

## **Some Guidelines for donating materials to the Smith College Archives**

The College Archives seeks to collect materials that supplement the official records of the College. We are looking specifically for materials that are pieces of your story on campus. To this end, we welcome the following types of materials that document your undergraduate days:

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|-----------------------------|--------------------------------------|
| 1. Diaries or journals      | 2. Correspondence home               |
| 3. Scrapbooks<br>(selected) | 4. Examination Questions             |
| 5. Syllabi                  | 6. Notes taken in classes (selected) |
| 7. Photographs              | 8. Films and audio tapes             |

For most classes we have records documenting various class activities including:

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|-----------------------|------------------------|
| 1. Commencement       | 2. Ivy Day             |
| 3. Junior Prom        | 4. Senior Prom         |
| 5. Sophomore Carnival | 6. Freshman Frolic/Day |
| 7. Mountain Day       | 8. Reunions            |
| 9. Senior Dramatics   |                        |

We are always seeking additional information about the events that formed your Smith experience, including but not limited to: academics, the arts (dance, dramatics, music), athletics, activism, your spiritual, political and house life. We also have individual biographical files on many alumnae, as well as other materials that provide a broad picture of life on the Smith College campus.

If you are interested in donating materials to the College Archives, please contact Nanci Young, College Archivist at the Smith College Archives, Smith College, Northampton, Massachusetts 01063 or at (413) 585-2970. Or via email at [nyoung@smith.edu](mailto:nyoung@smith.edu).

### **SMITH COLLEGE ARCHIVES**

The Smith College Archives has as its mission the acquisition, preservation, and access to materials of value which document the College's administrative, academic, and social life. The Archives houses the official records of the College, including its publications. In addition, the College Archives collect materials from alumnae relating to their undergraduate years at the College.