

Guidelines for Potential Donations to the Archives

We appreciate donations of records and other items that can enrich our collection, but acceptance of donations is limited due to space constraints and other considerations.

When considering donating items to the Paul F. Cooper, Jr. Archives, please note the conditions listed below.

- Please contact the college archivist when considering any donation. We cannot accept gifts sent without prior communication.
- The archivist will make the final decision on whether to add donations to the collections.
- Items sent without prior communication may be offered to other repositories or otherwise disposed of at the staff's discretion.
- We do not provide estimates of value for tax purposes.