

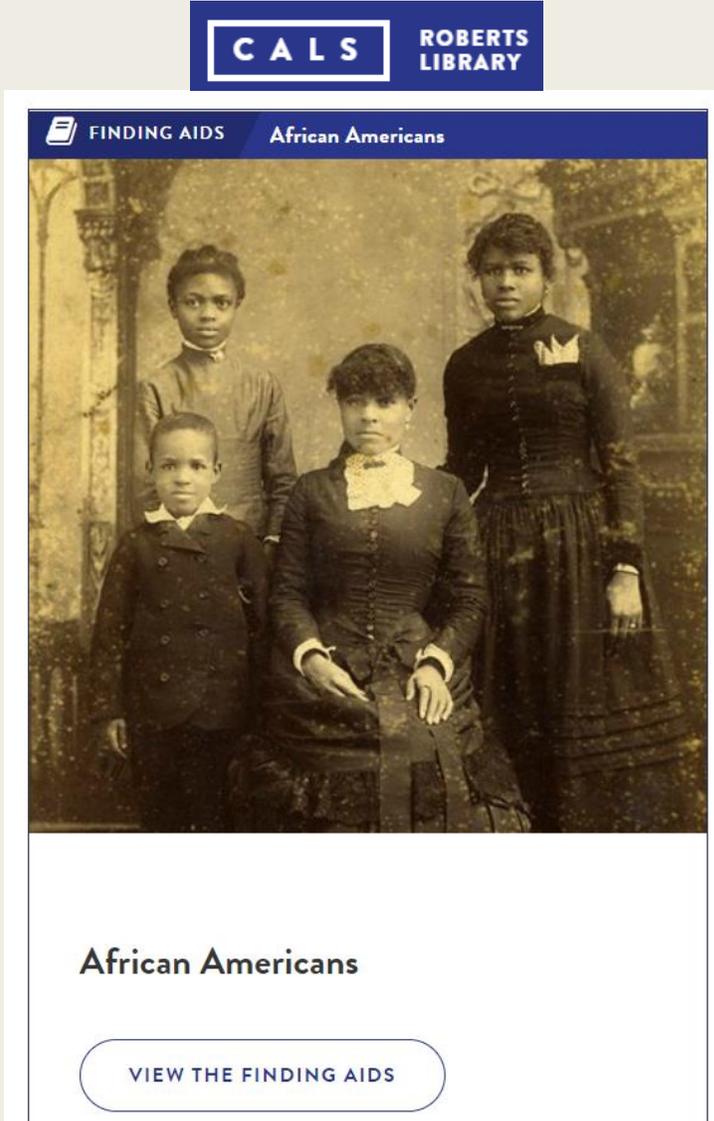
A large, thick black L-shaped frame surrounds the text. The top horizontal bar is on the left, the left vertical bar is on the left, and the bottom horizontal bar is on the right.

WIKIPEDIA: ADDING ARCHIVAL FINDING AIDS TO WIKIPEDIA

Tutorial by the Philadelphia WikiSalon

Archival Finding Aids

- *What is a 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*



CALS ROBERTS LIBRARY

FINDING AIDS African Americans

African Americans

VIEW THE FINDING AIDS

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

Example Finding Aids

 THE NEW YORK PUBLIC LIBRARY
ARCHIVES & MANUSCRIPTS



 About

 Contact

 Digitized

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

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.

 Portions of this collection are digitized.

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.

<http://archives.nypl.org/mss/6397>

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Finding Aid Sections

- 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*
- Scope, Content and Arrangement Notes
 - *Document the temporal coverage of the archival collection*
 - *Overview the type of materials collected (correspondence, financial records, photographs, et. al.)*
 - *Describe the choices made by staff for archival arrangement of records*
- Administrative Information
 - *Details the acquisition and processing of the archival materials*

Finding Aid Sections

■ Series and Subseries

- *Breakdown of the archival arrangement of the collected materials, which attempts to follow the original order of how the person or entity collected them, while creating logical categories of records*
- *Box and Folder Content*
 - Note unique identifier to request materials. Digitized material may be cited or considered for adding to Wikimedia Commons.

■ 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 other Wikipedia pages*

■ Use of the Collection

- *Notes methods to request access to items in the physical collection, reference and research assistance provided, and any limitations placed upon the collection.*

Example Finding Aid – Biographical Information



Barbara Gittings and Kay Tobin Lahusen gay history papers and photographs

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BIOGRAPHICAL/HISTORICAL INFORMATION

Barbara Gittings and Kay Tobin Lahusen were gay civil rights activists and partners for nearly forty-six years. Barbara Gittings (1932-2007) began her involvement with the homophile movement in 1958, when she established the East Coast chapter of the Daughters of Bilitis (DOB), the first lesbian organization in the United States, which had been founded in San Francisco in 1955. From 1963 to 1966, Gittings edited *The Ladder*, the DOB's national magazine. She also marched in the annual Independence Day pickets in the 1960s, which were the first demonstrations for gay rights. From 1971 to 1986, Gittings acted as the coordinator of the American Library Association's Gay Task Force, creating gay bibliographies and topical reading lists. Her involvement with panels and exhibits at American Psychiatric Association (APA) conventions directly influenced the APA's decision in December 1973 to remove homosexuality from its list of mental illnesses. In addition, Gittings was a charter member of the board of directors of the National Gay and Lesbian Task Force (1973) and the Gay Rights National Lobby (1976), which later merged with the Human Rights Campaign.

Kay Tobin Lahusen (1930-) began her involvement with the homophile movement in 1961, when she joined DOB. Lahusen is known, often under her pen name Kay Tobin, for being the first openly gay photojournalist. She photographed and reported for *The Ladder* and *Gay Newsweekly* and is responsible for many famous pre-Stonewall photographs. Some of the most reproduced images from this era are Lahusen's depiction of the Independence Day pickets, in which she also marched. In 1970, Lahusen co-founded the Gay Activists Alliance (GAA), and later organized the Gay Women's Alternative in New York City. In 1972, Lahusen co-authored *The Gay Crusaders*, the first collection of short biographies of gay activists.

Example Finding Aid – Key Terms



Barbara Gittings and Kay Tobin Lahusen gay history papers and photographs 1855-2009 [bulk 1963-2007]

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KEY TERMS

NAMES

- Kameny, Frank, 1925-
- Lahusen, Kay Tobin
- Tobin, Kay
- American Library Association. Gay Task Force
- Daughters of Bilitis
- Gay Activists Alliance
- National Gay and Lesbian Task Force (U.S.)

SUBJECTS

- Gay activists -- United States
- Gay liberation movement -- United States
- Gay rights -- United States
- Homosexuality -- United States -- History -- 20th century
- Lesbians -- United States

OCCUPATIONS

- Gay activists



Portions of this
collection are digitized.

Finding Aids in External Links

- Finding Aids can be linked directly in the **External Links** section of a Wikipedia article.
- Enter the title of the finding aid with URL link, held by, and the name of the digital repository, adding its URL link or Wikilink if available.
- Example: Barbara Gittings (https://en.wikipedia.org/wiki/Barbara_Gittings)
 - *Finding Aid* - <http://archives.nypl.org/mss/6397>

* [<http://archives.nypl.org/mss/6397> Barbara Gittings and Kay Tobin Lahusen gay history papers and photographs, 1855-2009 (bulk 1963-2007)], held by the Manuscripts and Archives Division, [[New York Public Library]]

- [Barbara Gittings and Kay Tobin Lahusen gay history papers and photographs, 1855-2009 \(bulk 1963-2007\)](http://archives.nypl.org/mss/6397), held by the Manuscripts and Archives Division, [New York Public Library](#)

Citing Finding Aids Inline

- Biographical and other factual secondary source information found in an archival finding aid is citable as a valid reference in Wikipedia articles.
- Use the **Cite Web** template: (https://en.wikipedia.org/wiki/Template:Cite_web)
- Example: Ignaz Kreidl (https://en.wikipedia.org/wiki/Ignaz_Kreidl)
 - *Finding Aid* - <https://www.archives.gov/files/research/microfilm/dn1929.pdf>

```
<ref>{{cite web |title=DN1929 RECORDS OF THE PROPERTY CONTROL BRANCH OF THE U.S. ALLIED COMMISSION FOR AUSTRIA (USACA) SECTION, 1945-1950|page=202 |url=https://www.archives.gov/files/research/microfilm/dn1929.pdf |website=National Archives and Records Administration |location=Washington, DC|date=2010 |accessdate=5 June 2019}}</ref>
```

35. [^] "DN1929 RECORDS OF THE PROPERTY CONTROL BRANCH OF THE U.S. ALLIED COMMISSION FOR AUSTRIA (USACA) SECTION, 1945-1950"  (PDF). *National Archives and Records Administration*. Washington, DC. 2010. p. 202. Retrieved 5 June 2019.

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
- Society of American Archivists – Sample Annotated Finding Aid - <https://www2.archivists.org/usingarchives/appendix>
- The Wikipedia Library/Cultural Professionals - https://en.wikipedia.org/wiki/Wikipedia:The_Wikipedia_Library/Cultural_Professionals
- Join us at the monthly Philadelphia WikiSalon!
 - *Wikipedia: Meetup/Philadelphia* - <https://en.wikipedia.org/wiki/Wikipedia:Meetup/Philadelphia>