

@ Stow It or Throw It? “Using University Archives” Class Can Help

Elihu Yale may never have set foot in New Haven, but some of the gifts he sent from England to help (then) Collegiate School nearly 300 years ago are with us today—and through careful archiving share company with Yale materials from the scholarly to the mundane.

So how do you know whether the boxes of papers in your offices are the stuff of Yale history? Just ask Stephen Cohen. Cohen, Yale archivist and head of Records Services, not only knows his way around the Manuscripts and Archives department of the University Library, he can help you sort through your own stacks if you’re renovating, moving, or just wondering what to do with those inactive files under your desk.

On March 23 Cohen will lead a half-day class, “Using University Archives,” at the Learning Center, free of charge.

“We’ll cover the basics of what an archives is and does and teach you how to determine what should be transferred to the University Archives and what can be destroyed,” Cohen said. “We’ll also talk about how to

pull files from the Archives, how to make logical file systems and how the Archives maintains strict security.” Originally part of the Archives 300 Project, the Records Services program supports all University and University-affiliated units by helping determine which records can be sent to the University Archives and which can be legally destroyed.

Cohen has also led focus groups with departments and administrators and has helped train and supervise staff for large-scale projects. There is no charge for consultations with the archivist, or for storage and retrieval of records; the only expenses an office may incur are for preparing records for transfer or destruction, pH neutral boxes and containers, and the actual moving of records from office to Archives.

Details on the upcoming class are at www.yale.edu/learningcenter. Archive information is also available through Stephen Cohen at 2-0870 or at stephen.e.cohen@yale.edu. ☺

@ Homebuyer Program



HomeBuyer Seminars

Four evening seminars for prospective homeowners

Learning the Steps to Home Ownership

*Wednesday evenings
April 14, 21 & 28; May 5
6 to 9 PM
155 Whitney Avenue*

Yale University and People’s Bank cordially invite you to attend a FREE four-part homebuyer information series. See how it may be possible to buy a home with a down payment of 3 percent or less. Also, learn about the various mortgage programs that are available.

- Step-by-Step Guide to Home Ownership
- Getting Fiscally Fit: The Importance of Planning and Budgeting
- Understanding Your Credit Report
- Financing Your Home
- Understanding the Mortgage Process
- Selecting Your Home
- The Importance of the Home Inspection
- Mortgage Closing
- Maintaining Your Home

Call now and register—seating is limited. Call Bill Carney in Benefits/Records at 2-5537 or 2-5535. Participants who complete all four sessions will receive a Home Ownership Education Certificate!

There’s No Place Like Home, Say Yale Homebuyers



Shawn Webb and family celebrate the purchase of their new home.

Just imagine your employer chipping in to help you buy a new house! Thanks to the Yale Homebuyer Program this is a happy reality for 599 (and counting) Yale faculty and staff. The program, which has been in place for nearly a decade, has committed more than \$13 million towards home purchases of more than \$75 million. The program, established by President Richard C. Levin in 1994 provides \$25,000 over 10 years to employees to buy homes in New Haven.

“I was a first-time home buyer and I was not considering purchasing a home until I heard about the program. It was a great investment opportunity for me because the incentive was so attractive. The idea of being close to campus was appealing because I could either walk or ride my bike to work, which is great for the environment.”

John Longbrake
Assistant Secretary, International Affairs

“I had a wonderful experience with the Homebuyer Program. The down payment was obviously the big incentive for me, but I’ve known New Haven all my life and I love the city. In fact, in 1904 my grandfather moved into the Dixwell neighborhood where my house is today. I talk up the program a lot, especially to Yale’s hourly employees. When you compare monthly expenses for renting versus owning, you get so much more for your money when you buy a place. What I pay a month for my 1874 Victorian would only get you a two-bedroom apartment in New Haven. Programs like this have a lot to do with the city looking so good and being so vibrant. And there’s still a lot of good housing stock available.”



John Maturro
Director, Special Projects, Groups and Facilities

Other buyers also give the program a thumbs-up:

“We were looking to buy in New Haven but we certainly would not have bought the house we did, without the Yale Homebuyer Program.”

“I credit being able to buy my first home to the Yale Homebuyer Program. I doubt I’d have been able to come up with a full down payment and closing costs without these funds. I believe my bank was also more inclined to lend me funds knowing that I’d have ongoing income from Yale.”



“I can’t thank the Yale Homebuyer Program enough for their help in buying our home. It really helps us out as we are newly married. We knew we wanted to live in New Haven and close to Yale, but it would have been much more difficult without this aid. We think everyone should live in New Haven—we love it!”

“I have also contributed to the effort to rebuild New Haven as I paired the Yale Homebuyer money with CHFA (Connecticut Housing Finance Authority) funds. These allowed me to make significant repairs to my turn of the century two family Victorian. It was a real fixer-upper that now is quite beautiful! Once again many thanks to the Yale Homebuyer Program.”

To participate in homebuyer education seminars or to ask questions regarding a home purchase, please contact Program Administrator, Bill Carney, at 432-5535. For more information about Yale University’s initiatives with our neighbors in New Haven, visit www.yale.edu/onhsa ☺