

Faculty Guidelines for Donating Material to the Deerfield Academy Archives

The Deerfield Academy Archives is interested in documenting all aspects of your career, including your teaching, research, contact with individuals and organizations in your field of interest, and your contributions to the administration and governance of the school. We hope that you will consider donating materials that reflect these activities.

The following is a general list of the types of materials the Deerfield Academy Archives accepts as it strives to document the teaching life of the school.

1. **Class lecture notes**, syllabi, course outlines, reading lists, examinations
2. **Campus activities material**, speeches, extracurricular organization records, coaching, etc.
3. **Biographical material**: resumes, vitae, bibliographies, newspaper clippings, etc.
4. **Correspondence**:
 - a. *Official outgoing/incoming correspondence and memoranda* generated in the course of conducting Academy business.
 - b. *Professional outgoing/incoming correspondence* with colleagues, publishers, professional societies, students, etc.
 - c. *Personal correspondence*
5. **Publications**, reviews, and articles
6. **Research** files
7. **Departmental** or committee records and reports, departmental publications, etc.
8. **Photographs**, memorabilia

*Departmental and office records generally remain closed for a period of twenty-five years from date of creation, open only to the office of origin and the Office of the Head of School. Consideration is given to other Deerfield Academy offices and departments to facilitate administrative functions.

If you have any questions, please feel free to contact the Archives at 413-774-1502.