

Donating Your Papers to the Loyola University Chicago Archives & Special Collections

The Loyola University Chicago Archives & Special Collections documents the careers and contributions of Loyola's alumni and other individuals to society by adding their papers to the collections. When donating your papers, it is important to remember that researchers are interested in the entire life and career of a person, not just portions. For this reason, the Loyola Archives & Special Collections is especially interested in receiving papers that reflect the life and career of a person. Following is a general list of the types of materials sought to document the careers and contributions of individuals. It is by no means definitive or exhaustive. Materials not specifically cited, but which contribute to documenting an individual's life and career, are welcome.

- 1. Biographical materials** including
 - a. Resumes, CV's, etc.
 - b. Biographical sketches, genealogies, memoirs, chronologies, etc.
 - c. Bibliographies of writings
 - d. Newspaper clippings

- 2. Correspondence**
 - a. Professional – letters, memoranda, emails, etc.
 - b. Personal – letters, email, cards, etc.

- 3. Photographs**

- 4. Recordings in any format**
 - a. Lectures/speeches/discussions/panels, etc.

- 5. Articles and Books**
 - a. Copies of articles and books
 - b. Original manuscripts

- 6. Speeches/Talks/Lectures**

- 7. Committee minutes, agendas, reports, etc.**

- 8. Diaries, notebooks, appointment calendars, etc.**

- 9. Artifacts** (Medical and Dental instruments, Loyola memorabilia, etc.)

- 10. Ephemera** (brochures, invitations, booklets, tickets, flyers, posters, etc.)

For further information please contact the Loyola University Chicago Archives & Special Collections at:

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