PATCO STRIKE OF 1981: Students in Support of Curriculum

LESSON RESOURCE PACKAGE

LESSON THREE: PATCO Finding Aids
Archival collections are made up of **primary source material**. Unlike books or articles that are found throughout the library system, primary materials are original documents that are not found in other libraries or archives.

The person or organization responsible for creating the content of the collection is called the **creator**.

Archival collections are arranged in groups called **series**. A series often reflects a specific subject or time period of the records.

For example, in the PATCO collection, the records are arranged into 18 series, such as the “President’s Files,” “Strike Files” or “Central Office Files.”

A series may be divided into subseries if needed.

A **series** is further divided into archival **boxes**, and then **folders (or files)**, for preservation and intelligent arrangement.

For example, you will see in the PATCO finding aid that Series I: President’s Files contain 35 boxes. Each box contains a varying number of folders.

Each folder has a title and date.

Archival collections are preserved in the same order as the creator arranged them. This is called **original order**. It is very important when visiting an archives and researching archival materials to keep the pages of a folder in the exact order as they are found.

The PATCO collection has been scanned in original order and reflects the arrangement of the analog collection.

The PATCO digital collection uses an **identifier** to name the folders of each box of each series.

The identifier “**PATCO_01_01_01**” represents a PATCO folder by the **series, box and folder**. **PATCO_01_01_01** is the first series, the first box and the first folder of the PATCO collection. **PATCO_01_22_06** is the first series, the 22nd box and the sixth folder of the PATCO collection.

Arrangement of archival collections into series, box and folder are necessary for storage and retrieval of records.