages used in the collection:
Lists of all languages represented in the collection.

Container List:
Lists the box, folder number, and folder titles for the collection.

Reference Code:
Includes a code for the country(US), a repository code(ALM), and an identification number for each collection(4-digit number assigned by staff).
Ainsworth, J.C., b.1882
J.C. Ainsworth fonds. - 1877-1892.
1.5 cm of textual records.

J.C. Ainsworth was born in Springboro, Ohio. He came to Victoria, B.C. as a miner and became an investor and businessman. Ainsworth Hot Springs was named for him.

The fonds consists of a typed transcript of Ainsworth's autobiography written between 1877 and 1892.

Alcuin Society
3 m of textual records.

The Alcuin Society was established by Vancouver bookmen as a limited editions book venture to interest book collectors and increase appreciation of fine books. The books were primarily to contain Canadiana, while the actual production of the books would employ local craftsmen. Other objectives of the Society included the promotion of cultural activities, publishing and the encouragement of book construction skills.


Inventory [PDF] available.

Alexander, Ben
6 cm of textual records.

Ben Alexander was probably band leader of the Nesconlith Indian Reserve, Shuswap, B.C.

The fonds consists of correspondence and legal documentation sent between Ben Alexander and the office of Indian Agent, later the Department of Indian and Northern Affairs. The fonds reflects official business such as land claims, financial transactions, and grievances and also deals with Alexander's personal business with the tribe.

Alliance of Canadian Cinema, Television and Radio Artists
4.5 m of textual records.

In the 1940s the American Federation of Musicians of the United States and Canada chartered groups of writers and performers in Toronto, Winnipeg and Vancouver called the Association of Canadian Radio Artists. Local 24498 of the Association was located in Vancouver. In 1963 the organization's name was changed to the Association of Canadian Television and Radio Artists (A.C.T.R.A.). All records were centralized, and a national office was established in Toronto. The B.C. Branch of A.C.T.R.A. was founded in '63. The organization assumed its present name in 1983.


Inventory [PDF] available.

Alvey, A. Alexis. 1904 - 1996.
4.3 m of textual records.
1,370 photographs.

A. Alexis Alvey was born in Seattle, Washington and later attended McMaster University in Hamilton (1932/33). She was employed as a special technician in charge of photography at the University of Toronto's School of Medicine. Alvey helped organize the business women's company of the Toronto Red Cross Transport Corps and commanded it for two years. She was chosen as one of the first class of the Women's Royal Canadian Naval
UNIVERSITY OF CALIFORNIA, LOS ANGELES: Finding Aid Search

http://www.oac.cdlib.org/institutions/ark:/13030/tf129008pn
UNIVERSITY OF CALIFORNIA, SAN DIEGO: Finding Aids for Manuscripts & UCSD Archives

http://tinyurl.com/3e77n3
GEORGIA INSTITUTE OF TECHNOLOGY: Finding Aids

http://www.library.gatech.edu/archives/finding-aids/
Indiana University Finding Aids

What are Finding Aids?
Finding aids are guides to collections held in archives and libraries at Indiana University. Generally, descriptions of items in manuscript collections, such as letters, diaries, and photographs, do not appear in IUCAT (IU's online catalog). Finding aids provide detailed descriptions of manuscript collections, their intellectual organization and, at varying levels of analysis, individual items in the collections.

Access to the finding aid is essential for understanding the true content of a manuscript collection. This website allows you to search and view finding aids.

Finding aids in this system are encoded according to the Encoded Archival Description (EAD) format. For more information on this format, see the EAD home page at the Library of Congress.

For more information about EAD activities at Indiana University's Digital Library Program (DLP) and documentation about the process used to encode finding aids at IU, visit the EAD page of the DLP website.

Online finding aids are also available from The JUPIT University Library's Ruth Lilly Special Collections & Archives

URL: http://www.dlib.indiana.edu/collections/findingaids/
Comments: dliblib@indiana.edu

Copyright © 2008 The Trustees of Indiana University | Copyright Complaints
UNIVERSITY OF IOWA: Finding Aids

http://www.lib.uiowa.edu/spec%2Dcoll/resources/findingaids.html
JOHNS HOPKINS UNIVERSITY: Historical Manuscripts

http://www.library.jhu.edu/collections/specialcollections/manuscripts/msregisters/index.html
**Manuscript Division Finding Aids Online**


All of the Manuscript Division's online finding aids are listed below. You may search across all the finding aids and view the full text of each finding aid returned. Help and searching tips are available.

When browsing this list of finding aids, please select "outline view" to retrieve a table of contents list links to a view which displays a navigation frame with individual sections of the finding aid; the sections may be searched and printed separately. This view will load quickly. You may select "full view" to view a single file which may be used for printing or searching within the entire finding aid, or if you encounter difficulty in using frames. A lengthy finding aid may load very slowly in full view. Additionally, you may select "PDF" to view and print the finding aid using Adobe Portable Document format.

The Manuscript Division is one of several Library divisions participating in the effort to develop more fully navigable finding aids using Encoded Archival Description (EAD). One may search across encoded finding aids for all Library divisions or browse the union list of EAD finding aids from the Library's EAD Finding Aid page.

**A**

- Henry L. Abbot Family Papers [outline view] [full view] [PDF: 34KB / 8 pages]
- Philip Hauge Abelson Papers [outline view] [full view] [PDF: 43KB / 11 pages]
- Aero Club of America Records [outline view] [full view] [PDF: 18KB / 4 pages]
- Martin Agronsky Papers [outline view] [full view] [PDF: 47KB / 14 pages]
- Thomas Bailey Aldrich Papers [outline view] [full view] [PDF: 18KB / 4 pages]
- Alex. Brown & Sons Records [outline view] [full view] [PDF: 74KB / 17 pages]
- Frederick Lewis Allen Papers [outline view] [full view] [PDF: 40KB / 9 pages]
- William Allen Papers [outline view] [full view] [PDF: 28KB / 7 pages]
- Joseph Alsop and Stewart Alsop Papers [outline view] [full view] [PDF: 258KB / 70 pages]
- American Psychological Association Records [full view]
- American Studies Association Records [outline view] [full view] [PDF: 115KB / 44 pages]
- Gloria Hollister Anable Papers [outline view] [full view] [PDF: 23KB / 5 pages]
- Hendrik Christian Andersen Papers [outline view] [full view] [PDF: 52KB / 12 pages]
- Susan B. Anthony Papers [outline view] [full view] [PDF: 38KB / 8 pages]
- Archivo Nacional de Cuba Records [outline view] [full view] [PDF: 22KB / 4 pages]
MCMASTER UNIVERSITY: Fonds/Collections Descriptions & Finding Aids

http://library.mcmaster.ca/archives/findaids/index.html

Archival photograph entitled "A Remembrance Cross" from the Pauline Johnson fonds (Box 2, file 3)

Property of McMaster University

A Note to Researchers

Most of our finding aids are now available. Only a few finding aids have not yet been put up on our webpage. Some of our fonds and collections have been moved to an offsite storage facility. There will be some delay in retrieval. Please contact the Division of Archives and Research Collections.

McMaster University Library is grateful to Dr. Alan Walker and to the Canadian Council of Archives for partial funding in making fonds descriptions and finding aids available electronically.

Archives Home

Back to Top

Contact: archives@mcmaster.ca
Last Reviewed: August 17, 2007
URL: http://library.mcmaster.ca/archives/findaids/index.html
University of Manitoba: Archives & Special Collections’ Holdings

http://umanitoba.ca/libraries/units/archives/collections/list.shtml

Archives & Special Collections’ Holdings

What is a "fonds"?

A fonds is all material created or collected by an individual, family or organisation in the course of normal daily activity that is considered permanently valuable based on its historical, fiscal, legal or administrative value.

Click here for information on reproducing archival material.

Browse the alphabetical listing of fonds and collections:

Individuals are listed by last name, organizations are listed according to their complete name, and University units are listed according to the descriptive portion of their name (i.e. the Faculty of Science is listed under "Science"). Within each section, private fonds are listed on the left while University fonds are listed on the right.

Use the shortcuts below to skip to a particular section of the list.

[ A-C ] [ D-F ] [ G-I ] [ J-L ] [ M-O ] [ P-R ] [ S-U ] [ V-Z ]

* Indicates that online finding aid is available

Private Records from A-C

- Abbott, Eileen Bulman
- Agassiz Centre for Water Studies *
- Age and Opportunity Inc.
- Agricore Cooperative Ltd.*
- Agricore United *
- Air Canada Pension Scrapbook
- Alden, Henry Mills
- Allen, Frank
- Allen, Lillian B. *
- American Association

University Records from A-C

- Admissions
- Agricultural and Food Sciences, Faculty of *
- Agricultural Economics, Department of *
- Agricultural Engineering, Department of *
- Agriculture, Faculty of (Associate Dean's Office) *
- Agriculture, Faculty of (Dean's Office) *
SPECIAL COLLECTIONS LIBRARY
University of Michigan
Finding Aids

The Special Collections Library's Finding Aids site provides World Wide Web access to finding aids or descriptive inventories for archival records and manuscript collections. As collections are processed new finding aids will be added periodically.

**Search the Finding Aids**
- Browse by Collection Name
- Simple Searches
- Advanced Searches

**Help with the Finding Aids**
- Finding aid help

**Introduction**

The Special Collection Library's Finding Aid website is a collaboration between Special Collections Library archivists, the Bentley Historical Library and the Digital Library Production Service (DLPS) of the University Library, University of Michigan.

The finding aids are encoded using the EAD (Encoded Archival Description) document type definition and stored as XML (Extensible Markup Language) documents, but are delivered to the user as HTML documents, converted on-the-fly from the XML, and thus can be read by standard web browsers such as Netscape or Internet Explorer. The underlying encoding and the HTML display allow the finding aids to be searched and delivered in structured parts, permitting the user to "unfold" and view as much of the finding aid as needed. It also permits several views of the finding aid; a "keyword in context" view, an outline view and a full text view, designed to give the user options in viewing and navigating the finding aids.

MIRLYN and the EAD Finding Aids Database.
Many of the Special Collection Library's archives and manuscript collections are listed in MIRLYN, the University of Michigan online catalog. The MIRLYN bibliographic record provides a short description of the collection with a limited number of subject headings. The finding aid for a collection generally provides a more detailed narrative description and a full listing of series and folder headings. The MIRLYN record includes a link to the on-line finding aid for the collection if one exists. Clicking on a link to a finding aid from within MIRLYN Web will open a new browser window to display the finding aid. To return to the MIRLYN search results close the browser window displaying the finding aid.

Powered by DLXS
To comment or inquire about content, contact Special Collections
To report errors, contact UMDL Help
Adriani, John. Papers, 1925-1988
Agnew, Cornelius Rea. Papers, 1857-1888
Alpha Omega Alpha. Archives, 1894-1968
Altemeier, William A. Papers, 1949-1983
American Association for Medical Systems and Informatics. Records, 1974-84
American Association for the Surgery of Trauma. Archives, 1938-2004
American Association for Thoracic Surgery. Archives, 1899-2002
American College of Nurse-Midwives [MS C 330]. Records, 1946-1978
American College of Nurse-Midwives [MS C 330a]. Records, 1945-1994
American Society for Clinical Investigation. Records, 1907-1977
American Surgical Association. Archives, 1880-2005
Army Medical Library (U.S.). Archives, 1916-1951
Army Medical Library (U.S.). Office of the Director, Deputy Director Correspondence, 1936-1969
Association of American Medical Colleges. Archives, 1938-1966
Association of Military Surgeons of the United States. Biographical Sketch Collection, c.1901-1941
Finding Aids

What is a Finding Aid?

Finding aids (also called guides or descriptive inventories) are the key to locating archival and other primary source materials. The finding aid to an individual collection includes a detailed description of the collection, explains how it is organized, and outlines its contents, listing locations within a collection where relevant materials may be found.

Online Finding Aids to Processed Collections in The University Archives

The University Archives holds 1,000 processed collections of personal papers of faculty and records of University departments and organizations. There is a finding aid for each of the collections, but not all of the finding aids are available online. This page describes how to locate the finding aids that are online.

Finding aids on the Finding Aids Index page are grouped by the school or category with which the collection is associated (e.g., Speech professor Lew Sarett’s papers are listed under the School of Communication; the Records of the Associated Student Government are listed under Student Activities). To search by school or department on the Finding Aids Index page, click on the name of the school or category for a list of titles of related collections. To find an individual's name, the name of a department or organization, or a topic, use the "Find" option in the "Edit" drop-down menu on the toolbar at the top of the page. Also useful is the search box on
the Archives' home page or any other library pages--use this "Search Library web sites" box to search all online finding aids.

Once you have located the collection on the Finding Aids Index page, click on the title of the collection for the complete finding aid. These on-line finding aids require Acrobat Reader to view or print. Note that individual PDF documents can be searched for a specific name or keyword; use the binoculars icon once the document is open.

The University Archives is also contributing finding aids to the Northwestern University Library "Archival Collections" portal at http://www.library.northwestern.edu/ead/index.html. This database provides access to collections of primary-source materials held by various departments within Northwestern University's libraries, through finding aids made searchable through EAD (Encoded Archival Description).

In addition to these electronic finding aids, paper finding aids for all 1,000 archival collections are located in the University Archives Reading Room. The collections themselves are non-circulating, and can only be used in the Reading Room.

archives@northwestern.edu

Last updated February 27, 2008
## Rare Book & Manuscript Library, U. of Penn: Finding Aids

### Search Results

1 to 25 of 31 records

<table>
<thead>
<tr>
<th>Title</th>
<th>Extent</th>
<th>Abstract</th>
<th>Keywords in Context</th>
<th>Full Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Musicological Society Records, 1934-1992</td>
<td>120 boxes</td>
<td>This collection comprises the administrative records of the Society, reflecting trends in musicological scholarship and academic training through the course of the twentieth century. Included is correspondence with individuals and institutions related to music research, as well as correspondence among officers of the Society and among committees. Also included are minutes, membership records and directories, records of annual meetings, events and chapters, financial and tax records, and miscellaneous administrative records.</td>
<td>(File size: 172K bytes)</td>
<td></td>
</tr>
<tr>
<td>Lewis Mumford Papers, ca. 1905-1987.</td>
<td>197 boxes</td>
<td>Comprising nineteen series, the Mumford Papers provide extensive documentation of Mumford's professional life over a period of approximately seventy years. Predominant are correspondence and drafts of and notes for Mumford's writings, which include publications of over forty books and pamphlets and approximately one thousand articles and book reviews.</td>
<td>(File size: 181K bytes)</td>
<td></td>
</tr>
<tr>
<td>Cret, Paul Philippe, 1876-1945 Papers, 1865-1976</td>
<td></td>
<td></td>
<td>(File size: 156K bytes)</td>
<td></td>
</tr>
<tr>
<td>Lemuel R. Boulware Papers, ca. 1917-1990.</td>
<td>103 boxes</td>
<td>Lemuel R. Boulware was a leading figure in industrial relations in America during the 1940's and 1950's. As vice-president of General Electric Company with responsibility for public and employee relations, he developed an approach to labor relations that came to be called &quot;Boulwarism.&quot; He was also a noted author and lecturer. His Papers comprise correspondence, speeches, articles, memos, employee relations materials, photographs, clippings, etc.</td>
<td>(File size: 703K bytes)</td>
<td></td>
</tr>
<tr>
<td>Walt Whitman Collection, 1842-1957 (bulk 1867-1894)</td>
<td>4 boxes</td>
<td>Materials include correspondence to, from, and concerning Walt Whitman; financial records; writings by and about Whitman; and memorabilia, such as sketches, photographs, and portraits of Whitman, his family, his</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PENNSYLVANIA STATE UNIVERSITY: Finding Aids

http://www.libraries.psu.edu/speccolls/FindingAids/findaids.htm
The Southern Illinois University Carbondale Special Collections Research Center Archives Online (ARCHON) provides access to the finding aids of the manuscript, political and SIUC university collections. The collections represented in this searchable database range in date from the late 18th century to the present and contain a wide variety of materials including correspondence, manuscripts and typescripts of literary works, office files, photographs, and printed material. Researchers should note that this site contains descriptions of collections rather than electronic versions of the individual items within these collections. The collections in ARCHON are only a portion of the materials held by the Special Collections Research Center, and additional collections are added on a continuing basis.

Finding aids are tools created by archivists to present detailed information about the content and organization of a collection. This information enables researchers to browse a collection and to locate specific materials of interest. Though finding aids vary in length and level of detail, they generally consist of the following: a biographical or historical note, a scope and content note, an outline of the collection's organization or series arrangement, relevant administrative information about copyright and restrictions, and a detailed container list of numbered boxes and folders along with a description of their contents.

The "Search" function allows researchers to conduct keyword searches of finding aid titles and descriptions or to search within the "box lists" of all the finding aids. By using the "Browse" functions, researchers may quickly view an alphabetical listing of all the collections available through the database. Entire finding aids may be viewed in printer-ready format.

**Featured Collections:**

**Harley K. Croessmann Collection of James Joyce, 1901-1959**

This collection of letters, manuscripts, photographs, and a wealth of James Joyce ephemera came to the SIUC
Special Collections in 1958.

**Feinberg Collection of James Joyce, 1904-1937**
A collection of letters from or about Joyce, purchased by SIUC in 1963.

**Alan Cohn Papers, 1963-1964**
*Shakespeare Quadracentennial Celebration*
Documenting Cohn’s work as the chair of the committee to plan the year-long Shakespeare Quadracentennial Celebration, including correspondence, programs, brochures, advertisements.

**James Joyce Rare Books Collection**
A comprehensive collection of publications by and about James Joyce. Visitors can access the rare books collection through Morris Library’s online catalog SIUCat.
WASHINGTON UNIVERSITY IN ST. LOUIS: WU Libraries Manuscript Collections

http://library.wustl.edu/units/spec/manuscripts/

WU Libraries Manuscript Collections

Finding-Aids

Washington University's collections of manuscripts contain a broad range of materials dating from the 2nd century BC through the present. The largest group of materials is the Modern Literature Collection with over a quarter of a million items in formats ranging from paper to electronic image. Several hundred papyri, manuscript books and fragments, St. Louis literary manuscripts, and several autograph collections round out the holdings.

Browse Collections by Main Entry ● Browse All Finding-Aids by Genre, Format, or Subject ● Browse All Finding-Aids by Collection Number ● Browse an Author Index of the old Guide to the Modern Literature Collection (1986)

Search Finding-Aids (full text, keyword searching).

Collections


Projects

James Merrill Memory Project ● Gladys Krieble Delmas Foundation Finding-Aid Project ● APIS III, an NEH Project ● Missouri State Archives Audio Reformatting Project ● Sesquicentennial Oral History of Literature

Research Guides

American Literature ● British Literature

Programming

Modern Literature Reading Series ● WU Manuscript Working Group ● Manuscripts and Archives Reading Group ● Events in Special Collections

Local Links

Special Collections Home ● Manuscripts Home ● Manuscripts Forms and Formalities

last update: Thursday, May 10, 2007
Page maintained by: spec@wulib.wustl.edu
© 1993-2008 CDT Washington University, St. Louis, Missouri, USA
WASHINGTON UNIVERSITY IN ST. LOUIS: WU Libraries Manuscript Finding-Aids listed by main entry
http://library.wustl.edu/units/spec/manuscripts/collectionsbylastname.html
WASHINGTON UNIVERSITY IN ST. LOUIS: WU Libraries Manuscript Finding-Aids listed by genre...

http://library.wustl.edu/units/spec/manuscripts/collectionsbygenforms.html

1. Children's Literature
   - Eugene Field papers
   - Ila Adler papers

2. Drama
   - Harold C. Ackert papers
   - Samuel Beckett papers
   - W.G.B. Carson papers
   - Aaron E. Hotchner papers
   - Tennessee Williams papers

3. Poetry
   - Jennifer Atkinson papers
   - Mary Jo Bang papers
   - Carole Berge papers
   - Thomas Clark papers
   - Robert Creeley papers
   - James Dickey papers
   - William Everson papers
   - Donald Finkel papers
   - Pamela White Hadas papers
   - Elizabeth Jennings papers
   - James Merrill papers
   - Marianne Moore papers
   - Eric Pankey papers
   - Constance Urdang papers
   - Mona Van Duyne papers
   - David Wagoner papers
   - Howard Nemerov papers
   - Stevie Smith papers
   - William Jay Smith papers
   - Robert Sward papers
   - May Swenson papers

4. Prose
   - Babette Deutsch papers
   - William Gass papers
   - David Meltzer papers
   - George Marion O'Donnell papers
   - Radcliffe Squires papers
   - Jarvis Thurston papers

5. Long Essay/Monograph
   - William Gass papers

6. Novel
   - Ivy Compton-Burnett papers
   - Stanley Elkin papers
   - George P. Elliott papers
   - William Gaddis papers
   - William Gass papers
   - David Jackson papers

7. Short Story
   - Stanley Elkin papers
   - William Gaddis papers
   - William Gass papers
YORK UNIVERSITY: Fonds Register

http://www.library.yorku.ca/ccm/ArchivesSpecialCollections/FindingAids/FondsRegister.htm

<table>
<thead>
<tr>
<th>Fonds Title</th>
<th>Fonds Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams, Ellen C.</td>
<td>F0251</td>
</tr>
<tr>
<td>Adams, Thomas</td>
<td>F0252</td>
</tr>
<tr>
<td>Aikin, James</td>
<td>F0136</td>
</tr>
<tr>
<td>Aikin, Alexander</td>
<td></td>
</tr>
<tr>
<td>Alberts, Edgar</td>
<td>F0253</td>
</tr>
<tr>
<td>Tilden</td>
<td></td>
</tr>
<tr>
<td>Ancre, Marion</td>
<td>F0177</td>
</tr>
<tr>
<td>Anisef, Paul</td>
<td>F0500</td>
</tr>
<tr>
<td>Aplin, Nick</td>
<td>F0151</td>
</tr>
</tbody>
</table>