CATEGORIZING PRIMARY AND SECONDARY SOURCES

Primary Sources
Resources directly associated with the time period in which they were created and with the creator.

Secondary Sources
Scholarship that discusses and presents original research and synthesizes other secondary and primary sources.

Unpublished
- Unique source, held in an archive
- Diaries/journals
- Photos
- Correspondence
- Oral histories

Published
- Printed, more than one copy
- Books
- Journals
- Newspapers
- Magazines

Internet
- Encyclopedic, quick facts
- Often lacks synthesis

Journal articles
- Narrower focus than books
- Reflects more recent research

Online Catalogues:
- University of Toronto Library Catalogue
- Union catalogue, i.e. WorldCat
- Specialized vs General Index (i.e. Historical Abstracts vs Humanities Abstracts
- Full text archive collections (JSTOR, Project Muse)

Unpublished vs Published
- Unpublished: unique, held in an archive
- Published: printed, more than one copy

Unpublished: find online text collections using library catalogue or subject/course guides
- Online finding aids

Published: find U of T Libraries online collections
- Locate an likely archive by inspecting online finding aids

Published and Internet:
- Subject guides on library website
- Check subject guides on library

Published and Journal article:
- Find relevant journal and browse issues (Colonial Latin American Review) - more time-consuming

Unpublished, Published, Internet:
- Search engine such as Google
- Human organized directory or webliography

Online Catalogues:
- University of Toronto Library Catalogue
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RESEARCHING AT LIBRARIES AND ARCHIVES

Libraries tend to collect **published material** while archives focus on collecting **unpublished material**. In reality, the boundaries between the two are often blurred. Here are some other differences between libraries and archives.

<table>
<thead>
<tr>
<th>Archives</th>
<th>Libraries</th>
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<tbody>
<tr>
<td>Closed stacks</td>
<td>Open stacks</td>
</tr>
<tr>
<td>Collect original, unpublished material (e.g. letters)</td>
<td>Collect published material (e.g. books, journals)</td>
</tr>
<tr>
<td>Material may be organized in the way the collector organized his/her collection</td>
<td>Material is organized within a classification system such as Library of Congress call numbers</td>
</tr>
<tr>
<td>Unique material</td>
<td>Other copies of the material may be available in other libraries</td>
</tr>
<tr>
<td>Group of material is described on a number of different levels: fonds level, series level and item level</td>
<td>Material is described on an individual level (e.g. catalogue record for a single book)</td>
</tr>
<tr>
<td>Items do not circulate; you cannot take the material home</td>
<td>Items circulate; you may take the material home</td>
</tr>
<tr>
<td>You search for materials on your subject using finding aids (listing of everything in the fonds).</td>
<td>You search for materials on your subject using an online catalogue.</td>
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Library and archive materials also differ in the following ways:

**Intent of Creation.** Books are meant to be read so the author has the researcher in mind. Archival materials are the by-products of everyday activity.

**Specificity of Subject.** Books are usually about a specific subject but archival materials from the same author may deal with more than one subject.

**Accessibility.** Library materials are arranged to facilitate browsing (hence open stacks) but researchers are not able to browse archival holdings (closed stacks).

**Self-Contextual.** Everything you need to understand a book is contained within itself, but archival records derive their meaning from their context so you may need to read other documents to understand the one in question.