

## **Donating Your Papers to the Loyola University Chicago Archives and Special Collections**

The Loyola University Chicago Archives and Special Collections document the careers and contributions of Loyola's alumni to society by adding their papers to the collections. When donating your papers, it is important to remember that researchers are interested in the *entire* life and career of a person, not just portions. For this reason, the University Archives is especially interested in receiving papers that reflect the life and career of a person. Following is a general list of the types of materials sought by the University Archives to document the careers and contributions of Loyola alumni. It is by no means definitive or exhaustive. Materials not specifically cited, but which contribute to this effort, are welcome.

### **1. Biographical material**

- a. Resumes and CV's, etc.
- b. Biographical sketches, genealogies, personal memoirs, chronologies, etc.
- c. Bibliographies
- d. Newspaper clippings

### **2. Correspondence**

- a. Professional – letters, memoranda, emails, etc., generated in the course of conducting business.
- b. Personal – letters, email, etc., from family, friends, acquaintances, and others.

### **3. Photographs**

### **4. Recordings – lectures, speeches, discussions, etc. In any format.**

### **5. Copies of articles and books written**

### **6. Speeches / talks**

### **7. Committee minutes, agendas, and other records**

### **8. Diaries, notebooks, appointment calendars, etc.**

For further information please contact the University Archivist at:

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