Campus Archives Collection Guidelines

Faculty Papers

The Campus Archives collects selectively in the area of faculty papers with the goal of documenting the faculty member as a member of the university community, as a researcher, teacher, and as a scholar interacting with professional colleagues both within and outside the university.

Papers commonly transferred to the University Archives include, but are not limited to, the following materials:

- Biographical material: Resumes, vitae, bibliographies, biographical and autobiographical sketches, chronologies, genealogies, and newspaper clippings
- Correspondence files, both professional and personal
- Diaries and journals
- Classroom material: Lecture notes, syllabi, course outlines, reading lists, and examinations
- Research files: Outlines, research designs, raw data, notes, analyses and reports of findings
- Drafts and manuscripts of articles, books, reviews and speeches
- Audiovisual material and photographs documenting personal and professional activities

Documents which generally should not be transferred without prior consultation with the Archivist include:

- Detailed financial records
- Non-personally addressed mail and routine letters of transmittal and acknowledgement
- Duplicates and multiple copies of publications, course materials
- Publications readily available through libraries and booksellers
- Reference collections of books, research papers, journal articles, and reprints written by other persons

To consult with an Archivist, contact iukarch@iuk.edu or (765) 455-9412.

Last updated: 20190307