

Seelye Research Center (SRC) Filing System Description

Overview: What we want to do is make it as easy as we can for someone entirely new to the Research Center to come in and find what he or she wants. So, each document we receive will be assigned a document identification number, which will:

1. Assign the document to a “document group” of a similar subject, and
2. Describe where the document is located, i.e., on a shelf or in a file cabinet drawer.

The document ID number is pasted onto each document. A brief description of the document is contained in the group listing in this pamphlet.

Location: We have numbered and labeled each shelf and file cabinet drawer.

- Each shelf is assigned an alphanumeric. The first vertical set of shelves (in about the middle of the room) containing SGS documents is “shelf A,” and the five shelves in this vertical group are numbered A1 through A5 from top to bottom. Shelves B through E are to the right of shelf A. A document shelved on shelf C5 would contain the locator description Sh C5. These are the first characters of the document ID number located on this shelf.
- File cabinets – The two file cabinets at the bottom of the steps were purchased by John Seely and contain his and Maurine’s research papers. These cabinets are labeled JRS and MBS respectively. The 6 file cabinets along the wall opposite the shelves are labeled A thru E from left to right and 1 thru 4 from top to bottom. A document filed in drawer D3 would contain the locator description Dr D3 as the first characters of the document ID number.
- Group Assignment – Documents assigned to a group are filed together. A short abbreviation of the group followed by the document number in its assigned group completes the document ID number. For example: document ID number Dr D3 FC-3 identifies a specific document in file cabinet drawer (Dr) D3 and it’s the third document in the Family Compilation/History group. Documents that are bound and have an author are shelved alphabetically within their group by the author’s last and first initials in lieu of a document number. For example: document number Sh E1 FC-CA is found on Shelf E1, it’s in the family compilation/history group and its author is Anne Cilley.

Document Listing: Each Document Group lists the documents in its group. The listing contains each document’s ID number, author, and a brief document description.

Replacing a Document. When a document is removed from a shelf or file cabinet drawer, it must be replaced where its ID number indicates, just as if you were in a Library. Use care though, because this “library” doesn’t have a full time Librarian to correct our filing mistakes.

A few copies of this pamphlet will be available in the Seelye Research Center.