Building Las Vegas: Preserving the History of Growth and Development in Southern Nevada

The UNLV University Libraries Special Collections engages researchers world-wide in the interdisciplinary study of Las Vegas, Southern Nevada, and gaming. We collect, preserve, and provide access to research materials that document our region’s heritage, and we expertly help researchers discover and use our collections.

In order to preserve the history of our region’s growth and development, we seek donations of unique, historical materials that will provide first-hand evidence about urban planning, development, and building in Southern Nevada. We are particularly interested in personal, organizational, or corporate archives that contain information about planning, land use, architecture, the building industry, environmental impacts, neighborhoods, and local businesses and firms.

Materials donated to Special Collections are made available for researchers to use in our Reading Room on the UNLV campus. Materials may also be used in instruction and exhibits in the library and online. Staff organize, preserve, and describe the donated materials, and help the public use and interpret them.

What kinds of historical records about building and development in Southern Nevada should be saved and donated to the UNLV Special Collections?

- **Visual documentation**, including sketches, drawings, site plans, elevations, renderings, exhibits, photographs documenting progress and completion
- **Publicity and marketing materials**, including brochures, sales information, floor plans, press releases, advertisements
- **Correspondence and memoranda** (non-routine) that help you understand the development of a project
- **Contracts**, including specifications and letters of understanding
- **Minutes** of meetings or conferences, records of approvals
- **Proposals**, including bids, engineering proposals
- **Reports**, including environmental impact reports, real estate reports, project reports, engineering reports, on-site reports, soil boring reports, land use reports, surveying reports, due diligence reports
- **Government / community relations** records, including community awareness plans, hearing minutes, zoning records, land use and project development applications and forms, significant permits
- **Maps**
- **Master budget and schedule**
Do you want old or recent materials?

Organizations should only donate inactive records, that is, records that you no longer use more than once a year. Typically, records for projects completed over five years ago may be donated. You also don’t need to reorganize your files before you donate them.

Why should I donate my records to the UNLV Special Collections?

By donating your historical records to UNLV’s Special Collections, you help ensure that your work and experiences are preserved and available for future generations to remember, study, and appreciate. You will become part of Las Vegas’s historical record. We will preserve and organize your historical records and help you find this material when you most need it.

What happens after I donate my records?

Special Collections will work with you to identify what material should be donated.

Just before you donate, you will be asked to sign a gift agreement that formally transfers ownership of your materials and any necessary rights to the UNLV Libraries.

Your collection will be preserved in a secure, climate-controlled facility. We will expertly organize, preserve, and describe your materials. We may digitize selected portions of your collection and make these items available on the web with other related materials.

The general public may use your collection in the Special Collections Reading Room at the UNLV Libraries. Reference staff will help researchers (including your heirs or staff from your organization) find material to satisfy research needs. Materials do not leave the Reading Room, so they remain available for future generations. We routinely photocopy or scan needed materials to facilitate research.

We welcome financial support so that we may make your materials available for research more quickly.

Contact Michelle Light, Director of Special Collections, for more information.
michelle.light@unlv.edu (702) 895-2293. See also www.library.unlv.edu/speccol