

This is an example of an inventory from UNCC Special Collections. While the format & extent of the inventory may differ from institution to institution the basic structure and information will often be similar or the same.

Margaret Whitton Ray Papers, 1972-1974 UNCC Manuscript Collection 131

Size:	.3 linear feet (ca. 600 items).
Locales:	Charlotte (N.C.). Mecklenburg County (N.C.).
Bulk Dates:	1972-1974.
Languages:	English.
Summary:	Papers of the chair of the Citizens Advisory Group, formed in 1973 to develop pupil assignment guidelines for desegregating Charlotte-Mecklenburg schools. Includes clippings, correspondence, findings and recommendations, reports, worksheets, and the group's plan for pupil assignment.
Index Terms:	Busing for school integration--North Carolina--Charlotte. Busing for school integration--North Carolina--Mecklenburg County. Citizens Advisory Group (Charlotte, N.C. : 1972). Ray, Margaret Whitton. School integration--North Carolina--Charlotte. School integration--North Carolina--Mecklenburg County.
Sources:	Gift of Margaret Ray, 1986.
Access:	Unrestricted.
Copyright:	Not held by UNC Charlotte Library.
Citation:	Margaret Whitton Ray Papers, University of North Carolina at Charlotte Library
Compiler:	Randy Penninger, 1987.

Comment [k1]: Title of the Collection, often reflects the name of the person, family, or organization who donated the papers

Comment [k2]: Date range of materials in the collection

Comment [k3]: Size will tell you how large the collection is, how many items there are and how much shelf space the collections occupies

Comment [k4]: *Locales* details the geographical regions the material in the collection relates to.

Comment [k5]: The *summary* gives you information about what the collection covers. The summary can help you determine if the collection will be useful to your research.

Comment [k6]: *Index terms* give you subject headings for that the collection covers. You could use these headings to search a library catalog for related books and materials.

Comment [k7]: *Sources* tell where the collection came from.

Comment [k8]: Some collections may contain material whose use is restricted. Most collections will be unrestricted.

Comment [k9]: The *copyright statement* will tell you if the institution holds copyright on the collection. If they do not, you may need to pursue permission to publish materials from the holder of copyright.

Comment [k10]: The *citation information* gives you the basics for what you need to use in your bibliography. Further format details for your bibliography depends on the citation style your professor asks you to use.

Comment [k11]: *Compiler* is the person who processed and arranged the collection.

Related: Julius L. Chambers Papers (UNCC Manuscript 85).
Reginald A. Hawkins Papers (UNCC Manuscript 125).
Benjamin S. Horack Papers (UNCC Manuscript 42).
W. Thomas Ray Papers (UNCC Manuscript 104).
William Waggoner Papers (UNCC Manuscript 221).

Comment [k12]: *Related collections* gives you information about other collections in UNCC's Special Collections Department that have materials somehow related to this collection. This can be a good place to find other sources to look in.

Contents: Historical Note, page 3.
Scope and Content Note/Container List, page 3.

Comment [k13]: *Contents* lists the contents of the inventory / finding aid.

HISTORICAL NOTE

The Citizens Advisory Group (CAG) was formed in November, 1973 to look into the problems of pupil assignment and to find solutions to those problems. The group's 25 members were selected by their school "feeder area" or civic organization to speak to the Charlotte-Mecklenburg Board of Education concerning their views on pupil assignment. Organizing itself into an advisory group to the Board of Education and its staff, CAG adopted a set of guidelines, which were presented to the U.S. District Court in May, 1974. A compromise of the CAG and School Board plans was eventually accepted by District Court Judge James B. McMillan. Ray is married to lawyer and former Mecklenburg County commissioner W. Thomas Ray.

Comment [k14]: The *historical note* gives you background information on the person or event the collection relates to. The inventory may also include a *biographical note* on the person.

SCOPE AND CONTENT/CONTAINER LIST

This collection includes correspondence, legal documents, newspaper clippings, reports, and worksheets documenting Ray's tenure a chair of the Citizens Advisory Group. The Margaret Whitton Ray Papers are organized into a single alphabetical folder title series.

Comment [k15]: The *scope and content note* gives you specific information about what the collection contains. It is often more detailed than the summary note and will tell you how the collection is arranged.

Box:Folder	Contents
1:1-2	CAG PLAN (n.d.)
1:3	CLIPPINGS (1974)
1:4	CORRESPONDENCE (1974)

Comment [k16]: The *container list* tells you where things are in the collection. Box & folder information is used to retrieve what you need. Contents information can be minimal or detailed and will tell you what each item in a folder is.