



Growing seeds of information into trees of knowledge through research and instruction

- ❖ About Archives
 - Archives are
 - “: a place in which public records or historical documents are preserved; also : the material preserved —often used in plural”
 - <http://www.merriam-webster.com/dictionary/archives>
 - they include published and unpublished materials
 - Archives are NOT libraries
 - Libraries focus on printed matter and popular publications (books, magazines, movies, etc.)
 - Libraries allow much of their collection to circulate (archives do not)
 - Archives can be a stand alone facility, or part of a museum or library
 - When part of a library – frequently called “special collections”
- ❖ Places to Find Archives
 - Colleges and Universities
 - Governments
 - Corporations
 - Societies, Clubs, and Other Institutions
 - Historical Societies
 - Churches
 - Social Organizations (Masons)
 - Museums
 - Usually focused on support for their exhibits
- ❖ How to Find Archives
 - Internet
 - Library of Congress Web Guide
 - <http://www.loc.gov/rr/program/bib/statememory/>
 - Society of American Archivists
 - Links to archival associations
 - <http://www2.archivists.org/assoc-orgs/>
 - Repositories of Primary Sources
 - <http://www.uiweb.uidaho.edu/special-collections/Other.Repositories.html>
 - ArchivesCanada.ca
 - <http://www.archivescanada.ca/>
 - Archives Wiki
 - http://archiveswiki.historians.org/index.php/Main_Page
 - Institutions
 - Start with the local library,
 - US GenWeb,
 - local colleges and universities,
 - local branches of the type of institution (churches, masons, etc.),
 - published research aids
 - Published Books
 - Search your library catalog or WorldCat (WorldCat.org)
 - Use this search string:
 - (archive OR manuscript OR collection) guide “name of repository” [or a location]



Growing seeds of information into trees of knowledge through research and instruction

- ❖ How to Search
 - NOT by surname/individual
 - Do try, but don't expect much success
 - By Location
 - By Organization
 - By type of record
- ❖ What You'll Find
 - Archives do NOT use "card catalogs"
 - Archives use "finding aids"
 - Can be a paragraph or a book in length
 - Describes a collection's contents
 - Think: Table of Contents
 - Sometimes as detailed as an abstract
 - Some are available online, others aren't
 - Ask the Archivist
- ❖ Databases
 - NUCMC
 - National Union Catalog of Manuscript Collections (pronounced "Nuck-Muck")
 - Began print in 1959 – primarily U.S. repositories; Computerization began in 1986/7; Ceased print publication in 1993 (volume 29)
 - 4 methods of access: print + 3 web (print VERY hard to find & use)

NUCMC Home	WorldCat.org	ArchiveGrid
<ul style="list-style-type: none"> • 1986-curr • No direct display of archival home facility • Clunky search engine • >114k collections; 1.8k repositories (electronic) • Approx. 72.3k collections in 1.4k repositories (print) • loc.gov/coll/nucmc/index.html 	<ul style="list-style-type: none"> • 1986-curr • Limited direct display of archival home facility • Better search engine • NUCMC plus OCLC member uploads • Worldcat.org 	<ul style="list-style-type: none"> • 1986-curr • Direct display of archival home display & link to home page • Advanced search engine with filtering and proximity; Map search • WorldCat plus web content (contributed); international • >5M finding aids • http://beta.worldcat.org/archivegrid

- EmpireADC.org
- Newberry Library
 - Curt Teich Postcard Archives
 - Indices - <http://publications.newberry.org/teich/geo-index/>
 - Online images - http://collections.carli.illinois.edu/cdm/landingpage/collection/nby_teich
- DP.LA
- ❖ Reference
 - Using Archives: A Guide to Effective Research By Laura Schmidt
 - <http://www2.archivists.org/usingarchives>