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Guidelines For Submission of Materials to NCLA Archives Files

1. Submit only material of permanent and lasting value to current and future members of NCLA. Minutes, publications, reports, programs, publicity, newsletters, correspondence, budgets, and membership information can be considered to be of permanent and lasting value to NCLA.
2. Submit material in as compact a form as possible, such as manila or light flexible folders.
3. Do not send duplicates. The only exception to this is newsletters. Please send two copies of each.
4. All photographs submitted must be clearly numbered on the back of the photo and have a list identifying people in the photo. Please include the name and date of the event.
5. Information sent for programs should always include: a publicity flyer, registration form, number of attendees, and name of program giver/presenter.
6. All reports from the NCLA Executive Board, Committees and Liaisons for the year are to be submitted to the President by November 15. The President will submit these reports along with the President's Files to the Archives Chairperson.
7. Digital documents in the form of flash drives, CD-ROM's, DVDs, and other electronic media are welcome. If you send documents in a digital or electronic format, please submit a paper copy as well.