General Guidelines for Donations to the Archives

The Archives of the Milwaukee School of Engineering appreciates and will consider accepting donations of archival and historical significant materials that relate to the history of the University. Please be aware that because of space and resource limitations, we cannot accept every donation. Accepted donations will be evaluated by an archivist and will be added to the collections when the items are determined to be of value to the history of the University. Donations or parts of donations may not fit into our collection criteria and would therefore not be added. Please also be aware that added materials may be de-accessioned (removed from the collection) at any time at the discretion of the archivist or any library staff.

The second page of this document provides sample lists of the decisions made for commonly donated items. These lists are intended to provide donors with a guideline for donations. The lists are not inclusive and the final decision to accept materials is at the discretion of the archivist. Please contact the archives with any questions.

Materials that are not added to the collection or are de-accessioned may be returned to the donor, donated to a more appropriate facility, or discarded. If you prefer that the items be returned to you, this must be indicated at the time of donation.

Collection Development Policy

The Milwaukee School of Engineering Archives collects records, manuscripts and other items of historical significance that relate to the Milwaukee School of Engineering (MSOE), the School of Engineering of Milwaukee (SOE), and the Milwaukee County General Hospital School of Nursing (MCGHSN). The Archives also collects materials that support and enhance current collections and items that relate to engineering education and engineering history in Milwaukee.

The Archives mainly collects materials that relate to the following:

- The Milwaukee School of Engineering
- The School of Engineering
- The Milwaukee County General Hospital School of Nursing
- Engineering education
- Engineering history in Wisconsin (e.g. records from the Wisconsin Society of Professional Engineers)

Other materials that may be added to the Archives include:

- Supplemental items that add value to the collections (in the judgment of the archivist or library director)
- Items that could be incorporated into coursework
Items that are usually added to the collections:

- Administrative records
- Audio/visual media
- Early School Publications (e.g. Electroforce, Sparks, etc.)
- Faculty papers
- Histories and Autobiographies
- Manuals (e.g. policy and procedures)
- Meeting minutes
- Photographs
- Records from Student Groups (Clubs, Fraternities, Sororities, etc.)

Items that are sometimes added to the collections:

- Alumni papers that support and add value to the collections
- Newspaper Clippings
- Scrapbooks
- School ephemera (e.g. Pennants, Buttons, Clothing etc.)
- Unpublished/Faculty created course materials

Items that are typically not added to the collections because of duplication, resource limitations and/or low historical value:

- Academic catalogs
- Commencement booklets
- Course assignments and notes
- Non-sustainable/damaged material (e.g. medicine, food, items that have deteriorated or have been damaged to the point that they are no longer useful)
- Published textbooks
- Receipts and purchase orders
- Supplies (e.g. slide rules, calculators)
- Timetables