

Southern Historical Collection and University Archives

The Southern Historical Collection [SHC] holds more than 4600 manuscript collections comprised of more than 16 million original documents in an almost infinite variety of formats including, letters, diaries, maps, ledgers, oral histories, photographs, literary manuscripts, drawings, sound and moving image recordings, pamphlets, and printed ephemera. The SHC provides strong documentation on the American South since the late eighteenth century.

University Archives is the repository for the historically valuable, official, unpublished records of both the University of North Carolina at Chapel Hill and the major administrative offices of the University of North Carolina System, headquartered in Chapel Hill. Records date from the founding of the University and include the correspondence of presidents and chancellors, minutes of the Boards of Trustees, reports of faculty committees, and records of the student government, as well as most of the University's academic departments and administrative offices.

- Location** 4th floor of the Louis Round Wilson Special Collections Library
- Hours** Mon.–Fri. 9–5 and Sat. 9–1
- Use** Materials must be examined in the Secure Search Room. All users must sign a researcher agreement and present a photographic id. The stacks are closed and non-browsing. Library staff will assist users in completing call slips to obtain the collection materials.
- Copies** The quickest and most effective method of obtaining copies of documents is to use a handheld digital camera to capture images of the documents. We can loan cameras to users who do not have their own. Users may take pictures without charge. Any photocopying of documents must be done by staff, and preservation concerns often prevent this method of copying. Photocopying is not a same day service.
- Webpages** <http://www.lib.unc.edu/mss/shc/index.html>
<http://www.lib.unc.edu/mss/uars/index.html>
- Email** Laura Clark Brown ljcb@email.unc.edu
Matt Turi turi@email.unc.edu

Important Definitions:

- Collection** Each document is contained in a *collection*. A collection can contain a single document or tens of thousands of documents. Collections are organized around the creator of the materials. The creator is usually an individual, a family, an organization, or administrative unit. The collection

is usually named for the creator—for examples: C. Clay Dillard Papers, Cameron Family Papers, Delta Health Center Records, and Athletic Communications Office of the University of North Carolina at Chapel Hill Records.

Because collections are not organized around subjects, researchers often need to examine multiple collections to study a subject. For example, to research the homefront in the Civil War, a researcher could choose among hundreds of collections in the SHC. Each collection has a finding aid.

Finding aid A finding aid is a description of a collection of archival material. A finding aid provides information about a collection and its creators. It also provides an outline of a collection's contents. A finding aid may include the following information: indications of a collection's size, date span, and formats (such as bound volumes, audio recordings, photographs, etc.); biographical or historical description of a collection's creator; summary of a collection's contents; list of a collection's contents by container (for example, folder, box). A finding aid does not typically include description of individual documents. Locating individual documents not described in a finding aid requires review of the collection.

Searching for Relevant Documents:

Use keywords to search across the collections' finding aid

A Finding Aid contains the most expansive and detailed description of our collections. Our finding aids are available online and the text of these finding aids is collectively key word searchable through an online Google search engine.

<http://www.lib.unc.edu/search/mss.html>.

Use the alphabetical list to locate a specific finding aid for a known collection

A collection's finding aid is indexed under the name of the collection's creator, specifically the creator's surname or last name. For example, the Rice C. Ballard Papers collection is indexed under "B."

Southern Historical Collection <http://www.lib.unc.edu/mss/inv.html>
University Archives <http://www.lib.unc.edu/mss/uars/uinv.html>

Crl+F

Once you have navigated to the relevant online finding aid, one of the most effective tools for locating relevant materials is the “Find” function. It allows you to key word search the entire document in a fashion that is exhaustive and rapid. As with a Google search, you should consider likely synonyms and alternative spellings when applicable.

Use the library's online catalog to search for relevant collections

In addition to being described in a finding aid, each manuscript collection is described in the University Library’s Online Catalog.

<http://search.lib.unc.edu/search.jsp?tab=advanced>

The amount of information presented in a catalog record is much more limited than the information presented in a finding aid. For instance, the catalog record does not contain the detailed information about collection’s arrangement required to select a particular folder or box for review. The catalog’s great utility resides in its ability to quickly sort and re-sort collection description in accordance with specific criteria, such as location, format, Library of Congress Subject Headings, and key words.

To use the catalog to explore the SHC’s collections, you should use the Advance Search, linked above, and pre-set the following “Optional Search Limits”:

- For “Location” select “Manuscripts Department”
- For “Format” select “Archival Materials”
- Press the “Search” button

This basic pre-set will present you with the bounded universe of our collections. To refine this search, you can use the choices to the left to begin limiting your search by time, subject heading, or even key word. When you examine the catalog record, please note that there is a link to the finding aid.

Citation Information

The SHC and University Archives maintain a webpage that gives examples of a standardized citation style. This webpage is online at <http://www.lib.unc.edu/mss/cite.html>

Minimally, the identification of a manuscript item should include a brief description of the item (include date), folder, box, or item number, the collection name and collection number as well as repository information. For example,

From Ira Parkers to John Sharpe, 12 August 1928, Folder 26, in the John Sharpe Papers #3592, Southern Historical Collection, Wilson Library, University of North Carolina at Chapel Hill.

A similarly styled citation for materials from University Archives:

From Minutes, Volume 18, 2 March 1978 in the Dialectic and Philanthropic Joint Senate of the University of North Carolina at Chapel Hill Records, 1959-2002 #40153, University Archives, Wilson Library, University of North Carolina at Chapel Hill.