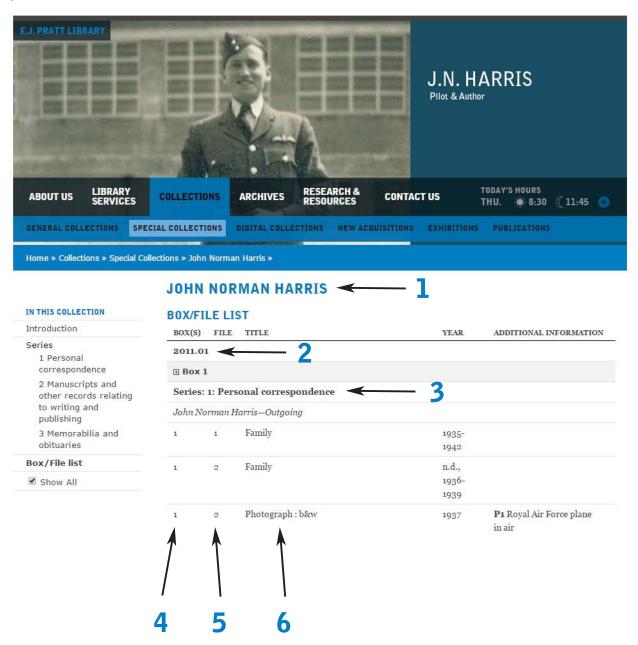
## **HOW TO READ A BOX/FILE LIST TO REQUEST SPECIFIC FILES**

In this example, the researcher would like to consult the 1937 photograph from Series 1 in the John Norman Harris collection.



- 1 Name of the collection.
- 2 Accession number.
- **3** Series number/title.
- 4 Box number.
- 5 File number.
- 6 Name of the file.

To request this record for consultation, the researcher would note the following details:

John Norman Harris. Accession 2011.01. Series 1: Personal correspondence. Box 1, File 2: Photograph: b&w.