

Archives

Description: Archives are compiled materials and documents that help to preserve the history of the Peace Corps and the RPCV's. Each group must first determine if the attention of these archives will be on 1-2 individuals, or documents from the group as a whole. Both of these are feasible. Groups must remember that there should be a long-term value for the libraries who allow the archive. Meaning, monetary compensation over a long period of time such as annual donations should be given. The archive process costs the libraries money in creating index and exhibit, library staff, time, etc.

* **Important to note:** Once these documents are given to the library, they are now in the property of the library and will not be allowed to leave and come back as part of the archive. Please make copies for yourself if interested in keeping them.

Audience: The audience will most likely be people interested in the Peace Corps wanting to learn more about specific experiences, students possibly writing research papers about the Peace Corps and the International Community, and/or people just stopping by wanting to learn. There is a broad range so target what you would like your audience to be and create documents, materials and photographs to align with that audience.

Goal: When throwing an event, the group should always consider and establish what the goals are for the program. Is this a fundraiser? What are you fundraising for? Is the goal just to have fun and have education about Peace Corps on the side? Recruiting tactic? Once an idea is brought up, it's important to sit and talk about your goals as a group.

Before:

Six Months

- Contact local library in district, American University Library in DC, or JFK Library in Boston
- American University has an existing Peace Corps Volunteer Archive. If you have questions are contacting American University, we are awaiting confirmation that they would still offer space in that Archive. Please contact Bill Mayer at wmayer@american.edu if you have questions regarding this.
- If you would like to submit to the JFK Boston Returned Peace Corps Volunteers Collection #184, please contact the library at (866) JFK-1960. Documents accepted there must be materials taken or written DURING the time of service.

Three Months

- Contact specific libraries
- Start compiling materials
- Decide if the materials are from individuals or groups
- Important to note: Once these documents are turned in, they are the libraries property. This means that you cannot go and take them back. Make copies if you to keep specific materials.
- Decide who in the group will be the head lead person for the project
- Start fundraising or gathering the money to give to the library

Two Months

- Compile materials and documents
- Make sure to label all photographs so that the library can properly tag and mark them

Weeks Before

- Continue to compile and turn in materials

During

- Follow up with library regarding materials (the storage of them, the progress, if they are accepting more?)
- Encourage friends and family and fellow Peace Corps Volunteers to look at archive

After

- Write thank you notes to people who donated monetary to the project
- Write thank you notes to people who donated materials and documents
- Write annual thank you notes along with monetary gift to the library