

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 "Notes for six debates" is highlighted in blue. To the right of the file list, there is a sidebar with a "Quick search" box and a "Search" button. Below the file list, there is a section titled "Francis Huston Wallace fonds > Studies > Notes for six debates". This section contains a table with the following information:

Title and statement of responsibility area	
Title proper	Notes for six debates
Level of description	File
Repository	Victoria University Archives
Reference code	CA ON00357 2186-1-2018.07V1-6

Below this table is the "Dates of creation area" section, which shows the date(s) as "1865 (Creation)".

Below this is the "Archival description area" section, which includes the name of the creator, "Wallace, Francis Huston (1851-1930)", and the scope and content, which describes the notes for Drummondville Grade School debates.

On the right side of the page, there is a sidebar with a "Finding aid" section containing a "Download" button, a "Clipboard" section containing an "Add" button, and an "Export" section containing buttons 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).

⇒ 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.

The screenshot shows the website for the Francis Huston Wallace Fonds. The page is titled "FRANCIS HUSTON WALLACE FONDS" and includes a navigation menu with links like "ABOUT US", "LIBRARY SERVICES", "COLLECTIONS", "ARCHIVES", "RESEARCH & RESOURCES", and "CONTACT US". The main content area is titled "FRANCIS HUSTON WALLACE FONDS" and "SERIES 1: STUDIES". It lists the series number (1), extent (6 cm of textual materials), name of creator (Wallace, Francis Huston), dates of material (1862-1873), and title (Studies). Below this is a "SCOPE AND CONTENT" section stating "Series consists of papers relating to Rev. Wallace's Studies." and a "BOX/FILE LIST" table. The table has columns for IDENTIFIER, TITLE, and DATE. The row for "Notes for six debates" (2018.07V1-6) is highlighted. To the right of this row, a "TITLE AND STATEMENT OF RESPONSIBILITY AREA" section is expanded, showing the title proper (Notes for six debates), level of description (File), repository (Victoria University Archives), reference code (2186-1-2018.07V1-6), dates of creation area (1865 (Creation)), and archival description area (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 reward." "Which causes most injury to a country, a miser or a spendthrift." "Which exerts greatest influence over men love of money or country." "Which has had the best generals during this war the North Or South" "Which was the greatest man Cromwell or Washington.").

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.