

# IES Philadelphia Archives Committee Guidelines

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## What is Historically Significant?

Some things are obviously important to our chapter and the lighting industry. Others may seem insignificant now only to turn out to be very important years down the road. While the Philadelphia IESNA Board will make the final determination, the following is list of what could find its way into the archive:

- Original flyers, letters, programs, newsletters, etc. relevant to the IES or the lighting industry in our region
- Membership records
- Original design documentation significant to our region
- Original sketches
- Photographs of fixtures and lighting installations in Philadelphia
- Historically significant light fixtures

## How Can You Contribute?

Primarily, the Philadelphia IESNA Archive will be a digital resource and database. All documents that go into the Archive will need to be scanned or digitally photographed. Once an item has been determined “Historically Significant” by the Philadelphia IESNA Board, a location for the physical storage of the originals will be provided. In order to be considered by the board, we kindly ask that the following steps be taken by the donor:

- Paper documents should be scanned and submitted digitally.
- Physical items should be photographed and issued digitally with a brief description.
- Physical items that are to be kept by the IESNA should be tagged with owners’ information.

## What is the Goal?

The goal of the Philadelphia IESNA Archive is:

- To be available to the lighting community.
- To be a tool for fund raising events.
- To be a tool for the development of educational or outreach programs.
- To establish a comprehensive data base describing each item in the archive.
- To be a data sharing network for use by the professional community.
- To establish a comprehensive system for tracking existing data and capable of accepting continual contributions.