

Colorado Chicano/a Movement Archives

Frequently Asked Questions



Campus protest of Coors Beer, University of Southern
Colorado, Belmont Hall pub, ca. 1970s

Campus Safety and Security Office Records (ACSS)

University Archives

Colorado State University-Pueblo Library, 6th floor

2200 Bonforte Blvd., Pueblo, CO 81001

archives@csupueblo.edu

Why should I give my collection to the Archives?

- Your collection will be preserved for future generations and made available to researchers and community members. Materials will be preserved in a secure, climate-controlled environment. Information about your collection will be available via:
 - a) box and folder inventories, b) the Archives webpage, c) exhibits, d) educational events on and off campus.

- Portions of your collection may be digitized and uploaded to the CSU-Pueblo digital repository, available to researchers worldwide.



To see digitized collections online in [Mountain Scholar](#). Community members, faculty, staff and students are also able to use the materials in a monitored reading room by appointment.

What happens to materials after I donate them?

- You and the archivist will sign a donor agreement which transfers ownership to the Archives.
- Your donation will be examined for any immediate preservation needs.
- Materials will be placed in protective acid-free folders and boxes.
- A record will be created to document the receipt and general content of the donation.
- Professionally accepted standards for arranging and describing materials , will be followed.
- A descriptive box and folder inventory (finding aids) will be produced to aid researchers Some portions of the collection may be digitized or used in exhibits.

What if there are things in my collection you don't want?

- At the time of donation, you will be asked to specify in the deed of gift if you would like them:
a) returned, b) donated to another repository, or b) shredded.

What kinds of materials do you collect?

- We collect materials which reveal the history of the Colorado Chicano Movement, including: letters, photographs, diaries, minutes, audio and video records, speeches, posters, oral histories and many other materials. *We collect artifacts only on a case by case basis.*



Freddie Trujillo

Do I need to organize everything before I donate it to the Archives?

- No, it's actually better if you don't. The historical context of the collection may be lost if items are removed or rearranged, so we'd appreciate it if you would please contact us before discarding or reorganizing anything. We would also welcome your assistance in providing context for the materials, for example, helping to identify individuals and subjects of photographs.

Why do people have to make an appointment to use the Archives?

- There are several reasons for this. First, this is a one-person shop. The archivist must attend meetings, teach and conduct other activities which take him/her out of the office. Secondly, retrieving archival collections can take time. For example, “Los Seis de Boulder” will be found in a number of different collections, and it requires extra time to pull them together. We aim to make materials available as soon as the collection is arranged and a finding aid written. We will



consider making unprocessed collections available to researchers on a case-by-case basis.

Denver march, ca. 1970s,
UMAS Collection

Who owns copyright to my materials?

- As a rule, copyright belongs to the creator of writings and other original material, such as

photos or videotape. If you are the copyright holder, you retain the copyright unless you decide to transfer it to the Archives.

Copyright can be a complex issue, however, and we will work with you to resolve issues of copyright ownership.

Can I take a tax deduction and can you tell me how much my collection is worth?

- In certain circumstances, a donor may take a tax donation, but this is a question for your accountant or attorney. Due to potential conflicts of interest, the Archives staff cannot give tax advice or appraise your collection.

Do you have space to accept my collection?

- Yes, we do! We have recently acquired additional space on our floor, so we have ample room to expand our holdings.

Will you pay me for my collection?

- No, the Archives is part of a state institution, and we do not have funds to pay individuals for their *collections*. The Archives depends on the generosity and public spirit of its donors!

How long will the records be 'closed' or unavailable to researchers as they undergo processing (arrangement, description, and preservation?)

What is the processing backlog?

- Our goal is to make collections accessible to researchers as soon as possible. A draft inventory of the collection 'as received' will generally be available in a couple of months. Complete processing of the collection, which may involve rearrangement, refolding, a detailed folder list, and digitization will obviously take longer and depend largely on the availability of student labor.

Does the owner have access to the records, even if they will not be fully processed for a few years?

- The donor is allowed access to his/her own collection unless it is actively being processed. In such cases, however, we will do our best to accommodate the donor's needs.

Corky Gonzales speaks at a rally, *UMAS Collection*



Questions for the Potential Donor

- Do you own these records? Did you create them or if not, who gave them to you?
- How big is the collection?
- What kind of order, if any, is the collection in?
- Are there any unusual formats in the collection, for example – oversize, film, artifacts, digital?
- Do you own the copyright?
- What is the physical condition of the material?

After the Donation

- We welcome the donor's assistance to help locate and solicit new collections, to provide context for their questions, to help with events, and to potentially serve on our advisory board.



Questions?

- Please contact the Archivist at archives@csupueblo.edu or arrange to visit the Archives! *Thank you!*