

## Call for Contributions to the Suresearch Archive

Dear Suresearch member,

My name is Rachel Bentley and I have been employed by the CEIMH to get together an archive of the last 10 years of the Suresearch group. This is part of the 10 year anniversary celebrations and will be ready in time for the celebrations on the 13<sup>th</sup> April. It is progressing well but would be improved by any contributions you could make.

### The Best Way to Contribute

If you wish to contribute the best thing to do is to first take a look at the Archives themselves.\* Then see if there are any errors, anything that has been missed or any items you think you could add.

If you do find any errors or there is anything missing please write your findings as clearly as possible on a piece of paper and give it to Nicki at the CEIMH reception.

If you think you have an item to add to the archive then this should also be given to Nicki at CEIMH, with a note attached detailing the year the item is from and any other pertinent information; e.g. what event is it from, who attended the event, the author of the item.

### What Types of Items can you Contribute?

Items such as event posters (from events you have attended), reports on events, or letters of thanks directed to Suresearch are all welcome.

Of particular interest would be any photographs, of any event a Suresearch member has been to, that you would be willing to donate. If you do donate photos then, if possible, please write the names of those in the photograph on the back. Remember to attach a note with the year and the name of the event as well.

If you are in doubt as to what to you could bring in then take a look at the Archives and see if there are any gaps you can fill.

### PLEASE REMEMBER

By contributing an item you are donating it to the Suresearch Archive. If you would like to retain the original please state so on a covering note, along with your contact details, and attach this to the item. If possible a copy of the item will be made and the original will then be available for collection from 9/4/10 from Nicki at CEIMH reception. If a copy is not possible the original will still be available from 9/4/10 from Nicki.

**All contributions need to be handed in to Nicki at CEIMH reception by**  
**FRIDAY 2<sup>ND</sup> APRIL 2010**

\*The Suresearch Archives are kept in the Suresearch office at CEIMH, and will be available from 4/3/10.