

A Note from the University Archives at Sterling Memorial Library:

The history of Yale is created through its historical records, which are comprised of documents and artifacts. The University Archives continuously collects the historical records not only from Yale at its highest levels, but from alumni and students as well. Yale's legacy is shaped by its students and alumni who bore witness to its triumphs as well as its tragedies. Records acquired today will be preserved and made accessible for the histories to be written by future generations of Yalies.

We hope you will consider donating documents and artifacts that reflect your experiences while at Yale. Below, please find a short outline of the types of materials that are and are not currently being sought by the University Archives. For more information, please email archives@yale.edu.

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The Yale University Archives is actively seeking to collect records and documentation on student life and the Yale community. Anyone interested in possibly donating any materials may contact Michael Lotstein, Yale University Archivist at (203) 432-4908 or email archives@yale.edu. Below is a list of categories of items the archives are interested in collecting and not collecting.

To collect:

1. Journals and diaries
2. Personal scrapbooks
3. Personal correspondence while attending Yale
4. Memorabilia from student organizations, residential colleges, past reunions or other campus activities
 - a. Flyers, brochures, ticket stubs and posters
 - b. Newsletters or other locally produced publications
 - c. Administrative records from student group officers
 - i. Correspondence
 1. Within the organization
 2. With university administration concerning organizational business
 - ii. Meeting minutes
 - iii. Agendas
 - iv. Event planning documentation
5. Photographs – only photographs that are identified in some way (who is in the photo, where or when it was taken) preferably taken by the donor.
6. Class notes and course syllabi

Not to collect:

1. Student records
 - a. Graded exams or papers
 - b. Senior essays (unless it has won an award)
 - c. Any official correspondence between an individual and faculty or Yale administration

- i. The University Archives is willing to consider acquiring these types of records on a case-by-case basis. However, it may be necessary to impose a period of restriction for access and use. Contact the University Archives (archives@yale.edu) for more information.
 - d. Student loan or tuition related documentation
- 2. Unidentified photographs or photographs taken by others
- 3. Three-dimensional objects (photographs of any objects identified below are acceptable)
 - a. Buttons, pins, mugs, plaques, trophies or other awards
 - b. T-shirts or any other textiles (blankets, sweaters, etc.)
 - c. Any biologicals (pressed leaves, wrapped food, bottled beverages)
- 4. Memorabilia from other universities
- 5. Bills and receipts