

## **Brown University Archives** **Collecting Brown University Student Group Records**

The University Archives is Brown University's institutional memory and the official repository for records created by the Brown University community. As such, the University Archives has a mission to collect, preserve, and make accessible the records generated by all segments of the Brown University community.

Students are the heart and soul of the University community, but while the University Archives has records from administrative and academic offices, the history of student groups is sorely underrepresented. To ensure that the history of student life is adequately documented, student groups should donate their inactive records to the University Archives. Student groups should also add the University Archives to their mailing lists for newsletters and other announcements.

The University Archives will preserve these records and make them accessible to future generations. The material will be housed in acid-free folders and boxes and stored in proper environmental conditions. Once the records are donated, they become the property of the Brown University Archives and cannot be removed without permission. Use of these materials is restricted to the reading room of the John Hay Library. The reading rooms are open Monday through Friday, 9 to 5 and welcome all visitors interested in exploring the rich history of Brown University.

### **What does the University Archives collect?**

- Charter, By-laws, Mission statements, Founding documents
- Histories
- Minutes & Agendas
- Newsletters (Please send 2 copies of each newsletter your group publishes. Also, the University Archives would appreciate being added to your mailing list.)
- Publications produced by the student organization (i.e. not copies of general University publications) – 2 copies, please.
- Promotional Materials (brochures, meeting announcements, event announcements, fliers, broadsides, posters)
- Photographs of the group, members, meetings, and events
- Plaques & Certificates of Recognition
- Scrapbooks
- Membership lists
- Event planning files
- Memos & Correspondence
- Sound recordings or videos of group events or self-produced (For Student Musical Groups, please donate copies of your recordings to the University Archives as well as the Orwig Music Library)
- Summary financial data, such final budget statements or financial annual reports

### **What the University Archives does NOT collect?**

- Active records (Records referred to regularly to conduct the organization's activities should be retained.)
- Bank statements
- Canceled checks
- University-wide memos, announcements, etc., unless they relate directly to the group or events in which the groups participated or organized
- Books
- University publications, such as the *Brown Alumni Monthly*, *Brown Daily Herald*, unless they related directly to the group or events in which the groups participated or organized

### **Frequently Asked Questions**

#### **How do I get started in donating our group's records to the University Archives?**

First, determine if any of the records fit into the types of material the University Archives collects. If they do, please contact the University Archivist at (401) 863-6414 or "Archives Library" [archives@brown.edu](mailto:archives@brown.edu) to begin the process of transferring these records to the University Archives. Contact the University Archives before sending records to the Archives. Do not send records to the University Archives without prior notice.

#### **Who do I contact about donating our group's records to the University Archives?**

The University Archivist is available to review your group's records and determine their value for the Archives. The University Archivist can be reached at (401) 863-6414 or "Archives Library" [archives@brown.edu](mailto:archives@brown.edu).

#### **Does the University Archives want copies of newsletters the group publishes on a regular basis?**

Each time your group publishes a newsletter or circulates an announcement, the University Archives would appreciate receiving 2 copies of each item. To make this process easier, you could add the University Archives to your mailing list.