

DONATING TO THE SPELMAN COLLEGE ARCHIVES



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. As part of the Women's Resource and Research Center, the archives collects material related to black women and feminism, social justice, and activism.

WHY DONATE

Collecting the archival materials of Spelman College and the surrounding community is vital to documenting and preserving the rich history of one of the oldest historically black colleges in the United States. The letters, photographs, and scrapbooks of both individuals and organizations provide an understanding of the the experiences of Spelman and the surrounding community.

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 you are 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
- Scrapbooks
- Diaries
- Correspondence
- Photographs
- Audio Recordings
- Oral Histories
- Financial Records
- Literary Manuscripts
- Video Records
- Organizational Records (including meeting minutes, committee notes)

WHAT DO WE TYPICALLY NOT COLLECT?

- Loose newspaper clippings
- Bank statements and cancelled checks
- Photocopies of documents, particularly those held in other libraries and repositories
- Books