

DONATING TO THE SPELMAN COLLEGE ARCHIVES FOR STUDENT ORGANIZATIONS



THE SPELMAN ARCHIVES

WHO WE ARE

The Spelman College Archives serves as the official repository of the College and collects administrative records, publications, photographs and other material related to the College, from its founding until the present day.

The archives also house the personal papers of alumnae, faculty, staff, and the surrounding community as it relates to Spelman. In addition, the archives collect material related to black women and feminism, social justice, and activism.

WHY DONATE

Students are a vital part of the Spelman community and collecting archival materials provided by student organizations is vital to documenting the diverse history of the college.

The Spelman College 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. The use of these materials is restricted to the reading room of the Spelman College Archives.

HOW DO I DONATE?

If your organization is interested in placing materials in the Spelman College Archives, please feel free to contact Holly Smith, College Archivist, at **(404) 270-5533** or **hsmith12@spelman.edu**.

If you have questions about whether your materials belong in the Archives, we are available to review your items through an onsite or offsite consultation.

WHAT MATERIALS DO WE ACCEPT?

- Newsletters
- Event flyers
- By-laws & organizational charters
- Photographs (digital & print)
- Audio Recordings
- Financial Records
- Organizational history
- Meeting minutes
- Annual reports

WHAT DO WE TYPICALLY NOT COLLECT?

- Loose newspaper clippings
- Trophies or plaques
- Photocopies of documents, particularly those held in other libraries and repositories
- Books