

## 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 finding aid

<b>Who created the collection (i.e., person/org name)?</b>
<b>What time period is the collection from?</b>
<b>Name two topics represented in this collection that are related to our course?</b>
<b>How are the records arranged? Be brief.</b>
<b>Are there any restrictions (copyright, access)?</b>
<b>Are there any related collections that might be relevant?</b>

### Select

Find 5 documents in the collection that relate to our course. Your documents should include the following:

<b>Three different types of formats/records. List them below</b>
<b>Documents from at least two different series or sub-series. Identify the document and series.</b>
<b>One document produced by a source that is not your person/organization. List the document and who produced it.</b>
<b>One document <u>not</u> intended for the public (internal/personal). Identify the type of document.</b>
<b>One document that you found particularly interesting. Identify the document and why.</b>

## 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, Cassandra Agee Chandler papers, Purdue University Archives and Special Collections, Purdue University Libraries.

<b>Citation 1</b>	
<b>Citation 2</b>	
<b>Citation 3</b>	
<b>Citation 4</b>	
<b>Citation 5</b>	

## 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:

<b>A bit about this person/organization, how is this collection relevant to the topic of this course?</b>
<b>What did you find that stood out to you?</b>
<b>What benefits/issues did you experience using the finding aid?</b>