

Donating to the Spelman College Archives



The Spelman Archives

What We Do

The Spelman College Archives serves as the official repository of the College and collects administrative records, publications, photographs and other material related to the College, from its founding until the present day.

The archives also house the personal papers of alumnae, faculty, staff, and the surrounding community as it relates to Spelman. In addition, the archives collect material related to black women and feminism, social justice, and activism.

Why Donate to the Archives?

Why We Preserve

Documenting the rich history of one of the oldest historically black colleges in the United States is critical. Collecting the archival materials of Spelman and the surrounding community is vital in preserving this history, as the letters, photographs, and scrapbooks of these individuals and organizations provide an understanding of the activities at Spelman and the surrounding African American community by those who experienced it.

The Spelman College Archives will preserve these records and make them accessible to future generations. The material will be housed in acid-free folders and boxes and stored in proper environmental conditions. The use of these materials is restricted to the reading room of the Spelman College Archives.

What Types of Materials Do the Spelman Archives accept?



- ❖ Newsletters
- ❖ Scrapbooks
- ❖ Diaries
- ❖ Correspondence
- ❖ Photographs
- ❖ Audio Recordings
- ❖ Oral Histories
- ❖ Financial Records
- ❖ Literary Manuscripts
- ❖ Video Records
- ❖ Organizational Records (including meeting minutes, committee notes)

What do the archives typically not collect?

- ❖ Loose newspaper clippings
- ❖ Bank statements and cancelled checks
- ❖ Photocopies of documents, particularly those held in other libraries and repositories
- ❖ Books

*The Spelman College Archives include the
collections of:*

Founders Sophia Packard Paper and Harriet Giles

*Musician & Spelman Glee Club Director Willis L.
James*

Artist & Teacher Selma Burke

*Feminist Authors & Activists Audre Lorde and Toni
Cade Bambara*

*First African American Female President of Spelman
Johnnetta Betsch Cole*

National Alumnae Association of Spelman College

I'm interested in donating my materials...now what?

*If you are interested in placing materials in the Spelman College Archives, please feel
free to contact*

Holly Smith, College Archivist

(404) 270 – 5533

hsmith12@spelman.edu

*If you have questions about whether your materials belong in the Archives, we are
available to review your items either through an onsite consultation here at the
Spelman College Archives or offsite where the materials are located.*

*If you have materials you are interested in donating, please contact us before mailing
these materials.*