

# University Archives

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## Donor guidelines

### Guidelines for donating to the Nova Scotia LGBT Seniors Archive

#### 1 Introduction

##### 1.1 About the Nova Scotia LGBT Seniors Archive

The Nova Scotia LGBT Seniors Archive Project is a multi-year project to develop an archive of the LGBT communities across Nova Scotia. The archive will increase social interaction and community involvement among older populations and create a living legacy through the collaborative development of an open, accessible, province-wide digital archive for use by community members, seniors, older and younger generations of LGBT populations, researchers, students and the Nova Scotia Department of Seniors, among others.

Material donated to the LGBT Seniors Archive is stored at the Dalhousie University Archives in the Killam Memorial Library.

##### 1.2 Dalhousie University Archives

As a unit within the Dalhousie Libraries, the University Archives maintains the **Archives Permanent Collection**, which includes certain archival records created by Dalhousie University and significant archival holdings related to current and former Dalhousie faculty, as well as Nova Scotia performing arts, LGBT communities, literature, business, labour, medicine, shipping, and other areas of study. The Archives actively collects records from external individuals and organizations.

The Dalhousie University Archives and Nova Scotia LGBT Seniors Archive Project Team have worked together to develop these donor guidelines.

##### 1.3 Purpose of guidelines

The purpose of these guidelines is to provide potential donors with preliminary guidance on the types of material that the LGBT Seniors Archive is seeking to acquire and add to the collection. Potential donors should consult with members of the Project Team for further guidance on relevance and archival value. See Section 2 “Archival appraisal and processing overview” for more information on the archiving process.

After the initial consultation with the Project Team, donors will work with the Associate Dean, Archives, Special Collections & Records Management and Dal Libraries' Archivists to negotiate a donation agreement that clarifies the terms and conditions of the donation.

## 1.4 Contact information

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## 2 Archival appraisal and processing overview

### 2.1 Archival appraisal

The LGBT Seniors Archive is a broad, subject-based collection made up of records donated by individuals as well as by community organizations and non-profit organizations. All materials are subject to archival appraisal by Dalhousie University Archives staff to identify the *provenance* (the origin or history of ownership) of the material and to determine what the Archives will select for preservation. Archival appraisal may result in the establishment of new *fonds* (a substantial volume of material created or accumulated by a person, family, or organization). The Archives may also add newly acquired records to an existing fonds or collection if the donated material adds to a volume of material already held by the Archives.

The University Archives will return to the donor any material that is offered for donation but not selected for preservation in the LGBT Seniors Archive.

## 2.2 Accessioning and processing

Archives staff and LGBT Seniors Archives Project Research Assistants accession and process material selected for preservation. The name of the donor(s) is indicated both in the archival accession record and in the custodial history note of the finding aid published in the Archives Catalogue. When a fonds includes material from multiple donors, the donor of each component of the fonds is also identified in an “immediate source of acquisition” note provided in the file or item level archival description.

## 3 Donor guidelines

Donors can use the following lists to help guide their selection of materials to offer for donation.

### 3.1 Material of possible interest

The Archives may accept the following types of material from organizations/non-profit groups:

- Articles of incorporation, by-laws, and other incorporating documents
- Meeting minutes, agendas, reports, and other administrative records
- Official correspondence, including outgoing and incoming letters and memoranda relating to core functions and activities of the organization
- Project files
- Grant applications and final reports
- Audited annual financial statements
- Pamphlets and other printed ephemera, such as event posters and tickets
- Small artefacts, buttons, regalia (everyday objects), and other three-dimensional material
- Membership information (e.g., published membership lists)
- Newsletters and press releases
- Newspaper or magazine clippings collected/arranged by the donor (e.g., scrapbooks)
- Photographs, sound recordings and videos (note: images and recordings of unidentified people and events may have limited archival value)

The Archives may accept the following types of personal material from individuals involved in the Nova Scotia LGBT community:

- Personal correspondence
- Diaries and other personal writings
- Manuscripts and associated research materials
- Newspaper or magazine clippings collected/arranged by the donor (e.g., scrapbooks)

- Photographs, sound recordings and videos; Note: Images and recordings of unidentified people and events may have limited archival value
- Oral Histories

### 3.2 Non-archival material

The Archives generally considers the following types of material to be non-archival:

- Duplicates and multiple copies of any records, except those outlined in the guidelines for the LGBT Duplicate Materials collection
- Reproductions of materials where the original exists and have been donated to the Archives
- Transitory administrative and financial records (e.g., invoices, purchase orders, bank books, canceled cheques, receipts, etc.)
- Routine correspondence (e.g., notices, generic enquiries/acknowledgments)
- Travel documents (e.g., airline tickets, reservations, correspondence)
- Scrap or scribbled notes with no context
- Published materials easily accessible/available elsewhere (e.g., books, journals, magazines, newspapers—although see Section 3.1 regarding newspaper clippings)

## 4 Document control

Version	Date	Authors	Version Notes
Version 1		Creighton Barrett and Jennifer Lambert	Incorporates feedback from Community Advisory Committee and University Archives staff