



A Guide to Making Material Donations

General Information

1. *I have materials I would like to donate to the Center. What should I do?*

Contact the Center's Assistant Director, Cathy Faye, to discuss the materials and their potential suitability for the Center. Email: cfaye@uakron.edu. Telephone: 330-972-6096.

2. *What kinds of materials does the Center accept?*

The AHP houses materials that are:

- Relevant to the historical record of psychology and related human sciences
- Unique
- Cannot be obtain with relative ease from another source

3. *What formats of materials does the Center accept?*

The Center accepts materials in nearly all formats. This includes:

- Still Images, such as photographs, slides, and negatives
- Moving images and audiorecordings, such as film reels, DVDs, VHS, cassettes, reel-to-reel tapes
- Personal papers, including personal and professional correspondence, memoranda, unpublished manuscripts, course notes, presentation drafts, etc.
- Records of an organization (e.g., Society for Industrial Organizational Psychology, Psi Chi, etc.).

4. *What types of materials are not retained by the Center?*

Generally, the Center will discard of any materials that are not unique or are deemed to be of low historical importance. This generally includes:

- Reprints and other published materials
- Receipts, bills, and bank statements
- Raw data with little or no interpretive context
- Address books and business cards
- Blank forms or applications

5. *Should I separate these materials from the collection?*

If you wish to separate out these materials, please do so. If not, they will be disposed of when the collection arrives.

Transferring the Collection

1. *How do I send the materials?*

Materials should be packed up carefully and securely and sent by regular post to the following address:

Center for the History of Psychology
The University of Akron
73 College Street
Akron, OH 44325-4302

The Center will notify you when they arrive safely.

2. *Is there a formal procedure for gifting the materials to the Center?*

Yes. Once the collection arrives, you will be asked to read and sign a “Deed of Gift” form, which indicates you are transferring ownership of the materials to the Center. This allows the Center to open the collection for research and exhibit.

Processing and Use of the Collection

1. *What happens to the materials once they are at the Center?*

Once a collection arrives, it will be briefly sorted, documented, re-housed in acid-free boxes, and moved to the Center’s unprocessed collections storage area, where it will remain until it can be fully processed. At that time, the materials will be fully sorted and a finding aid will be created to guide researchers through the collection.

2. *When will the materials be available for research?*

Processing a collection is a time-intensive task. Like most archives, the Center has a backlog of unprocessed materials. As such, a collection may not be processed for some time after arrival. Decisions regarding processing priorities are based on the age and condition of materials, their uniqueness, and their importance to the historical record.

3. *Are all of the items in the collection open for research?*

Some items may be restricted from public access for a period of time. Confidentiality issues are the most common reason for restrictions. Personal information such as Social Security numbers and patient records are also typically restricted. If you wish to place restrictions on any of the materials, you should discuss this with the Center when the deed of gift is being signed. We will discuss what materials should be restricted and at what date they may be opened to the public.

THANK YOU FOR HELPING PRESERVE THE HISTORICAL RECORD OF PSYCHOLOGY!

Center for the History of Psychology

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Give online at: <https://www.uakron.edu/donate/ahap/>