

Purpose of Collecting Faculty Papers

Special Collections and Archives collects faculty papers to preserve the institutional history of our university. It is important to document how decisions were made, how policies evolved, and how the university functioned as an organization over time. Our primary focus is on materials that document your role in the university's governance, administration, and institutional life. We are most interested in materials that show how you contributed to shaping the university as an institution: your service on committees, leadership of programs or departments, involvement in policy development, and engagement in matters that affected the university community. These materials help future researchers understand how the University of Idaho operated, evolved, and responded to challenges over time.

We are also interested in discipline-specific scholarly materials when they align with the U of I's research strengths and regional collecting areas, such as environmental studies, natural resources, agriculture, and other fields central to the university's mission and the state's history. Scholarly, literary, and artistic work of national or international recognition or acclaim, produced during a faculty member's time at U of I, is also appropriate for our collection. Additionally, as a major historical repository for the state of Idaho, we collect materials about Idaho's history, culture, environment, and communities, regardless of academic discipline. Scholarly materials outside these areas are typically better preserved through disciplinary archives, research libraries, or professional organizations in your field.

The guidelines below will help you identify which materials from your career best align with the collecting interests of the university archive. We ask all prospective donors to schedule a consultation with an archivist in advance of transferring any materials. This helps both parties identify the most appropriate materials for acquisition by the archives.

Please contact us with questions or when you are ready to schedule a consultation with a Library archivist.

University of Idaho Library, Special Collections and Archives

Libspec@uidaho.edu

208.885.0845

Top Priorities

University of Idaho Institutional History	Scholarship Related to Major U of I Research Strengths	Scholarship Related to History of Idaho
--	--	--

General Guidance:

Focus on materials that document your contributions to the university as an institution and your role in shaping its policies, programs, and community rather than routine activities. Consider what would help future researchers understand how the university functioned, made decisions, and evolved during your time here. When in doubt about correspondence, prioritize letters that involve substantive discussions about institutional matters, policy development, or significant university issues. For research materials related to the University of Idaho's strengths or to Idaho itself, include enough documentation that someone could understand your methods and approach. Materials that document the process, context, and unique observational record of research are valuable, while materials that duplicate the published scholarly record are not. Similarly, materials offering unique documentation of Idaho, like original observations, data, perspectives, or records not available elsewhere, are most valuable for our role as a state historical repository.

Instructional History Collecting Guidance:

More Valuable	Less Valuable
Materials documenting institutional service, governance, and decision-making	Routine administrative paperwork like meeting agendas without your annotations
Correspondence about university policies or procedures	Duplicates of widely available publications
Administrative records for programs or departments, particularly from leadership	Routine office files like supply catalogs, mass mailings or promotional materials
Materials showing institutional change or disputes	Personal materials like financial records or correspondence unrelated to work

Discipline-Specific Scholarship Collecting Guidance:

More Valuable	Less Valuable
Original scholarly, literary, or artistic work of national or international significance	Published books and articles already available through the library
Teaching materials that represent innovative approaches, curriculum development, or course materials that document pedagogical evolution over time	Routine course materials such as standard syllabi, routine assignments and exams, and student work
Correspondence between peers about news or issues within the discipline	Correspondence about routine manuscript preparation
Documentation of particular research methods and approach	Subject files of copied sources
Field notebooks and research journals, or a sampling of photographs related to field research	
Original data, measurements, and observations	

Idaho History Collecting Guidance:

More Valuable	Less Valuable
Field notebooks and research journals, and a sampling of photographs related to field research	Published books and articles already available through the library
Original data, measurements, and observations	Correspondence about routine manuscript preparation
Primary sources such as diaries or personal papers acquired in the process of researching	Duplicate copies of widely available Idaho materials

Photos of Idaho, such as landscapes, communities, people, events, environmental conditions, or cultural life	Subject files of copied sources
Correspondence with Idaho residents, organizations, or institutions related to the research	
Oral history recordings or transcripts with Idaho subjects	
Materials documenting Idaho-specific events, policies, or controversies not widely available to the public	
Maps, charts, or visual materials depicting Idaho geography, demographics, or other data not widely available to the public	