

How to Use the Archives

All boxes are numbered and marked with their proper locations – Check the box location chart to find the location of each box by number.

Cases are numbered 1-4

Case rows are lettered A-H etc from top to bottom

Archival Shelves are lettered A-E

Shelf rows are numbered 1-4 etc from top to bottom

Shelf box positions are lettered a – e from left to right (when necessary)

Notebooks have existing shelf cards, arranged by date. Each card is marked with a number indicating which box contains its associated notebook.

Abbreviations:

EM is Edwin Markham

ACM can be Anna Catherine Murphy, or Anna Catherine Markham (maiden or married)

VM is Virgil Markham

Examples for using the archive:

To find the published poem “Shoes of Happiness,”

1. Look on the General Item Classification list for published poetry
2. Find which box numbers contain published poetry
3. Go to the shelf list and locate “Shoes of Happiness” in one or more of those boxes
4. Use the box location chart to find where those boxes are on the shelves
5. If you do not immediately see a box on the shelf, check behind the front boxes in that location

To find a poem that was written about a particular individual, such as “Aaron Burr,” or “To Helen Keller,” check alphabetical locations by title and both first and last names of the individual (eg. “To Helen Keller” could be found under either “T,” “H,” or “K”)