Donating, Giving, & Transferring to the SCRC

Future historians depend on the generations that preceded them to furnish the tools they need to reconstruct the way we lived. If you would like information about donating historical records to the Special Collections Research Center (SCRC), please contact the Director, Pam Hackbart-Dean, at phdean@lib.siu.edu or 618/453-2516. For a brief overview of some of our areas of collecting strength, please see our Collection Development Policy.

The Society of American Archivists offers good general guidance for individuals and organizations considering donating their papers to an archives.

- A Guide to Donating Your Personal or Family Papers to a Repository
- A Guide to Donating Your Organizational Records to a Repository

Support for Special Collections Research Center

Basic support for all SCRC programs is provided by Morris Library at Southern Illinois University Carbondale (SIU), augmented by funds generated through donations. If you would like to support our work, please contact Pam Hackbart-Dean at phdean@lib.siu.edu or 618/453-2516.

University Records Transfer

Current SIU administrators, faculty, staff and student organizations may consult the following document to assist in preparing records for transfer to the University Archives. Special Collections can assist in records management planning and can point you to university guidelines for preserving and managing active and inactive records. Please contact University Archives staff for further information and assistance. Remember: When in doubt, don’t throw it out!

University Records Transfer guide


Links:
[1] mailto:phdean@lib.siu.edu