

# 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 University of Toronto Discover Archives interface. At the top, the header includes the University of Toronto logo and a search bar. The main content area shows a hierarchical list of files under the heading "File 2018.07V1-6 - Notes for six debates". The file "2018.07V1-6 - Notes for six debates" is highlighted in blue. To the right of the file list, there is a "Finding aid" section with a "Download" button. Below the file list, there is a "Clipboard" section with an "Add" button. The "Export" section at the bottom right includes links for "Dublin Core 1.1 XML" and "EAD 2002 XML".

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).

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.

**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

# 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 on our website, shown below, provides the information you need to request the file.

Requesting a photograph?

Review the **Photograph Database Guide**

The screenshot shows the finding aid for the Francis Huston Wallace Fonds. The page is divided into several sections. A sidebar on the left lists the contents of the finding aid, with '1. Studies' highlighted. The main content area shows the details for Series 1: Studies. A table lists the box/file list, with the entry for 'Notes for six debates' (Box 1, File 6) highlighted. The 'TITLE AND STATEMENT OF RESPONSIBILITY AREA' section provides the title 'Notes for six debates' and the repository 'Victoria University Archives'. The 'DATES OF CREATION AREA' shows the date '1865 (Creation)'. The 'ARCHIVAL DESCRIPTION AREA' provides the name of the creator 'Wallace, Francis Huston (1851-1930)' and the scope and content of the series.

**1** Francis Huston Wallace Fonds

**2** IN THIS FINDING AID

**3** 1. Studies

**4** 2186-1-2018.07V1-6

**1** Fonds name.

**2** Navigate through the fonds level and different series on the right. Whatever you select will appear **bold** and the information displayed (including box/file lists) will change depending on what you've selected.

**3** File title.

**4** This series of numbers represent the fonds number (2186), series number (1), accession number (2018.07V), box number (1), and file number (6). **Note!** This information is not displayed by default. Click on the chevron (▼) to display the full record.

To keep track of what you're interested in, copy/paste relevant information into a spreadsheet or text document.

**Include the information in 1, 3, and 4 when requesting files.**

Example: Frances Huston Wallace fonds. Notes for six debates. 2186-1-2018.07V1-6.