

How to read call number in finding aids

Example: R-A-001

The first section represents the item's location:

R-Repository (Archives)

M-Main room (Archives)

L-Downs-Jones Library Lower floor outside of Archives (1st floor)

U-Downs-Jones Library upper floor (2nd floor)

The second section represents collection classification (see detailed classification below)

The last section is the item's order in the collection, starting with 001.

Note: Sometimes a whole collection could be marked as one call number, e.g. all the boxes of Dr. King's collection are under one call number.

However, for photograph collection and other specific collections that better describe each box/year range one by one for effective search, we use one call number and one finding aids for each to be able to search effectively. e.g. box of HT sport photos has a different call number (001) from the box of photos of student life in 1970s (002).

Collection Classification:

A: Presidents' collection

- 001** Dr. John Q. Tayllor King Collection
- 002** Dr. Mary E. Branch Papers
- 003** Dr. McMillan Papers
- 004** Dr. John Jarvis Seabrook and family collection

- 005 Dr. Larry Earvin Papers
- 006 Dr. Colette Burnette Papers
- 007 Dr. Karl Everett Downs Papers
- 008 Dr. Reuben Shannon Lovinggood Papers
- 009 Dr. William Jones Papers
- 010 Dr. Wallace papers

➤ Example: Dr. King's collection's call number will be R-A-001

- B Founders and Family collection**
- C Ada Anderson and family collection**
- D Alumni collection**
- E Photograph collection**
- F Artifact collection**
- G Standalone Frames**
- H HT program, staff and general collection**
- I Architecture and planning collection**
- J Methodist church collection**
- K NAACP Collection**
- L UNCF Collection**
- M Loose/oversized items**
- N Yearbook Collection**
- O Internal books collection and non-HT items**
- P HT news clips and public media**
- Q HT Bulletin and Alumni directory**

R Tillotson College and Samuel Huston College documents

S Board of Trustees Collection

T Title III Collection

U School Publication Collection

V Media Collection

W Miscellaneous