

**ARCHIVES OF AMERICAN MATHEMATICS
THE DOLPH BRISCOE CENTER FOR AMERICAN HISTORY**

DONOR GUIDELINES

Scope of Collection

The Archives of American Mathematics, (AAM), a component of the Dolph Briscoe Center for American History (the Center) at the University of Texas at Austin, houses the papers and records of American mathematicians and mathematical organizations. Its mission is to collect, preserve, and provide access to these collections for research by historians, mathematicians, educators, and others interested in the history and development of mathematics.

Examples of Material to Donate

The following lists are not comprehensive but are meant to be guides for the types of materials we accept. Each person and organization may have materials not listed here that are unique to them or that reflect a particularly important aspect of their lives and work. The AAM Archivist can help donors determine what is appropriate for donation.

Individuals

Correspondence (paper and email)	Published or unpublished manuscripts of articles and books
Diaries and journals	Lectures
Research, especially notes and notebooks	Evidence of involvement with professional associations, publishers, and conferences
Class notes taken as a student	Photographs
Class notes created for classes as a professor	
Reprints of articles	

Organizations

Articles of incorporation	Officer records
Charters, bylaws	Agendas
Minutes	Photographs
Board of Directors files	Meeting and conference materials
Committee documents	Organizational charts
Reports (annual, committee, etc.)	Brochures and flyers
Organization newsletters	

Examples of Material Not to Donate

Books, journals, and other publications not published by the person or organization
Reprints by other authors

Contacting the Archives

To initiate a donation, please contact the AAM Archivist, Carol Mead: carolmead@austin.utexas.edu. She will ask questions about the background of the creator of the collection, general content of the materials (such as professional correspondence, lectures, etc.), volume, and what types of materials are in the collection (paper, digital, photographs, etc.). She will also ask for a general inventory of the collection, which she will use to determine what should be accepted for donation.

Donating a Collection

Deed of Gift

Once we have received the donation, we will send the donor a deed of gift for signature. This document assigns legal ownership of the donated materials to the AAM. Any restrictions the donor wishes to place on the collection will be detailed in the deed and should be negotiated with the Archivist prior to donation.

Restrictions

Copyright: The most common restriction is copyright. Some donors wish to retain copyright on the materials in their collection to which they hold copyright. In this case, there is a section in the deed to indicate this restriction. The AAM will refer researchers wishing to use materials in the collection for publication to the donor.

Acknowledgement

Once the donor returns the signed deed to the AAM, we will forward it to the UT Development Office for signature; the donor will receive a final copy of the deed and a letter of acknowledgement for the donation.

Digital Donations

The AAM accepts digital donations. The donor can transmit digital files in the following ways: via email, depending on file size, or on disk (DVD or CD); we also accept hard drives. For more complicated digital files, such as wikis or web sites, the donor must complete a questionnaire designed to provide us with information about the files and to help us develop a strategy for handling them in the short and long term.

Appraisals

Donors sometimes are eligible to take a tax deduction for the market value of the materials they donate, and the Center advises prospective donors to consult their attorney or tax advisor for information on the possible advantages of this form of charitable giving. To determine the market value of gifted materials, the donor should hire an independent appraiser who will evaluate the collection; Center staff cannot make this evaluation. The IRS requires this independent appraisal if the appraised value of a gift is greater than \$5,000. Additionally, the IRS requires that the University sign IRS Form 8283 acknowledging receipt of the gift. The appraiser and

the Center will assist the donor in managing this paperwork. To be acceptable to the IRS, the appraisal must be made no more than 60 days before the date of the contribution and before the due date of the tax return.

Packing and Shipping

Ideally, the donor will make some basic preparations for sending the materials, which will both reduce the bulk of the shipment and give the Archivist a better understanding of how the collection's creator organized the materials. We ask that the donor do some preliminary weeding, using the lists provided above and the Archivist for guidance.

When possible, packing materials in a reasonable order is appreciated. For instance, if documents are in a file cabinet, pack them by drawer, in the order in which they are placed in the drawer. Finally, a basic inventory is also helpful; this could be as simple as Box 1: MAA files; Box 2: correspondence; etc.

When packing up a collection, it is essential to use sturdy boxes. Otherwise, boxes arrive torn or battered, which is potentially detrimental to the contents. Another important element in packing is to avoid too heavy boxes; this also results in boxes that arrive in poor condition. It is safer to use more boxes that are smaller and lighter than fewer that are too big and heavy.

UPS is the most common shipper donors use for shipping boxes. The address is:

Carol Mead
Center for American History
2313 Red River St., Unit 2
Austin, TX 78705
512-495-4598

After receiving the signed deed of gift, we process the materials. This includes basic preservation treatment (e.g. photocopying deteriorating documents onto archival paper), housing the materials in acid-free sleeves, folders, and boxes, and establishing the collection's organization. After the collection is processed, we create a finding aid, which includes a biographical sketch of the creator, an overview of the contents, and a container list, and a catalog record. We put this finding aid online and include it in a list of other such inventories on the AAM website (http://www.cah.utexas.edu/collections/math_findingaids.php). If the collection is not processed immediately, we will create a basic catalog record and online inventory so that researchers may find it even as it awaits processing.

The boxes are stored either onsite or in a secure offsite facility. Researchers may view the materials in our Reading Room only.