



Harvard Forest Archives Collection Policy

Collection Description: The Harvard Forest Archives contains records for nearly 100 years of research at Harvard Forest. Portions of the collection (more than 1700 published and unpublished studies) have been cataloged in the Archives database, which contains (for each study) an access code, list of investigators, project title, date, and list of keywords. The materials that make up the archives are comprised of various media including: printed documents, maps, photographic prints and negatives, 35mm slides, glass lantern slides, microscope slides and films. These materials include administrative records, research records, director's papers and regional history.

Collection Policy: All scientists conducting research at the Harvard Forest are required to submit relevant research documents to the Harvard Forest Archivist (Elaine Doughty, hflib@fas.harvard.edu) within one year of project completion for cataloging and inclusion in the Archives collection. Such documents should include:

- copies of proposals (funded or not),
- publications,
- unpublished reports,
- field notes/notebooks, pertinent copies or transcriptions
- maps,
- analyses for the project,
- photographs (physical and electronic),
- electronic documents (i.e. email – especially items that help determine the thinking behind specific research decisions – these may be in exchanges of emails, notes, etc.)?
- Long term storage of research samples (see special section on samples archives)
- Electronic connection to data and/or sample archives databases

In addition to researchers, Harvard Forest accepts donations of materials that is relevant to the mission of Harvard Forest. Guidelines for accepting a donations: The HF Director and archivist will determine

- if the donated material fits within the mission of the HF.
- whether the archives will be able to conserve, preserve and make the collection accessible
- the materials are acquired through a signed deed of gift, transferring the collection over to the Harvard Forest. This document should cover ownership, copyright, access arrangements and provision from materials not selected for permanent retention.
- Following deposit and during the cataloguing process the Archives will evaluate the collection and identify any materials not required for permanent preservation. Disposal will be arranged with the agreement of the depositor.

Institutional records created or received in connection with the transactions of the Harvard Forest of historical significance are also collected in the archives.