

## **Faculty Papers and the University Archives**

The Binghamton University Archives serves as the official repository for the permanent records of Binghamton University. The University Archives collects those records that have enduring value to documenting the history of Binghamton University, its administration, programs, services, and members of its community. The University Archives then preserves these records and makes them available for researchers.

Faculty papers can be fundamental to documenting the historical development of the University. The nature of academic institutions is such that individuals play a key role in shaping policy. Faculty papers offer insight into the history and operation of the University that otherwise may be lost by relying only on official administrative records. They reveal professional interests and opinions that frequently clarify matters mentioned in the official records of the central administration. Faculty papers document the academic life of the University and relate one's academic career to his or her total interests, thereby constituting an important record.

The University Archives collects selectively in the area of faculty papers while also striving to document the diversity of faculty members' backgrounds, perspectives, and research interests.

Some of the criteria used in determining whose papers to solicit are:

- 1) National or international reputation in one's respective field: the scholarly, research contributions of the faculty member; faculty members who have achieved "Distinguished Rank" status at BU are obvious choices; other measurements include major awards; quality of publications; election to prestigious societies, such as the National Academy of Sciences and the American Academy of Arts and Sciences; and appointment to prestigious national or international advisory committees
- 2) Whether a faculty member's papers reflect upon and contribute to the understanding of a particular research strength of BU
- 3) Service on the faculty of a recognized area of excellence within Binghamton University
- 4) Records of one's service to Binghamton University and contributions to its growth and development
- 5) Service or contribution in community, state, and national affairs
- 6) Potential research use
- 7) The faculty member's willingness to provide unrestricted access to their papers
- 8) The availability of in-house resources for properly storing, arranging, and describing the papers

### **What materials do we generally collect?**

We emphasize collecting those records which are particularly important to the history of the university, and we seek your assistance (especially from departmental and committee chairs and others serving in administrative capacities) in collecting materials such as:

- standing and *ad hoc* faculty committee chair's files
- departmental executive committee meeting minutes and actions
- divisional committee minutes and actions
- departmental faculty meeting minutes
- departmental chair correspondence and subject files

### **What else might faculty members retain for the University Archives?**

We urge that those faculty members who have made major contributions to their discipline and/or to the university contact the Archives. We are particularly interested in materials that:

- document an individual's career at Binghamton University
- expand on the faculty member's relationships with his or her colleagues in the academic discipline at other institutions
- preserve a record of committee responsibilities or other activities within the university community
- support research discoveries or projects
- document teaching (e.g., lecture notes, syllabi, course outlines, reading lists, exams).

Materials may be in a variety of types and formats (including electronic) including some of all of the following: correspondence and subject files, reports (whether printed or not), diaries, photographs and slides, lab notebooks, scrapbooks, sound recordings, and artifacts.

### **What *doesn't* the University Archives generally collect from faculty?**

As a depository for primary source documents, the University Archives generally does not collect secondary or published materials. While many faculty members have extensive reprint or book collections, unless items are of unusual significance (e.g. annotated by a major scholar in the field) the University Archives does not retain them. Books written, translated or edited by a faculty member are retained in the Faculty Book Collection as part of the University Archives.

For donations of books to be added to the Libraries' general collections, contact Bill Palmer at (607) 777-3997.

Nor do we generally collect materials related to people's personal or family lives, including such things as personal financial records, cancelled checks, or correspondence

with family and children. We also have limited facilities for preserving large artifacts or memorabilia.

If you are uncertain about whether to incorporate a particular record item with your papers, or if you have questions about an appropriate repository, please contact the University Archives. We are always happy to advise you about the disposition of your papers.

If you have any questions regarding your records, please call the University Archivist at 607-777-6459, email her at [deligato@binghamton.edu](mailto:deligato@binghamton.edu) or visit us in Special Collections on the second floor of the Bartle Library.