



BROWN

Pembroke Center
for Teaching and Research on Women

Donor Guidelines for the Society for Women in Philosophy

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Mission of the Feminist Theory Archive

Established in 2003, the Feminist Theory Archive collects, preserves, and makes accessible the personal and professional papers of influential feminist scholars who have transformed the landscape of higher education through their writing, teaching, institution building, and activism. By establishing academic programs and institutes, organizing innovative conferences and publications, and introducing questions about women and gender to a range of disciplines throughout the humanities and social sciences, these thinkers have transformed and diversified the very meaning of “feminist” research.

Collections selected for the Feminist Theory Archive document feminist theory in its development, evolution, and variations, and are deemed to have ongoing historical value. Materials accessioned to the Feminist Theory Archive are rehoused, organized, and described for researchers through online finding aids. Collections are made available for public use in the John Hay Library of Brown University during regular business hours, unless otherwise specified in the donor agreement.

Through the Feminist Theory Archive, the Pembroke Center aims to both preserve and promote feminist scholarship. Collections in the archive contain printed and handwritten documents, images, audio and video items, digital objects, and relevant materials in other physical forms. Improved access to these primary sources will invite historians, students, and future generations of feminist thinkers to further develop the important research questions and scholarly activities pursued by their predecessors and peers.

Records of the Society for Women in Philosophy

The list below is not exhaustive, but indicates several types of documents we seek to collect from past and current members of SWIP:

- Documents relating to the formation and governance of SWIP and its divisions
- Agendas and minutes from meetings
- Correspondence between members relating to SWIP activities
- Documents derived from SWIP conferences and caucuses
- Newsletters and publicity materials
- Digital materials that fall under the categories listed above can be downloaded onto CDs/DVDs. Recommended file formats for digital files:
 - Word processing files: ASCII or PDF
 - Photographs: JPEG or TIFF
 - Sound recordings: MP3 or WAV
 - Video recordings: MPEG or MOV

The Feminist Theory Archive does not accept the following types of materials:

- Duplicates of published material (e.g., books and journals already part of the Brown University Library's circulating collection).
- Papers and materials of former and current students, unless their contents are directly relevant to the larger collection. Restrictions will most likely be placed on these materials.
- Personnel records involving a third party (e.g., letters of recommendation and staff evaluations), unless their contents are directly relevant to the larger collection. Restrictions will most likely be placed on these materials.
- Possible exceptions should be discussed with the Archivist.

Conditions of Acceptance

Unless otherwise specified by donors, all literary rights are conveyed to the Feminist Theory Archive of Brown University at the time of acquisition. All donor access and use restrictions or conditions will be specified in the donor agreement and expressed in the collection's finding aid. The professional staff at the John Hay Library will oversee the use of all archived collections; however, the Pembroke Center can assume no responsibility for abuse of literary or copyright restrictions by users of research materials.

Because the Feminist Theory Archive is primarily an informational resource, restrictions on access to donated materials is discouraged; however, in order to protect individual privacy and respect laws about student and personnel materials, clearly stated restrictions of limited duration can be imposed with guidance from the Archivist.

Archival material may be collected by gift, bequest, or some combination of the two. Gifts to the Feminist Theory Archive are considered outright donations and become the sole and irrevocable property of Brown University. Loans of material will not be considered. Records will not be accepted if the donor's ownership of such records is uncertain.

Tax and Appraisal

Donations of historical materials to the Feminist Theory Archive may be tax deductible; however, the Pembroke Center cannot appraise donations for tax purposes.

Retention

Collection appraisal is a continuous process, thus acceptance of materials does not commit the Feminist Theory Archive to retain any material in perpetuity. The Pembroke Center reserves the right to reevaluate and reappraise historical material in its holdings and deaccession items where appropriate. Deaccessioned items from collections during processing or weeding will be offered to the donor or her designated agent if so requested at the time of donation. If the donor wishes not to reclaim the material or cannot be located, the Feminist Theory Archive reserves the right to offer the material to other depositories or discard the items.

Care of Collections

Processed collections are kept in environmentally controlled, secure areas and do not circulate outside of the John Hay Library. Materials are requested for use from the Library Annex and provided for research use in a supervised reading room.

To provide research access, collections are arranged and described. A guide and inventory is prepared for each collection, locatable by researchers through most online search engines. Descriptions of collections are also entered into the Brown University Library catalog, which is accessible through OCLC, a national union online catalog.

Providing physical and intellectual control of collections is expensive. We encourage donors to provide financial support for the arrangement, description, and preservation of their papers or records when they are able to do so. Arrangements for monetary donations should be discussed with the archivist. Such support can also be included in a bequest.