First go to the UWM Archives homepage: [http://uwm.edu/libraries/archives/](http://uwm.edu/libraries/archives/)

In the middle of the page there are 3 search tools you can use to find primary sources. For this activity, you'll want to focus on the search tool called “Finding Aids” (The center search box).

**Part 1. Finding Descriptions of Archival Collections**

Starting from the UWM Archives homepage: ([http://uwm.edu/libraries/archives/](http://uwm.edu/libraries/archives/)), enter the search terms **Milwaukee Public Schools** into the middle search box in the “Finding Aids” rectangle.

a. How many search results do you get for the term **Milwaukee Public Schools**?

b. How far down the list of results is the record for the collection titled: “**Milwaukee Public Schools desegregation collection, 1975-1987**”?

c. Even though our search terms **Milwaukee Public Schools** is in the title of this collection, it does not appear at the top of the results list. Why do you think this is?
Part 2-What can a Finding Aid tell me about Primary Sources?

From your search results in part 1, choose a collection that you think would contain documents related to African American activism/involvement in Milwaukee schooling. When you settle on a collection, click on full-text/printable view to open up the finding aid for the collection. Using the information in finding aid, answer the following questions:

Summary Information
Collection title:________________________________________

Creator of the Collection ________________________________

Date range of sources in the collection ______________________

How big is the collection? ______________

Biography/History
How is this organization/person (collection creator) linked to Milwaukee’s African American community?

Is this person/organization linked to schooling in Milwaukee? (If so, how?)

Scope and Content Note
List 3 types of primary sources (letters, board meeting minutes, photos, etc) you would expect to find in this collection

________________________________
________________________________
________________________________

Contents List
The contents list is like a table of contents for all the primary sources in an archival collection arranged by folders of documents and boxes of those folders.

a. What is the title of folder 1, box 1 of this collection?

b. Now, browse the contents list. Identify 1 folder that seems likely to contain primary sources related to African American activism/involvement in Milwaukee schooling.

Folder title_______________________________
Box number_________________

Why did you choose this folder?