

# FINDING AID FORMAT TEMPLATE

## Title

**Special Collections**  
**Davis Family Library**  
**Middlebury College**  
**110 Storrs Avenue**  
**Middlebury, VT 05753**

Online: <http://www.middlebury.edu/academics/lib/libcollections/collections/special/>:

Ask a Curator

Phone: (802) 443-5501, or (802) 443-5634

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## Processing Information

Collection Processed, date, by whom  
Finding Aid Compiled, date, by whom

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## Descriptive Summary

**Creator:**

**Title:**

**Dates:**

**Abstract:** Blah Blah Blah Blah Blah Blah Blah Blah Blah Blah Blah Blah Blah Blah  
Blah Blah Blah Blah Blah Blah Blah Blah.....

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**Quantity:** # Box(es), # Linear Feet

**Call Number:** C-# Name

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## Arrangement:

The letters/documents/items....chronologically...alphabetically.....in # series/groups...#  
folders.

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## Historical/Biographical Note

Describe background of the creator and his/her history concisely, and write about what is NOT  
already included in the Scope and Content Note. Blah blah blah blah blah blah blah blah blah  
blah blah blah blah blah blah blah blah blah....

Blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah  
blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah  
blah blah blah blah blah....

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## Scope and Content Note

The collections contains.....# boxes, # folders, total # of letters (if small, 1 box) and include date range. General concise statement of the persons, subjects, geographical locations and events included in the collection. Mention only **significant persons** (comprise multiple appearances throughout the collection).

Blah blah...  
blah blah blah blah blah...

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## Restrictions

### Access Restrictions

Open for research without restrictions.

### Use Restrictions

Permission to publish materials must be obtained in writing from:

Special Collections

Davis Family Library

Middlebury College

110 Storrs Avenue

Middlebury, VT 05753

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**Document Types:** Letters, realia, etc.....

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## Provenance :

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**Preferred Citation :** Published citations should take the following form: Identification of item, Date (if known); Title (Call #), Box number, Folder number.

[Collection]

Special Collections

Davis Family Library

Middlebury College

Middlebury, Vermont

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## Subject Names:

Last, First Middle, b.d.-d.d. (FML) [creator]

LC Subject Names [if pertinent]

## Special Topics:

LC Subject heading from MIDCAT

LC Subject heading from MIDCAT

LC Subject heading from MIDCAT

LC Subject heading from MIDCAT

**Related Resources:** [relate only to creator; not always pertinent – depends on creator]

Name

Name

Name

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**Container List** (if large) or **Folder List** (if small, 50 items or less)