Donation 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. An important component of its activities is to acquire, preserve and disseminate items of archival interest in different formats which contribute to enrich teaching and research. Our collection is used by a broad range of individuals, including teachers and students from wide-ranging disciplines, independent scholars, writers, journalists and community activists, etc.

**Good to know**

Please do not take any steps to sort or cull your records in the meantime as records communicate information and perspective in a variety of ways.

Also, if you are reluctant to donate documents which contain personal or sensitive information, please note that it is possible to restrict the access for a certain period of time.

**INFORMATION TO PROVIDE**

When you wish to check about items you hold, or 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. If you do not have all the information, provide what you do have.

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/administrative 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 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.

4. **An overview of the types and extent of the records (or a detailed listing if you have it):**
For a family or an individual, it could include personal documents such as school records, correspondence, personal diaries, photographs, documentary art items, sound recordings and moving images maps and plans, scrapbooks, notes and reports, pamphlets, buttons, articles and papers and any records that document personal life and professional career.

For an organization, it could include articles of incorporation, executive board and committee minutes, by-laws, correspondence and memoranda, planning documents, summary financial documents, reports, briefs, maps and plans, architectural drawings, sound recording and moving images, documentary art, pamphlets, buttons, newsletters, directories, press releases, staff files, membership records. Please note that we understand that organizations, particularly grassroots or community-based organizations, can have unique structures, operations and records.

If you are donating electronic or audiovisual material please indicate the type of documents (emails, digital photographs, sound recordings, databases, etc.) as well as their format (audiocassettes, VHS, CD, DVD, USB key, external hard drive etc.).

5. **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.

6. **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. Also, any information about the records themselves and their content, how they have been accumulated, organized, stored, etc.

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 is negotiated between the Archives and Special Collections and the donor. This covers the ownership and custody, terms of use, access and copyright, etc.
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 a donation of archival material, please contact:

Archives and Special Collections
University of Ottawa
65 University Private
Ottawa
Email: arcs@uottawa.ca
Phone number: 613-562-5800 ext. 3453