

July 17, 2012

Marvin Taylor  
Fales Library and Special Collections  
Elmer Holmes Bobst Library, Third Floor  
70 Washington Square South  
New York, New York 10012

Dear Marvin Taylor,

This box contains the materials that have been donated to the Performance Studies international (PSi) archive since the formation of the archive was announced in 2010.

We have stored the materials in the order in which they were donated to the archive. To facilitate shipping, the materials have been separated into several numbered bags within each of the two boxes. Inside each bag the individual accessions are also numbered.

An accessions form is attached to each donation, which lists all of the individual items that have been deposited, records the name of the donor, and assigns the materials to a collection. The collections are structured around the conferences that the materials pertain to and are named according to the ordinal number in the series of annual conferences. (A list of past PSi conferences, incl. their titles, years, and locations is enclosed for your reference.) Materials that relate to the general administration of the organization form a separate "Administration" collection.

The last item in the last bag of Box 2 is an external hard drive, which we have used to store, transfer, and back up digital materials that we have acquired for the archive. The folder titled "Back-up of NU Server 17 July 2012" contains a complete and up-to-date set of all of the digital materials pertaining to the PSi archive as of yesterday. This includes all of the audio files and supporting materials that have been collected for the PSi Oral History Project, which was started in 2011. In the "Electronic Donations" subfolder under "Physical Archive" you will find all of the material that was submitted to the archive electronically. The accessions form for these materials are interleaved with the tangible donations, according to the chronological order of the accessions. Only digital materials that were submitted to us electronically (i.e. by email, dropbox, etc.) are stored on the external hard drive. *The digital files that were submitted to us on tangible media (e.g. CD, DVD) have not been backed up.* In these cases, the tangible media have been treated like all other physical donations, so that the files only exist in the one copy that was submitted to the archive.

If you have any questions about the materials you are receiving and our procedures collecting them, please contact either me ([carnwath@u.northwestern.edu](mailto:carnwath@u.northwestern.edu)) or Tracy Davis ([tcdavis@northwestern.edu](mailto:tcdavis@northwestern.edu)). Tracy Davis has spearheaded the formation of the archive since 2010, but she has recently been replaced by Ioana Szeman as PSi's Archive Officer. Future additions to the archive will most likely come from Dr. Szeman.

Sincerely,

John Carnwath