Guidelines for collecting Faculty Papers for the Belk Library Archives and Special Collections

The mission of the Belk Library Archives and Special Collections is to collect, maintain, preserve, and make available institutional materials of administrative, fiscal, legal, and historical value. Faculty papers contain significant information on teaching, research, and professional activities, areas through which researchers can gain a valuable perspective on the intellectual culture of the university community. Elon University has a strong tradition of faculty governance and an understanding that documenting the work of faculty members in all facets of the university is essential. Collecting materials created or accumulated during a faculty member’s career, faculty papers documenting teaching, research, and academic professional service have permanent historical value to the Archives and Special Collections.

The Archives and Special Collections acquires, preserves, and makes available the papers of distinguished faculty members who:

- are known within their disciplines for significant and unique scholarly work
- have been recognized for excellence in teaching
- represent the university in the community through notable partnerships and projects
- have held high-level administrative or faculty leadership positions
- are recognized as leaders in their disciplines and professions, and undertaken important research

In general, the Archives and Special Collections collect the following faculty materials:

- Correspondence and memoranda of substantive nature
- Lecture notes and curriculum materials
- Records of departmental or university-wide activities
- Speeches and presentations
- Grant proposals and final reports
- Newspaper and magazine clippings, press releases
- Research-related records
- Interviews
- Curriculum vitae
- Audiovisual recordings
- Photographs and other photographic media
- Publications, reports authored, bibliographies
• Course syllabi and blank exams
• Scrapbooks, diaries, lab notebooks, etc.
• Artifacts

What the Archives and Special Collections does NOT collect from faculty:
• Books (not written by faculty), journals, and secondary published materials
• Personal family records
• Personal financial records
• Family correspondence
• Student records (grades, class rosters, etc.)
• Personal audiovisual materials or home recordings
• Family related photographic media
• Any other item that does not directly relate to their tenure at Elon University

Please contact the Archivist and Special Collections Librarian (belkarchives@elon.edu, 336.278.6681) if you are interested in donating your faculty papers or learning more about the process.

Last updated August 2012