

Welcome to ArchivesSpace!

You can find information about material in the North Central College archives that is available to researchers by searching our **finding aids**.

What's a Finding Aid?

Just as a library has a catalog record for each book it holds, an archives has a **finding aid** for each collection or part of a collection it has. North Central College Archives finding aids give you useful information about:

- Who created the records
- Why they created them
- When they created them
- If there are restrictions on the records' access or use, and why
- What language the records are in
- How the records are arranged
- Titles of folders in each box of records
- How much material makes up the records (measured in boxes, cubic feet, or linear feet)
- Whether you need special equipment to access the records (such as a cassette tape player, VHS player, computer in the reading room, etc.)
- If there is related material elsewhere in the archives
- If the archivist had to do something to the records to make them more easily accessible (photocopying, scanning, arranging in a logical sequence, etc.)

What collections can I find?

This database contains information on four main collections (referred to as **repositories**) in the North Central College Archives:

North Central College Archives (records of North Central College)

Harris W. Fawell Congressional Papers (papers of US Representative and North Central College alumnus Harris W. Fawell)

Shimer College Archives (records of Shimer College)

Suburban Studies Archives (records of organizations active in the western Chicago suburbs after World War II)

You can **browse** the repositories and collections (groups of archival material produced by the same organization or individual within repositories), or you can **search by keyword** across them. You can also **refine your search** by date.

What if I find something I want to see?

You can select the “request” button (the one with the bullhorn) in the top right corner of the record of the collection you want to see. Fill out the request form with your name, email address, date you would like to come to the archives, and a brief description of your request (materials you would like to see). It’s also helpful if you download and consult the **container list** (under External Documents) and include the names and box locations of any folders that look promising. The archivist will email you at the address you provide to ask follow-up questions and schedule an appointment for you to visit.