

Collection

Overview

Types of papers the HDA collects:

Organizational & institutional records

The HDA collects the papers of organizations, institutions, and movements related to Harlem. Organizational and institutional records include founding documents, minutes, membership lists, reports, correspondence, subject files, scrapbooks, photographs, financial records, conference and committee files, and publications by or about the organization.

Other primary and secondary materials HDA collects primary and secondary materials which document the evolution of Harlem's redevelopment to encourage scholarly research work by those writing about Harlem's history and revitalization. This includes publications, records, catalogs, newsletters, pamphlets, flyers, documentaries, films, photographs and slides which are deemed to have longterm historical value.

In general the Harlem Development Archive collects primary and secondary sources including, but not limited to:

- promotional brochures
- office records and reports of government agencies, nonprofits and faithbased institutions
- correspondence
- Blueprints and building plans including preliminary and presentation drawings as well as renderings.
- Monographs
- Periodicals
- Vertical files containing clippings and promotional materials about various development projects.
- Oral histories
- Photographs documenting events, people, and buildings
- Audiovisual materials
- Drawings of historic sites and structures; pamphlets, reports, and newspaper clippings

Acquisition and Collection Development Policy

Selection and acquisition of items is a continual process. Responsibility for evaluation of materials for possible inclusion in the collection falls primarily upon the coordinators in consultation with other faculty and staff of the City College Libraries. Items considered for inclusion in the collections are evaluated by weighing their scholarly or historical value as well as the costs associated with preservation.

Archive materials are normally acquired in the following manner:

1. Transfer of custody
2. Donation – The archives actively solicits for and encourages donations of materials that are in

keeping with the subject and scope of the archive's mission and collection development policy. Gifts with mixed historical or institutional value may be accepted if the Archives and Special Collections Librarian is granted the right to discard or otherwise remove unwanted items. All donations must be represented on a Deed of Gift form which has been signed by the donor and an official representative of the Archives. Donations that carry stringent donor restrictions may not be accepted.