What the University Archives at EMU is interested in Collecting

The following list includes the types of records we as an academic archives are interested in, but is by no means exhaustive. If you have questions about the materials in your office please do not hesitate to contact the University Archivist, Alexis Braun Marks to schedule a consultation.

- Heads of units operating with a high degree of independence, e.g., special programs, universities’ colleges (CAS, COT, COE, etc.), and research institutes;

- Major academic and administrative committees, including the faculty senate.

- Reports of:
  - Self-studies and accreditation visits;
  - Research projects, including grant records.

- Records of:
  - Departments, e.g., minutes, reports, syllabi, faculty vitae, and sample test questions;
  - Retired, resigned, terminated, or deceased personnel
  - Academic, honorary, service, and social organizations of students, faculty, administrators, and staff on campus.

- All publications, newsletters, posters, or booklets about or distributed in the name of the institution or one of its sub-units, e.g., books, posters, magazines, catalogs, special bulletins, directories and faculty/staff rosters, web pages, and ephemeral materials.

- Special format materials documenting the operation and development of the institution, such as:
  - Audio, audiovisual and multi-media productions—still photographs, slides, and negatives, digital images, motion picture films, audio and audiovisual cassettes;
  - Oral history interviews with their transcriptions;
  - Maps, blueprints, and plot plans of the campus and its buildings.

- Artifacts related to the institution

- Records and papers produced by school-related organizations, groups, and individuals while actively connected with the school, such as private papers of faculty members produced while working with or for the school; as well as manuscript collections related to the school.