



NEW ENGLAND
YEARLY MEETING
OF FRIENDS
QUAKERS

January 2018

Dear Friends in New England Yearly Meeting, Greetings from the NEYM Archives Committee.

As you know, the archives of the Yearly Meeting, which include records created by the quarterly meetings, are now housed at the Department of Special Collections and University Archives (SCUA) of the UMass Amherst Libraries. SCUA staff members have completed a preliminary inventory of the collection that was transferred from the Rhode Island Historical Society and will soon start to more fully arrange and describe these records. They are now prepared to start receiving any additional materials that you are ready to send.

The enclosed collection policy, recently updated by the Archives Committee, is intended to help you determine what records ought to be donated to SCUA. In brief, quarterly meetings should collect and donate minutes with attachments; any vital statistics no longer actively used; newsletters; and minutes and other records created by any committees, including Ministry and Counsel. Other types of records with long term historical value can also be donated. These might include identified photographs or audio visual recordings of quarterly meeting sessions and other events. The policy is also available on the NEYM website, along with information about the original donation (<https://neym.org/archives/policy>).

As mentioned in the letter sent to monthly meetings last year, when records are donated to SCUA, in general they will go with a non-exclusive release and the expectation that copyright will be shared. This means that quarterly meetings and SCUA will each be able to authorize researchers to read, quote, and reproduce the records independently, and of course, meetings will have full access to their own records. Quarterly meetings may have some records for which they do not own copyright, if they have creative works by individual members. These records can still be sent to the Archives, but any researcher wanting to use more than brief quotes would have to track down the copyright holder for permission if a release form has not previously been obtained.

Records sent to SCUA will be made available for research. Any materials the quarterly meeting deems to be sensitive may be restricted for a set period of time: you may indicate either 20 years or 40 years from the date of donation. Different time restrictions may be negotiated with SCUA on a case-by-case basis. Meetings may also decide to hold onto sensitive records rather than donate them. Some examples of sensitive materials include documents that include social security numbers, medical information, and personnel records. Financial records, minutes of certain committees, membership lists, and photographs of children may also potentially warrant restriction.

SCUA will be digitizing records and making them available online but this effort will focus primarily on pre-1945 records. SCUA will contact quarterly meetings for permission before digitizing any records from 1946 onward and before making any digital records you donate available on the internet outside of SCUA.

How to donate records to SCUA:

Please include a completed and signed Deed of Gift with your donation. The Deed is called “Agreement for QM gifts to Archives” and can be found here: <https://neym.org/archives/policy>. This document serves as a cover letter, making it clear to SCUA staff what the donation includes and who the donor is, and it also serves as a legal document, transferring ownership with shared copyright to SCUA. You should include a brief description of the materials either in that document or as an attachment. Any restrictions of specific materials should be noted. Upon receipt of the material, SCUA will countersign the Deed of Gift and return a copy to you for your records.

For physical records:

Materials and the Deed of Gift should be mailed to:

Aaron Rubinstein
Special Collections & University Archives UMass Amherst Libraries
154 Hicks Way
Amherst, MA 01003-9275

Please write “NEYM Records” on the outside of your package and specify the number of packages being sent (“1 of 2,” “2 of 2”). If you have a large quantity of materials to donate, we can usually arrange for them to be picked up.

For digital records:

SCUA is happy to accept donations of digital files. Contact them to discuss what you have and they will either have you email the files or they will set up a virtual space where you can put the files for them to download. Please ensure that the filenames are somewhat meaningful. You can include a scan of your completed and signed Deed of Gift or mail a physical copy of it to SCUA. Certain files, such as minutes, will be printed on acid free paper by SCUA staff. As noted above, digital files will not be made available outside of SCUA unless permission is expressly granted by the monthly meeting. Researchers visiting SCUA will have access to the digital files unless you specify a period of closure for the records.

If you have any questions about any aspect of this process, including what to donate and how to go about doing so, please contact members of the Archives Committee (archives@neym.org) or Aaron Rubinstein (arubinst@library.umass.edu or 413-545-2780).

Thank you for giving us the opportunity to have a role in preserving this great historical and spiritual resource.

In peace,

Carol Forsythe, Clerk, Putney Friends Meeting

Betsy Cazden, Providence Friends Meeting

Eileen Crosby, Mount Toby Friends Meeting

Thomas Doyle, Mount Toby Friends Meeting

Donna McDaniel, Framingham Friends Meeting

Brian Quirk, Lawrence-Andover Friends Meeting

Nancy Slator, Mount Toby Friends Meeting

Encl: NEYM Collection Policy Deed of Gift form