

Contents of the Archive

Materials in the NFHC archives are divided into categories. Click on the buttons below to see lists of materials in the various categories. Click on the “More Information” button to see where materials are located. Click on the “Using Acrobat” button to find out how to locate specific objects using the search capabilities of the Adobe Acrobat platform.



Location of Materials

Printed Materials, Logbooks, Audio, Video, and Slide Sets are shelved in the library.

The Pamphlet File cabinets contain photographs, documents, and printed materials that are too thin to be safely shelved.

The Flat File contains photographs and documents larger than a standard file folder; it is located in the donation processing area.

Compact discs and digital video discs (CDs and DVDs) that do not contain videos are stored in a file in the donation processing area.

Items in the Other Objects category may be stored off-site, but can be retrieved as needed.

Click on the “Still More Info” button to find out how materials are arranged on the shelves and in the files.

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Arrangement of the Library

Printed Materials, logbooks, Audio, Video, and Slide Sets are shelved in the following groups:

Apparatus Books, arranged by author

Audio, arranged by title

Biographies, arranged by subject

Catalogs, arranged by

Codes and Standards, arranged by publisher

Fires & Fiction, arranged by author

General History, arranged by author

Juvenile Books, arranged by title

Organization History, arranged by organization

Periodicals, arranged by title and then chronologically

Reports, Plans, and Procedures, arranged by title

Slide Sets, arranged by title

Technical Books, arranged by author

Training Manuals, arranged by title

Video (including movies), arranged by title

Materials in the Pamphlet File cabinets are arranged by accession number.

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What's New

This release of the “Contents of the Archive” directory lists all materials in the archive that have been cataloged through September 1, 2014. This includes almost all materials received in 2013 and 2014, plus a few from 2008-2012. (Our practice is to catalog new donations as they are received, while trying to work on our backlog as time permits!) The archive now contains nearly 6,000 objects, and the directory consists of 331 pages.

This release includes several new subcategories of material:

- Fires & Fiction (a subcategory of Printed Material), formerly called Fiction

- Juvenile Books (a subcategory of Printed Material)

- Scrapbooks (a subcategory of Documents).

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Using Adobe Acrobat

Adobe Acrobat, the program used to maintain this directory, creates .PDF files that can be read on any computer equipped with the Acrobat Reader software.

The directory is configured so that when you click on a button to go to a list of materials, the list opens in the existing window. To return to the home page, simply slide the scroll bar to the top.

To use the Search feature, pull down the Edit menu and choose Search or Advanced Search (depending on the version of Acrobat Reader you have). In the screen that appears, enter the desired word or phrase. Then click on the Search button. The Acrobat software will list each occurrence of the word or phrase on the Search screen; clicking on one will cause it to be shown in the main window as it occurs in the directory.



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About Accession Numbers

Every cataloged object in the National Fire Heritage Center is assigned a unique accession number. This ten-digit number identifies the object to the exclusion of all other objects. Each object is marked with its accession number, either directly on the object or on a tag that is firmly attached to the object.

The first four digits of the accession number identify the year in which the object was acquired. Digits 5 -7 form a sequential donation number for that year, while digits 8 -10 form a sequential item number within that donation. For example, 2013.001.001 identifies the first object cataloged from the first donation of 2013.

In the rare event that a particular donation includes more than 999 objects, more than one donation number may be assigned.

If an object consists of several separable pieces, then a letter may be added to the accession number to identify each piece.

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