

MITm u s e u m

GENERAL COLLECTION

PERSONAL EFFECTS GUIDELINES FOR PROSPECTIVE DONORS



General Information

These guidelines are intended to assist faculty, staff, students and alumni/ae of MIT interested in donating their *personal effects* to the MIT Museum. For information about donating other kinds of artifacts or photographs please contact the museum for specific instructions.

All offers to the Museum should be made in writing and include as much detail about the material in question as possible. An inventory, approximate measurements and information about the general condition are especially helpful.

All offers are reviewed initially by a member of the MIT Museum collections staff. If an offer fits within the collecting guidelines of the Museum, the staff makes the recommendation to acquire the objects. The decision to accept or decline a particular artifact is then made by the Collections Committee and Director of the MIT Museum.



MIT Meal Plan Coupon Book

About the MIT General Collection

The MIT Museum has five major collections: Science and Technology; Architecture and Design; Hart Nautical Collection; Holography and the MIT General Collection.

The MIT General Collection is comprised of artifacts, visual, and written materials that support the Museum's mission to document the social and cultural history of MIT. It is comprised of a selection of memorabilia, ephemera, and posters from the Institute's founding to the present day.

Paintings, furniture, stuffed beavers, Wedgwood plates, trophies, t-shirts, academic regalia, sculptures and brass rats are just a few examples of items given to the Museum by faculty, administrators, staff, students and alumni/ae in the past. The Museum now has a sizable collection of such items. Thus, the emphasis is on filling certain gaps and replacing poorer quality items with similar materials of excellent condition.

As a general guideline, the Museum is most interested in items that are *directly related* to the donor's association with the Institute.

What kinds of personal items is the MIT Museum interested in?

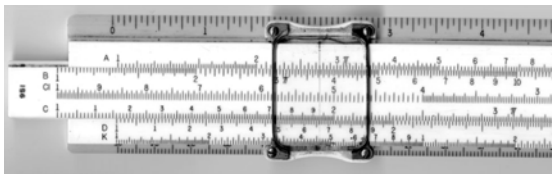
Listed below are the four main categories of items that the MIT Museum is most interested in. There may be unusual objects that do not fit in one of the categories below but would still be of interest to the Museum. Please contact the Museum for additional guidance.



MIT Sailing Association Pins

1. Items of identification

Many individuals have "trademarks" that are instantly recognizable to the general public. For example, Vannevar Bush was rarely seen without his pipe. The Museum is interested in collecting objects that both identify an individual in the public eye and are relevant to that individual's association with MIT. Objects should be appropriate for use in exhibitions and in reasonable condition.



The most commonly offered item to the MIT Museum. The Museum has a very large collection of slide rules. Unless yours is very unusual, do not be surprised if the museum declines.

2. Items of individual accomplishment

Members of the MIT Community receive considerable public recognition for their personal and professional accomplishments. Only major national and international awards, trophies, medals and plaques will be considered. Please note that while the MIT Museum maintains a list of an individual's honorary degrees in the biographical files, in general it does not collect the academic regalia or diplomas associated with these events.



The first Thomas Alva Edison Medal awarded to Elihu Thomson in 1909

3. Items of student and faculty life

The Museum does accept objects from MIT alumni/ae and faculty that exemplify the time the individual was associated with the Institute. This selection of MIT memorabilia depicts a range of student and faculty life across time and departments. In particular, the Museum is very interested in collecting examples of student projects.

4. Portraits

The Museum collects the official portraits of senior administrative staff and faculty.



6.270 Student works on project, 2002

What items does MIT Museum not collect?

In general, the Museum does not collect the following: academic regalia; souvenirs of building dedications; mementos of academic anniversaries; donor or memorial plaques; furniture, artwork and decorative objects with no MIT connection.

The Museum does not normally collect the generic gifts made to an individual as a representative of the Institute. If the particular item is of great value but no longer of interest to the Institute, the MIT Museum can recommend appropriate means for its disposal (e.g., auction).

Historic markers or plaques documenting a campus building's history and status are the responsibility of the MIT Facilities Division, and the agency or organization that made the original designation. Therefore, the Museum does not collect them.

What about my photographs and films?

The MIT Museum is the repository for the Institute's historic photographs, negatives and films. If you have items you wish to donate, please contact the Museum.

What about my papers and records?

The MIT Institute Archives and Special Collections collects and preserves the paper records documenting the history of MIT. The collections are comprised of both official records of the Institute and selected personal and professional papers of MIT faculty, staff, and students as well as MIT publications, theses and rare books. For more information, please contact the Archives staff directly.

MIT Institute Archives and Special Collections
Building 14N-118
77 Massachusetts Avenue
Cambridge, MA 02139-4307 USA

Telephone: 617.253.5136
Fax: 617.258.7305
Email: mithistory@mit.edu
<http://libraries.mit.edu/archives/>

What should I do with valuable objects the Museum does not want?

There are objects that do not fall within the collecting scope of the MIT Museum, but might be of interest to other universities, fraternities, corporations or historical societies. The MIT Museum can suggest alternative repositories.

Contact Information

Collections Manager
MIT Museum
Building N52
265 Massachusetts Avenue
Cambridge, MA 02139-4307 USA

Telephone: 617.253.4444
Fax: 617.253.8994
<http://web.mit.edu/museum>

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