

Donating Faculty and Staff papers
Loyola University Chicago Archives and Special Collections

The Loyola University Chicago Archives and Special Collections documents the contributions of Loyola's faculty and staff to the University and 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 of Loyola faculty and staff. It is by no means definitive or exhaustive. Materials not specifically cited, but which contribute in documenting the life and careers of faculty and staff, are welcome.

1. Correspondence

- a. Official – letters, memoranda, emails, etc., generated in the course of conducting University business.
- b. Professional – letters, email, etc., relating to all facets of the faculty or staff member's career.
- c. Personal – letters, email, etc., from family, friends, acquaintances, and others.

2. Biographical material

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

3. Photographs

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

5. Class lecture notes and syllabi

6. Departmental or committee minutes and records

7. Copies of articles and books written

8. Speeches / talks

9. Diaries, notebooks, appointment calendars, etc.

For further information please contact the University Archivist at:

Cudahy Library room 218
1032 W. Sheridan Road
Chicago, IL 60660
Phone: (773) 508-2661 ~ email: kyoung3@luc.edu