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

Processing Information

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

Descriptive Summary

Creator:
Title:
Dates:

Quantity: # Box(es), # Linear Feet
Call Number: C-# Name

Arrangement:

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

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....

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

Name
Name
Name

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