

Guidelines for Donors

The expansion and management of the Special Collections is guided by our **Special Collections Development Guidelines**, **Special Collections Management Plan**, and **Special Collections Management Procedures**. The donation procedure outlined below is provided as information for new or existing donors.

Donation steps include:

1. Contact Us

Potential donors should initially contact us via the [Special Collections Enquiry Form](#) with information about the collection they are donating including its extent, physical condition, content and uniqueness or significance.

2. Appraisal and Selection

A physical and intellectual appraisal is conducted by specialist staff usually the Curator and a subject expert, with particular reference to the physical condition of the collection; subject significance and uniqueness; relationship and context to existing collections and extent. Appraisal and selection is guided by the **Special Collections Development Policy**. Other considerations include assessing the storage and conservation needs, physical state of collection and expected costs associated with acquiring, processing and digitising the records. The appraisal and selection may require a visit to the location of the archive e.g. at donor's house. The process can be helped by supply of photographs of boxes and content beforehand. The selection process is undertaken to help identify if the entire collection is of interest or only certain parts.

If there are significant costs for transport, conservation, housing, description or digitisation the donor may be asked to contribute towards these costs, which are considered *before donation*, or there may a wait for donation whilst UNSW raises the funds required.

Original manuscripts may comprise of the following types of items:

- Letters/correspondence
- Memoirs/reminiscences
- Diaries
- Professional papers
- Scrapbooks/photo albums which are dated and identified
- Genealogical information
- Speeches/lectures
- Business records
- Subject files

- Legal documents
- Minutes/reports
- Brochures and flyers
- Photographs which are dated and identified
- Videos/audio tapes which are dated and identified
- Files relating to the individual's civic, business, religious, political, and social activities
- Objects which are small, significant and have a clear provenance

The following types of items are not accepted:

- Badly damaged, mouldy or insect damaged items
- Duplicates and photocopies
- Financial records and sundries such as receipts and cheque stubs
- Cards, mass produced with general greetings e.g. Christmas or birthday cards
- Audio visual material in certain obsolete formats such as 16 mm film. These items can be donated to the [National Film and Sound Archive](#) who have suitable cool room storage facilities.
- Obsolete data formats such as floppy discs. These items can be donated to the [National Library of Australia](#) who have a digital migration and preservation capability.
- Government records created during the course of business, or related to the position the person held in government. These are classed as Commonwealth or State or Territory Government records and are the responsibility of the [National Archives of Australia](#) or [Territory Records or other State Records](#). Donors having government records should approach these organisations first. In some cases e.g. for MP's the National Archives of Australia may agree to UNSW Canberra Academy Library having custody of the commonwealth or personal records. In these cases a legal agreement for custody will be signed by both organisations.

3. Donation method

There are 3 types of donation method for collections:

- Outright Gift
- Donation under Tax Incentive Scheme
- Purchase

Currently the Academy Library is only accepting outright gifts.

4. Terms of Deposit

The Terms of Deposit Form is a legal agreement which transfers custody and management of the donors collection to the Academy Library. The form is applicable to all donations including outright gifts, purchases and donations under the tax incentive scheme. The agreement specifies the conditions for access and copying of the collection. In most cases collections are deposited as open access. In a minority of cases, where the records contain sensitive or confidential information, access may be embargoed (closed) for a short period of time.

Where possible, the Academy Library will seek to acquire the copyright (license) outright in order to ensure that future researchers are not disadvantaged by an inability to locate the copyright owners.

5. Packing and transfer of collection

Once the deposit is agreed in principle the next steps for the donor are:

- Carefully sort the collection into a logical or meaningful order. Any embargoed items must be separated.
- Put collection items into archive boxes, numbered in sequence. The Academy Library requires standard archive boxes to be used and will supply these boxes to the donor. Donor can also use folders inside the boxes if they have time (supplied by the Library). Boxes should not weigh more than 10kg each in line with current Work Health and Safety requirements.
- List the contents of boxes and folders in a word document. The word document will be transformed into a Finding Aid by the Academy Library. The more detail and context the donor is able to supply about their collection or items the better. Finding Aids are searchable in Google and are the main way the collections are found by our clients. Provide biographical information about the organisation/person/event the collection is about, or if there is a Wikipedia entry then add the link. Refer to the sample Finding Aid as your guide: <https://www.unsw.adfa.edu.au/library/finding-aids/guide-papers-major-general-william-throsby-bridges-kcb-cmg>
- Any embargoed items must be listed and boxed separately.
- Contact us with the number of finalised boxes to be sent to us, so that transport or courier can be arranged.
- Sign Terms of Deposit Form.

*Last Updated: 8 August 2018
By: Special Collections Curator*