



Propose a gift of archival material to the *Archives and Special Collections*

The *Archives and Special Collections* is a modern, publicly accessible repository in the University of Ottawa Library. Our mandate is to acquire, preserve and provide access to archival documents in different formats which contribute and support teaching and research. Our collections are used by a broad range of individuals, including academic staff and students from wide-ranging disciplines, independent scholars, writers, journalists and community activists, etc. Please review our Acquisition Policy for Archival Records for more information on our collection focus.

Why donate?

Written records can provide essential clues to the past. It is through archival records (in all formats) that researchers are able to study and understand much about our history. When you donate your records, you are contributing to society's collective memory. The Archives and Special Collections at the University of Ottawa provides a secure, environmentally controlled space to ensure the long-term preservation of archival material. Equally, we provide research access to the contents of the records for future users.

What to preserve

Often potential donors are modest about what they have to donate, especially if it involves their own work or accomplishments, thinking "who would be interested in this"? It is important to remember however, that to be historically significant, materials need not be organized; they need not be "old"; and they need not relate to a famous individual, event, or organization. Please **do not** take any steps to sort or cull your records before speaking with ARCS staff. Often records can communicate information and perspective in a variety of ways. Archivists are trained at identifying material that has long-term value. It is possible that once staff have done a preliminary review of your offer, the archives may not accept all of it.

Ready to donate?

When you are ready to propose a donation of archival material, it would be very helpful to us if you could provide some basic information as well as a list of the material you would like to donate. If you do not have all the information, provide what you do have.

Please provide the following:

1. Name of the creator

Indicate the name of the person/family or organization that holds the records and either is the creator of the records or knows about the creation of the records.

2. A short biography or history of the creator of the records

In the case of an individual/family: Dates, family and personal history, professional and personal activities, awards, etc. In the case of an organization: Dates, mandate/mission, main activities and achievements, etc.

3. The records and their context

It would be useful if you can provide a short description of the activities that are documented within the records and the context of their creation. Also, any information about the records themselves and their content, how they have been accumulated, organized, stored, etc.

4. The date range of the records

Indicate approximately the time range covered by the documents. It could be precise, for example, 1962-1984 or more general, for example, 1960s.

5. An overview of the types of the records (or a detailed listing if you have it):

Providing a detailed list or inventory of the items in the donation does take time, but it can be extremely useful and helpful for the archivists. If you are unable to complete a detailed listing, please give a general overview of the types of records and the approximate amount. Types of records could include correspondence, personal diaries, photographs, documentary art items, sound recordings and moving images maps and plans, scrapbooks, notes and reports, meeting minutes, by-laws, policies, memos, pamphlets, buttons, articles and papers and any records that document personal life and professional career.

If you are donating electronic or audiovisual material, we ask that you also complete the Electronic and Born-Digital Records Transfer Form or the Audio-Visual Transfer Form.

6. Extent of the records

It might be difficult to assess the extent of your records, however we ask for an estimate. It could be the number of boxes, the number of cm of documents, items, etc. For example:

- The donation consists of correspondence, pamphlets, photographs and sound recordings in 2 banker's boxes.
- The photographs consist of ca. 100 colour photographs and 3 sound recordings on 3 audiocassettes with copies on a DVD.

7. Contact information

Please provide your name, and if the material is donated by an organization, the name of the organization, and your contact information.

Donation Agreement

When an offer of archival material is recommended for an acquisition, a donation agreement/deed of gift is negotiated between the *Archives and Special Collections* and the donor. The deed of gift covers the ownership and custody transfer, terms of use, access and copyright, etc.

Note on placing access restrictions: If you are reluctant to donate documents which contain personal, confidential or sensitive information, please note that in some cases it is possible to restrict the access. While we desire to make all materials freely accessible to researchers, ARCS will agree to reasonable and equitable restrictions for limited periods of time.

Tax Receipts

In certain circumstances, ARCS may be able to provide a tax receipt for eligible donations if a monetary appraisal is conducted. Please speak to staff for more information.

Delivery of the material

The delivery of the archival material to the *Archives and Special Collections* is the responsibility of the donor.

For any questions regarding our policies and procedures or if interested in donating archival material, please contact:

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65 University Private
Ottawa
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