**Guide to the collection name**

**Date or date span**

**Collection number:** HMC-####.

**Creator:** [creator name or names, last name first.]

**Title:** [title].

**Dates:** [date]. or **Date:** [date].

**Volume of collection:** [#] cubic feet.

**Language of materials:** [language statement].

**Collection summary:** [summary statement].

**Biographical note:** or **Organizational history:**

[biographical note]. or [historical note].

**Collection description:**

[scope and content note].

**Arrangement:** [arrangement note].

**Alternative formats:** [alternative format notes.]

**Digitized copies:** This collection has not been digitized. For information about obtaining digital copies, please contact Archives and Special Collections.

**Access restrictions:** [restrictions note.]

**Use restrictions:** [restrictions note.]

**Rights note:** [rights statement].

**Preferred citation:** [collection name], Archives and Special Collections, Consortium Library, University of Alaska Anchorage.

**Works used in preparation of inventory:** [list]

**[Guide type]:** [description].

**Separated materials:** [note].

**Related materials:** [note].

**Custodial history:** [note].

**Acquisition note:** [note].

**Processing information:** This collection was described by [processor] in [CCYY].

**Location of originals:** [statement].

**Container list:**

[table]