Special Collections

REFERENCE MANUAL

Young Edition

Smith College

Northampton, MA

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1. **GENERAL POLICIES AND SECURITY**
2. Accessing the Smith College Special Collections
   1. Information and options of parking is [here](https://www.smith.edu/libraries/special-collections/about/visit).
   2. Special Collections staff, Reading Room, and Classroom are all located on the second floor of Young Library.
   3. Enter Young Library’s main entrance via the Burton lawn. This is an accessible entrance.
   4. They should continue into the foyer of Young Science Library and follow signs to the Special Collections Staff Offices, Reading Room, or Classroom on the second floor, or ask a Library staff member for directions. Researchers may use either the stairs or elevator.
3. Greeting Researchers
   1. Researchers will enter the Special Collections and be welcomed by the Reference Desk staff on duty. The staff should greet the visitor and determine the purpose of their visit (research, browsing, other business).
   2. If the person is there to conduct research, the staff will direct them to
      1. Place their food and drink on the shelf outside of the room
      2. Place their umbrellas under the shelf
      3. Place their personal items in lockers and/or coat rack in the back closet.
      4. To return to the main desk when they are finished for a reference interview.
   3. The following are allowed in the research area:
      1. Pencils,
      2. Loose sheets of paper or notebooks (see below)
      3. Cameras
      4. Tripods
      5. Laptops (without cases)

Note: Exceptions can be made to these allowed items at the discretion of the archivist on duty. If the item does not endanger the archival materials, it should be considered (i.e. notebooks, camera tripod, etc.). Before making exceptions, first explore whether there is an alternative, such as photocopying needed notes from a notebook at no charge.

If you do make an exception, let all reference staff know by making an announcement on the SSC/CA Reference Desk Google Site.

Note: Digital photography and filmingSpecial Collections allows use of personal digital cameras in the Reading Room to photograph materials under certain conditions. New researchers who intend to photograph materials should be given a [*Conditions for Use of Digital Cameras*](https://www.smith.edu/libraries/special-collections/services/rights-reproductions/photography-video-policy) sheet specifying these conditions. Special Collections will occasionally grant requests by researchers to bring their own equipment to film images on site.

* 1. First-time researchers will fill out a registration form. The Reading Room regulations are listed on the registration form and are posted at the reception desk. When visitors sign the registration form, they are agreeing to follow the regulations.
  2. Anyone can browse shelves in the reading room, even if they are not using our materials. Only people using our materials may sit at the reading room tables, and then they must fill out a registration form. Visitors who accompany researchers, and who also want to sit at the tables, must also fill out registration forms as they often end up handling materials.

1. **RESEARCHER REGISTRATION**
2. Reception Duties:
   1. Both staff members and students will be trained on reception duties and how to register researchers. Reception duties include, but are not limited to answering phones, emails, and general, in-person inquiries. Registration consists of the following:
      1. Researchers fill out a registration form.
      2. Researchers have a reference interview with the reference desk staff.
   2. Receptionists (both staff members and students) are expected to help explain and enforce the Reading Room practices and security. They should direct researchers to tend to their personal belongings (see, *General Policies and Security*, above). They should also assist readers with gloves, book supports, and the proper handling of materials.

1. **REFERENCE DESK PROCEDURES**
2. General Information

Key Cards:

Reference desk staff have key cards to access the stacks areas of Special Collections. They should carry these at all times and not allow others to borrow them. Staff members can access the stacks Monday through Friday, 7 am to 7 pm; Sundays 12-5 pm. Students can access the stacks Monday through Friday, 10 am to 5:30 pm; Sundays 12-5 pm.

Shift Duties:

Shift duties include reception duties, as well as reference duties. Reference desk staff should provide assistance to researchers when asked, or when they would like to reemphasize reading room practices (i.e. the use of gloves when looking at photographs). Reference desk staff will locate materials using a variety of resources. Reference desk staff will page materials and will use hold slips when retrieving boxes from their shelves. Reference desk staff will return materials when they are finished being used. Materials stored in Young Library (basement, level 2, or mezzanine) should be re-shelved nightly. West Street records can be held overnight in the cage in the Basement of Young Library. MRBC items can be put on hold on cart, which can be returned to the Rare Book Stacks at the end of the day.

Communication:

SSC/CA Reference Desk Google Site:

Advance information should be added to the SCC/CA Reference Desk Google Site (i.e. upcoming researcher visits, class presentations, class assignments, etc.). The site can also be used to share information with all Reference staff (i.e. special accommodations; or a donor has given special permission for use of their collection) (see, *General Reading Room Policies and Security*, above).

Special Collections Assistant Calendar:

When a distance researcher has notified a staff member of an upcoming visit, add their name to the “Special Collections Assistant Calendar.” If there is extensive information to share (i.e. the name of the materials they are using, or if a donor has given them special permission for use of their materials), then add that information into the “Description” section of the event.

RefAnalytics:

RefAnalytics helps us keep track of the collections and subjects researchers are interested in. Enter reference transactions in which you have shared your professional expertise and knowledge of collections. Paging boxes and explaining processes like photocopying need not be entered. Instructions are available here: <https://docs.google.com/document/d/1k5vBgdz4d5rKnF-uWQG_mVzNg7WDvSAchEXt9Nfpa58/edit> If you are not able to enter the site, please contact Sika Berger for approval.

Seating:   
Patrons should sit at chairs that are in line of sight of the reference desk. There are two large tables by the windows for class use, but do not have chairs at them to discourage their use. There is a pad of paper at the Reference Desk that serves as a 'map' of the Reading Room. This can be especially helpful to assist in keeping track of where researchers are sitting, especially for archivists starting a new shift.

1. Reference Interview:

Reference interviews help determine a path of research for researchers. An in-depth reference interview with the archivist on duty is optional, but is encouraged for each researcher beginning a new research project. Some reference interviews are done before a researcher's in-person visit, and the reference desk staff on duty might reference these interactions to assist themselves and the researcher (i.e. email chains, researcher notes, SSC/CA Reference Desk Google Site, etc.).

1. Expertise Reference:   
   If researchers need help beyond what the reference desk staff can provide, questions should be directed to the Research Services Archivist, or to the appropriate archivist. If the appropriate person is not immediately available, the reference desk staff should help the researcher to get started with their work and convey the way in which they will be helped at a later point.
2. Requesting Materials:   
   Researchers can request as many items as they would like on their call sheet, however the reference desk staff should convey:
   1. Their viewing options:
      1. One box or carton open and in use at a time.
      2. More than one book when desired, with proper supports.
   2. Their paging options:
      1. 4-5 document boxes and/or 4 records cartons at one time
      2. 2-3 document boxes and/or 2 record cartons at one time if there is a greater number of researchers in the reading room to account for greater demand and less space.
      3. Up to 10 books at one time.

Exceptions are at the discretion of the archivist on duty.

1. Paging Materials

Call Slips:

* 1. Call slips are to be attached to the registration form and left in the tray on the Reference Desk while the researcher is in the Reading Room. They indicate which materials the researcher is requesting. A checked box at the top of each call slip will indicate the respective repository and materials (see below).
  2. College Archives:
     1. Classification number: This box on the call slip is used *only* for College Archives materials. It is the “RG #” that appears in the upper left corner of the CA catalog cards and on finding aids. It can be filled in by the researcher using the card catalog, finding aid, or later by the archivist on duty.
     2. The 'Collection Name' for College Archives materials usually follows the classification number on the catalog card. For instance if the card says: "42. Berenson – Correspondence", the 'Classification' is "42"; the 'Collection Name' is “Faculty Files - Berenson”; and the 'Description' would include “Correspondence” (plus any other information, if necessary).
  3. Sophia Smith Collection:
     1. Provide the Collection Name, Box Numbers, and, if necessary, Description of Materials.
  4. Mortimer Rare Book Collection
     1. All rare books and manuscripts are cataloged online in the OPAC.
     2. Provide the call number (Library of Congress (LOC), Dewey, or other) for rare books, along with the author and/or title.
     3. Provide the call number (MS#) for bound manuscripts and manuscript collections, along with the author and/or title and box numbers as appropriate.
     4. Provide the call number (MiscMS#) for individual manuscripts along with the author or title.

“Item Pulled” Slips:

* 1. Item Pulled slips should be put in place of the box when it is being pulled for a researcher. For each repository, the following is needed:
     1. College Archives: date, record group, and box number (include both numbers if the box has two).
     2. Sophia Smith Collection:date, collection name, and box number.
     3. Mortimer Rare Book Collection: date and collection number (and box number if applicable).
     4. If the box does not have a number (i.e. oversize boxes), please include the UID number on the slip.

1. Restricted Materials:

There are no exceptions to donor restrictions, or to institutionally imposed restrictions, on collections. Any queries along these lines should be directed to the respective repository's curator or archivist, or to the Director of Special Collections. Be sure to note if there are restrictions before giving boxes to researchers. Always use caution.

Oral Histories:

Researchers may only access an oral history if both the interviewer and narrator have signed a release for that history. [Information about which oral histories have releases is available here](https://docs.google.com/a/smith.edu/spreadsheets/d/1xhaASZ7xRWyyoOG91ZMYZQrFSgrz0HkSAnA3C-Wu2PQ/edit?usp=sharing). If releases are not available, the College Archivist or Sophia Smith Collection Archivist can work to secure an ex post facto release, but this may take some time. If both parties (the interviewer and narrator) are deceased, the interview can be made available for research.

College Archives:

For information about restrictions, see the:

1. Access Note in the finding aid,
2. Record Transmittal Form,
3. Locator Cards (in the upper right-hand corner box), and/or the,
4. CA Accessions in ArchivesSpace.

Most general office files, undergraduate, and alumnae materials are unrestricted upon receipt into the College Archives. Materials that are **permanently restricted** include Tenure & Promotion files; salary files; student academic records (including transcripts after 1934); grade sheets; and disciplinary files.

Sophia Smith Collection:

For more information about restrictions, see the:

1. Access note in the finding aid,
2. Box labels,
3. Locator Cards (in the upper right-hand corner box),
4. ArchivesSpace resource record or accession record,
5. Collections database in InMagic (if applicable) or,
6. Deed of gift with the donor file for the collection (in the Administrative Assistant’s office).

Some collections contain privacy restrictions, which require researchers to sign an *Access Agreement* form. The finding aid may include copies of this form for a given collection. If there is not one in the finding aid, use a standard form (see, *Appendix*). After the researcher signs the form, write on the back of the Registration form: “Researcher has signed Access Agreement form.” Then, make a copy of the form for the researcher, attach the original to the registration form, and file the original in the reference desk drawer in the "Access Agreement Forms" folder after the researcher's visit/project is complete.

1. Holds:

Due to the lack of space for staging hold materials, materials housed in the Young stacks should be reshelved daily. Classes should be provided with a complete list of suggested materials as class carts will no longer be created.

Two exceptions to this are the Mortimer Rare Book Collection materials, which can be stored on carts in the Mortimer Rare Book stacks; and materials from West Street which can be held in the caged area of the Basement in Young Library.

If materials are put on hold, the carts need to be labelled with the following:

* 1. For whom the cart is on hold for (either staff member or researcher)
  2. The reason the cart is on hold
  3. Staff contact name about the hold
  4. How long they need to be on hold.

In both the Rare Book stacks, as well as the Basement stacks, hold carts should be placed in alphabetical order by last name of the person for whom the cart is on hold for.

Researchers may only have 8 items on hold at one time (except for class carts, see, *Class Carts*, below) and only for 2 weeks. Exceptions are often made for long-term, continuing researchers and for students with semester-long projects. Researchers should fill out hold flags for each box, or for a whole cart.

Class Carts:

Physical carts will not be assembled for classes. Classes should be provided with a complete list of suggested materials before, or upon, their first visit. This list should also be shared with Reference Desk staff on the Google Site, and in the Teaching Resources and Activities [google folder](https://drive.google.com/drive/folders/0Bwi2DyTgbEfFbHZ4bTI5cE1adkk).

1. Check out:

Researchers should be asked to 'check out' with the archivist on duty. They should be asked:

1. If, and when, they think they will return, and
2. If they have any reproduction requests.

All materials, including carts and finding aids, should be returned to their specific areas when the researcher departs, or at the end of the day. Use the call sheet (attached to the registration form) to assist in filing boxes when a researcher leaves, or at the end of each day, as it has all locations of boxes. Refile all forms after boxes have been returned to the shelves.

1. Closing Duties:

There are steps to closing the Special Collections at the end of each day. See [appendix](#gpawgda2utmu) for the closing duties.

1. **STUDENT ASSISTANTS**

[see also, *Student Assistants’ Manual*]

1. Paging:
   1. Each open hour will include a staff member and a student at the Reading Room desk. It is a prerequisite that all of the Reading Room hours of operation have a student assigned to them. The student assigned to the reference desk is primarily responsible for paging materials. Students will be cross trained on reference desk duties in order to emphasize a cohesive service point. They will be trained by the Research Services archivist and unit heads until the Reading Room supervisor is hired. Students will page on demand all on-site items requested. They will have access to all Young stacks via OneCard access.
      1. Item Pulled slips should be put in place of the box when it is being pulled for a researcher. For each repository, the following is needed:
         1. College Archives: date, record group, and box number (include both numbers if the box has two).
         2. Sophia Smith Collection:date, collection name, and box number.
         3. Mortimer Rare Book Collection: date and collection number (and box number if applicable).
         4. If the box does not have a number (i.e. oversize boxes), please include the UID number on the slip.
   2. The Mortimer Rare Book Collection needs special attention. When retrieving rare books, always reach behind the books to take them off the shelves (never pull by the headcap). Leave an item pulled slip with the date and collection/call number. When reshelving books, remove the item pulled slip. Tutorials for Library of Congress (LC) shelving and Dewey Decimal shelving are available [online](http://www.library.kent.edu/library-congress-tutorial-call-number-and-shelving;%20http://library.mtsu.edu/dewey/index/php).
2. Photocopying:
   1. Photocopy orders are generally conducted under the supervision of the Research Services Archivist. Students are directed to regularly check the workroom and the photocopying log to be sure orders are being done in a timely fashion. Students will assist with both reference desk duties, as well as photocopying duties.

1. **PHOTOCOPY ORDERS**
2. A photocopy order will be accepted only when the researcher is finished with a box.
3. All photocopy orders must be paid for *in advance* by the researcher (exceptions can be made at the discretion of the Administrative Assistant). If someone cannot pay at the time of order, the material should be put on the hold cart with the order form until the researcher completes payment. We will not begin copying material until payment is received. Check with the Administrative Assistant with any questions.

Do not charge for orders 10 pages or less.

1. Ensure that the order is clear by checking that:
   1. The researcher has completed all parts of the photocopy form, and
   2. That flags are in place.
2. Total the number of pages and the cost of the order (.25/page). The reference desk staff will handle payment. The staff will then take the photocopy form to the work room area in the Special Collections Staff area. The reference desk staff reunites the boxes with the form, and puts the whole order on the photocopy shelf in the copying area. Researchers placing large photocopy orders should be informed that we can only commit to a maximum of 50 copies per week. Larger orders will be processed over several weeks as necessary.
3. **Digital Reproductions: Photos, AV and Born-digital**[See also [*Distance Reference*](#h1bfildpn2pu) below; and [*Rights and Reproductions*](https://www.smith.edu/libraries/special-collections/services/rights-reproductions) on the website]

1. General Information
   1. Researchers should allow 2-3 weeks for in-house photo and audiovisual orders to be completed. Rush service is available for photo orders. Vendor outsourcing is required for audiovisual materials that cannot be done in-house, and is available upon request by the researcher. See the Research Services Archivist for more information.
   2. All duplication orders are tracked in Trello, where they can be viewed by all staff.
   3. Note that a growing number of digital resources are being added to [Compass](https://compass.fivecolleges.edu/), Five College digital repository. There are also a number of oral histories and other streaming media available on the Special Collections website (see [Smith Digital Collections](https://www.smith.edu/libraries/research-tools/smith-digital-collections) for a complete list). These online resources are also linked from the finding aids.
2. Photographic Reproduction
   1. *Please do not pull items from the boxes.*
   2. Researchers should fill out the *Photograph Order Form* (green) and place green flags in front of the photos they want. Reference staff should check to make sure the form is completely filled out, including use, file format, delivery method, and special instructions.
   3. All photographic reproduction orders, including those from distance requests, should be referred to the Research Services Archivist.
3. Audiovisual Reproduction
   1. *Please do not pull items from the boxes.*
   2. Audiovisual reproduction orders must include a *Media Duplication Order Form* (purple) completed by the researcher or staff person. Staffers who submit orders should verify that the information on the form is as complete as possible.
   3. All audiovisual orders, including those from distance requests, should be referred to the Research Services Archivist.
   4. Access to Audiovisual Materials In-House:

In order to preserve the original audiovisual materials, in-house use copies should be produced for researchers whenever possible. This may delay access to audiovisual materials for as long as 2-3 weeks. If a researcher does not want their own copy, there is no charge to duplicate an audiovisual item for in-house use, they it may take some time. If there is a digital file copy, then the file will be shared sooner with the researcher *at no extra cost*. Depending on the content, files may be added to Special Collections’ public digital repository (Compass). This can usually be done within a few days. For large orders, or orders that need to be outsourced due to format, researchers may be asked to share the cost even if using the items in-house.

NOTE:  Some AV already have CD or DVD use copies which researchers can view/listen to in-house. There may also be times when it is acceptable for the researcher to access the original media. Decisions concerning access should be made in consultation with the head of each Special Collections unit.

1. Born-Digital Files:

Born-digital content includes electronic records, transcripts, born-digital images and multimedia. This content has varying degrees of accessibility depending on the formats, whether there are access copies, and whether further assessment or processing is required. Check the SSC and CA AV databases (Inmagic) for terms of access, or consult with the Digital Preservation Archivist. In many cases access copies can be created upon request.

* 1. To request access, researchers must complete the *Media Duplication Form* (purple) and give it to the Research Services Archivist or the College Archivist.
  2. Files are delivered via Google Drive. If an access copy exists, the reproduction fee is lower. (See the *Special Collections Fee Structure* online for more information: <http://www.smith.edu/libraries/libs/specialcollections/fees>
  3. Information about the existence of digital copies may be found in the CA AV/Media database on InMagic, and the SSC AV Database on InMagic. Information about the existence of access copies may also be noted in the collection’s finding aid.

1. Microfilm:

Researchers may view items from our microfilm collection on our microfilm reader located ?. If our reader is in use, they may leave photo identification with the reference archivist and view reels on the readers in . Neilson owns duplicates of some of our microfilm collections and researchers should be made aware of that in case they want to maximize their time using materials unique to Special Collections.

1. **ORAL HISTORIES**
2. A number of oral histories are available on the [Special Collections Website](https://www.smith.edu/libraries/research-tools/smith-digital-collections/oral-histories).
3. The standard audiovisual reproduction fees and policies apply when reproducing oral histories from their original media: <http://www.smith.edu/libraries/libs/specialcollections/fees>
4. Researchers may only access an oral history if both the interviewer and narrator have signed a release for that history. [Information about which oral histories have releases is available here](https://docs.google.com/a/smith.edu/spreadsheets/d/1xhaASZ7xRWyyoOG91ZMYZQrFSgrz0HkSAnA3C-Wu2PQ/edit?usp=sharing). If releases are not available, the college archivist or Sophia Smith Collection archivist can work to secure an ex post facto release, but this may take some time. If both parties (the interviewer and narrator) are deceased, the interview can be made available for research.
5. Audiovisual materials for partially restricted oral histories are closed, and researchers must use the edited transcript. If there are both a paper and electronic copy of a transcript, an electronic copy will be provided to the researcher via PDF. If researchers do not have computer access, or want a select portion of the transcript, photocopies or printouts can be provided for .25 per page.
   1. For most projects there are two electronic files for each interview: the actual transcript and the "cover" document (containing the cover sheet, bio, copyright info, etc.). Both files should be sent together.
   2. Researchers may view the electronic transcripts on the public computer in the Reading Room. Printed versions of the transcripts cost 25 cents per page.
6. Copyright:
   1. Some interviewees and interviewers have retained copyright. Any and all restrictions as stated on the deed of gift or access agreement for oral histories must be followed.
   2. Some Oral Histories allow for reproduction to aid research use. The copyright owner is noted at the top of each transcript, and citation info will be listed on the request form. Researchers are required to sign the copyright warning on the request form, as well as a release form, before receiving the reproduction copy.

1. **DISTANCE REFERENCE**
2. Distance reference received through email or phone referrals should be directed to the Research Services Archivist.
3. Research fee:Special Collections provides 1 hour of free research per researcher. The Smith College Special Collections website suggests a standard research fee of $20 per hour after the first free hour. Given constraints on staff time, we suggest hiring a research assistant for research more extensive than one hour.
4. Long Term Visits:  
   Researchers planning to visit should be directed to the Special Collections Web site for directions, visitor information, and Reading Room policies. If possible, they should contact the Research Services Archivist prior to their visit for a reference interview.
   1. If a staff person puts items on hold, makes suggestions for a researcher, or needs to alert other reference desk staff of an exception, they should add an announcement to the SSC/CA Reference Desk Google Site or to the Special Collections Assistant calendar.
   2. When staff remove boxes from the stacks for distance reference requests (or for processing, loans, or exhibits), they should put a purple “Item Pulled” flag in its place on the shelf. This also applies to items removed from boxes *for any purpose* other than photocopy and photograph orders, which have special flags. *Please do not pull items from boxes*.

1. **OFF-SITE STORAGE**

West Street is the off-site facility storage area.

To request items from West Street, notify the Research Services archivist (Amy) who will add information to the specific Trello board. The staff member assigned to West Street for the relevant day will assist in the transfer of boxes to the reading room by placing them on the West Street elevator for facilities transport.

Researchers must make their requests at least 2 business days ahead to be assured of getting their requested boxes.

1. **APPENDICES**

* 1. **Reference Desk Closing Duties**

1. Paging boxes will cease 30 minutes to closing.
2. Alert researchers that the Special Collections will be closing soon (10-30 minute alert, at your discretion) to allow for adequate cleaning up time. Ask them to alert you to:
   1. Which materials they’re completely finished with. They should place these on the return cart.
   2. Which materials they’d like to keep on Hold (only materials from West Street or Mortimer Rare Book Collection).
   3. If they need photocopies (see above for more details; the Administrative Assistant is needed for payment other than cash).
3. See researchers out. They should return their boxes to the return cart before obtaining their personal belongings from the closet. They should not use the reading room tables or chairs to pack their belongings.
4. Clean up Reading Room area:
   1. Materials get reshelved.
   2. Supports get put away.
   3. Extra carts are returned to the student work space or basement.
5. Clean up the Reference Desk area:
   1. Enter researcher questions on Ref Analytics,
   2. Shut down the computer,
   3. File Researcher forms (alphabetically by last name),
   4. Clean up any personal items.
6. Turn off lights and close door (make sure it’s locked).
   1. **FORMS**

{Electronic copies are in *S:\Lib\Special Collections\SSC-CA\forms*}

§ Visitors’ Register (white)

§ Registration form (blue)

§ Request for Materials form/Call slip (white)

§ Photocopy forms (pink)

§ Photocopy flag (pink)

§ Hold Slips (goldenrod)

§ Reference Transaction form (lilac)

§ Photograph Order form (green)

§ Photo Pulled flag (green)

§ Media Duplication form (lilac)

§ Item Pulled flags (lilac)

§ Digital Camera form

§ Access Agreement forms (white)

§ Researchers in Reading Room chart (yellow)

§ Presentation Report form (yellow)

* 1. **INTERNAL INFORMATION**

§ General Statement of Access to Records in the CA

* + 1. **Smith College Archives Authority Statement**

Recognizing the need for a formal archival policy to ensure the preservation and the availability of official College records of enduring administrative value and/or historical significance, Smith College hereby adopts the following policies for the collection and preservation of this material:

1. All correspondence, official printed material, record books, minutes, committee files, financial records, and other materials—in sum, any records generated by or received by the various administrative and academic offices of the College in the conduct of their administrative responsibilities—are the property of the College.
2. Such property is not to be destroyed without the approval of the College Archivist and officer in charge of the office where the records accumulate.
3. The Archivist, in cooperation with the officer in charge of each administrative office or academic department, will identify inactive records—ie., those records not regularly needed for the transaction of the current business of the office—and arrange the systematic transfer to the College Archives of records having permanent value. The Archivist, therefore, shall have the right of reasonable access to examine all current and inactive college records.
4. The Archivist and the appropriate administrative officers will determine any special conditions of access which may be placed on any category of records, applying legal restrictions and considerations of confidentiality and privacy as necessary. It is understood that in the absence of specific restrictions, all materials transferred to the College Archives will be open to researchers on a non-discriminatory basis.
5. The administrative officers who are covered by these regulations include members of the faculty who perform non-teaching or administrative duties of either a continuous or occasional nature (such as acting as chairperson of a department or serving on departmental or College committees), which put them in possession of records pertaining to their official duties.

The College Archives may also preserve papers of faculty members, administrators, members of the Board of Trustees, students or student groups, or employees as a supplement to these official records. The College welcomes gifts of such material while recognizing that it has no legal title to them.

Approved by Mary Maples Dunn, President, August 1987

§ College Archives Finding Aids: <http://asteria.fivecolleges.edu/findaids/smitharchives/list/> (web versions only)

§ College Archives Annotated Subject Classification

(see also, CA shelf list)

* + 1. **SMITH COLLEGE ARCHIVES RECORD GROUPS**

The early core of the College Archives' holdings is arranged in ten groups by broad subject and serves as a self-indexing reference file. A number, or group of numbers, between 0 and 100, represents each group as follows:

00. Northampton and Local History

10. - 19. College History

20. - 24. Buildings and Grounds

30. - 39. The Administration

40. - 42. Faculty

50. - 52. Academic History and Policy

60. Graduate Work

70. Intercollegiate

80. - 80.9 Students

90. Alumnae

The College Archives card catalog uses the subject classification in an abbreviated form that is similar to a library call number. Cards that describe material in the stacks will have the "call number" in the upper left corner. Some examples are:

42. Faculty individuals

Jordan Mary Augusta Jordan

12.DV Distinguished Visitors

James Henry James

80.Dr Student Dramatics

1880 1880

1904 Student, class of 1904

Comer Individuals, Mary Comer

Cards without a "call number" are in the catalog to provide information and do not necessarily refer to stack material. Cards with the upper right corner cut off are informational. Cards with "rr" in the upper right corner refer to material that is available in the reading room as well as in the stacks. **The card catalog is a good place to start research, but it is not a complete listing of the contents of the archives.**

The material in this scheme is shelved consecutively according to the ten subject groups. Each box has been assigned a number that is used for retrieval. To call a box from the stacks, the researcher or reference archivist finds its number in the shelf list, lists the number on the call slip and gives the form to the reference archivist for retrieval.

The ten subject groups outlined on page 1 are subdivided as described in the following pages.

**00. Northampton and Local History**

Photographs, news clippings, local history books, guide and viewbooks, Academy of Music programs, etc.

**10.-19. College History**

*10. Founding and Opening.* Also material on the college seal, estate of Sophia Smith, property purchase, dedication of College Hall, inauguration of President Seelye. Material includes: incorporation papers, financial records, news clippings, Official Circulars, correspondence, wills of Sophia Smith.

*10.2 Founders.*

John M. Greene: journals, correspondence, publications,scrapbooks, sermons, account book, photographs

Sophia Smith: journals, correspondence, photographs, genealogy, biographical information.

*10.9 Histories of Smith College.*

Published histories

News Clippings about Smith. (arranged chronologically)

Smith College Archives and Sophia Smith Collection history.

Office records, exhibit labels, writings

Postcards. Views of the college and surrounding area.

*12. Anniversaries.* Material on college anniversaries in l900, l925, 1950, and 1975. Includes Smith Centennial Study oral history project, correspondence re: planning, scrapbooks, programs.

*12. Celebrations and Conferences.* Programs, photographs, some correspondence.

*12. Disasters.* News clippings on fires, thefts, murders, disappearances, suicides.

*12. Distinguished Visitors.* (Arranged alphabetically.) Material on visitors to the college and to Northampton includes correspondence, photos, programs, news clippings.

*12. Films and Videotapes.* College events, physical education department demonstrations, reunions, public relations.

*12. Honorary Degrees.* Material includes citations, programs, news clippings. Files on individual recipients contain such items as photos, correspondence, resumes, college memorabilia (if an alum), publications, biographical material. Partially restricted.

*12. Lectures.* Photographs, press releases, news clippings on guest lecturers.

*12. Prizes.* Correspondence, news clippings.

*12. Slides.* Admissions and public relations slide shows, buildings and grounds, college events, Northampton. Research collections of Harris Hawthorne Wilder (Zoology) and W.I.P. Campbell (Botanic Garden).

*12. Smith College Medals.* (1964-present). Material similar to honorary degrees (see above). Partially restricted.

*12. Symposiums.* Correspondence, photographs, programs, news clippings, publications.

*12. Tape Recordings.* College events, speeches, symposiums, commencement, oral histories, faculty shows, panels, concerts, chapel services, debates.

*12. War Service.* Material includes photographs, organization records, news clippings, publications, personal papers of participants.

World War I: campus and local activities; Smith College Relief

Unit records and personal papers of participants; other relief units

World War II: campus and local activities; War Service Board; WAVES training program

*12. World Fairs.*  Correspondence, publicity, guest books, photographs, relating to Smith's participation in the 1893, 1933, and 1939 fairs.

**20.-24. Buildings and Grounds**

*20. General.* Dormitory administration, maps of campus, aerial views of campus, food service; staff information.

*22. Buildings.* (Arranged by name of building.) Material can include photographs, histories, news clippings, publications, some office records such as chapel, library, botanic gardens, museum.

*24. Grounds.* (Arranged alphabetically by location.) Photographs and news clippings.

**30.-39. Administration**

N.B. Administrative records acquired since 1987 are arranged in a separate system by creating office and may be covered by access restrictions.

*30. Board of Counselors.*

*30. Board of Trustees.* General information, files on individuals.

*32. Presidents.*

*General*

Seelye: Personal papers: Correspondence, publications, sermons, photographs, class lectures, journals of his wife.

President's office records, 1873-1910: He destroyed them after writing The Early History of Smith College.

Burton: President's office records, 1910-17: Correspondence, biographical material, publications, material on inauguration.

Neilson: Personal papers: Biographical material, photographs, academic life, other activities, speeches, writings.

President's office records, 1917-39: Office files.

Morrow: Personal papers: Photographs, biographical material, speeches, writings.

Presidents office records, 1939-40: Office files.

Davis: Personal papers: photographs, inauguration, speeches, publications, biographical material.

President's office records, 1940-50: Office files.

Wright. President's office records, 1950-59: Office files, reports to the president from academic and administrative departments, biographical material, photographs, writings.

Mendenhall. Personal papers: Biographical material, photographs, writings.

[President's office records, 1959-75: Inauguration, reports to the president from academic and administrative departments, speeches. Remainder partially closed to research use.]

Conway. Personal papers: Biographical information, clippings, photographs, speeches, writings. Remainder closed until her death.

[President's office records, 1975-85: Reports to the president, news clippings, inauguration, biographical information, photographs, speeches, and publications. Remainder partially closed to research use, 1975-85.]

Dunn. Personal papers: News clippings, inauguration, biographical information, photographs, speeches, and publications. Remainder unprocessed.

[President's office records, 1985-95: reports, speeches, etc. Remainder partially closed to research use.]

Simmons. News clippings, inauguration, biographical information.

*34. Administrative Offices.* Included are pamphlets, office files, exams, reports, meeting minutes. (Arranged alphabetically by name of office.)

*39. Publications.* Anything produced by the administration is here. (Other publications are filed under academic departments, students, Alumnae Association, School for Social Work, etc.)

**40.-42. Faculty**

*40. General.* Group photographs, Faculty **Who's** **Who**, material on endowed chairs, clubs, shows, committees.

*42. Individuals.* (Arranged alphabetically.)

Material may include photographs, news clippings, biographical material. Some include personal papers: class notes, publications, research notes, correspondence, journals, etc. Other faculty member's personal papers are housed outside this system.

**50.-52. Academic History and Policy**

*50. Special programs.* Honors program, honor societies (Phi Beta Kappa, Sigma Xi), Junior Year Abroad programs. Includes membership lists, organization records, honors exams

*52. Departments.* (Alphabetical by department name--except for sub-categories: Interdepartmental (American Studies etc.), Sciences (Astronomy, Biochemistry, Biological Sciences, Botany, Chemistry, Geology, Hygiene and Bacteriology, Physics, Psychology, Sociology, Zoology)

Files contain such material as publications, syllabuses, source notes, department records and memos, photographs, material on departmental clubs.

**60. Graduate Work**

Included are files on individuals who did graduate work at Smith; information on Smith graduate programs (such as the Summer Schools of Italian and Music, the masters program in Physical Education, and the School for Social Work); graduate programs affiliated with Smith (such as the Cambridge School for Architecture and Landscape Architecture); and non-degree programs (such as the Institute for the Coordination of Women's Interests, Alumnae College, and the Project on Women and Social Change). Additional program records are filed elsewhere.

**70. Intercollegiate**

Intercollegiate associations and affiliations. Material includes publications, photographs, news clippings, newsletters, debates, lectures, 5-Sister and 7- Sister Colleges, 4- and 5- College cooperation, Ginling College (sister college in China), International Institute for Girls in Spain (sister school in Spain). Complete IIGS records are housed elsewhere.

**80.-80.9 Students**

*80. Athletics.* Files on Athletic Association and individual sports (alphabetical by sport) contain photographs, membership lists, programs, and records.

*80. Classes.* (Arranged chronologically by class, 1879-present.)

Records: Events, commencement, group photographs, senior dramatics, reunions.

Individuals: (alphabetical by maiden name): may contain photographs, letters home, college memorabilia, memorabilia books and scrapbooks, journals, class notes, biographical information.

*80. Clothes and Fashions.*  News clippings, photographs.

*80. Clubs.* Student organization records, photographs, programs, publications.

*80. Dances and Recreation.* News clippings, photographs.

*80. Demonstrations.* Correspondence, news clippings, photographs, press releases, 1969 - .

*80. Distinct Groups.* Informational files on foreign students, minorities, Ada Comstock Scholars. Material includes pamphlets, correspondence, photographs, newsletters, organization records.

*80. Dramatics.* (Arranged chronologically 1880-present.)

Programs, photographs, scripts, costume and set designs.

*80. Pins.* Class, club, and organization pins.

*80. Radio.* Financial and other organization records.

*80. Religious Organizations.* Smith College Religious Association, Smith College Association for Christian Work, Missionary Society, Service Organizations of Smith, etc. Organization records, photographs, correspondence.

*80. Special Days.* Christmas Vespers, Mountain Day, Rally Day, etc. Includes programs, photographs, clippings.

*80. Student Government.* Includes Council and House minutes, course critiques, SGA records.

*80.09 Student Publications.* Complete runs of student newspapers, literary magazines, etc.

**90. Alumnae**. Alumnae Association records, Smith Clubs records.

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Records of college offices, some of which have restrictions to their access; significant collections of faculty papers; and other papers and records are arranged and described outside of this subject classification.

Material related to student life and the work of some well known alumnae can also be found in their papers in the Sophia Smith Collection, which houses the papers of some Smith alumnae.

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