

Use this form to tell us about your offer. Send completed questionnaires to archives@dal.ca.

Contact information

Name	
Telephone Number	
Email	
Address	
Address of material (if different)	

Ownership and creation

Who owns the material?

Who created the material? Provide the name(s) of the person, family, or organization that created the records.

Copyright

Are you the Copyright holder? Yes No I don't know

If you are the Copyright holder, how do you wish to manage your rights?

- Assign copyright to Dalhousie University (preferred approach)
- Grant Dalhousie a non-exclusive license to publish your copyrighted works
- Assign copyright to Dalhousie University upon the donor's death
- Retain copyright

Description of archival material

Describe the material being offered and its context (e.g., background information on the creator(s) of the material and information included in the material).

Date(s) of creation

Provide the approximate dates of creation (e.g., 1945-1970; circa 1890s).

Format and extent

Describe the type(s) of material being offered. Check all that apply.

- Textual records (e.g., correspondence, reports, diaries)
- Photographs
- Oversize items (e.g., maps, architectural drawings, posters)
- Artworks (e.g., paintings, sketches)
- Sound and audiovisual recordings (e.g., film, videocassettes, audio reels)
- Digital records (e.g., emails, word processing files, websites, datasets)
- Other (please describe)

Describe extent (e.g., number of boxes, number of recordings, volume in gigabytes) and physical condition of the material (e.g., good, fragile).

Other heritage organizations

Have you offered this material elsewhere? If yes, to which institution, and what was their response?

Have you ever donated other similar or related material to another heritage organization? If yes, please explain.

Review and disposal of material

If a donation is accepted, the Archives will review donated material and may determine that some items do not have long-term archival value. Indicate your preferred approach to the review and disposal of material:

- Confidentially destroy material deemed not to have long-term archival value
- Notify donor of any material deemed not to have long-term archival value (the Archives will give donors thirty (30) days to request the return of such material)

Access restrictions

Does any material need to be restricted? Yes No I don't know

Describe restricted material and the proposed restricted period:

Please note the University Archives cannot accept confidential information that can never be publicly released (e.g., trade secrets of a business)

Constraints

Is there a time constraint associated with the offer? (e.g., the contact/creator is moving; the organization/business is closing; the material is part of an estate settlement; the material is at risk)

Other information

Do you have documentation about the archival material? (e.g., inventory, file list, and/or photographs)

Do you have any other comments?

Thank you for offering your material to Dalhousie University. Send completed questionnaires to archives@dal.ca.