

Donating Your Personal Archives to Dalhousie University Archives A Guide for Faculty Members

The work of Dalhousie faculty and staff forms an important part of the University's institutional memory, and their papers chronicle its teaching, service and research missions. Curriculum materials, research files, correspondence and administrative records document not only the development of the University, but the progression of scholarly activity across a wide range of disciplines.

The following guidelines are to assist faculty and staff in identifying personal archival material appropriate for placement in the Dalhousie University Archives. Final selection of materials should be done in consultation with Archives staff. If you are transferring a large volume of records, the Archives staff will first examine the records onsite.

Donations are considered gifts to the university, and donors will be asked to sign a deed of gift acknowledging transfer of physical ownership to the university. Intellectual property rights are retained by the donor unless such rights are explicitly transferred to the university or a non-exclusive license is granted.

If you are interested in donating faculty papers, please notify us.

Contact Information:

- For analogue (including paper) records consultation:
 - Jennifer Lambert, Archives Assistant
 - Phone: 902-494-5175
 - Email: jlambert@dal.ca
- For digital records consultation:
 - Creighton Barrett, Digital Archivist
 - Phone: 902-494-6490
 - Email: creighton.barrett@dal.ca
- For questions about deeds of gift and intellectual property:
 - Michael Moosberger, University Archivist and Associate University Librarian, Research and Scholarly Communication
 - Phone: 902-494-5176
 - Email: michael.moosberger@dal.ca

The following types of material can be considered archival and may be accepted by the Archives with proper consultation:

- Professional correspondence (outgoing and incoming) with colleagues, publishers and professional organizations
- Official university correspondence and files, including outgoing and incoming letters and memoranda relating to departmental and University business, committee minutes, reports and files
- Teaching materials, including lecture notes, examinations and course outlines for courses in areas of specialization rather than for general survey courses
- Research proposals, grant applications and reports
- Speeches, presentations and papers presented at conferences, symposia, etc.
- Annotated drafts and **one published copy** of research and/or publications
- Single manuscript copies of **unpublished** research papers
- Primary research materials such as research data, field notes, travel notes, photographs, drawings, and any other audio-visual records that support research or teaching
- Research and teaching materials in electronic form that are not held in paper format: please consult with our Digital Archivist regarding software or archival electronic format requirements
- Biographical information, including a current and complete curriculum vitae, bibliographies, memoirs, genealogies, published and manuscript biographical sketches
- Personal and family correspondence, histories, diaries and photographs

- Materials related to any significant professional and/or personal activities

The following types of material are generally non-archival and will *not* be accepted by the Archives without prior consultation:

- Detailed financial records, canceled checks and receipts
- Routine correspondence, e.g., letters of transmittal and acknowledgement
- Attendance records or grade books
- Duplicates and multiple copies of any records
- Final drafts and galleys of publications, unless the published version is unavailable
- Books, newspaper clippings, research papers, journal articles and reprints by other authors, including students
- Bibliographic notes and notes on readings

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Prepared by: University Archives