

UAM TAYLOR LIBRARY SPECIAL COLLECTIONS AND ARCHIVES

TRANSFER GUIDELINES FOR RECORDS OF FACULTY

The UAM Taylor Library Special Collections and Archives mission is to preserve the history of UAM. It also functions as a research center on the history of the institution and the activities of its students, faculty, staff, and alumni. The personal papers of faculty are an important part of the campus's historical legacy. The following guidelines will assist faculty and deans in identifying those portions of their files that may be appropriate for preservation in the Library. Only documents of enduring historical value which can be made accessible to the public will be accepted. **Please contact the Special Collections Librarian to review the records for possible transfer.** Please be aware that the space in special collections is limited and it does not serve as a records center.

Items of interest to the Library include:

- 1) Subject files concerning projects, activities, and functions;
- 2) Publications
- 3) Photographs and scrapbooks
- 4) Files relating to advising a student organization

Records which are not of interest include:

- 1) Records of specific financial and membership transactions;
- 2) Requests for publications or information after the requests have been filled
- 4) All blank forms and unused printed or duplicated materials;
- 5) All duplicate material: keep only the original copy and annotated copies;
- 6) Drafts of reports and work papers, which have been published;
- 7) Replies to questionnaires
- 8) Gradebooks

This list is intended as a general guide. Please contact the Special Collections Librarian with questions at 460-1581.

WHEN IN DOUBT, DO NOT THROW IT OUT!