

Donating to the Aquinas College Archives

College Archivist and Records Management

The archivist serves as the college's records management facilitator. The archivist coordinates information about records that she receives from departments. The archives does not actually store all college records.

College Records Not Retained in the Archives

Active college records are best kept within the departments that need to make use of them regularly. Long term or permanent records that are private cannot be kept in the archives storage room because the storage space is very limited and is needed for materials for researchers.

Materials That Are Permanently Retained in the Archives

Historical materials that can be used for research are collected and kept in the archives. Examples include yearbooks, photographs, news sources like the student newsletter and Aquinas magazine, catalogs, meeting minutes, marketing materials and personal keepsakes from alumni. The archivist organizes these materials into collections, stores them in a specific order adhering to archival science, takes steps to preserve them, and shares them through basic reference or through outreach activities like exhibits or articles.

Material offered for donation may or may not be accepted into the permanent collection based on its usefulness to researchers as determined by the archivist. Archives users include students, faculty, staff, community members and the archivist herself. In order to donate or transfer material to the archives, donors must complete and sign a Donor Form. This form provides essential information for the archives.

Artwork and Three Dimensional Objects

Due to very limited archival storage space, the archives does not accept plaques, artwork that is unrelated to college history or three dimensional objects (such as trophies, sculpture or furniture).