

Reference and Information Services

An Introduction

Seventh Edition

**Edited by
Melissa A. Wong and
Laura Saunders**

BLOOMSBURY LIBRARIES UNLIMITED
NEW YORK • LONDON • OXFORD • NEW DELHI • SYDNEY

BLOOMSBURY LIBRARIES UNLIMITED
Bloomsbury Publishing Inc
1385 Broadway, New York, NY 10018, USA
50 Bedford Square, London, WC1B 3DP, UK
29 Earlsfort Terrace, Dublin 2, Ireland

BLOOMSBURY, BLOOMSBURY LIBRARIES UNLIMITED and the Diana logo are
trademarks of Bloomsbury Publishing Plc

First published in the United States of America 2024

Copyright © Bloomsbury Publishing Plc, 2024

Cover image © Solo777 | Dreamstime.com

All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or any information storage or retrieval system, without prior permission in writing from the publishers.

Bloomsbury Publishing Inc does not have any control over, or responsibility for, any third-party websites referred to or in this book. All internet addresses given in this book were correct at the time of going to press. The author and publisher regret any inconvenience caused if addresses have changed or sites have ceased to exist, but can accept no responsibility for any such changes.

Library of Congress Cataloging-in-Publication Data

Names: Wong, Melissa Autumn, editor. | Saunders, Laura, 1975- editor.

Title: Reference and information services: an introduction/Melissa A. Wong and Laura Saunders, editors.

Description: Seventh edition. | New York: Bloomsbury Libraries Unlimited, 2024. | Series: Library and information science text series | Includes bibliographical references and index.

Identifiers: LCCN 2023051056 (print) | LCCN 2023051057 (ebook) | ISBN 9781440880476 (hardcover) | ISBN 9781440880483 (paperback) | ISBN 9781440880490 (e-book) | ISBN 9798216170709 (e-pub)

Subjects: LCSH: Reference services (Libraries) | Information services. | LCGFT: Essays.

Classification: LCC Z711.R443 2020 (print) | LCC Z711 (ebook) | DDC 025.5/2-dc23/eng/20231127

LC record available at <https://lccn.loc.gov/2023051056>

LC ebook record available at <https://lccn.loc.gov/2023051057>

ISBN: HB: 978-1-4408-8047-6
 PB: 978-1-4408-8048-3
 ePDF: 978-1-4408-8049-0
 eBook: 979-8-216-17070-9

Series: Library and Information Science Text Series

Typeset by Integra Software Services Pvt. Ltd.
Printed and bound in the United States of America

To find out more about our authors and books visit www.bloomsbury.com
and sign up for our newsletters.



Online resources to accompany this book are available at <https://bloomsbury.pub/reference-information-services-7e>. If you experience any problems, please contact Bloomsbury at: onlineresources@bloomsbury.com

Chapter 23

Primary and Archival Sources

Shelley Sweeney

“The principal justification for archives to most users and to the public at large rests on archives being able to offer citizens a sense of identity, locality, history, culture, and personal and collective memory.” –Terry Cook (1997, 44)

INTRODUCTION

Although primary sources and archival records were opened up for research in many countries in Europe in the 1800s after the French Revolution established archives as a civic right, they were more or less inaccessible to all but the most privileged and dedicated scholars (Duchein 1992). Today, such records worldwide are generally open to everyone. They are attractive to students interested in experiential learning and creating mash-ups, scholars who are including more original resources in their research, members of the public who have more time on their hands and hobbies such as genealogy and local history, and citizens who want information to keep governments and organizations accountable. But what has led to the democratization of primary sources and archival records is the advent of the Internet and the digitization of resources. Suddenly, instead of users having to physically get to archives in obscure locations during short opening hours, they can go online and access millions of photographs, documents, audio recordings, and myriad other formats, whenever it is convenient for them. However, because of the newness and unfamiliarity of these resources, many users in

all types of libraries require reference assistance, and this is where the reference librarian comes in.

Primary Sources and Archival Records

Primary sources or archival records can be used to respond to a wide variety of reference requests. But what exactly are they? Unfortunately, not all historians and teachers agree on the definition. The Society of American Archivists' (SAA) *Glossary* defines a primary source as “material that contains firsthand accounts of events and that was created contemporaneous to those events or later recalled by an eyewitness” (Pearce-Moses n.d.). They are most often in published form. Such materials can include the following:

- Diaries
- Memoirs
- Recorded interviews and videos
- Newspaper articles about contemporaneous events
- Records of court cases
- Official government documents
- Ephemera

Primary sources are often contrasted with secondary sources, which are sources that are produced after the event by someone who did not experience the event. Secondary sources can contain summaries, interpretations, authorial opinions, and commentary, and are often compilations of information from various sources. Scholarly publications and textbooks would be typical formats of secondary sources. Sometimes secondary sources can contain primary sources within them, such as histories that contain eyewitness accounts.

Archival records are defined as “materials created or received by a person, family, or organization, public or private, in the conduct of their affairs that are preserved because of the enduring value contained in the information they contain or as evidence of the functions and responsibilities of their creator” (Pearce-Moses n.d.). The key consideration is that these materials were produced in the normal course of daily activity and recorded or supported that activity in some way. Typical formats of such materials include:

- Textual records, such as correspondence
- Photographs
- Maps
- Architectural plans
- Drawings and sketches
- Sound recordings
- Audiovisual records

Figure 23.1 provides an example of an archival photograph; such affective photographs can be the main focus of historical study or just useful for enhancing arguments in essays and illustrating texts on historic topics. Records can be analog or digital; increasingly, archival materials are “born digital,” meaning they were created in a digital format. Artifacts, microforms, and published materials can sometimes be considered part of archival records, although typically artifacts are collected by museums, and microforms and published materials by libraries. It usually depends on the relationship between the materials. If, for instance, an archival collection included design drawings and correspondence for the creation of a medal, an archives might keep the medal as part of the collection. Likewise with literary archives, it is not unusual for an archives to keep the final published version of a work with drafts of the same.



Mrs. Frank Birch - evicted woman [Lena Birch was evicted from her home because the City of Winnipeg expropriated the land on which her home was built], Photographer Frank Chalmers, October 10, 1967, Winnipeg Tribune fonds, from the University of Manitoba Archives & Special Collections, the Libraries, Accession Number: UM_pc018_A81-012_032_1332_003_001.

Although a single item might be considered an archive, typically an archive consists of a group of materials that have organic relationships between the component parts based on the activities of the creator or creators. The fact that archival records are typically a grouping of materials affects everything from how they are described, to how they are retrieved, and how they are used.

Primary sources can be published summaries of selected archival documents, often referred to as “calendars.” In the British tradition, these so-called calendars provide the substance of the selected documents in chronological order, which can save a great deal of time when researchers need to pin down the exact documents they need (Sweetman 2008). In addition, if the documents are in a foreign or an ancient language, the calendar will provide a translation. These calendars provide very rigorous and specific descriptions that can obviate the need to consult the originals and can be used as primary sources. In the North American tradition, however, the calendars are more likely to be simple lists pointing the researcher to the appropriate materials.

Primary sources can also be published compilations of selected archival documents; they can be transcriptions or facsimiles, which attempt to reproduce the original records as closely as possible. These publications reproduce important series of documents relating to a particular critical event, for instance, such as the Anglo-Chinese opium wars (Waley 1958), or the correspondence of someone important, such as American president Theodore Roosevelt (Roosevelt 1951-54). Although such publications were more popular in the 20th century, it is still fairly common for organizations and authors to publish important documents, although increasingly these compilations of archival texts are being produced online. For example, IntelLex’s *Past Masters* includes the complete letters of Jane Austen.

Other Words for Primary Sources and Archival Records

Primary sources are almost always called “primary sources.” In rare circumstances, they can also be referred to as original sources or evidence. Archival records can be referred to in a number of different ways by both users and creators: archival materials or collections, archives, the archive, records, original records, documentation, documents, papers, and manuscripts, among others. They are often referred to as being rare, unique, and original. Furthermore, although users are unlikely to use this term, Canadian and international archivists and archival websites often refer to a creator’s “fonds.” This term refers to all the archival records created or collected by a person, a family, or an organization. American archivists are more likely to refer to record groups or collections.

Although all archives are considered primary sources, not all primary sources are archives. A verbatim interview in a stand-alone publication could be considered a primary source, but neither the interview nor the publication would be considered archival. They lack all the defining characteristics of an archives: they were not created in the conduct of daily activity nor selected to be permanently retained, for example.

In general, users do not care whether they are accessing primary sources or archival records. They just want the answer to their questions. It is usually only professors and teachers who will specify that their students need to use primary sources. For the purposes of this chapter, references to primary sources will be considered separately from original archival records.

USES

The types of reference requests that primary sources and archival records can best help answer will likely fall into five categories. When referring a patron to primary sources or archival records, the reference librarian should mentally categorize the reference request,

because determining the best resources will depend upon the category. The categories are as follows:

1. **Class assignments.** Users have been given an assignment that requires they use primary sources: “My teacher wants us to go through old newspapers and find stuff about soldiers from our town during the Second World War” or “My professor wants me to use primary sources to do an assignment on the Civil Rights movement and the paper’s due tomorrow.”
2. **Searching for facts.** Users want to know a specific fact or facts that cannot be found in more traditional reference sources: “I want to find out whether X ever held a position in Y company” or “Can you tell me when X graduated from university?”
3. **Seeking answers to specific questions.** Users have specific questions in mind but are unsure what records might meet their needs: “I am going to write the history of the Garden Club of Allegheny County and would like to find as much information about it as I can” or “I am researching my family tree and I want to know more about the X family of New York City.”
4. **Looking for known records.** Users are looking for specific known records or specific types of records: “Where would I find papers relating to Harriet Tubman?”
5. **Looking for records to enforce rights.** Users are looking for records that will help enforce their rights: “I need to prove I attended Residential School to receive compensation” or “I have to provide evidence of my birthdate to get my pension.”

A good reference interview will elicit the scope of the user’s question and the level or amount of information required, and particularly the deadline by which the information is needed. It also helps a great deal to know what outcomes the users are hoping for. Are they going to write a five-page paper or are they writing a *magnum opus* and require as much information as possible no matter how long it takes them to acquire it? All of the information solicited will help

the reference librarian decide whether primary or archival sources are best used to answer the information need.

Class Assignments

When a class assignment requires a student to use primary sources, published sources such as newspaper articles or ephemera are often the best bet because of the relative ease of locating and accessing materials. Archival records, because of their volume, the hierarchies, the complex relationships between the various parts of the collections, the indirect nature between descriptions and contents, and the lack of granularity in the descriptions, can be tricky and often time consuming and laborious, to use. In addition, there is no guarantee that the records will have what the student is looking for or enough information to fulfill a class assignment. However, digitized archival records might also be appropriate for class assignments, depending on the student's need.

Searching for Facts

If the information need is to determine a specific fact, either primary sources or archival sources could be employed. If the required fact is about a person, a family, or an organization, and popular reference sources cannot answer the question, then potentially the private papers of those entities might have the answer. Correspondence written by the person, family, or representative of an organization to another entity would also be good to consult.

If the user needs an answer about a specific event, then primary sources would be a good place to start. If these did not provide the answer, then the user would need to tie the event to a particular person, family, or organization, and employ archival records.

Seeking Answers to Specific Questions

The same decision will need to be made if the user has a specific question in mind but is unsure what materials to use. Where requests are broad, the reference librarian needs to assist researchers in narrowing down their requests. For instance, “I want to find the causes of the American Civil War” is too broad for archival records unless the user wants to spend a significant amount of time, even years, on the request. In that case, contemporary newspapers might be appropriate, but such a request would still be time consuming. A more specific request, such as “I want to know how Union soldiers viewed the American Civil War,” could be answered by reading letters from soldiers.

A request such as “I want to know how many women worked in Chinese laundries in San Francisco in the 1920s” is so narrow and so specific that it quite likely will not result in any answers because of the lack of records. Depending on their needs, the researcher could consider looking at the 1930s instead, when the Chinese Consolidated Benevolent Association and the Chinese Hand Laundry Alliance were formed, in case these institutions might have produced records on their members. There may also have been government inquiries into the laundry business that produced records. It is important to keep in mind that the absence of information about women might just mean that women were not considered important enough to include in the records at that time.

Thus, unless users are planning on spending significant amounts of time, they will not be able to quickly answer general historical questions through examining primary sources or archival records. For detailed histories, fresh analyses of historical issues, specific questions, and to enforce rights, however, normally archival records are the *only* materials that can satisfy such requests.

Looking for Known Records

When a researcher comes to a reference librarian asking for specific records or record types, it is always good to probe deeper through a reference interview to ensure the patron understands what they are asking for. Once assured that they know the records will answer their needs, the librarian can assist them to find the institution that would most likely hold the records.

Looking for Records to Enforce Rights

This is a special category. If patrons are seeking records relating to the enforcement of rights and the cases have a historic dimension, reference librarians should send them to the most appropriate archival institutions because often such records are only in hardcopy form and not online. An example of such a case might be records relating to a toxic waste cleanup. Those seeking redress would need to do extensive research into records relating possibly to the government department that investigated and regulated the cleanup, the company involved in producing the toxic waste, the departments of health that followed up on the cleanup, and so on.

IDENTIFYING RECORDS

Linking Topics to Records

For all searches, if the researcher does not yet have a good understanding of their topic, the librarian should advise the user to read secondary sources, if any exist, and extract all names of people, families, and organizations that appear in the literature. The researcher should also confirm all the changes in names of these entities. For example, in the past women virtually always changed their names when they got married, and many still do. It is important to know both their single and married names. Organizations often change their names over time, reflecting changes in purpose. The researcher should also look for language or naming that is unique to the topic. For instance, in the early part of the 20th century, people from

Czechoslovakia were referred to as Bohemians. Then they were referred to as Czechoslovaks. Over time and particularly once the country split into two separate countries in 1993, people were referred to as Czechs and Slovaks. Organizations of these immigrants will probably reflect these various changes in names. It is critical to know all names associated with the topic because archival records are organized by the name of the creator, or in some instances, by the name of the donor. This is referred to as the provenance of the archives.

This seemingly arcane practice of identifying all archival records by their creators is not simply to recognize the importance of who created the records, although that is essential to determining the value of the records, but because the creator's name is the only certain way to consistently identify archival materials. There is no title on archival records, the dates may not be precisely known, and the number of subjects is often too many to narrow down to only a few. But if one knows who created the materials, what their life story is, and particularly what functions they performed during their lifetime, then the contents of the archive might be inferred. Box 23.1 provides two examples of creators, one private and one corporate, and how one might use details of their histories to determine what questions their records might answer.

Search Strategy: Determining Likely Topics Covered by Archival Records

Knowing the life history of Amelia Earhart, an American pilot, aviation pioneer, and author, who mysteriously disappeared during a round-the-world flight in 1937, would give one a good indication of what one might expect to find in her private papers. One might look for information on female pilots, early aviation history, the role of and public reaction to female pilots, the mechanics of early flight, and the commercial aspects of aviation in the 1920s and 1930s, for instance. Users interested in unusual careers for women in the early 20th century might have a difficult time in coming up with the name "Amelia Earhart," but reading

biographies of outstanding American women would probably lead them to her name and hence her papers.

The Hudson's Bay Company is a retail store based in Canada that was originally established as a fur trading company after receiving an English royal charter in 1670. The company at one time was one of the largest landowners in the world, owning huge swaths of territory in Western Canada. Knowing its history even superficially, one would expect to find information about British attitudes toward North America, the fur trade, international shipping and selling, as well as modern retailing and corporate ownership. Plunging further into the company's history, however, reveals that employees of the company were expected to keep detailed records of their daily business and general observations and that these records can and do provide information on the local indigenous populations, weather, the lives of fur trappers, and a whole lot more. Researchers wanting to investigate the effects of global warming in Canada over a sustained period of time would ask themselves who or what organization was creating records in the 1700s that might have included observations of the weather? This would lead them to the Hudson's Bay Company archives.

In addition to determining the names of all of the people connected to the topic, the user should note all the locations associated with those people, keeping in mind that place names may have changed over time as well. This will help the librarian identify the institutions most likely to hold relevant records. The context of creation is paramount.

Finally, by consulting secondary scholarly works, the researcher will be able to compile a list of the archival records that other scholars have cited; these citations will provide helpful shortcuts to archival records to give some impetus to the search.

The Value of Records

Archival records and to a lesser extent primary sources, are valued for their impartiality. Because the records were created in the normal course of daily activity, they were written neither for an audience nor with the intent to present a particular point of view; in other words, they are unmediated. They will still reflect the biases of their creators however, and acknowledging the context of creation is very important in determining those biases. This must be taken into account when researchers use the materials. Additionally, the records will reflect the biases and opinions of the archivists who chose which records would be acquired, and how they would be described and made available.

Archivists talk about the *evidential* and *informational* value of archives. The evidential value of a record is, according to the SAA *Glossary*, “the quality of records that provides information about the origins, functions, and activities of their creator” (Pearce-Moses n.d.). The informational value is: “the usefulness or significance of materials based on their content, independent of any intrinsic or evidential value” (Pearce-Moses n.d.). Census records are evidence of a government’s enumeration of its citizens, but genealogists use those same census records in order to find information about their families.

Archivists also refer to the *authenticity* and *reliability* of archival records. The authenticity of records refers to the fact that they are what they purport to be based on internal and external evidence, such as their formats and physical characteristics, the way they are structured, and the information they hold. Archivists also refer to the unbroken line of custody for archives; that is to say, they can trace who held the records from the original creator to the time when the archives received them. That custody provides some measure of assurance that the records were indeed created by the person, persons, or organization identified as the creator(s).

The reliability of records indicates that they are worthy of trust. Primary sources are less likely to provide evidence of functions performed by a creator and thus may be less authentic and reliable because they have been stripped of their context or they never had any context beyond publication to begin with. They do, however, have information that can be utilized.

Selecting the Most Appropriate Types of Records

Once the librarian has a good grasp of what the researcher needs, and the user knows all the names and geographical locations connected to their topic, the next step is to determine the best resource the researcher can use. There are two types of resources that a librarian can point patrons to: reproductions of records, or descriptions of those records, held by a variety of commercial and noncommercial organizations, and original records in various formats that were collected by institutions. In both cases, records can be analog or digital.

Reproductions

The easiest option for accessing archival records is using ones that have been published or are online. A professional has already selected the documents for their relevance or for their importance to a particular topic. With published individual documents, the records are usually transcribed, so there is no need for the researcher to deal with cursive handwriting or unusual fonts. Increasingly, cursive is becoming more and more difficult to read for younger members of society who have not been taught cursive in school. In addition, quite often the historical context and significance of the documents will be outlined in an introduction. There can be commentary on each document included as well, with a helpful index at the end. All of these tools make these publications a gentle way to introduce neophytes to the use of archival records.

Reproductions of records can be found in analog format most often in libraries and rare book rooms and in electronic format on the websites of archives and through commercial online

databases licensed by libraries. Organizations also mount reproductions of their records; for example, the United Nations has mounted treaties on its website.

Published physical texts of documents can be found in library catalogs; when they are grouped around a person, family, or organization or under a particular topic they will have subject headings to assist in discovering them. Christine Bone, Librarian at the University of Manitoba Libraries, notes that the subdivision “Archives” should be attached in the subject heading field to the name of a particular person, family, or organization that created the records (personal communication). The heading “Archives” can also be attached more broadly to classes of persons, ethnic groups, types of organizations, and so on. The subdivision “Sources” is generally added to historical subject headings when the item contains published primary sources or archival records *about* a subject. Alternatively, if the documents are of a specific format, that term may be used instead, for example “Diaries” or “Correspondence.” “Personal narratives” can be used with wars and other events. With organizations and types of industries, “Records and correspondence” will be added to distinguish these types of records (although a search using “Correspondence” would capture this too). The term “Letters” can also be used for very general correspondence not associated with any particular person, organization, or event, so it would be less useful in finding archival materials but might be helpful as a last resort.

So, the subject terms that will capture most published primary sources and archival records are as follows:

- Archives
- Sources
- Diaries
- Correspondence

- Records and correspondence
- Personal narratives
- Letters

Using words such as “papers,” “letters,” and “documents” in a keyword search along with the subject of interest is also a possible way to track them down, particularly if there has been an inconsistent use of subject terms.

Digital reproductions of records can be found in commercial databases and freely available websites. Commercial databases typically group materials by theme or subject. They may be licensed by libraries for patron use, or, in some cases, individual researchers can pay for access by subscription. Free resources would be those offered by archives, libraries, research centers, and consortia on their websites. Many university libraries and research centers provide links to these reproductions. For example, a regional group calling itself the Triangle Legal History Seminar, connected to a number of universities, provides a page on *Legal History on the Web*, which offers an exhaustive list of links to dozens of free sources of primary materials on legal history.

Original Records

When reproductions are not available, researchers, and the librarians assisting them, look for original records. How can the librarian determine which repository would be appropriate to send users to, either physically or virtually? This is when the researcher’s background work focusing the topic; collecting the names of all the people, families, and organizations connected to the topic; and finding the geographic locations where these entities carried out their activities becomes essential.

Did these people, families and/or organizations create records? If the records exist, have they been kept? If they have been kept, have they been donated or sold to a public institution? If the records have been deposited in, or sold to, a repository, can one find that institution? If one can find the institution where they have been placed, have they been processed, cataloged, and made available? All of these questions have to be answered in the affirmative to determine if records are available for research. There is absolutely no way to tell whether records might have been created or not, but one can make an educated guess. Governments are required to create records, prominent individuals often create records in their daily activities, and certain types of private organizations, such as religious organizations, typically create records. One can only hope that the organizations or people retained the records they created. Whether they decided to donate the records, keep the materials in their family or organization, or destroy them is completely unknowable. There is an economic incentive to place records in public institutions. Most archives can provide tax receipts for the value of records of private individuals and organizations, and some wealthier institutions purchase records.

Finding the institution where records have been placed can sometimes be challenging. Private individuals and organizations do not always make obvious decisions about where to deposit their records. And enormous backlogs exist of unprocessed, late-20th-century records that were acquired by archives in great volumes in a very short period of time. Thus, even if logic tells one that an institution should have appropriate records for a reference request, it does not mean that those records either exist or are available. One must accept that archival research is more challenging than research into primary sources or published material, but the thrill of the chase is often, for researchers, a huge part of the allure.

Primary sources often end up being acquired by special collections within libraries or special libraries and are often discoverable through library catalogs. Archival records can be found in a variety of institutions, including special collections departments within libraries, and in a significant number of cases, the collections can only be found through a search of the institutions' own websites or by contacting the institution.

However, to begin a search for collections of really prominent individuals, the librarian can conduct a *Google* search, such as “where are archives relating to X?” This will likely bring up a number of sites that have archival material relating to that person. “Where are archives relating to Harriet Tubman?” for instance, brings up links to records relating to Tubman, the African American abolitionist and humanitarian, from the National Archives and Records Administration and the Library of Congress, among others. For organizations, it is best to check the website of that organization first. Even if the organizations do not maintain their own archives, they may have information about where their records are kept.

In general, one can say that the place where the entities carried out their activities will determine where the users should start their search. For example, one would expect to find the archives of the Hawaiian government in Hawaii, and one would expect to look for the papers of prominent Hawaiians in Hawaiian repositories, at least in the first instance. As to how to determine the type of organization that might hold the records, there is an overlying structure that provides pointers as to what institutions might hold the actual records the users need. Carrying the previous example forward, one would expect to find the archives of the Hawaiian government at the Hawai`i State Archives. The personal papers of prominent Hawaiians might be found in a variety of institutions, such as the University of Hawai`i at Mānoa Library.

Important institutions at the national level in the United States are the Library of Congress and the National Archives and Records Administration (NARA). The Library of Congress was established in 1800, originally to collect books, but by 1897 the new Manuscript Division acquired 25,000 manuscripts, which became the basis for collecting the records of private individuals. NARA was established considerably later in 1934 and is responsible for collecting federal government records or private records with a strong federal connection. NARA is also responsible for the confusingly named Presidential Libraries, which are not libraries per se, but primarily house the archives of each president. Below the national level, almost every state has a state archives, or often a state archives and library combined, for government records, and a state historical society for private records. In a number of states, the state archives and the historical society are combined. State archives, particularly in the South, also have significant holdings of private records. Many of the larger cities have their own archives, or departments responsible for records management that will also look after archives. Sometimes private records at the city level will be held by history centers located within municipal public libraries. The majority of universities will have archives, most housed in the library. Some will have only university archives that collect university records, and some will have only a special collections department that collects private records, but a significant number will have both. Religious organizations usually have archives at all administrative levels except within individual churches.

A number of major businesses such as the Coca-Cola Company, and the Ford Motor Company (at The Henry Ford) maintain archives. But many business archives exist only to serve their parent organizations, and much of their work has to do with patent and trademark rights, so it is sometimes difficult for external researchers to get access to these archives. In addition to

business archives, there are a number of archives that serve parent organizations, such as the NSDAR archives of the Daughters of the American Revolution and the archives of the Girl Scouts of the USA, held at a number of the organization's locations.

In Canada, the National Library and the National Archives merged to form Library and Archives Canada in 2004. The National Library collected literary manuscripts, music archives, and maps in particular. In Canada, all governmental archives made a special point of collecting private records of interest; this is something Canadian archivists refer to as "total archives." That collection effort did not stop non-governmental libraries and archives from collecting private records, a role that has become increasingly important as today many governmental institutions have sharply cut back on their collecting of private records. University archives, religious archives, and municipal archives are the major collectors outside of federal and provincial archives. There are very few independent business archives. Many companies have placed their records with public institutions, such as the Hudson's Bay Company archives at the Archives of Manitoba, and the Eaton's Company archives at the Archives of Ontario, both provincial archives.

Internationally, similar structures can be found in most countries, although they will have individual differences among them. In Britain, for instance, many of the major estates have significant family archival holdings.

Thus, one can see that archives are closely associated with organizations. With the exception of universities, which tend to have broad collecting mandates, most records are kept by their creating institutions: religious records by religious organizations, government records by governments, business records by businesses, and so on. A general Web search is a good place to start as many archives have a strong presence on the Internet. There are also various websites

and guides that can help users look for appropriate institutions in each country as outlined in the Sources by Country or Region section.

Descriptions of Records

Once the librarian and the patron have pinpointed the institution that holds the records of interest, then either the librarian can assist the patron in navigating the descriptions of records or the patron will do the searching on their own and will be responsible for selecting the records that best suit their needs. The patron can also contact the archivist or librarian at the institution for further assistance. Some institutions will have the descriptions of their records online, some will have in-house databases of descriptions, and some will still have manual systems. For online and database descriptions, users will likely be able to search the descriptions. With manual systems, there will likely be indexes to the contents. In virtually every case, users will be searching for the names of the individuals they have identified connected to their topic, although archives have begun to add subject headings to the descriptions of their holdings, and many have created thematic Web pages.

At the top level, each named collection will be described through such information as biographical sketches of the creators, dates of the records, extent and type of records, and the scope and contents of the collection. In the United States, this is referred to as the “collection description.” In Canada, archivists will refer to these global descriptions as “RAD descriptions,” that refers to fonds or collection-level descriptions according to the Canadian standard, the *Rules for Archival Description* (Bureau of Canadian Archivists 2008). Figure 23.2 provides an example of a global level description.

Hamilton Family fonds

Call Number:	Mss 14, Pc 12, Tc 70 (A.79-21, A.79-41, A.79-52, A.79-56, A.79-65, A.80-08, A.80-25, A.81-09, A.86-56)
Title:	Hamilton Family fonds.
Dates:	1919-1986.
Extent:	2.5 m of textual records and other material
Biographical sketch:	<p>Dr. T.G. (Thomas Glendenning) Hamilton was born in Agincourt, Ontario in 1873. In 1883, his family moved west to Saskatchewan and was among the first pioneer families to settle in Saskatoon. After his father died in 1891, his mother moved the family to Winnipeg where young T.G. Hamilton attended Manitoba College. He graduated from medical school in 1903, completed his internship at the Winnipeg General Hospital in 1904, and commenced practice in the district of Elmwood within Winnipeg. In 1915, he was President of the Manitoba Medical Association. Hamilton also served on the Public School Board for nine years, one year as chairman. He was also elected a member of the provincial legislature in 1914-1915. In 1918, soon after his young son's death, he began to experiment with psychic phenomena. His aim was the investigation of paranormal phenomena such as rappings, psychokinesis, ectoplasms, and materializations under scientific conditions that would minimize any possibility of error. His work became known in the United Kingdom, Europe, and the United States. In 1923, T.G. Hamilton was appointed to the Executive of the Canadian Medical Association as a representative for Manitoba; he held this position until 1931. Between 1926 and 1935, he presented eighty-six lectures and wrote numerous articles that were published in Canada and abroad. Dr. Hamilton's wife, Lillian, carried on his paranormal experimentations following his death in 1935.</p>
Custodial history:	The fonds was donated to University of Manitoba Archives & Special Collections by T.G. and Lillian's daughter, Margaret Hamilton Bach, and her daughters in several instalments between 1979 and 1986.
Scope and content:	<p>The fonds is primarily related to Dr. T.G. and Lillian Hamilton's investigations of psychic phenomena spanning the years 1918 to 1945. The subject matter of the records includes rappings, clairvoyance, trance states and trance charts, telekinesis, wax molds, bell-ringing, transcripts and visions, as well as teleplasmic manifestations. The records are in the following various formats: scrapbooks, seance attendance records and registers, affidavits, automatic writings, correspondence, speeches and lectures, newsclippings, journal articles, books, photographs, glass plate negatives and positives, prints, slides, tapes, manuscripts, and promotional materials related to major publications. All positive prints taken from the photographic negatives have been retained with the written records of the experiments which they illustrate. Almost all the glass plate negatives were photographed for archival purposes, and the black and white glossy print collection is also available. A library of related books and journals</p>

	which accompanied the collection has been separately catalogued and is available.
Restrictions:	There are no restrictions on this material.
Finding aid:	Printed finding aids are available in the Archives reading room

Global level description of the Hamilton Family collection at the University of Manitoba Archives & Special Collections.

Below these high-level descriptions will be finding aids, inventories, or file lists. These aids assist the user in determining the specific contents of each collection. See Figure 23.3 for an example of a file-level inventory.

Seance Attendance Registers:		
Box	Folder	
8	1	March 29, 1925 - December 9, 1926 - includes MSS & typed formats.
	2	Jan 20, 1927 - Dec 29, 1929. Typed format, 1927 only.
	3	Jan 5, 1930 - Feb 19, 1933.
	4	Feb 22, 1933 - May 22, 1935.
	5	May 8, 1935 - June 8, 1936. Original notes by Gladys and Dr Bruce Chown.
Seance Directories:		
Box	Folder	
8	6	Index April 1923 - September, 1927.
	7	R.L.S. seance output index, April 1923 - July 1925.
	8	"Book I - R.L.S. directory 1923-1927", MSS & typed format.
Box	Folder	
9	1	"Book II - R.L.S. Alone 1923-1925".

	2	"Book III - Directory 1925 - 1927".
	3	"Book IV - Directory 1927".
		Affidavits for Seance Sitzings:
Box	Folder	
	4	May 13, 1928 - Bell Ringing
	5	September 23, 1928 - Bellchords & Teleplasm.
	6	November 4, 1928 - Spurgeon Face.
	7	November 25, 1928 - 5 Faces.

File-level inventory for the Hamilton Family collection at the University of Manitoba Archives & Special Collections.

Finding aids and inventories describe the contents of the collection using hierarchical levels of description such as the following:

- Group/fonds
- Subgroup/sousfonds
- Series
- Subseries
- File
- Item

A series is an intellectual grouping of like materials. "Correspondence," for example, might be a typical series title. File lists are simple lists of files in a collection without any attempt to distinguish groupings. A number of Canadian and other international archives employ the series system, which focuses descriptions on the series level and then links each series to all the creators and to all the files that belong to the series. This is particularly useful for describing

government archives where names, functional responsibilities, and composition of departments frequently change. In these systems, users will begin by searching series descriptions.

It is important to remember two things: item-level finding aids are very rare and usually confined to special formats, such as photographs and maps, and not every archival organization has had the funds to retrospectively re-catalog their collections when they have changed access systems. Thus, an archives can have some holdings described one way and some holdings described another way, such as by a published guide, a card catalog, paper finding aids, and/or online finding aids.

Using Archives at the Institution

“It is to have a compulsive, repetitive, and nostalgic desire for the archive, an irrepressible desire to return to the origin, a homesickness, a nostalgia for the return to the most archaic place of absolute commencement.” –Jacques Derrida (1995, 57)

If the librarian directs the researcher to approach a suitable institution, the researcher should first locate the institution’s website, if it exists. Many institutions have restricted hours and special conditions for individual holdings based on donor restrictions and privacy concerns. In addition, a number of larger archives now store their collections in off-site storage once they run out of space in their main facilities. This can result in a day or longer wait time after materials have been requested. Making contact with the archives in advance will overcome these issues and will also help pinpoint the best materials to use for the request in advance of the visit. Staff might be able to predict the likelihood of finding the required information in the selected materials and might possibly assist in forwarding the researcher to a more appropriate location, saving the researcher a wasted trip.

If the researcher has a factual question that can be answered in a relatively brief period of time, most institutions will provide the answer directly to the researcher without the researcher having to come to the archives. If, however, the reference question requires a significant amount of time, or decisions need to be made along the research path (is this information important enough to continue the search here?), then the repositories will request that the researcher physically come to the archives or library and do the research themselves or will suggest that a research assistant be hired to do the research on the user's behalf. Once the researcher has actually gone to the archives, the archivists or librarians at the repository will guide the researcher through the access process. They will also explain more fully the nature and meaning of any restrictions that might apply to any of the records the user is interested in and help the researcher begin their search. Once records have been found, staff will assist the researcher in understanding the records and the context of their creation and provide support for getting any needed copies of records.

SOURCES BY COUNTRY OR REGION

The following discussion presents important websites and databases of primary and archival sources according to American, Canadian, UK, European, and international categories, followed by thematic categories. Newspaper sources are discussed in Chapter 15; sources related specifically to genealogical research are discussed in Chapter 17. Databases and websites are growing exponentially as archives, libraries, research centers, and commercial entities rush to provide access to these previously inaccessible resources. As universities in particular see these resources as one of the few ways to distinguish their institutions, they are making significant

efforts to digitize their collections. This list provides a useful starting point of major collections of materials.

As has been noted, there is a strong geographic component to archival resource discovery. The following list separates institutions by country. The general rule is that one can expect to find the records of a country or its citizens in that country. Unfortunately, however, that is not always entirely true. North American universities often see their collecting mandates as very broad and hence acquire records from international sources.

United States

The National Archives and Records Administration (NARA) has holdings dating back to 1775, numbering literally billions of records of all types. Naturally, for a collection so large, there are a variety of online tools and helpful instructional pages. In addition to an online catalog, a microfilm catalog as well as archival databases provide access to special formats. NARA also offers a guide to federal records and a specialized tool for researching veterans' service records. Actual copies of some of NARA's records have been digitized in conjunction with such organizations as *Google* and the University of Texas at Austin. Numerous iconic documents, including the Constitution, the Louisiana Purchase, and Thomas Edison's patent application for the light bulb are available on NARA's *America's Historical Documents* page.

The Library of Congress provides a wealth of information about its holdings as well as numerous online collections through its website. The main thrust of the collection is American history and culture through historic newspapers, sound recordings, prints, photographs, and U.S. legislative information as well as through a veterans' history project and website archiving. Finding aids to personal papers, such as the Alexander Graham Bell family papers and the Jackie Robinson papers, indicate what users might find if they come to the Library of Congress.

However, the overwhelming majority of papers described were created by men, giving a decidedly biased view of American history. The Library of Congress's *American Memory* website presented selected collections that had been digitized. Most of the collections have now been migrated to their *Digital Collections* webpage.

The Smithsonian, a complex of twenty-one museums and nine research centers and affiliates, provides both descriptions of holdings and online collections through its website. Included are the Archives of American Art, the Smithsonian Archives, and the Smithsonian Libraries. In addition, many of the museums also have their own archives, such as the National Museum of the American Indian (NMAI), that go beyond the archives of the actual individual institution. The Archive Center of the NMAI actively collects the records of contemporary Native American artists, writers, activists, and organizations. Photographs from the archives can be accessed from the general *Smithsonian Collections Search Center* website.

ArchiveGrid was begun by the Research Libraries Group and contains over seven million records for archival material held by over 1,400 different archives, libraries, museums, and historical societies. Coverage includes collections from around the world but is primarily from institutions in the United States. One can easily see which organizations are included. What is less obvious is that the material that is included is archival material that was cataloged for libraries and so therefore often more nearly resembles published primary sources or single archival records. From the Folger Shakespeare Library, for example, one can see a description of a handwritten book of recipes from 1675 from Thomas Sheppey. This would be useful for anyone researching food, customs, and so on. But is this the only item the Folger holds from this individual? Does the recipe book make up a part of a larger collection? Where did it come from and how did the Folger get it? Answers to these questions would make the item more useful to

any serious scholars. Thus, *ArchiveGrid* is a useful starting point for identifying institutions with relevant material, but librarians might need to point the researcher to the institutions themselves to learn more relevant information. The *Digital Public Library of America* is a portal that provides integrated access to more than forty-seven million digitized items from libraries, archives, and museums throughout the United States. The website supports searching by topic, place, and date.

Web-based directories can assist in locating particular types of collections of primary and archival sources. *State Archives and Libraries* provides links to various state archives. Although many of the links are broken, the site provides the names of the state repositories that researchers can use in Internet searches. The *Lavender Legacies Guide* produced by the SAA's Lesbian and Gay Archives Roundtable is good for finding records relating to the lesbian and gay communities in North America. The *Directory of Corporate Archives in the United States and Canada* includes companies that maintain their historical records themselves, as well as other sources of company records.

Canada

Library and Archives Canada is the main repository for federal government records and many private records of national importance. An improvement in the user interface on their website has made searching finding aids easier, as has the new version of Collection Search on their main page. There are also specialty portals for the most popular types of uses: genealogy and family history, censuses, military records, and portraits. The site is available in Canada's official languages, French and English.

Most of the provinces and territories in Canada have provincial archival organizations that maintain databases that include collection-level descriptions. Although the coverage varies

from database to database, these portals are generally important sources to find records held by small- and medium-sized archival institutions, particularly those that are unable to support their own descriptive databases. When seeking information from larger organizations, such as university archives, it is generally better to go straight to the websites of those institutions as the holdings will be fuller and more up to date than what is included in these portals. These typically can be found online by employing descriptive terms in a search engine if the name is unknown. Another way to search archival holdings across Canada is to use the *ArchivesCanada.ca* portal run by the Canadian Council of Archives.

A major source of radio broadcasts and television footage is the archives of the Canadian Broadcasting Company (CBC), the national public radio and television broadcaster. The *CBC Digital Archives* provides excellent online access to its most popular broadcasts. It also has a music archive of original CBC commissions, a library of CBC publications, and a photo collection made up primarily of publicity shots taken by the CBC's own photographers in the 1950s, 1960s and 1970s.

United Kingdom

The National Archives provides a strong search tool that allows users to search the records from the National Archives as well as over 2,500 archives across the United Kingdom. Users can also narrow the search down to just those held by the National Archives. As might be expected from the National Archives, the results are excellent.

A Directory of Rare Book and Special Collections in the UK and Republic of Ireland, edited by B. C. Bloomfield (1997), lists information on approximately 1,200 libraries, archives, museums, and private holdings providing details on the contents of these institutions as well as

their locations and contact information. Although the majority of this information is about published books, manuscripts held by these institutions are also included.

Europe

Archives Portal Europe provides for a federated search across 280 million descriptive units of archives contained in 7,000 institutions as well as important details such as their location, access conditions, and hours of service. *Europeana* allows users to explore millions of items from a range of Europe's leading galleries, libraries, archives, and museums. Items include books and manuscripts, photos and paintings, television and film, sculpture and crafts, diaries and maps, sheet music, and recordings. The Czech Republic has produced *Manuscriptorium*, a sub-aggregator for *Europeana*, which provides access to "historic book resources," including manuscripts, maps, charters, and university theses. Materials are displayed in their original language although the interface is in eleven different languages. *Manuscriptorium* is both a catalog of descriptions of online holdings and a collection of a smaller number of digitized images.

European History Primary Sources is a joint initiative of the Library and the Department of History and Civilization of the European University Institute in Florence, Italy. It provides a one-stop location for visiting archives and libraries of primary and archival sources throughout Europe.

Other Countries

There are many sites all over the world that feature the archives of that country, particularly offered by national institutions. The drawback of course is that users must understand the language of the country. However, one website that is close to home and provides access in English is at the Library of Congress. The Library of Congress, with support from

UNESCO, created the *World Digital Library*. Launched in 2009, the Library of Congress concluded adding materials in 2020. In addition to books, it contains archival materials from a wide variety of institutions, such as the Bibliothèque nationale de France and the Qatar National Library. The strength of the website is that it provides all navigation tools, bibliographic information, and content descriptions in seven languages: Arabic, Chinese, English, French, Portuguese, Russian, and Spanish. Additionally, the metadata and descriptions can be listened to using text-to-voice conversion in all of these languages.

RESOURCES BY SUBJECT

Many websites and subscription-based online databases focus on specialized subjects, providing an easier way for users interested in subjects or topics, rather than individuals, to do their research. Many of these databases include materials from both the United States and Canada and occasionally other countries. Most sites are a hybrid of archival, primary, and published sources. The archival material on these sites would be considered primary sources. However, even though the publishers cite the origins of the material, they present each document on its own as if it were a publication. It would take a great deal of digging to get back to the repository where the original is described to see what other records might enhance the user's understanding of the context. The great strength of these databases is the ability to search across materials because of the detailed metadata attached to each image. These websites are mostly digitized documents, although occasionally there may be descriptions and actual finding aids as well.

Gale Primary Sources allows users to search across a number of primary source collections including *Archives of Sexuality and Gender*; *Indigenous Peoples: North America*;

Nineteenth Century Collections Online; *Slavery and Anti-Slavery: A Transnational Archive*; and *Women's Studies Archive: Women's Issues and Identities*, among others. Unfortunately, some of the scanned documentation is very poor, with text cut off and very low-resolution facsimile images that are difficult to decipher.

ProQuest has its own subscription database of archival documents on American history from the 18th to the 20th centuries called *ProQuest History Vault*. Although the main emphasis is on Southern, African American, and women's history, there is also material related to political science, military and diplomatic history, immigration, and other topics.

American Foreign Policy

A number of websites, many of which are discussed in Chapter 18, provide access to general historic U.S. government documents. In addition, publications and collections have emerged to meet a growing interest in foreign policy and security. For instance, the book series *Foreign Relations of the United States*, which is published by the Office of the Historian in the U.S. Department of State, presents the official record of major U.S. foreign policy decisions and significant diplomatic activity and includes declassified records from foreign affairs agencies. The series began publication in 1861. *HeinOnline* provides access to these volumes from 1861 to 1980 in its *Foreign Relations of the United States* database, or users can go to the *Historical Documents* website of the U.S. Department of State Office of the Historian and search the volumes covering the presidencies from the Truman administration to the Carter administration from 1945 to 1980.

ProQuest provides subscription access to the *Digital National Security Archive*, which consists of declassified documents dealing with U.S. foreign policy and intelligence and security issues from post-World War II to the 21st century. This site includes access to the intriguingly

named *CIA Family Jewels Indexed*. ProQuest has indexed this file, which dates from 1973 and documents the illegal activities that the CIA was engaged in, such as assassinations, interrogations, surveillance, and so on. Researchers can also freely access the *CIA Family Jewels* without ProQuest's helpful index from *The National Security Archive* at George Washington University. They also provide access to other unpublished and published declassified documents on issues including U.S. national security, foreign policy, diplomatic and military history, and intelligence policy.

African Americans

Although *Black Thought and Culture* by Alexander Street Press presents primarily published material by leaders within the Black community, it also contains pamphlets, letters, and other primary sources. The collection is intended for research in Black studies, political science, American history, music, literature, and art. Adam Matthew's *Slavery, Abolition and Social Justice* is designed as an important portal for slavery and abolition studies, bringing together documents and collections dating from 1490 to 2007. Another good site is Vanderbilt University's *Slave Societies Digital Archive*, which preserves and makes available endangered documents relating to Africans and their descendants in the Atlantic world.

American History

A number of commercial online resources provide information on American history. Alexander Street Press offers databases relating to various themes. *Early Encounters in North America: Peoples, Cultures and the Environment* documents the relationships among peoples and their environment in North America from 1534 to 1850. *North American Immigrant Letters, Diaries, and Oral Histories* provides access to private records about immigration to America and Canada, including letters, diaries, pamphlets, autobiographies, and oral histories, and dates from

around 1840 to the present, although the predominant dates are from 1920 to 1980. Both *Early Encounters* and *North American Immigrant Letters* provide only transcriptions, which strip the text of context but make it easier to use for people who do not read cursive handwriting.

Sage Knowledge has produced *Historic Documents*, which is an online version of the Historic Documents print editions. Published annually since 1972, the Historic Documents volumes present transcriptions of approximately 100 documents covering the most significant events of the year. Because these are single documents, it is very difficult to get a sense of the context, but librarians can help users do further research into the context or search for known documents.

Human Rights

Many websites have sprung up, particularly in the last decade, featuring human rights archives and primary sources. Often these sites have been created by university libraries to assist in the preservation and dissemination of human rights materials for academics and students. These types of records are fragile not only because of the circumstances of their creation, often in countries struggling with poverty and extreme environmental conditions, but also because the records themselves are often the targets of destruction. These archives are not necessarily always physical. In some cases, the organizations have been digitizing the documents and returning them to their country of origin. In others, institutions or agencies have retained original documents. For instance, the U.S. Secretary of Defense's *Conflict Records Research Center*, active until 2015, held onto the physical records of the Saddam Hussein regime, a move not entirely without controversy. The access conditions for each of these archives vary widely, depending upon the sensitivity of the information, their dates, and so on.

The Columbia University Libraries' *Center for Human Rights Documentation & Research* holds a variety of archival collections including records of Amnesty International USA and Human Rights Watch. The center also holds the *Human Rights* archive, a searchable collection of archived copies of human rights websites created by nongovernmental organizations, national human rights institutions, tribunals, and individuals. The Duke University Libraries' *Human Rights Archive* has been acquiring records and papers of human rights advocates. Their collections are as diverse as Radio Haiti records and the Southern Poverty Law Center collection of extremist literature. The Libraries of the University of Texas at Austin maintains the *Human Rights Documentation Initiative*, which helps to preserve vulnerable records of human rights activities around the world. Significant holdings include the Free Burma Rangers, the Genocide Archive for Rwanda, and the Guatemalan National Police Historical Archive.

The University of Southern California's *Shoah Foundation* has an archive of nearly 55,000 testimonies of survivors and witnesses to the Holocaust. The foundation is also incorporating collections of testimonies on the Cambodian, Rwandan, and Armenian genocides, as well as the Nanjing Massacre in Nanjing, China and the Rohingya genocide in Myanmar. The *Human Rights Collection* at Archives & Special Collections at the Thomas J. Dodd Research Center of the University of Connecticut includes such archives as the U. Roberto (Robin) Romano digital photographs of child labor and the African National Congress Oral History Transcripts Collection.

The *National Centre for Truth and Reconciliation* at the University of Manitoba in Winnipeg is the site for the records of the Truth and Reconciliation Commission of Canada. This includes recorded testimonies of survivors of the Canadian Indian Residential School system and

digital copies of records relating to the schools from the federal government and churches as well as records relating to the Settlement process which established the commission.

Indigenous Peoples

A number of key websites in North America and internationally preserve records relating to indigenous peoples. In the United States, *The Plateau Peoples' Web Portal* provides access to archival records held in Washington State University's Manuscripts, Archives and Special Collections, the Northwest Museum of Arts and Culture, and private donors, among others. In Canada, the *Reciprocal Research Network* at the University of British Columbia features images of Northwest Coast artefacts as well as over 350,000 photographs, including historic photos, from 29 partner institutions. The Métis National Council's *Historical Online Database* is a Web-interfaced database that contains genealogical information on individuals of the historic Métis Nation. The website also contains scans of many of the original documents represented in the database; many of the documents were created by other organizations and institutions.

Internationally, the *Australian Institute of Aboriginal and Torres Strait Islander Studies* provides access to descriptions about original photographs, rare serials, photographs, moving images, and sound recordings on Australia's indigenous population through the Mura catalog. Two hundred people who were in care or were child migrants were interviewed by the National Library of Australia for the *Forgotten Australians and Former Child Migrants Oral History Project*. In New Zealand, there are Māori archives held by a number of institutions including *Archives New Zealand* and the *National Library of New Zealand*.

In the realm of subscription databases, *American Indian Histories and Cultures* from Adam Matthew includes manuscripts, artwork, photographs, and newspapers dating from contact to the mid-20th century. Gale's *Indigenous Peoples: North America* covers collections from

across Canadian and American institutions that provide insight into the cultural, political, and social history of Native Peoples from the 17th into the 20th centuries. Alexander Street Press provides access to biographies, autobiographies, oral histories, reference works, manuscripts, and photographs in the database *North American Indian Thought and Culture*.

Women

An excellent general site for finding resources on women is the *Women's History Research in Archives* guide at the University of Wisconsin-Madison Libraries. It provides links to sites on professional women, women of color, Jewish women, lesbian archives, and websites devoted to women's archives in different parts of the United States and around the world. Alexander Street Press has two online resources relating to women. *North American Women's Letters and Diaries* includes transcriptions of both published letters and diaries and unpublished materials from individuals writing from colonial times to 1950. *Women and Social Movements in the United States 1600–2000* brings together images, documents, scholarly essays, and commentaries on women's reform activities.

SOURCES FOR SPECIFIC MEDIA

Sometimes users are looking for particular media or formats, such as oral histories or sound and moving image archives. This is a popular way for organizations to group primary and archival sources, particularly with photographs. The following section provides information about sources for these various types of materials. Sometimes general sources discussed earlier also include these types of media.

Digital Archives

The Internet Archive's *Wayback Machine* is hosted in the United States. It is a service that allows people to visit archived versions of sites on the World Wide Web. Visitors to the

Wayback Machine can type in a URL, select a date range, and then begin surfing on an archived version of the Web. This is an extremely useful resource, but the harvesting has not been consistent, so not all changes to a website will necessarily be represented and often links to external and even sometimes internal Web pages are broken.

Oral Histories

Oral History Online from Alexander Street Press is a database of English language oral histories, including Ellis Island oral history narratives and exclusive Black Panther Party interviews. The interface is not always easy to use as some links to resources take the user to the collecting institution where it is necessary to conduct another search. *American Rhetoric* is a massive multimedia site that contains over 5,000 full-text, audio, and video versions of public speeches, legal proceedings, lectures, debates, interviews, and other recorded media events, and 200 short audio clips from well-known speeches, sermons, popular songs, and media events by politicians, actors, preachers, and other noteworthy personalities.

Photographs

A number of free and commercial sites provide access to historic photographs, including both still and moving images. The *AP Images* photo archive features state, regional, and national photos from North America as well as international photos. The historical section in particular features iconic photographs of people, places, objects, and events in various themed categories such as sports and entertainment. *Artstor* provides access to nearly two million digital images that cover the arts, architecture, humanities, and the sciences from museums, photo archives, scholars, and artists. Although *Artstor* bills itself as an image library, it also contains primary source collections, including Magnum Photos, the Thomas K. Seligman Archive, and a selection from the Condé Nast Archive of Photography, among others.

Flickr is a free photo sharing service and many archives and libraries have established photostreams there. One of the most important is the Library of Congress, which has uploaded over 40,000 images from its collections. Unfortunately, the results from searching *Flickr* for primary or archival images can be unpredictable. Few libraries and archives use the site to disseminate their holdings. But searching on the *Flickr Commons*, launched in 2008, provides an easier way to discover primary and archival images. The quality of the images and the metadata is sometimes lacking, but *Flickr Commons* can be a good place to start for a beginner.

George Eastman House has its own historic *Photography* collection, which contains a selection from their large photo collection. Daguerreotypes, 19th-century British and French photography on paper, and American 19th-century holdings have been uploaded onto *Flickr Commons* and are freely available.

Millions of images, both photos and drawings, from *Life* magazine dating back to as early as the 1860s have been uploaded into *Google Images* and can be searched by adding “source:life” to any *Google Images* search or searched from the *Life* photo archive page. Most of these images were never published. These images can be used for personal, non-commercial use without having to pay for the use.

Sound and Moving Images

Many websites for accessing moving images contain items that could be considered primary sources. On *YouTube*, if the phrase “old commercials” is entered into the search bar, advertisements from 1940 to 1970 will be retrieved, including television advertisements. *ResearchChannel* on *YouTube* provides one-stop shopping for videos from research and academic institutions on such topics as the hurricane-climate connection and the origin of cancer. The videos are a mixture of documentaries and oral interviews.

The *Internet Archive* includes films, video, community video, television shows, and advertisements on its site. Many film titles created by U.S. corporations, nonprofit organizations, trade associations, community and interest groups, and educational institutions included in the Prelinger Archives are accessible through the *Internet Archive*.

The *Open Video Project*, sponsored by the Interaction Design Laboratory at the School of Information and Library Science, University of North Carolina Chapel Hill, is a growing repository of both clips and full digital video and digitized video in the historical, documentary, educational, public service, and ephemeral arenas.

CONCLUSION

Major publishers and a number of archives and libraries have tried to bridge the gap between users who are accustomed to searching by subject and the standard arrangement of archival resources listed by creator by developing websites focused on a particular subject. If users are trying to complete assignments, or they do not need a specific answer, these websites are usually sufficient. These websites can also be good places to start more in-depth searches. But for specific answers and for any intensive research that relies on facts related to specific people and events, archives are usually the only way to find the answers. By using a method of matching topics to persons, and then matching the persons to a geographic place, the reference librarian can often determine where likely collections will reside and point the patrons there online first, and then to the physical location as a follow up.

REFERENCES

Bureau of Canadian Archivists. 2008. *Rules for Archival Description*. Ottawa: Bureau of Canadian Archivists.

- Cook, Terry. 1997. "What is Past is Prologue: A History of Archival Ideas Since 1898, and the Future Paradigm Shift." *Archivaria* 43 (Spring): 17-63.
<https://archivaria.ca/index.php/archivaria/article/view/12175>.
- Derrida, Jacques. 1995. "Archive Fever: A Freudian Impression." Translated by Eric Prenowitz. *Diacritics* 25, no. 2 (Summer): 9-63. <https://doi.org/10.2307/465144>.
- Duchain, Michel. 1992. "The History of European Archives and the Development of the Archival Profession in Europe." *American Archivist* 55, no. 1 (Winter): 14-25.
- Pearce-Moses, Richard. n.d. *A Glossary of Archival and Records Terminology*. Chicago: Society of American Archivists. Last accessed June 6, 2023.
<https://www2.archivists.org/glossary>.
- Sweetman, H. S. 2008. *Calendar of Documents Relating to Ireland Preserved in Her Majesty's Public Record Office*. Burlington, ON: TannerRichie.

LIST OF SOURCES

America's Historical Documents. National Archives and Records Administration.

<http://www.archives.gov/historical-docs/>.

American Indian Histories and Cultures. Chicago: Adam

Matthew. <https://www.amdigital.co.uk/collection/american-indian-histories-and-cultures/>.

Subscription required.

American Memory. Library of Congress. <http://memory.loc.gov/ammem/index.html>.

American Rhetoric. <http://www.americanrhetoric.com/>.

AP Images. New York: Associated Press. <http://www.apimages.com/historical-photo-archive>.

Subscription required for full access.

Archive Center. National Museum of the American Indian.

<http://nmai.si.edu/explore/collections/archive/>.

ArchiveGrid. Dublin, OH: OCLC. <http://beta.worldcat.org/archivegrid/>.

Archives New Zealand. <http://archives.govt.nz/>.

Archives of Manitoba. <http://www.gov.mb.ca/chc/archives/>.

Archives of Ontario. <http://www.archives.gov.on.ca/en/index.aspx>.

Archives Portal Europe. The Hague, Netherlands: APEx project.

<http://www.archivesportaleurope.net/>.

Archives of Sexuality and Gender. Farmington Hills, MI: Gale Cengage Learning.

<https://www.gale.com/primary-sources/archives-of-sexuality-and-gender>. Subscription required.

ArchivesCanada.ca. Canadian Council of Archives. <https://archivescanada.ca/our-portal/>.

Artstor. New York: Artstor. <http://www.artstor.org/index.shtml>. Subscription required.

Australian Institute of Aboriginal and Torres Strait Islander Studies.

<http://www.aiatsis.gov.au/main.html>.

Black Thought and Culture. Alexandria, VA: Alexander Street.

<http://alexanderstreet.com/products/black-thought-and-culture>. Subscription required.

Bloomfield, B.C., ed. 1997. *A Directory of Rare Book and Special Collections in the UK and Republic of Ireland*. London: Library Association.

CBC Digital Archives. CBC/Radio Canada. <http://www.cbc.ca/archives/>.

Center for Human Rights Documentation & Research. Columbia University Libraries.

<http://library.columbia.edu/locations/chrdr.html>.

CIA Family Jewels Indexed. Ann Arbor, MI: ProQuest.

<https://proquest.libguides.com/dnsa/familyjewels>. Subscription required.

The CIA's Family Jewels. The National Security Archive.

<https://nsarchive2.gwu.edu/NSAEBB/NSAEBB222/>.

The Coca-Cola Company. <http://www.coca-colacompany.com/history>.

Conflict Records Research Center. <https://conflictrecords.wordpress.com/>

Digital Collections. Library of Congress. <https://www.loc.gov/collections/>.

Digital National Security Archive. Ann Arbor, MI: ProQuest.

<https://www.proquest.com/products-services/databases/dnsa.html>. Subscription required.

Digital Public Library of America. <http://dp.la>.

Directory of Corporate Archives in the United States and Canada. Society of American

Archivists. <http://www2.archivists.org/groups/business-archives-section/directory-of-corporate-archives-in-the-united-states-and-canada-introduction>.

Early Encounters in North America: Peoples, Cultures, and the Environment. Alexandria, VA:

Alexander Street. <http://alexanderstreet.com/products/early-encounters-north-america-peoples-cultures-and-environment>. Subscription required.

European History Primary Sources. European University Institute. <http://primary-sources.eui.eu>.

Europeana. <http://www.europeana.eu/>.

Flickr. <https://www.flickr.com/>.

Flickr Commons. <http://www.flickr.com/commons>.

Folger Shakespeare Library. <https://www.folger.edu/>.

Foreign Relations of the United States. Getzville, NY: HeinOnline.

<https://home.heinonline.org/content/foreign-relations-of-the-united-states/>. Subscription required.

Forgotten Australians and Former Child Migrants Oral History Project. National Library of Australia. <http://www.nla.gov.au/oral-history/forgotten-australians-and-former-child-migrants-oral-history-project>.

Gale Primary Sources. Farmington Hills, MI: Gale Cengage Learning.

<https://www.gale.com/primary-sources>. Subscription required.

GSUSA Collection and Archive. Girl Scouts of the USA.

<https://www.girlscouts.org/en/footer/visit-us/collection-archive.html>.

Google Images. <https://images.google.com/>.

Hawai‘i State Archives. <https://ags.hawaii.gov/archives/>.

The Henry Ford. <http://www.thehenryford.org/>.

Historic Documents. 1972—. Thousand Oaks, CA: Sage.

Historical Documents. Office of the Historian. U.S. Department of State.

<https://history.state.gov/historicaldocuments>.

Historical Online Database. Métis National Council. <http://www.barbau.ca/content/metis-national-council-historical-online-database>.

Human Rights. Columbia University Libraries. <https://hrwa.cul.columbia.edu/>.

Human Rights Archive. Duke University Libraries. <http://library.duke.edu/rubenstein/human-rights/>.

Human Rights Collection. Archives & Special Collections at the University of Connecticut Libraries. <https://humanrights.uconn.edu/human-rights-research-at-uconn/>.

Human Rights Documentation Initiative. University of Texas Libraries. University of Texas at Austin. <https://repositories.lib.utexas.edu/handle/2152/4022>.

Indigenous Peoples: North America. Farmington Hills, MI: Gale Cengage Learning. <https://www.gale.com/c/indigenous-peoples-north-america>. Subscription required.

Internet Archive. <https://archive.org/>.

Lavender Legacies Guide. Society of American Archivists. <http://www2.archivists.org/groups/lesbian-and-gay-archives-roundtable-lagar/lavender-legacies-guide>.

Legal History on the Web. Triangle Legal History Seminar. http://law.duke.edu/legal_history/portal/primary-sources.html.

Library and Archives Canada. <https://www.bac-lac.gc.ca/eng/Pages/home.aspx>.

Library of Congress. <http://www.loc.gov/>.

Life Photo Archive Hosted by Google. <http://images.google.com/hosted/life>.

Manuscriptorium. National Library of the Czech Republic. <http://www.manuscriptorium.com>.

The National Archives. <http://discovery.nationalarchives.gov.uk/>.

National Archives and Records Administration. <http://www.archives.gov/>.

National Centre for Truth and Reconciliation. University of Manitoba. <https://nctr.ca/>.

National Library of New Zealand. <https://natlib.govt.nz/>.

The National Security Archive. The George Washington University. <https://nsarchive.gwu.edu/>.

Nineteenth Century Collections Online. Farmington Hills, MI: Gale Cengage Learning. <https://www.gale.com/primary-sources/nineteenth-century-collections-online>.
Subscription required.

North American Immigrant Letters, Diaries, and Oral Histories. Alexandria, VA: Alexander Street. <http://alexanderstreet.com/products/north-american-immigrant-letters-diaries-and-oral-histories>. Subscription required.

North American Indian Thought and Culture. Alexandria, VA: Alexander Street. <http://alexanderstreet.com/products/north-american-indian-thought-and-culture>. Subscription required.

North American Women's Letters and Diaries. Alexandria, VA: Alexander Street. <http://alexanderstreet.com/products/north-american-womens-letters-and-diaries>. Subscription required.

NSDAR Archives. National Society Daughters of the American Revolution. <https://www.dar.org/archives>.

The Open Video Project. School of Information and Library Science. University of North Carolina at Chapel Hill. <http://www.open-video.org/>.

Oral History Online. Alexandria, VA: Alexander Street. <http://orhi.alexanderstreet.com>. Subscription required.

Past Masters: Full Text Humanities. Charlottesville, VA: InteLex Corporation. <http://www.nlx.com/home>. Subscription required.

Photography. George Eastman Museum. <https://www.eastman.org/photography>.

Plateau Peoples' Web Portal. <https://plateauportal.libraries.wsu.edu/>.

Prelinger Archives. <https://archive.org/details/prelinger&tab=about>.

ProQuest History Vault. Ann Arbor, MI: ProQuest. <https://about.proquest.com/en/products-services/historyvault/>. Subscription required.

Reciprocal Research Network. <http://www.rrncommunity.org/>.

ResearchChannel. YouTube. <https://www.youtube.com/user/ResearchChannel>.

Roosevelt, Theodore. 1951-54. *Letters*. Edited by Elting E. Morison. 8 vols. Cambridge: Harvard University Press.

Shoah Foundation. University of Southern California. <https://sfi.usc.edu/>.

Slave Societies Digital Archive. Vanderbilt University. <https://www.slavesocieties.org/>.

Slavery, Abolition and Social Justice. Chicago: Adam Matthew.

<https://www.amdigital.co.uk/collection/slavery-abolition-and-social-justice>. Subscription required.

Slavery and Anti-Slavery: A Transnational Archive. Farmington Hills, MI: Gale Cengage

Learning. <https://www.gale.com/primary-sources/slavery-and-anti-slavery>. Subscription required.

Smithsonian. <http://www.si.edu/>.

Smithsonian Collections Search Center. Smithsonian. <https://collections.si.edu/search/>.

State Archives and Libraries. Clear Digital Media. <http://statearchives.us/index.htm>.

University of Hawai`i at Mānoa Library. <https://manoa.hawaii.edu/library/>.

Waley, Arthur. 1958. *The Opium War Through Chinese Eyes*. Stanford, CA: Stanford University Press.

WayBack Machine. Internet Archive. <https://archive.org/web/>.

Women's History Research in Archives. University of Wisconsin-Madison Libraries.

<http://researchguides.library.wisc.edu/c.php?g=177948&p=1168872>.

Women and Social Movements in the United States 1600–2000. Alexandria, VA: Alexander Street. <http://womhist.alexanderstreet.com/>. Subscription required.

Women's Studies Archive: Women's Issues and Identities. Farmington Hills, MI: Gale Cengage Learning. <https://www.gale.com/c/womens-studies-archive-womens-issues-and-identities>. Subscription required.

World Digital Library. Library of Congress. <http://www.wdl.org/en/>.

YouTube. <https://www.youtube.com/>.

SUGGESTED READINGS

Cook, Terry. 1997. "What Is Past Is Prologue: A History of Archival Ideas since 1898, and the Future Paradigm Shift." *Archivaria* 43 (Spring): 17-63.

This article by the giant of archival science, Terry Cook, is written for the archival practitioner, but is a seminal work that explores the evolution of thinking about archives that will give non-archivists good insight into the archival profession.

Duranti, Luciana, and Patricia C. Franks, eds. 2015. *Encyclopedia of Archival Science*. Lanham, MD: Rowman & Littlefield.

This work provides definitions for all major aspects of archival science written by experts in the field. It does not present theories and concepts in plain language, but for those interested in learning more without having to wade through lengthy articles, this will be the place to start.

Harris, Verne. 2007. *Archives and Justice: A South African Perspective*. Chicago: Society of American Archivists.

Verne Harris, who was Director of the South African History Archive and archivist for South Africa's Truth and Reconciliation Commission, has worked in a variety of

positions at the Nelson Mandela Foundation since 2004. This is a volume of his best writing about archives during the period of post-apartheid democracy.

Jimerson, Randall C. 2009. *Archives Power: Memory, Accountability, and Social Justice*. Chicago: Society of American Archivists.

This text revolves around the role of the archivist, but the context of that role will be important for librarians who are wondering about the importance of archives. Randall Jimerson considers the intersection of archives, memory, identity, accountability, and social justice. He feels there is a renewed emphasis on remembrance, evidence, and documentation in order to make governments accountable and transparent.

Millar, Laura. 2019. *A Matter of Facts: The Value of Evidence in an Information Age*. Chicago: Society of American Archivists and American Library Association.

In an age of disinformation and so-called “alternative facts,” librarians will be introduced to the role of evidence and how records and information are sources of evidence and why that matters.

O’Toole, James M., and Richard J Cox. 2005. *Understanding Archives and Manuscripts*. Chicago: Society of American Archivists.

This is an American text for students and beginning practitioners. It gives a good overview of the history of the archival profession, the organization of archival records, and the theory and practice of archives in an increasingly electronic world.