



| GCNA Archives | ABCL Vertical Files |
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| Materials related to the activities of the GCNA | Materials related to a particular instrument, individual, or foundry |

Who Should Submit Materials?

GCNA Archives: Those in elected or appointed positions that include administrative responsibility for the work they undertake including; Board Members, committee/subcommittee chairs, liaisons to other organizations, editors of publications

ABCL Vertical Files: Anyone! Especially an individual responsible for a particular instrument and/or who has done research on a particular instrument, foundry, or individual

What Types of Materials to Submit?

Send files that, in your estimation, have or are likely to have historical value to the GCNA, to the record of a particular instrument, or to the carillon art in general. Send **2 copies** of primary documents, including born-digital files and essential secondary documents. For example, a program or recording of a performance is a primary resource, a history of or critique of the performance is a secondary resource. Having a program or recording autographed by the performer makes a nice artifact for the future.

Make sure your materials include: Who, When, and Where!

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| Materials related to the activities of the GCNA: - Congress Packets (ie: scrapbooks & photos) - Congress Minutes and membership rosters - Committee Activities ie: carillonneur exams, Barnes Scholarship, Heritage music, etc. - Publications (<i>Bulletin</i> , <i>Carillon News</i> , music) - Professional concerns/discussions - News articles related to the GCNA - Photographs of GCNA events/activities - A/V recordings | Materials related to a particular instrument, individual, or foundry: - Programs - Correspondence - Construction/Restoration work - Ephemera - Blueprints - Bios - News articles - Photographs - A/V recordings |

When to Submit Materials?

While there is no official timeline or time limit for submitting materials, it is recommended to create a “schedule” for yourself to encourage the habit of submitting materials regularly ie: at the end of a semester, year, or series season.

What Not to Submit:

Please do not send materials that are not carillon related or do not inform the history of an instrument, foundry, or individual with ties to the carillon community, or materials that are incomplete. For example, please do not send materials related to organs or bells which are single bells, a ring, peal, etc., a portion of a multi-page article, etc.

How to Submit Materials?

We encourage you to contact the library prior to submitting materials.
 Bok Tower Gardens / Attn: Library / 1151 Tower Blvd / Lake Wales, FL 33853

Questions? Email library@boktower.org or call 863.734.1227

Access ABCL library catalog & Digital Collections (including finding aids) online!
<https://boktowergardens.org/tower-gardens/library-archives/>