



Donor's Guide to Making Material Donations

I. General Information

1. *I have materials I would like to donate to the Center. What should I do?*

Contact the Center's Director, Dr. Cathy Faye, to discuss the materials and their potential suitability for the Center. Email: cfaye@uakron.edu. Telephone: 330-972-6096.

2. *What kinds of materials does the Center accept?*

The Center houses materials that are:

- Relevant to the historical record of psychology and related human sciences
- Unique
- Cannot be obtained with relative ease from another source
- Unpublished

3. *What formats of materials does the Center accept?*

The Center accepts materials in nearly all formats. This includes:

- Still Images, such as photographs, slides, and negatives
- Moving images and audio recordings, such as film reels, DVDs, VHS, cassettes, reel-to-reel tapes
- Personal papers, including personal and professional correspondence, memoranda, unpublished manuscripts, course notes, presentation drafts, etc.
- Personal materials such as scrapbooks, diaries, and unpublished biographical statements
- Electronic files that have not been published or already donated to another archive, library or museum
- Records of an organization (e.g., Society for Industrial Organizational Psychology, Psi Chi, etc.)

4. *What types of materials are not retained by the Center?*

Generally, the Center will dispose of any materials that are not unique, do not fit with the Cummings Center's Collection Development Policy; this includes, but is not limited to, items listed on the next page. This list is a general guide only; materials are appraised on an individual basis for content and context

- Address books
- Advertisements
- Bank statements
- Bibliographies (used for research)
- Blank ballots
- Bills
- Books
- Budget and financial documents
- Business cards
- Calendars
- Carbon copies
- Checks (bank or cancelled)
- Claims
- Duplicates
- Form letters
- Forms (blank)
- Greeting cards
- Invoices
- Manuals
- Mortgages
- Photocopies material
- Magazines/journals
- Newspaper clippings
- Order forms
- Phone messages
- Postcards (blank)
- Purchase orders
- Raw data with little or no interpretive context
- Receipts
- Reprints and other widely published materials
- Requests for copies of publications
- Requisitions
- Sales literature/brochures/catalogs
- Shorthand notes
- Stationery (blank)
- Tax returns
- Tickets
- Travel brochures
- Vouchers
- Work orders

5. *Should I separate these materials from the collection?*

If you wish to separate out these materials, please do so. If not, they will be disposed of when the collection arrives.

II. Transferring the Collection

1. *How do I send the materials?*

Materials should be packed carefully and securely and may be sent by regular post. The Center will notify you when they arrive safely. Send all materials to the following address:

Cummings Center for the History of Psychology
 The University of Akron
 73 S. College Street
 Akron, OH 44325-4302

2. *Is there a formal procedure for gifting the materials to the Center?*

Yes. Before the collection is sent, you will be asked to read and sign a “Deed of Gift” form, which indicates you are transferring ownership of the materials to the Center. This allows the Center to open the collection for research and exhibition.

III. Processing and Use of the Collection

1. *What happens to the materials once they are at the Center?*

Once a collection arrives, it will be briefly sorted, documented, re-boxed if necessary, and moved to the Center's unprocessed collections storage area, where it will remain until it can be fully processed. At that time, the materials will be fully sorted, organized, and described to make them available for research use. They will also be rehoused in acid-free folders and boxes, in line with best archival practices for preservation and storage.

2. *When will the materials be available for research?*

Processing a collection is a time-intensive task. Like most archives, the Center has a backlog of unprocessed materials. As such, a collection may not be processed for some time after arrival. Decisions regarding processing priorities are based on the age and condition of materials, their unique qualities, and their support of the historical record. In addition, we seldom process papers when the donor and/or others mentioned in the collection are still active in the field.

3. *Will all of the items in the collection be open for research?*

Some items may be restricted from public access for a period of time. Confidentiality issues are the most common reason for restrictions. Personal information such as Social Security numbers and patient records are also typically restricted. More information about restrictions is available in the General Restriction Policy addendum to the Deed of Gift. If you wish to place restrictions on any of the materials, you should discuss this with the Center when the Deed of Gift is being signed. We will discuss what materials should be restricted, what type of restrictions should be placed on the materials, and at what date they may be opened to the public.

4. *Are there any costs associated with this service?*

We do not charge any fees for this work, but we encourage you to support the Archives. Processing, preserving, and providing access to these records is at the very heart of what we do and we rely almost entirely on the generous financial support of our donors to do this important work. As you choose to entrust the Center with your legacy, we will hope you will consider a gift to support our future. To learn more, contact us or see www.uakron.edu/chp/support/



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