



BHC-ARC  
Guide to the Small Archives and Manuscripts  
2024  
By Elizabeth Van Tuyl

### **Descriptive Summary**

Creator: Various organizations, companies, institutions, and individuals

Title: Small Archives and Manuscripts (ARC)

Dates: Inclusive dates: ca. 1800-2024

Quantity: 2400+ with individual items by folder or small sets of folders

Abstract: The ARC collection represents small archival collections, single items, and other material held by the Bridgeport History Center that does not have enough volume to constitute an entire archival collection.

Collection Number: ARC-000001-002497 (as of 2024-03)

Language: English

Repository: Bridgeport History Center, Bridgeport Public Library

### **Administrative History**

The ARC collection contains a large variety of items that span centuries, cover an extensive number of subjects and come in multiple formats. Some ARC materials were surely bought by or collected and donated to the Library in the 19<sup>th</sup> Century and were later culled as holdings for the Historical Collections, now the History Center, which was founded in 1936 as a special collections and archives devoted to Bridgeport and regional history. Other items have been donated as single or multiple items of interest by individual donors over the years. Some items that have been deemed of particular research value or too delicate to remain in a general subject file such as the BHC's vertical files, have been cataloged and stored as ARC items to enhance their preservation and increase their discoverability by researchers.

The ARC collection is continually expanding as new items become available or are discovered in the department's holdings. At this writing, the ARC collection is not searchable online by researchers. Selected records and sometimes digital surrogates for individual items have been posted on the Connecticut Digital Archive (CTDA). All ARC items are cataloged in the BHC's collections management database and staff will assist researchers looking for materials on specific topics

### **Scope and Content Note**

ARC materials span an enormous range of formats and subjects and include oversize items. Examples include: individual letters, certificates, reports, pamphlets, handbills, broadsides, flyers, booklets, programs, articles, small maps and illustrations, newsletters, directories, invitations, menus, poems, songs, souvenirs, and more.

Booklets with street car schedules and routes and World War II era ration cards and stamps stand as popular items for both research and display. A program of Memorial Day exercises in Mountain Grove Cemetery, 1872 and 1874, organized by Grand Army of the Republic (GAR) is another example of ARC holdings with content from a well known organization that had a very active chapter in Bridgeport. An original issue of the *New Haven Register Sunday Magazine* featuring coverage of the 1953 flood that devastated many Connecticut communities and includes a map showing the extent of flood overflow is also part of the ARC collection.

### **Arrangement Note**

All ARC items are cataloged in the BHC's collection management system. Each folder or item is assigned an item number beginning with ARC and followed by six digits. The first record in the ARC collection is ARC-000001. ARC items are stored in folders in standard size document boxes unless they are oversize in nature.

### **Name and Subject Tracings**

All catalog records contain a description of the ARC item(s) that includes subject tracings and personal and corporate names taken from both national and local lexica and authorities. Sources include Library of Congress subject headings, name authority file, and the Thesaurus for Graphic Materials, and the Getty Art and Architecture Thesaurus.

### **Administrative Information**

#### **Preferred citation**

Small Archives and Manuscripts (ARC), (Item number, e.g., ARC-000925), Bridgeport History Center, Bridgeport Public Library.

**Provenance:** Various donors and sources; both published and unpublished sources