

MEMORABILIA DRIVE

Lipasalliana Archives Memorabilia Collections Policy

The DLSL LRC, through the Lipasalliana Archives, seeks to collect books, artifacts and memorabilia that promote the traditions of De La Salle Lipa; tell the story of the institution and the accomplishments of its graduates; and preserve the history of De La Salle Lipa. Artifacts and memorabilia in the Lipasalliana Archives collection are meant to be viewed by visitors. Donated items will be among the highlights of Lipasalliana Exhibitions on the Jubilee Celebration on 2012-13.

Items desired for the Lipasalliana Archives collection should be in fair and original condition. The Archives will limit the collection to items that can be reasonably preserved, cared for, stored and displayed.

The Lipasalliana Archives wishes its collection to fully represent the history of De La Salle Lipa across all decades and all academic and extracurricular experiences. Artifacts related to the following areas are of particular interest:

Publications

- Books written by or about De La Salle Lipa graduates, students, faculty and staff
- Books and publications of general interest about De la Salle Lipa (handbooks, clippings, manuals, pamphlets/brochures, newsletters)
- Original copies of the yearbook, published by De La Salle Lipa (1963, 1964, 1967, 1968, 1969, 1971, 1972, 1974 and 1982 only)

Memories and traditions

- Announcements
- Brochures
- Certificates
- Correspondences (personal and professional)
- De La Salle Lipa glassware
- Diaries/Journals
- Films/Videotapes
- Identification Cards
- Items depicting the Homecoming and other campus activities
- Items related to campus icons
- Letters
- Maps
- Medals
- Memoirs/Reminiscences
- Memorabilia related to student organizations
- Oral History Tapes
- Postcards
- Posters
- Programmes and Invitations
- Scrapbooks and photo albums
- Selected campus photographs and photos of student life at De la Sale Lipa
- Trophies
- Audio/Video Materials

Process for donating items to the Lipasalliana Archives collection

Call:

If you wish to discuss making a donation, please call the Lipasalliana Archives Office at 756-5555 local 257 and ask to speak with Ms. Shiereilyn Diaz, the Archivist..

E-mail:

Your first contact may also be through an e-mail. Please send information and/or questions about a donation to shiereilyn.diaz@dls.edu.ph.

Dropping off your donation:

You can bring your donation(s) to the Lipasalliana Archives Office which is located at the 3rd floor of the Senator Diokno Building; or the Office of the College LRC Head if the Archivist is unavailable. For those who are unable to stay longer in school to discuss the donation(s) with the Archivist or the LRC Head, please send us e-mail with more information about the item(s) donated.

Process for determining if the item will be included in the collection

- The Archivist, using the collection guidelines outlined above, will determine whether or not an item is appropriate for the collection.
- If an item is left for evaluation and deemed inappropriate for the collection, the donor will be advised to pick the item or asked if Archives may dispose of it.
- In rare circumstances, the archivist will travel to the donor's home or business to evaluate and/or pick up items that are large, fragile or numerous if the donor is unable to deliver the item(s).

If the item is accepted for the collection:

- The item will become part of the collection and permanently owned already by the Lipasalliana Archives.
- Items will be displayed or stored in the Archives.
- The Lipasalliana Archives reserves the right to eliminate any item at any time from its collection. The donor waives the right to restrict the item's use unless specifically agreed upon in writing at the time of the donation.

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Process for acknowledging gifts

Whether an item is accepted or refused, the Lipasalliana Archives staff will acknowledge each donation in writing. A copy of all acknowledgements will remain on file.

Storage of collections

Any artifacts and memorabilia item accepted into the Lipasalliana Archives collection will be stored in suitable containers, boxes, cabinets and/or locked display cases. This way, artifacts will be freed from light, dust, harmful pollutants and pests. Periodic inspection of artifacts will be done to assess their condition.

Duration of the Drive: July 2010-December 2011



De La Salle Lipa College Learning Resource Center



**“Donate Books, Artifacts and
Memorabilia”**