2-14-1972

UA1D Memo re: WKU Archives

Sara Tyler

Western Kentucky University

Follow this and additional works at: http://digitalcommons.wku.edu/dlsc_ua_records

Part of the Archival Science Commons, and the Higher Education Administration Commons

Recommended Citation

http://digitalcommons.wku.edu/dlsc_ua_records/3915

This Other is brought to you for free and open access by TopSCHOLAR®. It has been accepted for inclusion in WKU Archives Records by an authorized administrator of TopSCHOLAR®. For more information, please contact topscholar@wku.edu.
MEMORANDUM TO: Members of the Faculty and Staff

FROM: Sara Tyler, Director of Library Services and University Archivist

The recent copy of Informational Notes from the Office of President Dero G. Downing announced establishment of the University Archives. Members of the Archives Committee are Miss Georgia Bates, Miss Julia Neal, Dr. Paul Cook, Dr. Lowell Harrison, Mr. Owen Lawson, Mr. Rhea Lazarus, and Miss Sara Tyler, Chairman.

I have accepted this assignment with enthusiasm, recognizing the challenge it carries with it. Since Western Kentucky University was established by legislative act in 1906, has merged with or absorbed several other colleges during its history, and also had educational antecedents of unusual interest, the wealth of extant archival material is overwhelming. For your information a genealogical chart of Western is enclosed.

The purpose of the Archives is to collect, preserve, and organize for appropriate use the records of the University which are required for administrative functions and are essential for the historical study of the institution. Examples of University Records include correspondence; reports; policy statements; minutes of committees, et cetera; printed, mimeographed, or reproduced items; recordings; tapes; and photographs.
February 14, 1972

Other material includes scrapbooks, publications dealing wholly or in part with Western Kentucky University, and publications by faculty and alumni.

The cooperation and assistance of many persons will be needed to insure that all material now stored in any office on campus is reported to the Archivist so (1) material can either be moved or (2) a record be made of the location of records of an archival nature. Records will, of course, continue to be available to the depositing office. I urge you to fill out the attached form and return to me as soon as possible.

For the present the Archives will be housed in the Helm Library on the first floor adjacent to my office. Until materials are arranged and cataloged, only limited reference service will be available.

We are also interested in learning the names of persons—friends, alumni, or former associates of the University—who have material or would know of pertinent records that should be deposited in the Archives.

If you have questions, please call me; the number is 745-3953.

acw