CalArts Institute Archives Collection Policy

The Institute Archives collects materials of enduring and permanent value that document the six schools and all of the offices and divisions of CalArts, all student organizations, the Board of Trustees, CAP, CNP, and REDCAT as well as The Los Angeles Conservatory of Music and the Chouinard Art School.

We collect:

- Artifacts
- Audio and visual material, including photographs and photo albums, negatives, transparencies, motion pictures, and recordings
- Campus planning documents, including architectural drawings and landscape plans
- *Faculty and Staff papers
- Institute publications, general and special, including catalogs and bulletins, newsletters, handbooks, press releases, and promotional material
- **Master's theses and portfolios written by CalArts students
- Material from alumni and their organizations, including organizational records, publications, and ephemera
- Monographs written by CalArts faculty, staff, and administration
- Oral histories of faculty, staff, and administration
- Performance programs and recordings
- Personal papers, including correspondence, diaries, memoirs, photographs, memorabilia and scrapbooks
- Records of student organizations and activities, including minutes, correspondence, publications, ephemera, memorabilia and realia, including scrapbooks, posters, and brochures
- Records of the administrative offices, academic departments, and governing bodies of the institute, including minutes, correspondence, memoranda, reports, rosters
- ***Student work
- Syllabi, class schedules, and curricular planning materials
- Works of art

*Faculty and Staff Papers
The Institute Archives collects the papers of CalArts faculty and staff. Each collection is assessed on a case-by-case basis. The Archives accepts the following (additional materials may be considered):

- Manuscripts
- Audio recordings
- Moving images
- Artifacts
- Photographs and graphic materials
- Recordings of lectures, speeches, discussions, performances
- Course and lecture notes and materials, syllabi
- Departmental notes
- Correspondence: official, professional and personal
- Biographical material: resumes, bibliographies, biographical sketches, chronologies, genealogies, newspaper clippings, and personal memoirs
- Research files
- Drafts and manuscripts of articles and books; documents from artistic process
- Diaries, journals, notebooks, appointment calendars, and memorabilia
- Ephemera

**Master’s Theses and Portfolios**

All graduate students from the following programs are required to submit their thesis/portfolio:

- MFA Writing Program (Critical Studies)
- MFA Aesthetics & Politics (Critical Studies)
- MFA Writing for Performance (Theater)
- MFA Composition (Music)

**Submission guidelines and templates**

The Archives seeks to expand this collection to include all programs within the Institute.

***Student Work***

The Archives considers student work an important part of the development of the Institute and welcomes transfers of these materials to the Archives. We generally accept artwork, papers, and some coursework; however, please note materials are considered for inclusion in the Archives on a case-by-case basis.

Within the context of faculty and staff papers, the Archives generally does not collect:
• Student records such as grades, papers, and some individual assignments
• Articles, journals, books and other published materials. Exceptions may be made by the institute archivist on a case-by-case basis.