

PRESERVING OXFORDIAN DISCOVERIES

STEPS TO TAKE TO CONSERVE YOUR SHAKESPEARE AUTHORSHIP MATERIALS

The examples in this document are only meant for general guidance. Feel free adapt the recommendations to the nature of your holdings, the time you can devote to the task, etc.

1. Inventory your materials

The more detail, the better. At the very least, make a note of the categories and the number of items in each. At best, make an itemized inventory. Do not forget to indicate the location(s) of the materials or if digital, write down any password needed to access them. Examples below are for illustration only:

Videos: 15, period covered: 1995-2000. Located in cardboard box in my office at 39 Maple Drive, Portland, OR.

- VHS recording of the SOF Conference 1995.
- DVD of 1992 TV program “Shakespeare Mystery.”
- Video of a lunch of Boston Oxfordians April 2000.
- etc.

Books: 132. On the SAQ and Elizabethan history. Located in: Mary’s bedroom at 301 Oak Street, Washington DC.

- Anderson, Mark. Shakespeare by another Name.
- Looney, Thomas. Shakespeare identified.
- etc.

Correspondence: 9. Located in red folder in my office desk at 39 Maple Drive.

- Letter 9 June 1980 from Charlton Ogburn.
- Letter 20 August 2020 from Richard Whalen.
- etc.

Lectures and talks: 2. Yellow folder in desk drawer

- Text of lecture at NC University, March 2008. “The impossible bard.”
- Text of talk at the Center for continuing learning, San Diego, CA, February 2001. “The fruits of Italy.”

Draft of an unpublished article and associated research notes: 1. “Italianate gentlemen in the 1580s”. Located in blue folder in my office, and on the external drive (password: 123456).

Book Manuscript and Copyright Transfer Information: 3. Stored on the external drive marked "Manuscripts" in drawer of my desk, etc. Password: 123456

- MS Word text files and cover art documents for my book, "Oxford's University: Cambridge in the 1560s."
- MS Word text files and cover art documents for my book, "Question It, Horatio."
- Paperwork related to publishing arrangements and transfer of copyrights.

Powerpoint presentations: 2. Stored on the external drive marked "SOF" in drawer of my desk, etc. Password: 123456

- 2007 presentation at SOF conference, "Portraits of Queen Elizabeth."
- 2010 presentations at SAT webinar, "Shakespeare's travels to Italy."

Website/blog: URL: Shakespeare-Uncovered.com (postings: 1999-2009). Administrator password: abcdef. Provider: Wordpress.com. Content last downloaded in December 2009 onto my external drive (password: 123456).

Email exchange with editor of the Oregon Cultural Magazine on the First Folio tour. Stored on external drive (Password: 123456).

Photos: 24. Award ceremony in Ashland 2015 "Oxfordian of the year". Envelope in desk drawer.

2. Let your family, heirs or friends know your wishes regarding what should happen to the materials

You can do any of the following:

- Designate in your will a specific legatee who will take care of the collection.
- Work with an estate attorney to arrange transfer of copyrights of any books you've written to a literary heir who will keep your works in print.
- Leave written instructions for your family in a prominent place.
- Let your heirs know that the Data Preservation Committee of the SOF is collecting historical documents on the Oxfordian movement (either scans or originals/hardcopies).
- Donate items to a fellow Oxfordian and inform the SOF of the donation.
- Donate to the SOF all or part of your holdings.
 - Contact: info@shakespeareoxfordfellowship.org
 - The Shakespeare Oxford Fellowship, P.O. Box 66083, Auburndale, MA 02466 USA

Whatever you choose, think of ensuring the survival and accessibility of your materials for future generations. For more information, visit

<https://shakespeareoxfordfellowship.org/preserve-oxfordian-discoveries/>.