**Chicago Design Archive Collection Policy**

(Final draft: 6.24.19)

**1. Identifying information:**

 a. Name of repository

 Chicago Design Archive

 b. Address

 813-2 Forest Avenue, Evanston IL 60202

 c. Identity of governing body

 1. Board of Directors: Jack Weiss, president; Cheri Gearhart, director; Sharon Oiga, director, Lauren Meranda, director.

 2. Advisory Board: Steve Liska, Vicki Matranga, Stephen Melamed, Matthew Terdich , Alisa Wolfson

 3. Curatorial Board: Peggy Glowacki, Gretchen Neidhardt, Alicja Zelazko

**2. Statement of purpose of the organization and its collections:**

 a. Goals

 Mission: To share the best of Chicago design

 b. Priorities

 Collect important, award winning or recognized design work to share the history of design in Chicago, to represent a broad and deep range of design movements, trends, approaches, methods and materials and to document the evolution of the design discipline in Chicago.

 c. Clients/audience

 International audience via the world wide web; Professional designers; design educators, historians and students; general public

**3. Description of current holdings:**

 a. How much

 Currently nearly 3,000 examples of work from Chicago designers or Chicago clients.

 b. Types of materials

 1. All materials are digital surrogates–digitally, formatted

 2. CDA does not collect or own original work.

 3. Collection is limited to experiential, graphic and product design work by Chicago designers and/or for Chicago clients

 4. CDA is a curated collection based on specific criteria as stated below in Guidelines.

 5. In addition to the digital work examples the collection includes articles, analysis, videos, interviews, biographies and supporting research documents.

 c. Dates

 1869 thru current, with a focus on collecting more recent work

**4. Guidelines for Collection Development:**

 a. Principal collecting areas (project types)

 1. Level of collecting intensity

 EXPERIENTIAL DESIGN: Digital Experience, Exhibition, Interactive, Public Space,

 Signage & Wayfinding, Student, Unpublished, Workplace

 GRAPHIC DESIGN: Advertising, Exhibition, Digital Experience, Identity & Branding, Interactive, Packaging, Print, Student, Type Design & Typography, Unpublished

 PRODUCT DESIGN: Concept, Fashion, Lifestyle, Research & Planning, Safety & Special Needs, Student, Sustainable, Transportation, Unpublished, Workplace

 2. Chronological period

 1869 thru current

 3. Formats accepted

 PDF, TIFF, Video

 4. Geographical scope

 Work designed by Chicago designers or commissioned by Chicago clients

 b. Material excluded

 1. Design work not created by Chicago designers or not commissioned by Chicago clients.

 2. Architecture, interior design, fashion design. (Any design work not defined by the CDAs principal collecting areas.)

**5. Process of Collection:**

 a. How material is acquired (gift, purchase, loan)

 1. The current collection was acquired through gifts from Chicago-based professional design organizations, design exhibitions, and designers. Gifts from professional design journals and authors. Gifts by videographers.

 2. We intend to continue collecting works gifted from the above sources and other gifts that may become available.

 See Addendum for specific acquisitions

 b. Responsibility for selection

 1. Jurors of design exhibitions and/or competitions.

 2. CDA Board of Directors

 3. Reviewers with expertise in specific areas of design practice

 c. Selection criteria

 1. Work must have received an award in a previously juried competition.

 2. Work is deemed significant relating to Chicago: design firm, designer, company, institution, event.

 3. Work deemed important in Chicago’s design history.

 d. Conditions associated with accessions

 1. Donors to the CDA collection authorize CDA rights to publish. For work received from juried competitions–Archive for example–donors provided signed waivers authorizing publication.

 2. Donors must provide copyright information if not already given.

 3. Donors must provide high resolution (300dpi tiff) images and metadata (credits) as specified in our submittal documents.

 4. Biographies of each submitter are requested.

**6. Deaccessioning policy:**

Any designer or company represented in the collection may request removal of specific material

**7. Addendum**

 a. The following material forms a major portion of our collection:

 1. Work collected in the STA 75 exhibition, 2002.

 2. Work juried into all Archive shows, 2005, 2015.

 3. Work juried into all ACD Student Scholarship competitions, 2001, 2015

 4. Work juried into the Chicago International Poster Biennials, 2008, 2010

 5. Work juried into all Typeforce exhibitions, 2010, 2011

 6. Work selected for the ChgoDsgn exhibition, 2014

 7. Work juried into certain Chicago Design Museum exhibitions, 2014, 2016

 8. Work selected for 27 Chicago Designers exhibition, 2016

 9. Work submitted in response to board requests, 2005,

 10. Feature articles published by Communication Arts, 1960,

 11. Essays provided by various authors, 1987,

 12. Video interviews (various years)