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| he_2line4c%20copy | **Eileen Keating**  Records Management/Archives  Mann Library, 2nd floor  Ithaca, New York 14853-4401  eek2@cornell.edu  t. 607 255.6326  f. 607.255.3794 |

**The Cornell University Archives Wants to Document Your Career as a**

**Cornell University Faculty Member**

**History of the University Archives**:

In 1945, with the acquisition of the Ezra Cornell Papers, a university archives program was initiated. The original Archives holdings documented the founding of Cornell University. In subsequent years, the papers of early presidents and trustees were added. Later, the collection acquired personal and professional papers of individual faculty members. The Cornell University Archives was officially established on July 1, 1951.

A vital part of the Division of Rare and Manuscript Collections in Carl A. Kroch Library, the Cornell University Archives collects and preserves records of historical, legal, fiscal, and/or administrative value to Cornell University. Holdings include official records and reports of the university, its officers, and component parts; private papers of faculty, students, staff, and alumni; official and student publications; maps and architectural records; audiovisual materials including still photographs and negatives, motion picture film, oral history interviews, and audio and video tapes; and artifacts and ephemera documenting Cornell's history. The University Archives staff is responsible for appraising university records to determine their historical and long-term research value

Because we cannot personally contact all members of the faculty, we rely on you to help us identify potential collections. Unlike official university records, faculty papers are the property of the individual and must be transferred through a deed of gift. A copy of the memorandum of understanding form can be found at: http://rmc.library.cornell.edu/about/mou.html

We can help you determine what kinds of material are suited for donation to the Archives. Professional and personal papers may include, but are not limited to:

1. Biographical sketches or vitae, and bibliographies
2. Correspondence
3. Curricula, syllabi, lecture notes, and other classroom materials
4. Research files
5. Material concerning policies/programs that reflect development or change in a discipline
6. Minutes of meetings
7. Diaries or journals
8. Photographs and albums (labeled)
9. Films, videos, or DVDs (labeled)
10. Audio tapes of CDs (labeled)
11. Scrapbooks
12. Family papers may be included

**WHAT IS NOT WANTED:**

1. Personnel files, including tenure review files-restricted by University policy and law
2. Student records, e.g. grade sheets-restricted by University policy and federal law
3. Financial records, e.g. check stubs, tax returns, etc.
4. Greeting cards, unless they could be considered as letters
5. Routine University materials-administrative mailings
6. Duplicates
7. Clipping files, unless they are annotated

**CONFIDENTIALITY:**

Records can have restrictions on access or use. Restrictions must be generic and not apply to a particular class of people. Restrictions with time limits are very much preferred - e.g. 20 years from date of creation or 20 years from date of gift.

For more information or to request supplies, such as acid free folders and boxes, please contact:

**Eileen Keating**, University Records Manager and Assistant University Archivist: Ph: **255-3530 (Mon-Wed) 255-6326 (Th-Fri);** e-mail: **eek2@cornell.edu**

Once collections are processed the guides to the collections are put on the web and can be accessed by doing a *Google* search, by searching the library catalog, or by going directly to the Division of Rare and Manuscript Collections website:http://rmc.library.cornell.edu

Sample faculty guides can be viewed at:

Guide to Urie Bronfenbrenner Papers 1960-1993, Collection #23-13-954

http://rmc.library.cornell.edu/EAD/htmldocs/RMA00954.html

Guide to Gwen Bymers Papers 1930-1990, Collection #23-18-1787

http://rmc.library.cornell.edu/EAD/htmldocs/RMA01787.html

Guide to Hazel Hauck Papers 1924-1960, Collection #23-14-730

http://rmc.library.cornell.edu/EAD/htmldocs/RMA00730.html

Guide to Mary Purchase Papers 1937-1988, Collection #23-19-3201

<http://rmc.library.cornell.edu/EAD/htmldocs/RMA03201.html>

Guide to Diva Sanjur Papers 1980-2002, Collection #29-2-3252

http://rmc.library.cornell.edu/EAD/htmldocs/RMA03252.html

**Other Faculty Services:**

* eCommons: Cornell’s Digital Repository: http://ecommons.library.cornell.edu/index.jsp

This digital repository is open to anyone affiliated with [Cornell University](http://www.cornell.edu/) (faculty, staff, students, or groups/organizations) as a place to capture, store, index, preserve and redistribute materials in digital formats that may be useful for educational, scholarly, research or historical purposes.

* Storage space is provided for funded research records- Information on the kind of material that is accepted and the procedure for adding or retrieving material housed in storage can be found on the CHE Records Management Website, under policies:

http://www.human.cornell.edu/che/Administration/Support\_Services/records/

* Faculty Biographical Files – located in the Archives. We are always looking to add to these, including photographs. The guide to this collection can be found at:

http://rmc.library.cornell.edu/EAD/htmldocs/RMA03394.html