

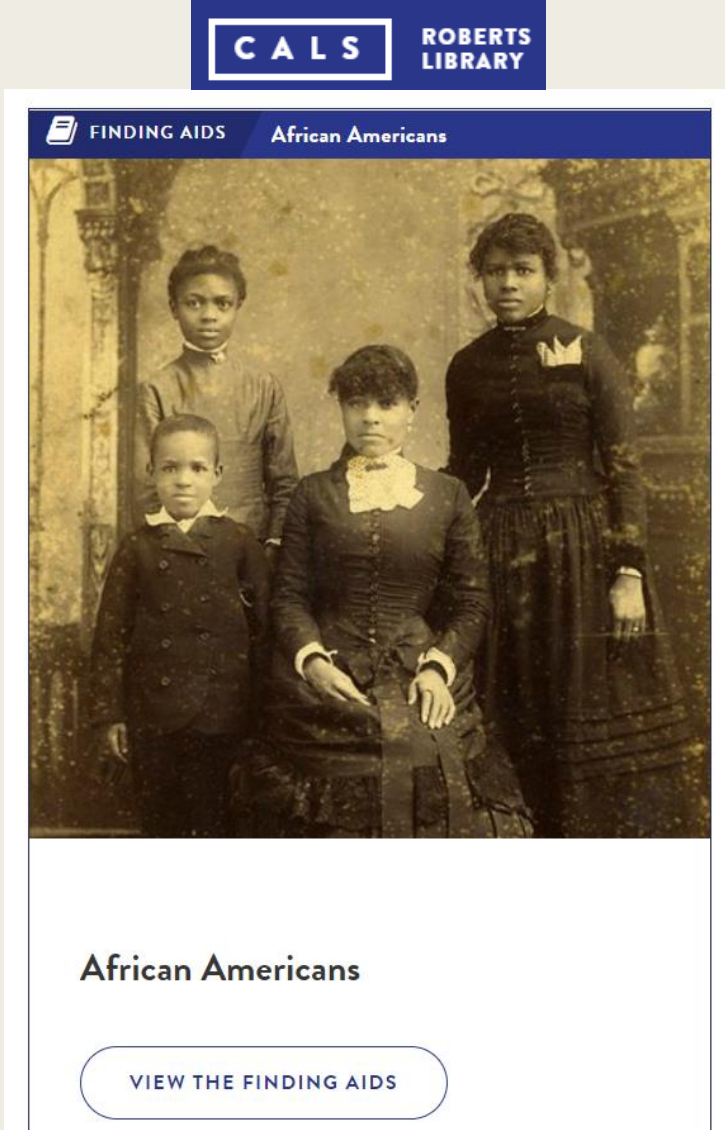
A large, thick black L-shaped frame surrounds the central text. The top horizontal bar is on the left, the left vertical bar is on the left, and the bottom horizontal bar is on the right.

# WIKIDATA: ADDING ARCHIVAL FINDING AIDS

TUTORIAL BY THE PHILADELPHIA WIKISALON

# Archival Finding Aids

- *What is a finding aid?*  
([https://en.wikipedia.org/wiki/Finding\\_aid](https://en.wikipedia.org/wiki/Finding_aid))
- A **finding aid**, or **collection guide**, is a document that describes a collection of materials that is housed in an archives. Often such documents contain excellent resources about the people or corporations identified in the collection, such as:
  - Biographical information
  - Dates of incorporation or business
  - Related people, companies, or places
  - Related topics



The screenshot shows the top of a website page. At the top right, there are two logos: 'CALS' in a blue box and 'ROBERTS LIBRARY' in a white box. Below these is a blue header bar with a document icon, the text 'FINDING AIDS', and 'African Americans'. The main content area features a sepia-toned historical photograph of four African American individuals: a young boy on the left, a woman seated in the center, another woman standing on the right, and a young girl standing behind the seated woman. Below the photograph, the text 'African Americans' is displayed, followed by a rounded rectangular button with the text 'VIEW THE FINDING AIDS'.

<https://robertslibrary.org/collections/collections-finding-aids/>

# Example Finding Aid



## Barbara Gittings and Kay Tobin Lahusen gay history papers and photographs

1855-2009 [bulk 1963-2007]

OVERVIEW

DETAILED DESCRIPTION

PRINTABLE (PDF) VERSION

CONTACT THE DIVISION

### Collection Overview

Biographical/historical information

Scope and arrangement

Administrative information

Key terms

Using the collection



Portions of this collection are digitized.

**Preferred Citation** Barbara Gittings and Kay Tobin Lahusen gay history papers and photographs, Manuscripts and Archives Division, The New York Public Library.

**Repository** Manuscripts and Archives Division

**Access to materials** Advance notice required. [Request access to this collection.](#)  
**RESTRICTIONS APPLY**

**Portions of this collection have been digitized and are available online.**

Barbara Gittings (1932-2007) and Kay Tobin Lahusen (1930-) were gay civil rights pioneers and partners for nearly forty-six years. The collection contains their personal and professional papers, photographs by Lahusen created in the course of forty-five years of gay rights activism, and the extensive collection of materials they gathered and preserved to document the movement. The collection also includes Gittings' extensive correspondence with fellow activists, most notably Frank Kameny, records of her editorial work on *The Ladder*; interviews conducted for Lahusen's book, *The Gay Crusaders*, and organizational files from their work in such organizations as the Daughters of Bilitis and several other early homophile groups; the Gay Task Force of the American Library Association; the Gay Activists Alliance; and the National Gay and Lesbian Task Force.

# Finding Aid – Key Information

- Title
- Permanent URL
- Collection Overview
  - Short synopsis of the subject, contents and dates of the materials included in the archival collection
- Background / Biographical – Historical Information
  - Biographical information about the subject of the archival collection which can be used for citations in Wikipedia or references in Wikidata
- Key/Related Terms
  - Lists key subjects for people, places and entities found in the collections, which can be used to find information to consider for related Wikidata entries.

# Finding Aids in Wikidata

- Finding Aids can be added as part of the **archives at** property of a Wikidata entry and will help researchers to locate those materials.
- Example: Barbara Gittings (<https://www.wikidata.org/wiki/Q468860>)
  - Finding Aid - <http://archives.nypl.org/mss/6397>
- Add the **archives at** Property:
  - In the **Statements** section of the page, go to the end of the statements and click the plus sign (+) next to **add statement**. Choose the property **archives at**.
  - Start typing in the name of the Repository in the value box and select the value if found.
  - If the name of the Repository is not found, then you could create a Wikidata entry for that repository or [report it to the WikiSalon for volunteers to create](#):
    - <https://bit.ly/WikiSalonHelp>
  - Click **publish** to publish that value.

archives at

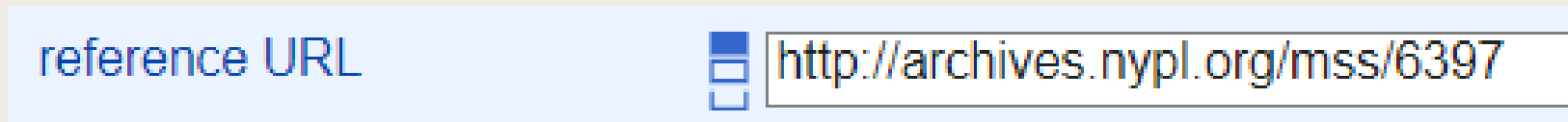


New York Public Library

edit

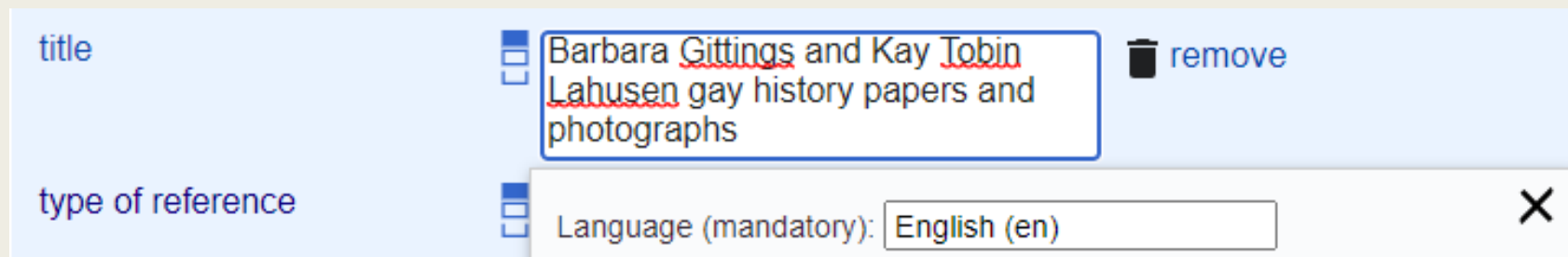
# Finding Aids in Wikidata

- Add a reference for the archives and finding aid: Click the plus sign (+) next to **add reference**.
  - Choose the property **reference URL**. Paste the URL of the finding aid into the **reference URL** value box.



A screenshot of a Wikidata reference field. The label 'reference URL' is on the left. To its right is a plus sign icon and a text input box containing the URL 'http://archives.nypl.org/mss/6397'.

- Click the plus sign (+) next to **add** to add additional information. Choose the property **title**. Type or copy and paste the title of the archival collection from the top of the finding aid page into the **title** value box. When prompted, select the required language of **English (en)**.



A screenshot of Wikidata reference fields. The 'title' field contains the text 'Barbara Gittings and Kay Tobin Lahusen gay history papers and photographs' with a 'remove' button to its right. Below it, the 'type of reference' field shows a dropdown menu with 'Language (mandatory): English (en)' selected and a close button (X) on the right.

# Finding Aids in Wikidata

- Repeat Add (+) to add the property **type of reference**. In the **type of reference** value box, start typing finding aid and select the value **finding aid**.

type of reference



finding aid

- Repeat Add (+) to add the property **retrieved**. In the **retrieved** value box, type the date you entered the finding aid reference URL in the form of Day Full Month Year format with no hyphens:
  - Example: 29 July 2020

retrieved



29 July 2020

- Click **publish** to publish your changes.

# Finding Aids in Wikidata



<https://www.wikidata.org/wiki/Q468860>

Item Discussion

## Barbara Gittings (Q468860)

LGBT rights activist

archives at

New York Public Library

▼ 1 reference

reference URL	<a href="http://archives.nypl.org/mss/6397">http://archives.nypl.org/mss/6397</a>
title	Barbara Gittings and Kay Tobin Lahusen gay history papers and photographs (English)
type of reference	finding aid
retrieved	29 July 2020



# How to Locate Finding Aids

digital.library.temple.edu/digital/collection/p245801coll13/id/3683/rec/9

**TEMPLE**  
UNIVERSITY LIBRARIES

Temple Digital Collections

Home > Housing Association of the Delaware Valley Photographs > Four children standing outside their home.

**Four children standing outside their home.**



- Add the words “finding aid” or “collection guide” to your search string.
- Search for “papers”, “collection”, or “digital collection” along with a topic.
- Click on hotlinks or buttons to archival collections, finding aids, or collection guides from within a digital collection.

## Finding Aid

The images in this digital collection were selected from a larger archival collection. View a collection level description and list of contents in the online finding aid <http://library.temple.edu/collections/scrc/housing-association-delaware>

# For More Information

- Finding Aid - [https://en.wikipedia.org/wiki/Finding\\_aid](https://en.wikipedia.org/wiki/Finding_aid)
- WikiSalon: Adding Finding Aids to Wikipedia
  - [Finding Aids PDF Tutorial](#)
  - [Finding Aids Video Tutorial](#)
- Wikidata: WikiProject Archival Description - [https://www.wikidata.org/wiki/Wikidata:WikiProject\\_Archival\\_Description#Guidelines\\_&\\_Tools](https://www.wikidata.org/wiki/Wikidata:WikiProject_Archival_Description#Guidelines_&_Tools)
- Join us at the monthly Philadelphia WikiSalon!
  - Wikipedia: Meetup/Philadelphia - <https://en.wikipedia.org/wiki/Wikipedia:Meetup/Philadelphia>