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.

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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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.

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.