

INFO 6850 Archives II

Week Three

<http://hdl.handle.net/10222/64067>

# THE DONATION PROCESS

What documents do you create during the negotiation and acceptance of a donation of archival material?



# AGENDA

- Announcements
- Discuss readings
- Review case files and associated records

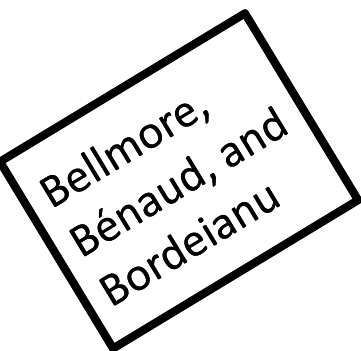
# DONOR RELATIONS

- Relationships require **stewardship**
- Issues may be sensitive and donors may be emotional
- **Long-term** relationships
- Regarded and protected as some of the “best” aspects of archival work

# DONOR RELATIONS



Archivist and donors of the National Park Service records, from the National Archives' "The Text Message" blog.



## J.B. JACKSON

- Considered originator of cultural landscape studies in America
- Donated majority of his estate to University of New Mexico (UNM)
- Center for Southwestern Research (CSWR) at UNM works to document Jackson's legacy

# J.B. JACKSON



“Welcome to Truth or Consequences,” J.B. Jackson Pictorial  
Materials Collection, 000-866-8-V-11

# J.B. JACKSON

- Jackson's archives were "collected from a dispersed set of donors, primarily Jackson's friends, colleagues, and former teaching assistants."
- Jackson's archives presented complex challenges to CSWR at UNM (image quality, original order, context, copyright, accessibility, display issues...)

# J.B. JACKSON DISCUSSION QUESTIONS

- What challenges might arise from acquiring materials of a single provenance from multiple donors?
- How did UNM balance its responsibility to donors with its responsibility to organize archival material according to *respect des fonds*?



# J.B. JACKSON DISCUSSION QUESTIONS

- What is the difference between the Paul Groth J.B. Jackson Collection and the Paul Groth Image Collection?



# SAA GUIDE ON DONATING RECORDS

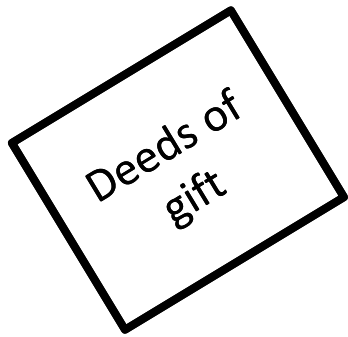
- Colour brochure produced by SAA's Manuscript Repositories Section
- Brochure is also published as a website
- Resource to share with prospective donors, but also useful “checklist” for archivists

# SAA GUIDE DISCUSSION QUESTIONS

- What would cause an institution to make monetary donations a prerequisite for accepting a donation of archival material?
- How would the institution determine the size of the monetary donation?

# SAA GUIDE DISCUSSION QUESTIONS

- Do we have to ask the donor before we recover deleted files?
- If your institution required donors to pay for monetary appraisals, what would you do if you encountered a potential donor with valuable records who refused to pay for the appraisal?



# SAA GUIDE TO DEEDS OF GIFT

- “The deed of gift is a formal and legal agreement between the donor and the repository that transfers ownership of and legal rights to the donated materials. A legal agreement is in the best interest of both donor and repository.”

# SAA GUIDE TO DEEDS OF GIFT

## DISCUSSION QUESTIONS

- What are the elements of a deed of gift?
- If your institution required donors to pay for monetary appraisals, what would you do if you encountered a potential donor with valuable records who refused to pay for the appraisal?

# SAA GUIDE TO DEEDS OF GIFT DISCUSSION QUESTIONS

- You are working with a donor on the terms and conditions to be outlined in a deed of gift for an important collection of artistic and literary material. The donor does not want to transfer copyright but you recognize that obtaining copyright will greatly simplify your institution's work on the collection. What are your "options"?

# CARLA SUMMERS

- Archivists are adept at building relationships
- Archivists often shy away from asking for money
- “Archivists have little choice but to embrace the art of development.”



# CARLA SUMMERS

- How to understand the work of development in order to influence its outcome (become “donor literate”)
- How to find revenue sources
- How to stop entrepreneurial collecting by university administrators and faculty that benefits other areas of the university at the expense of the archives

# CARLA SUMMERS

## DISCUSSION QUESTIONS

- What are some techniques archivists might use for asking for monetary donations to support their work?
- What should archivists do to gain experience with development?

# CARLA SUMMERS

## DISCUSSION QUESTIONS

- Do you see financial development activities as a responsibility of a professional archivist?
- How should archivists at universities and other institutions with development offices work collaboratively to raise funds for processing and long-term preservation?

# READINGS

Bellmore, Audra, Claire-Lise Bénaud, and Sever Bordeianu. "J.B. Jackson, Cultural Geographer: Evolution of an Archive." *Collection Building* 31, no. 3 (2012): 115-119. doi: <http://dx.doi.org/10.1108/01604951211243515>.  
<http://ezproxy.library.dal.ca/login?url=http://search.proquest.com/docview/1022686521?accountid=10406>.

Society of American Archivists. *Donating Your Personal or Family Records to a Repository* (2013).  
<http://www2.archivists.org/publications/brochures/donating-familyrecs>.

# READINGS

Society of American Archivists. A Guide to Deeds of Gift (2013).

<http://www2.archivists.org/publications/brochures/deeds-of-gift>.

Summers, Carla. "Archival Donor Relations and Development: Keeping a Balance." Provenance: The Journal of the Society of Georgia Archivists 20, no. 1 (2002): 73-81.

<http://digitalcommons.kennesaw.edu/cgi/viewcontent.cgi?article=1102&context=provenance>.

# IMAGES

“Archivist and donors of the National Park Service records,” from “Joe and Dave’s Excellent Adventure” post on the National Archives’ “The Text Message” blog, October 2, 2014.

<http://blogs.archives.gov/TextMessage/2014/10/02/joe-and-daves-excellent-adventure/>.

“Welcome to Truth or Consequences,” J.B. Jackson Pictorial Materials Collection, 000-866-8-V-11.

<http://econtent.unm.edu/cdm/ref/collection/Groth/id/733>.