



Records Management 8: Donating Personal or Organizational Records

University Archives

Donations of Historical Materials

- Individuals or organizations may donate materials to the University Archives.
- Donated materials enhance the Archives holdings.
- The University Archives will preserve and make available these materials for research.

What the Archives Accepts

The University Archives encourages former and current academic and administrative staff and student and faculty organizations to donate their papers.

- Unpublished personal papers
 - Materials that document personal lives
- Organizational records
 - Materials that document their establishment and history

What the Archives Does Not Accept

- Materials on loan
- Materials for temporary storage
- Collections that restrict or limit access.

Deed of Gift

- An formal agreement between the donor and the University Archives.
- A document that transfers legal custody of the materials being donated.
- The document prescribes the donation conditions and restrictions.
- The signed deed establishes and governs the legal relationship between donor and the University Archives.

Elements of a Deed of Gift

- Identifies the donor
- Describes the materials
- Establishes provisions for use
- Specifies ownership of intellectual and property rights
- Indicates disposition of unwanted materials.
- Signatures of both the donor and the University Archivist



DEED OF GIFT

The Western University of Health Sciences Archives gratefully acknowledges receipt from:

(Donor's Name)

(Donor's Address)

(Donor's Phone)

Of the following materials:

The donor hereby gives these materials as an unrestricted gift and transfers legal title to the Western University of Health Sciences Archives. The donor also transfers copyright and property rights, including the rights to reproduce, publish and display the materials.

It is understood that items not retained by the Archives will be disposed of as determined by the Archivist, unless the donor requests the return of any items which are not kept. (Donor to initial choice)

Return ____ Discard ____

It is understood that researchers to the Archives may have full access to these materials, including the right to make copies.

I have received a copy of the Deed of Gift, and I agree to all terms and conditions as stated, as indicated by my signature below.

(Signature of Donor/Donor's representative)

(Date)

(Signature of Archivist)

(Date)

Processing the Collection

Every effort is made to maintain the integrity of the records.

- The donated materials are processed according to best practices.
- Records are rehoused into acid-free archival folders and boxes.
- Photographs and other special formatted materials are placed into archival enclosures.
- A Finding Aid is created that gives a summary of the collection.

Additional Information

- The University Archives reserves the right to reevaluate and reappraise historical material in its holdings and to deaccession them when appropriate.
- The University Archives cannot appraise donations for tax purposes.
- The terms of the Deed of Gift can be renegotiated if both the donor and the University Archivist are in agreement.

Consult the Archivist for guidance

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