

## Collecting and Transferring Materials to the University Archives

### What to collect

Photographs, newsletters, reports, meeting minutes, correspondence, scrapbooks, film, video, and audio are all welcome. Material may be digital or paper. Any amount of material is accepted—from a sheet of paper to boxes of records.

### How to transfer material

Make a list of the types of material and their respective quantities.

For example: 1 envelope of 15 photographs, 2 scrapbooks, 1 filing cabinet of meeting minutes and treasurer's reports.

Call or e-mail the University Archives. We will determine the best way for you to transfer your material. If you need boxes for packing, they will be provided. If there is a large quantity of materials, you may be asked to pack them and enclose a list. If you need someone to pick up the materials, MSU Archives will work with you to arrange this service.

The appropriate officer of the group sending the materials will sign an "instrument of gift" form to officially transfer the material to MSU Archives. The group transferring the material will receive a copy of the form.

### Frequently Asked Questions

#### **Does MSU Archives accept everything from student organizations?**

No. Some materials have more historical value than others. For example, treasurer's reports have more information than cancelled checks, so the reports would be accepted, but not checks. Further, three-dimensional objects, such as trophies, are not accepted.

#### **Will MSU Archives accept any amount of material?**

Yes. Organizations do not need an office full of records to transfer material; even small transfers are important. For example, an envelope of photographs or last year's newsletters is more than welcome.

#### **Is material transferred permanently to MSU Archives?**

Yes. Once material is accepted by MSU Archives, it becomes part of the permanent collection. It is always available for research by future students, and any group that transfers materials will have full access during regular reading room hours. Reproduction by photocopy or scans also is available.

#### **Does material in the MSU Archives circulate?**

No. Unlike a library, researchers may not check out material, which must be looked at in the reading room. Because most of the material is unique, this policy ensures that the collection does not become lost or damaged. Copies and scans can be made of most material.

#### **What happens to the material when it goes to MSU Archives?**

Material accepted by MSU Archives is arranged in a logical order and put into acid free folders and boxes. The archivist then creates a list of all the material, including a brief description of each piece, and a library catalog record for the collection that can be searched. Finally, the archivist writes a brief history of the donating organization. Researchers are allowed to look at the collections in the reading room and make copies or scans.