

HOW TO READ A FINDING AID TO REQUEST SPECIFIC FILES

In this example, the researcher wants to consult the *Notes for six debates* file in series 1 of the Francis Huston Wallace fonds. The finding aid in Discover Archives, shown below, provides the information you need to request the file.

The screenshot displays the Discover Archives interface. At the top, the University of Toronto logo and 'DISCOVER ARCHIVES' are visible. A search bar contains 'Search Victoria University Archives'. The main content area shows a tree view of the 'Francis Huston Wallace fonds' with 'Series 1 - Studies' expanded. The file '[File] 2018.07V1-6 - Notes for six debates' is highlighted in blue. To the right, a detailed finding aid is shown for this file. The finding aid is divided into sections: 'Title and statement of responsibility area', 'Dates of creation area', and 'Archival description area'. The 'Title and statement of responsibility area' includes fields for 'Title proper' (Notes for six debates), 'Level of description' (File), 'Repository' (Victoria University Archives), and 'Reference code' (CA ON00357 2186-1-2018.07V1-6). The 'Dates of creation area' shows 'Date(s)' as '1865 (Creation)'. The 'Archival description area' includes 'Name of creator' (Wallace, Francis Huston (1851-1930)) and 'Scope and content' (Notes for Drummondville Grade School debates: "Which has suffered most at the hands of the White man the Indian or Negro." "Which causes most suffering War or drunkenness." "Which is the greater incentive to action, a fear of Punishment or Expectation of ..."). On the right side of the finding aid, there are several action buttons: 'Download', 'Add', 'Reports', 'Browse as list', 'Browse digital objects', 'Dublin Core 1.1 XML', and 'EAD 2002 XML'. Red arrows and numbers 1, 2, 3, and 4 are overlaid on the image to highlight specific elements: 1 points to the file title in the tree view; 2 points to the 'Francis Huston Wallace fonds' label; 3 points to the 'Download' button; and 4 points to the 'Add' button.

1 The numbers represent the accession number (2018.07V), box number (1), and file number (6). The file title is also included (Notes for six debates).

⇒ The information displayed will change depending on what you have selected. In this example the file being requested was clicked and is selected—it's highlighted in blue.

2 Name and number of the fonds.

3 You can download a PDF summary of the finding aid to review.

4 You can add multiple file descriptions, or entire series, to your clipboard and export them to generate a list of the material you wish to consult. Use the paperclip button on the top right of the page to create an export of all the files you've added.

Include the information in 1 and 2 when requesting files.

Example: 2186 Francis Huston Wallace - 2018.07V1-6 Notes for six debates

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