

Lambda Archives of San Diego
Collection Development Policy
Approved July 24, 2017

The mission of the Lambda Archives of San Diego (LASD) is to collect, preserve, and teach the history of lesbian, gay, bisexual, transgender, and queer (LGBTQ+) people in the San Diego, Imperial Valley, and Northern Baja California region. To support this mission, LASD seeks to build collections that reflect the diversity of the LGBTQ+ community in the region. LASD also collects in two areas with a national/international scope: bisexuality and LGBTQ+ Pride.

The following formats have been identified as appropriate for preservation at LASD:

- Archival: original diaries, documents, handwritten journals, ledgers, manuscripts, minutes, and other primarily unpublished materials, unpublished reports, theses / dissertations
- Audio/Visual: videotapes, films, tape recordings
- Art: original artwork, prints
- Books
- Born-Digital: disks, digital images or video, hard drives, website backups, emails, other electronic data
- Ephemera: announcements, flyers, invitations, pamphlets, bumper stickers, posters, etc.
- Periodicals: journals, magazines, newspapers, newsletters, zines
- Photographs: color or black & white prints, slides and/or negatives
- Realia (Object/Artifact): clothing, banners, buttons/badges, jewelry, products

LASD is generally unable to accept materials and collections deemed unsuitable for reasons of space, limited resources, contamination, or limited research/cultural value. This may include but is not limited to the following types of materials and collections:

- Most awards, plaques, commendations, trophies
- Most promotional materials
- Materials that duplicate current holdings
- Materials that could cause LASD to be liable for copyright infringement (for example, unauthorized reproductions)
- Materials that are extremely large
- Materials in poor physical condition or those that present a preservation threat (e.g. mold, mildew, or pests) to our existing collections are generally discouraged but may be accepted under unique circumstances.

LASD reserves the right to distribute materials to other institutions as the archivist deems appropriate, in consultation with the Board of Directors and in accordance with directives on a collection's Deed of Gift. Materials received may be added to LASD collections or passed on to other institutions. We only discard materials after thorough review by the archival staff. As much as possible, items selected for retention at LASD are held in perpetuity, except under rare and unusual circumstances.

LASD may accept material outside established criteria when deemed appropriate by the Archivist. When items inappropriate to LASD collections are obtained with accepted collections, LASD will attempt to find an appropriate repository. Biographical material relating to people important to LGBTQ+ history in San Diego County and northern Baja California will be kept regardless of its place of origin.

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www.lambdaarchives.org

Donations are tax deductible to the extent allowed by law.

LASD Federal ID Number: 33-0402620 State Registration Number: 1005 888 504(c)