



NEW ENGLAND  
YEARLY MEETING  
OF FRIENDS  
QUAKERS

January 2018 (updated November 2023)

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 in 2017, 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:**

For a first-time donation, 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/forms-and-instructions-archives-submissions>. 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 via email for your records.

For subsequent donations or additions, please include an inventory and your email and SCUA will acknowledge your gift via email.

### **For physical records:**

Materials and the Deed of Gift should be mailed to:

Danielle Kovacs, Curator of Collections  
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 the Outreach Archivist at [outreacharchivist@neym.org](mailto:outreacharchivist@neym.org) to discuss what you have and she will arrange for you to have access to a virtual space (shared Google folder) where you can put the files for SCUA to download. Please ensure that the filenames are somewhat meaningful. You can include a scan of your completed and signed Deed of Gift. Certain files, such as minutes, will be printed on acid-free paper by SCUA staff, and digital files will not be made available outside of SCUA unless permission is expressly granted by the quarterly 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 the Archives Committee at [archives@neym.org](mailto:archives@neym.org). Danielle Kovacs can be reached at [dkovacs@library.umass.edu](mailto:dkovacs@library.umass.edu) or (413) 545-2784.

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