

C.G. Jung Institute of San Francisco, Library & Archive

2040 Gough Street
San Francisco, CA 94109

COLLECTION SCOPE POLICY

Vision Statement | It is the vision of the San Francisco Jung Institute Library & Archive to serve the Jungian community by documenting and preserving the memory and contributions of its visionaries, founding members, and current leaders and practitioners. Our commitment to this work stems from a collectively-held belief in the importance of historical knowledge and understanding and a desire to remember and honor the Institute's past and present members.

History of the Archive | The Archive were formally established in 2002 with the strong encouragement of one of the Institutes founding members, Kay Bradway, Ph.D. On that initial occasion, Dr. Bradway donated the 1961 telegram, sent to the San Francisco Institute, which announced Jung's death. She remained a member of the Archive Committee until the spring of 2007, her 98th year, when she retired from active participation.

Today, the Archive continues Dr. Bradway's vision to remember and preserve the history of the Institute and of the people, places, and events that contributed to its development, growth, and future. To date, we have materials related to C.G. Jung, Horace Gray, Joe Henderson, Elizabeth Osterman, Kay Bradway, Jane Wheelwright and William McGuire.

Collecting Scope | The purpose of the Archive is to collect, preserve, and make available for scholarship significant written and graphic documents pertaining to the history of analytical psychology in California. The Archive welcomes materials related to the following: (1) the background, development, and membership of the C.G. Jung Institute of San Francisco, (2) Jung's life, family, friends, colleagues, and early followers, and as resources permit, (3) to the growth of analytical psychology.

The Institute welcomes donations in the following formats:

- Handwritten journals, notes, and memos
- Photographic prints, negatives, transparencies, and slides. As much as possible, please identify relevant people, places and dates prior to donation.
- Correspondence, including original envelopes
- Ephemera
- Unique audio and video recordings
- Digital files, clearly labeled and organized

Donating to the Archive | We welcome donations and the opportunity to work with you in determining the suitability of our archive for your materials. Prior to donation, we ask that you consult our collecting scope policy and confirm that your materials fit within the specified subject and format boundaries. Please also remove or flag any materials that contain sensitive or confidential information (see privacy statement for more information). We then encourage you to contact our office and we will arrange a time to meet and view the materials. If both parties agree to move forward with the process, we will request that you agree to and sign a deed of gift. Without a deed of gift, we cannot guarantee adequate storage space or preservation care for the donated materials. After

the deed is signed by both parties, we will arrange for the physical transfer of the materials to the Jung Institute and prepare them to be processed.

Access to the Archive | The Archive Committee welcomes inquiries concerning access to the physical collection which is open to members of the San Francisco Jung Institute, candidates, clinic interns, and, with some restrictions, to staff, IAAP members from affiliated institutes, members of the Friends of Jung, and of the Analytical Psychology Club. Others may be granted access to the Archive for research purposes by contacting the Library Manager directly. Contact information is provided below. For information about access to online items, see “Locating Archival Materials.”

We are deeply committed to safeguarding personal health information contained in our collections. Many materials are open to all users without restriction. Others, however, require a more extensive process of permission and/or supervision. Before visiting or donating to our Archive, please read our Privacy Policy & Access Statement.

Locating Archival Materials | Finding aids for our collections can be found through our Archive website (www.sfungarchive.org). Some items in this collection have been digitized and are available online through our catalog. To locate online items, select the “Advanced Search” option from the KOHA catalog home page, open the “Collection” tab, and click the box next to the collection you’d like to search. You can then search each collection by keyword, subject, date, or format.

Contact Information:

Miranda Lindelow, Library Manager

Phone Number: 415. 771. 8055 ext. 207

Email: library@sfung.org

Hours of Operation:

Monday-Thursday, 10am-4pm