

Special Collections Shelf Lists and Reference Card Files RG 12/11/22

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circa 1936-2000

Title Statement

Special Collections Shelf Lists and Reference Card Files RG 12/11/22

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Notes

There is a listing of all the boxes in Word on the departmental shared drive and a printed copy in the Reading Room guide notebook for Archives RG 12.

Profile Description

Creation: This finding aid was produced using ArchivesSpace on 2026-03-05 17:52:23 +0000.

Language Usage: Description is written in: English, Latin script.

Descriptive Rules: Describing Archives: A Content Standard

Descriptive Summary

Unit ID

RG 12/11/22

Unit ID

[Archival Resource Key](#)

Unit ID

[Previous Archival Resource Key](#)

Unit ID

/repositories/3/resources/814

Unit Date

circa 1936-2000

Language

English

Extent

5 Cubic Feet 54 card file boxes individual cards are 3 x 5 inches

Repository

Albert and Shirley Small Special Collections Library

Administrative Information

Processing Information

Currently shelved in the stacks on Range AC- 2, following the Jefferson Society papers as of February 3, 2023.

Biographical / Historical

This collection of shelf lists and card files is a source of legacy information and has not been updated since the move of Special Collections into the new Harrison Small building in 2004. The manuscript shelf list cards end in 1996 with MSS 11230. Files were retained because they contain data about the department and collections not readily found elsewhere in departmental records.

Content Description

This collection includes vault shelflist cards, cards for archives and manuscript books, an audiovisual card file, the manuscript shelflist, National Union Catalog for Manuscript Collection cards, the archives shelflist, a microfilm card file, and a donor and dealer card file.

Arrangement

These files are arranged in the card file boxes in the same order as they were in the card catalog drawers with some drawers occupying more than one box due to the number of cards in the drawer.