

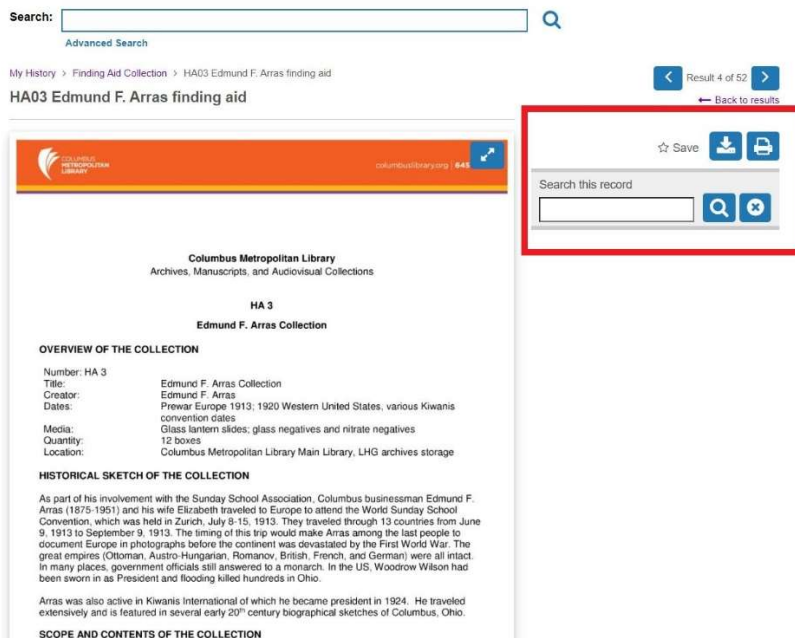
Finding Aids for Archives Collections

Columbus Metropolitan Library has over 100 archival collections, which consist of original materials, such as photographs, documents, letters, video or audio files. Unlike a book where there is one catalog record per item, there may be thousands of items in an archives collection. Collections are given a name and number, such as “HA 1 Columbus Links Collection” to identify the main topic of the collection and the order in which it was received. Box, folder and item numbers are then used to identify individual items. To request the first item in the HA 1 collection, you would ask for: HA 1 Columbus Links Collection, Box 1, Folder 1, and Item 1.

Archivists create finding aids to help you learn about the collection and decide if you want to view it. Finding aids describe the contents of an archival collection and provide context for the materials. The finding aid will give you information about the scope and contents of the collection, its history and how it is organized. Important information about copyright and how to cite the materials is also included in the finding aid. At the Columbus Metropolitan Library, an inventory of the collection is part of the finding aid. You can use the inventory to determine which boxes you would like to view when you come to the library.

Finding aids for all of the Columbus Metropolitan Library’s archives collections are [online](#). Once you have searched and found a collection you are interested in, you can use the tools on the upper right to search within the finding aid or download it to view the entire document.

My History



The screenshot shows the 'My History' section of the Columbus Metropolitan Library website. It features a search bar with a magnifying glass icon and a link to 'Advanced Search'. Below the search bar, the breadcrumb trail reads: 'My History > Finding Aid Collection > HA03 Edmund F. Arras finding aid'. The main heading is 'HA03 Edmund F. Arras finding aid'. On the right side, there are navigation options: 'Result 4 of 52' and 'Back to results'. A red box highlights a search tool for this record, which includes a search input field, a magnifying glass icon, and a refresh icon. Below the search tool are icons for 'Save', 'Download', and 'Print'. The main content area displays the following information:

Columbus Metropolitan Library
Archives, Manuscripts, and Audiovisual Collections

HA 3
Edmund F. Arras Collection

OVERVIEW OF THE COLLECTION

Number: HA 3
 Title: Edmund F. Arras Collection
 Creator: Edmund F. Arras
 Dates: Prewar Europe 1913; 1920 Western United States, various Kiwanis convention dates
 Media: Glass lantern slides; glass negatives and nitrate negatives
 Quantity: 12 boxes
 Location: Columbus Metropolitan Library Main Library, LHG archives storage

HISTORICAL SKETCH OF THE COLLECTION

As part of his involvement with the Sunday School Association, Columbus businessman Edmund F. Arras (1875-1951) and his wife Elizabeth traveled to Europe to attend the World Sunday School Convention, which was held in Zurich, July 8-15, 1913. They traveled through 13 countries from June 9, 1913 to September 9, 1913. The timing of this trip would make Arras among the last people to document Europe in photographs before the continent was devastated by the First World War. The great empires (Ottoman, Austro-Hungarian, Romanov, British, French, and German) were all intact. In many places, government officials still answered to a monarch. In the US, Woodrow Wilson had been sworn in as President and flooding killed hundreds in Ohio.

Arras was also active in Kiwanis International of which he became president in 1924. He traveled extensively and is featured in several early 20th century biographical sketches of Columbus, Ohio.

SCOPE AND CONTENTS OF THE COLLECTION

When you find an item in a finding aid that you would like to view, note the collection number, box and item. Library staff will page the item for you in person or you can contact us at history@columbuslibrary.org for more information.