

## **Mission and Collecting Policy**

Dr. Jo Ann Rayfield Archives  
Illinois State University

### **Mission of the Rayfield Archives**

The Dr. Jo Ann Rayfield Archives at Illinois State University (University Archives) is the official repository for selected materials that document the history of the university and all aspects of University life. The University Archives collects preserves and makes accessible these materials to support Milner Library and the ISU community's research and teaching goals.

### **Collecting Policy at the Rayfield Archives**

Official records from governing boards, campus offices, faculty and student governance bodies, committees, colleges, departments and faculty and student organizations are collected by the University Archives. In addition, the University Archives collects the professional and personal papers of faculty, administrative staff, and alumni as they pertain to the university. The University Archives also collects materials on Illinois educational organizations relevant to the University and local manuscripts or archival materials of individuals, clubs or businesses relating to the University.

In 2011, the University Archives began collecting materials related to the teaching style known as Herbartianism. These materials include records of organizations and groups dedicated to the awareness and education of the Herbartian teaching style as well as the personal papers of individuals who taught, administered or were educated in the Herbartian method. The University Archives will also collect monographs, ephemera, memorabilia and other materials related to the teaching, administering or education of the Herbartian method.

### **Materials are at the Rayfield Archives?**

At the Rayfield Archives, we have all kinds of collections that help to document ISU's history. They include:

- Photographs ([Photographic Services Collection](#), Ken-Way Studios)
- [Faculty Papers](#) (can include syllabi, course notes, lecture notes, original research)
- Administrative records of ISU colleges, departments, and schools ([Academic Affairs Record Group](#))
- [Memorabilia](#) (can also be found in individual collections)
- [Ephemera](#) (can also be found in individual collections)
- Publications such as [yearbooks](#), [course catalogs](#), [university board reports](#), and [Academic Senate minutes](#)
- [Books on ISU's history](#)
- The student paper, *The Vidette* (both [in print](#) and [online](#))
- Art and paintings ([ISU Presidential History](#))

### **Visit University Archives**

The University Archives is open to the public. Because of the fragile nature of the materials, the stacks are closed for browsing but can be requested for viewing by Archives staff.

Because of limited staffing, the University Archives is open by appointment only. Please call or email to schedule a visit.

[\(309\) 438-3546](tel:3094383546)

[archives@IllinoisState.edu](mailto:archives@IllinoisState.edu)

Hours: By appointment only.

### **Using Archives Materials in Your Projects**

#### **[Permission to Publish](#)**

Patrons may request use of materials held at the Rayfield Archives in their publications, projects, and presentations. If you already know the materials needed for use, please fill out this form and send it to [archives@ilstu.edu](mailto:archives@ilstu.edu) to request permission to publish. If you are unsure of the needed materials or how to fill out this form, contact Archives for assistance.

### **Copying Archives Material**

Duplication of materials are handled by Archives staff on a case-by-case basis and can sometimes be processed by the [Milner Digitization Center](#).

### **Donations**

The Rayfield Archives is the official repository for ISU history. We collect records and materials for the university as a whole as well as ISU colleges, departments, schools, and ISU affiliated organizations. While this is not a complete list, these are the kinds of physical and digital materials we accept:

- Meeting minutes
- Memos
- Budget files and reports
- Annual reports
- Photographs
- Correspondence
- Materials printed for informational and/or marketing purposes
- Memorabilia
- Artifacts

Do you have records and you aren't sure where they should go? Give the [Records Management](#) website a try first. They have a handy [How-To page](#) that you can reference. If you think you have materials that should be preserved, contact the Rayfield Archives at [archives@ilstu.edu](mailto:archives@ilstu.edu) or call (309) 438-3546.

### **Are you an Alumni or simply have 'ISU stuff'?**

We'd love to hear from you! We are always looking to expand our collections with ISU memorabilia, ephemera, and artifacts!

We are always on the lookout for all kinds of memorabilia, artifacts, documents, and ephemera. Those materials can include:

- Posters
- Jewelry

- Pins, buttons, necklaces, class rings
- Patches, "N' Club letters
- T-shirts, jackets, uniforms
- Cheer equipment (pom-poms, horns) and athletics gear (basketballs, footballs, bats, helmets, etc)
- Ticket stubs, old university identification cards, booklets, leaflets, pamphlets
- Scrapbooks
- Materials created to showcase an RSO
- Administrative materials for an RSO
- Materials created for an on-campus demonstration

### **Are you a (retired) faculty member?**

We collect faculty papers! Part of our mission is to collect and preserve the 'institutional memory' of ISU. That means, we also collect papers that highlight the research and teaching of our faculty. With faculty papers, we can show how different disciplines evolved and how the teaching of certain courses and subject fields have changed. While not a complete list, faculty papers can include:

- Syllabi
- Lecture notes
- Teaching aids (overhead transparencies, slides, PowerPoint files)
- Examples of quizzes and tests
- Original works created for classroom use
- Original research

If you have a collection you would like to consider donating to the Rayfield Archives, [email April Anderson-Zorn](mailto:April.Anderson-Zorn@isu.edu) or call (309) 438-3546 to discuss your donation and schedule an appointment.

### **After Your Donation**

When materials are donated or transferred to the Rayfield Archives, we like to say the materials are 'coming home.' That means your donated materials will be cared for in a number of ways, be used by a variety of faculty, students, and researchers, and has a place among our collections.

After materials are donated, they are assessed for immediate preservation concerns. If something in the donation needs attention, we consult with our Conservator and their staff. The donation is then placed in our secure, climate-controlled shelving area until they can be processed.

For archivists, 'processing' means the physical processing of arranging, describing, and making accessible materials using our professions accepted standards. Most paper materials are placed in acid-free folders and housed in acid-free boxes. Books are moved to our shelved books section and cataloged. Objects and memorabilia typically need different enclosures which we assess and order. Textiles like clothing, hats, or fabric objects also require unique housing and care which we provide. In all, every part of the collection is housed and identified so that all materials can be accessible to our patrons.

We consider our student archivists one of our most valuable assets at the Rayfield Archives. Without their excitement for history and their enthusiasm for our work, we could not have made as many collections we currently have available for use. The Rayfield Archives is both a repository and a lab for budding archivists where they can learn our profession hands-on with Archives staff guiding them through the process. Many of our interns and volunteers have gone on to be archivists, public historians, museum professionals, and librarians. Your donation not only helps to tell ISU's story but helps a student find their career path.

Ready to donate your collection of ISU history? Email us at [archives@ilstu.edu](mailto:archives@ilstu.edu) or call us at (309) 438-3546 to discuss your donation!