

# Donation Guidelines – University Archives – Faculty and Staff Papers

Faculty and staff papers are valuable sources for historical research. They document the teaching, research, and service of Iowa State University faculty and staff and are an essential part of the university's historical record. To support academic and institutional research, Special Collections and University Archives (SCUA) collects, preserves, and provides access to the papers of prominent faculty and staff who have made significant contributions to their respective fields and/or have an outstanding record of service at Iowa State, in the community, state, nationally, and/or internationally. SCUA especially welcomes the papers of historically underrepresented and marginalized faculty and staff members.

## Preparing and Donating Faculty and Staff Papers

1. Clearly label physical and digital materials, including names, events, and dates. Whenever possible, please place both physical and digital files in labeled folders and physical materials in labeled record cartons (bankers boxes).
2. Create an inventory including Box, Folder, Description/Title, Dates, and Format to assist in the donation and processing of the materials. **Email a copy of the inventory to the University Archivist** and place a printed copy inside each box.
3. Contact the University Archivist, by email at [archives@iastate.edu](mailto:archives@iastate.edu) or by phone at 515-294-6672 for guidance, any questions, and to arrange the drop-off or pick-up of the materials.

Faculty and staff papers are the property of the individuals and are donated to Iowa State University by a signed Deed of Gift agreement which legally transfers ownership and rights. The University Archivist will work with you to determine what rights and restrictions are appropriate for your papers. Departmental records are the state's property and should be transferred to SCUA when appropriate, following the records retention schedule at <https://records.policy.iastate.edu/>.

## What We Collect (in all formats, physical and digital)

- **Biographical materials:** resumes, vitae, bibliographies, biographical and autobiographical sketches, chronologies, genealogies, and newspaper clippings
- **Correspondence files:**
  - o Professional: outgoing and incoming letters relating to all facets of one's academic career, including correspondence with colleagues, publishers, professional organizations and students
  - o Personal: letters to and from friends, relatives and business associates
- **Administrative records:** agendas, minutes, reports, correspondence
- **Diaries, notebooks and appointment calendars**
- **Classroom materials:** lectures, lecture notes, overheads, slides, syllabi, course outlines
- **Research and grant files:** outlines, research designs, raw data, notes, analyses, reports, findings
- **Photographic materials:** prints, negatives, slides, and digital images documenting personal and professional activities
- **Audiovisual materials:** recordings, tapes, videotapes and films documenting personal and professional activities
- **University-related memorabilia**

## What We Do Not Collect

- **Published material:** articles, monographs, unannotated copies of other scholarship (*exception for departmental magazines, newsletters, etc.*)
- **Student information:** grades, rosters, assignments
- **Medical, legal, or financial records**
- **Travel or conference attendance records**
- **Most three-dimensional objects/artifacts:** plaques, trophies, awards
- **Confidential or Personally Identifiable Information:** FERPA, HIPPA, and PII

These lists can help faculty and staff identify physical and digital materials appropriate for donation to SCUA. Please consult with the University Archivist for materials not listed here and for possible exceptions. For further explanation about what SCUA collects and why, please see our Collection Development Policy at <https://specialcollections.lib.iastate.edu/collections-policy>.

## Publications (books, journals, etc.)

- Books about Iowa State's history, including departmental histories, may be considered for addition to SCUA's holdings.
- For donations of Rare Books, contact Amy Bishop, by email at [aebishop@iastate.edu](mailto:aebishop@iastate.edu) or by phone at 515-294-8807.
- For all other publications, contact your Subject Librarian: <https://instr.iastate.libguides.com/findyourlibrarian>

**WHEN IN DOUBT, PLEASE DO NOT THROW IT OUT! CONTACT THE UNIVERSITY ARCHIVIST!**