

Sections of a finding aid:

A finding aid is a guide used for archives collections. It usually involves these sections, although the names may vary slightly.

Basic collection information:

Papers of Philip M. Wagner 1839-1995, **bulk** 1942-1989

Size of Collection: 8 boxes; 9.35 linear feet

Collection number: Coll 1

Accession numbers: MSS 97-01

Papers created by: Philip M. Wagner

Collection or accession numbers serve as identifying numbers for archives, like call numbers for books

The size of an archival collection is usually described in terms of linear or cubic feet to compensate for the large differences in box sizes and other storage mediums used. A linear foot relates to the length occupied by the box on a shelf and a cubic foot is the volume of the box; a records box is both 1 linear and cubic foot.

Title of collection:

Papers: personal/family

Records: organization

Collection: artificially assembled grouping of materials that have a common subject (topic or geographic region)

Dates in finding aids may list an inclusive date range and a bulk date range. The **bulk date range** includes the dates that are represented by the majority of the collection. The **inclusive date range** includes all dates, and sometimes one random outlier may skew this range.

Short Description of Collection

Also called: **Abstract**

Includes: brief overview of subjects, dates, selected items - usually one paragraph

The papers of Philip M. Wagner (1904-1996) cover the three main areas of his professional life: his work as a free lance columnist, as an editor and writer for the Baltimore Sun, and as a vintner and founder of Boordy Vineyards. The collection contains a substantial amount of correspondence, manuscripts, clippings and research files, along with notes, receipts, invoices, publications and photos, the majority of which directly relate to the articles he produced and illustrate the scope of his interests. The bulk of the papers pertains to his work as a writer both for the Baltimore Sun and for his syndicated column from the early 1950's to the late 1970's. Only a small portion of the documents relate to Boordy Vineyards and his activities as a vintner, the majority of those records having been donated to Cornell University. [From Papers of Philip M. Wagner]

Scope and Content Note

Also called: **Abstract, Archival Description, Contents Note**

Includes: An overview of the types and ranges of material formats, dates, events, topics, and people included in the collection. Describes what is and is not covered in the collection, pointing out significant events or items that are not included. May list the series and detailed series descriptions that highlight the location of materials with a high research value; series descriptions are sometimes listed separately from the Scope and Content Note (see Container List). Use the Scope and Content Note to evaluate if the collection is likely to contain the materials that cover your specific research interests.

This collection of Philip Wagner's papers covers the three main areas of his professional life: his work as a free lance columnist, as an editor and writer for the Baltimore Sun, and as a vintner and founder of Boordy Vineyard. The bulk of the papers however pertains to his work as a writer both for the Baltimore Sun and for his syndicated column from the early 1950's to the late 1970's... Philip Wagner's collection of clippings and research files contains a large number of subject files collected both for research on his syndicated column and his work at the Sun. The topics cover a wide range of subjects but show that he had a keen interest in foreign affairs and in government. Topics included the European Common Market in 1965, the Bay of Pigs, congressional reform, fiscal policies and budget and also in individual politicians and policies. He had a particular interest in the Freedom of Information Act and in the issue of Forest Genetics maintaining a substantial file on each. Further he had a penchant for issues that were controversial such as Madelyn Murray and the school prayer issue, the Jensen I.Q. study, the Motorola discrimination suit of 1964 and the impact of automation. His clipping files also contained copies of his syndicated column for the years February 1964 - January 1971, articles published by the Sun of particular interest to him, and a large quantity of miscellaneous clippings from a wide range of sources on a vast array of subjects. Though more limited in scope the collection also contains documents pertaining to his work as an editor and to his personal avocation, winemaking. There are memoranda, case files, notes, correspondence, receipts and invoices, diaries, photos, and scrapbooks. [From Papers of Philip M Wagner]

Biographical Note

Also called: **Biographical Sketch, Biography, Historical Note, Historical Sketch**

Includes: a biography of an individual or family. If the topic of the collection is an organization, art movement, political event, geographical region, etc., then this section will be called a Historical Note. May be structured as a timeline or in a formal paragraph essay.

1904	Born Feb. 18th in New Haven, Connecticut
1925	A.B. University of Michigan
1925	April 15th Married Helen Crocker - 2 children: Susan & Philip
1925 - 1930	Member Publicity Department at General Electric
1930 - 1936	Editorial writer; Baltimore Evening Sun
Early 1930's	Began cultivating and distilling french hybrid grapes
1933	Published, American Wines and How to Make Them (New York: Knopf)

[From Papers of Philip M. Wagner]

Organization and Provenance Information

Includes: This is an information rich section if you know all of the different terms. Much of the information available in the Organization section described elsewhere but this section allows for quick access.

Series I: Papers and Documents →
Dates: 1844-1911
Size: 3 linear feet, about 250 items
Sub-series:
A. Compositions- Adult
B. Compositions- School
C. Correspondence (Incoming)
D. Legal Documents

...
Series II: Journals and Diaries
Dates: 1888-1922; bulk 1888-1911
Size: 2 linear feet, about 50 items
Sub-series:
A. Diaries
B. Account Books and Memo Books
[From Papers of Ferdinand C. Latrobe]

Series and sub-series describe the arrangement of the collection. Think of them like chapters in a book; each sub-series will reflect the title/topic of the Series and the Series-level description will include each subseries. The dates and size of a series can help you evaluate if that series contains the information that you need and/or the depth and breadth of the holdings.

Provenance and Acquisition Information

Includes: Provenance describes the original order of a collection; an acquisition is how the collection was brought to the archives, either through purchase, donation, or transfer.

The collection was donated by Eric Eisenbud, son of Jule Eisenbud, arriving in three separate accessions. The first came from Denver Public Library on November 5, 2002, consisting of 14 boxes, including several boxes of books on various subjects in psychology. The second donation was delivered from the home of Eric Eisenbud, arriving in March of 2003 in 10 additional boxes. In August 2008 Eric Eisenbud sent the camera that Eisenbud and Series used during the experiments as well as 16 DVDs created from film and BetaSP masters.

[From Jule Eisenbud Collection on Ted Series and Thoughtographic Photography]

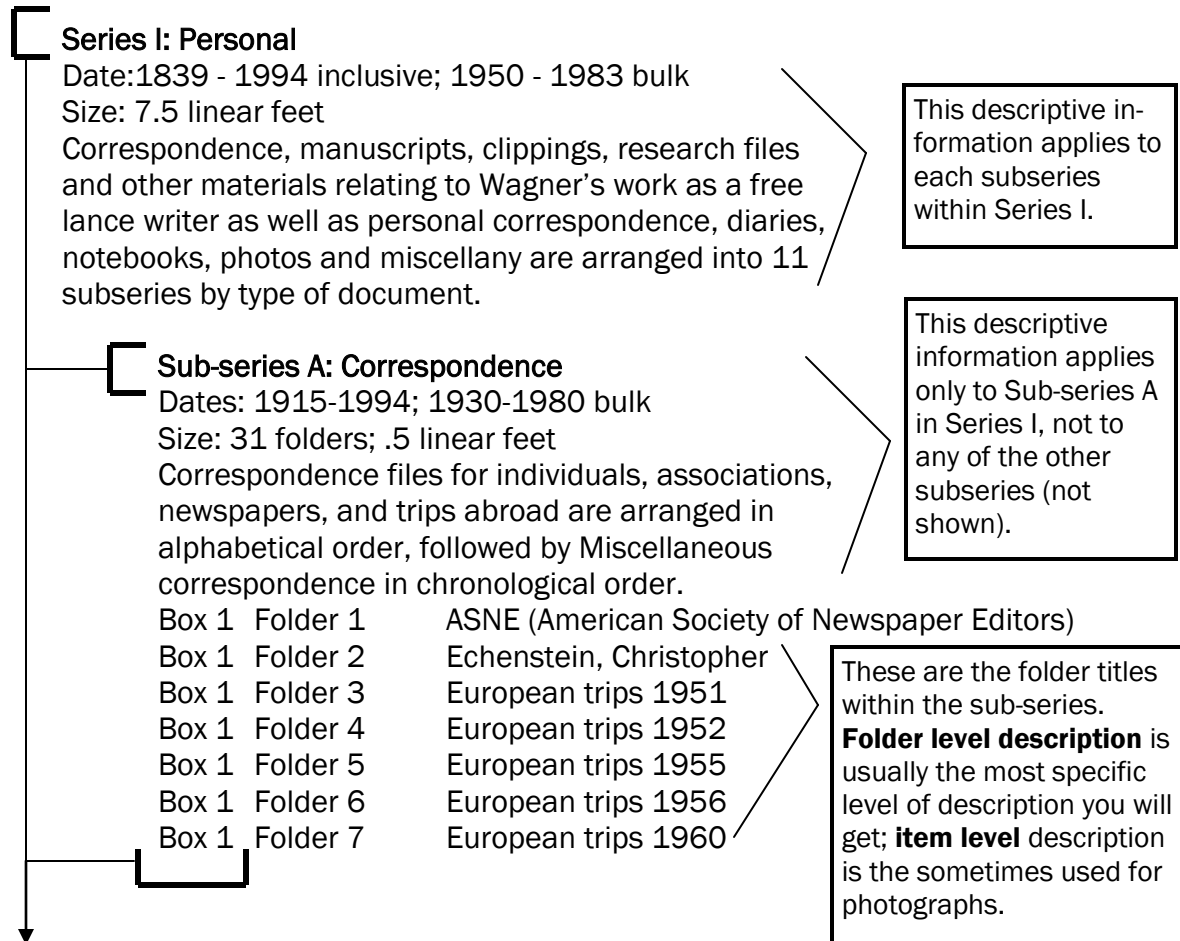
Processing Information

Includes: Information about how the collection was processed. This section may highlight any materials that were removed from the collection, why certain arrangement decisions were made, and any preservation or format difficulties were addressed.

The manuscripts were found in a somewhat disordered state and in generally fair condition. The collection had been previously sorted so that the original order was not entirely clear but there appeared to be distinct divisions in the materials between those documents created during Wagner's work for the Sun and those resulting from either his work as a free lance writer or his founding and running of Boordy Vineyards. As such it seemed best to arrange them into these three primary series. The collection was processed by Marcia Frank Peri December 1997. [From Papers of Philip M. Wagner]

Series Description and Container List

Includes: Series, subseries, folder and/or item level description of the materials included in the collection. After you have read and evaluated the Scope and Content Note and the Organization, use the Container List to locate the specific items that you want to view. Remember that the series and subseries arrangement is similar to a book structure and the series are like chapters of the whole. Series level descriptions will apply to **all** of the subseries but the subseries descriptions will apply only to that specific subseries.



In addition to the collection/accession number and collection name, you will need these 3 items when requesting archival materials: Series #, sub-series # if available, and the box #. Example: **Coll 1, Papers of Philip M. Wagner, Series II.B boxes 3-5**. Only if a collection is 1 or 2 boxes will you be able to request to view an entire collection at once; typically the reference staff will only "pull" up to 6 boxes at a time from

Bibliography

Also called: **Related Resources**

Includes: Sources used to create the finding aid, materials that supplement the collection in the archives or in the larger library, and materials at other archives that relate to the collection. This section can lead you to other collections that will help with your research.