



American College of Neuropsychopharmacology 5034A Thoroughbred Lane, Brentwood, TN 37027

Donating Materials to the Archives

The UCLA archivists welcome new materials documenting the work and achievements of ACNP members, but they do have limited resources to accept and process them. They are happy to receive: biographical and autobiographical files (not awards/plaques); grant applications, reviews and reports; one set of publications; significant drafts of publications--documents which show the origins of ideas, and changes and evolution of their presentation; committee files: particularly, committees which a person chaired (and, especially, ACNP committee files); professional correspondence; lectures, presentations, and interviews; files about the creation of new scales, tests, and therapies. As budgets are limited for the very labor intensive processing involved with new archival collections, the staff at the Archives have offered the following suggestions for ACNP members who would like to donate materials:

- 1. An archivist from UCLA can speak by phone with members to provide guidance regarding what types of materials should be preserved.
- 2. With guidance from the archivist, members can then either ship the materials to UCLA for processing at his/her own expense, or have those materials scanned and sent electronically.
- 3. Another option is for members to have the materials archived at a library at their home institution and the staff at the UCLA site can arrange to have an online link established to their materials at their library.

You can learn more about the Archives at <u>http://www.acshn.info</u>. For any specific questions regarding donations to the Archives we refer you to:

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