

Policies of the Christine Dunlap Farnham Archives

Mission

The Christine Dunlap Farnham Archives was established in 1986 in memory of Christine Dunlap Farnham, '48. It collects, arranges, describes, preserves, and makes accessible materials that document the experiences of women at Brown University (including the Women's College and Pembroke College) and in the State of Rhode Island. The Brown University Library and the Pembroke Center work to promote knowledge and understanding of the history of women at Brown and in Rhode Island by making these collections easily accessible to the students and faculty of Brown, the wider scholarly community, and the public at large.

Scope of Collection

Collections selected for the archives are deemed to have ongoing historical value and may include unpublished printed documents, photographic images, graphic materials, audio and video items, digital objects, and artifacts. Materials in the Christine Dunlap Farnham Archives are available for public use in the John Hay Library of Brown University during regular business hours, unless otherwise specified in the donor agreement. Please visit the John Hay Library website (<http://library.brown.edu/about/hay/>) for access information.

Conditions of Acceptance

Unless otherwise specified by donors, all literary rights are conveyed to Brown University at the time of acquisition. All donor access and use restrictions or conditions will be specified in the donor agreement and expressed in the collection's finding aid. The professional staff at the John Hay Library will oversee the use of all archived collections; Brown University and the Pembroke Center assume no responsibility for abuse of literary or copyright restrictions by users of research materials.

Because the Christine Dunlap Farnham Archives is primarily an informational resource, restrictions on access to donated materials is discouraged. However, in order to protect individual privacy and respect laws about student and personnel materials, clearly stated restrictions of limited duration can be imposed with guidance from the Brown University Archivist.

Archival material may be collected by gift, bequest, or some combination of the two. Gifts to the Christine Dunlap Farnham Archives are considered outright donations and become the sole and irrevocable property of Brown University. Loans of material will not be considered. Records will not be accepted if the donor's ownership of such records is uncertain.

Tax and Appraisal

Donations of historical materials to the Christine Dunlap Farnham Archives may be tax deductible. Staff from the Pembroke Center and the Brown University Library cannot appraise donations for tax purposes.

Retention

Collection appraisal is a continuous process, thus acceptance of materials does not commit the Christine Dunlap Farnham Archives to retain any material in perpetuity. The Brown University Library reserves the right to reevaluate and reappraise historical materials in its holdings and de-accession them where appropriate. De-accessioned items from collections during processing or weeding will be offered to the donor or her designated agent if so requested at the time of donation. If the donor wishes not to reclaim

the material or cannot be located, the Christine Dunlap Farnham Archives reserves the right to offer the material to other depositories or discard the items.

What to send

We, at the Christine Dunlap Farnham Archives, are primarily seeking **unpublished, unique** materials, such as:

- Documents and materials relating to Pembroke College and Brown University; organizational materials from women's organizations in Rhode Island; personal materials from students and alumnae of Pembroke College and Brown University
- Records and documents pertaining to participation in professional, social, or philanthropic organizations
- Personal and professional correspondence, journals, diaries, and photographs
- Research notes, course notes, and syllabi from courses taken
- E-mail and other digital files saved on CDs/DVDs clearly marked as to the types of materials saved on the CD/DVD and the format of the files. Recommended file formats for digital files:
 - E-mail: ASCII or PDF
 - Word processing files: ASCII or PDF
 - Photographs: JPEG or TIFF (preferably TIFF)
 - Sound recordings: MP3 or WAV (preferably WAV)

*Audio and videocassettes on a case-by-case basis

Exclusions

The Christine Dunlap Farnham Archives will not accept the following types of materials:

- Books or periodicals unless their contents are in some way unique or have a particular link to the collection's creator. We do encourage donors to systematically photograph their personal libraries to provide users a view of their collection.
- Duplicate published or distributed materials
- Academic papers and graded work of other former and current students, unless their contents are directly relevant to the larger collection. (Restrictions will most likely be placed on these materials.)
- Personnel records involving a third party (e.g., letters of recommendation and staff evaluations), unless their contents are directly relevant to the larger collection. (Restrictions will most likely be placed on these materials.)

Possible exceptions should be discussed with the University Archivist.

Care of Collections

Collections are kept in environmentally controlled, secure areas and do not circulate outside of the John Hay Library. Materials are requested for use from the Library Annex and provided for research use in a supervised reading room.

To provide research access, collections are arranged and described by a professional archivist. An online descriptive guide and inventory is prepared for each collection, easily locatable by researchers through most search engines. Researchers can then use finding aids to select materials for study. To provide information about the collection, the archivist enters a description of each collection into Josiah, the library's online catalog – which is also accessible through OCLC, a national union online catalog. To see

a typical finding aid, visit: <http://dl.lib.brown.edu/riamco/render.php?eadid=US-RPB-ms2006.02&view=title>.

Providing physical and intellectual control of collections is expensive. We encourage donors to provide financial support for the arrangement, description, and preservation of their papers or records when they are able to do so. Arrangements for monetary donations should be discussed with the University Archivist. Such support can also be included in a bequest.

How to send materials:

For assistance with transferring materials to the John Hay Library, please contact the University Archivist at archives@brown.edu or (401) 863-2148.

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