

## **Memo**

To: TXSSAR Board of Directors

From: Morgan Gieringer, Head of Special Collections, UNT Libraries

### **Status of TXSSAR Archive**

Thank you for the opportunity work with the TXSSAR collection. As you may recall, in 2013 UNT and TXSSAR entered into an agreement to house and maintain the TXSSAR Archive. That agreement replaced a previous agreement pertaining to the TXSSAR collection signed in 2003 between TXSSAR and the UNT Friends of the Libraries, which is now a defunct organization.

As the workload in Special Collections has continued to increase, we are reevaluating our capacity to add additional materials to our collections. I have made the difficult decision to stop accepting new additions to the TXSSAR archive on August 31, 2023. Please disseminate this information to your membership immediately.

I am available to assist in the process of identifying a repository to house new additions to the TXSSAR collection if you would like my help. There are many organizations in Texas that may have interest in holding the TXSSAR Archive.

The TXSSAR collection at UNT Libraries includes over 100 cartons of archival materials, plus a digital archive of 2,830 items. These materials will continue to be housed, maintained, and accessible through UNT Libraries.

Should TXSSAR request that the archival materials currently housed at UNT be transferred to a new repository we will accommodate that request under the following conditions:

- We require 60 day written notice before the archive is to be transferred. This is to ensure that we have time to properly prepare the collection for transfer.
- TXSSAR will be responsible for any transportation costs related to transfer of the collection to another repository.
- The transfer must occur on a weekday during normal business hours.

Although we will continue to accept new materials for the archive through the end of August, I suggest that you advise members to cease contributions to the archive at UNT immediately and wait until a new repository has been identified to send archival materials.

We have appreciated the annual \$5,000 contribution that TXSSAR makes to support the archive at UNT and have applied that funding to support processing, preservation, and digitization. Since the most recent contribution was just deposited in April, you may request a refund of this gift. Please let me know if you would like to request a refund.

I know this is disappointing to you and the TXSSAR membership, and I am sorry. Please let me know what I can do to assist in this transition period.