

DONATING MATERIALS TO SPECIAL COLLECTIONS

University Archives & Special Collections

Joseph P. Healey Library | University of Massachusetts Boston

ABOUT UNIVERSITY ARCHIVES & SPECIAL COLLECTIONS

University Archives & Special Collections (UASC) in the Joseph P. Healey Library at the University of Massachusetts Boston was established in 1981 to collect materials documenting the history of UMass Boston, including Boston Normal School and Boston State College, as well as archival material in subject areas of interest to the Boston campus.

WHAT WE COLLECT

The collection policies of UASC are guided by the University of Massachusetts Boston's urban mission and strong support of community action and service. The areas of collection include: urban planning; social welfare agencies; alternative movements; community organizations; war and its social consequences (through partnership with the Joiner Center); local history with relevance to Boston and surrounding areas, including notable collections associated with Dorchester and the Boston Harbor Islands; items related to the history of University of Massachusetts Boston, Boston State College and Boston Normal School and materials on other selected topics. To learn more about the collections and policies of UASC, visit blogs.umb.edu/archives/collections/.

HOW TO DONATE MATERIALS

UASC accepts donations of primary source materials from individuals, organizations, and businesses that meet the policies and guidelines in the department's collection policy. To inquire about donating manuscripts, organizational archives, collections of photographs, audio and video media and other materials of an archival nature, call 617.287.5927 or email library.archives@umb.edu.

Upon accepting material:

- UASC works to ensure long-term preservation of and access to donated materials.
- We make preservation and processing decisions consistent with standard professional archival practices.
- We require donors to complete and sign a Deed of Gift, transferring ownership of donated materials to University Archives & Special Collections in the Joseph P. Healey Library at the University of Massachusetts Boston. This is so that we can freely make materials available for researchers.
- We digitize parts or all of selected collections, based on their research value and subject to privacy and permission restrictions. Our online collections are hosted at openarchives.umb.edu.

What UASC is not able to do:

- UASC does not accept archival donations without transfer of title or the clear intention to transfer title.
- We do not accept material for which the donor does not have clear title.
- UASC does not provide appraisals of the monetary value of donated materials.
- UASC does not accept liability for loss or damage of materials due to deterioration, fire, or other natural disasters.

MONETARY CONTRIBUTIONS

University Archives & Special Collections welcomes monetary contributions to support the costs of processing and preserving material donations.

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Archival Donations consist of original materials of lasting research value that document human activity related to the University's archival collection focuses. We welcome the following types of primary materials:

- Architectural records, maps, and blueprints
- Audio and video recordings
- Photographs, negatives, and slides
- Brochures, pamphlets, flyers, and other original publications generated by the donating organization
- Conference proceedings (for conferences hosted by the donating organization)
- Event materials
- Articles of incorporation, bylaws, charters, and constitutions
- Founding and planning documents
- Handbooks and manuals originating from the organization
- Membership lists and rosters
- Memoranda, correspondence, journals, daybooks, diaries
- Minutes of meetings
- Organizational charts and directories
- Policies and procedural documents
- Press releases
- Reports originating from the organization

Following accepted archival practice, we generally **do not** accept duplicate materials, published materials or materials that include sensitive financial, health-related, or personal information, including:

- Copies of checks
- Credit card numbers
- Personal addresses and phone numbers
- Personal health information
- Social security numbers

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