

Week Three: The Donation Process

INFO 6850: Special Topics in Information Management: Archives II (Fall 2015)

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NOTICE

Class starts at 6:45. We will meet in the University Archives on the 5th Floor of the Killam Memorial Library. You are encouraged to attend the Information Management Public Lecture from 5:35-6:35 p.m. in Room 1020, Rowe Building. Dr. Keith Lawson will be speaking about digital humanities.

WEEK THREE OBJECTIVES

- 1) Explain the process by which archival materials are donated or transferred to archival institutions
- 2) Examine the legal, administrative, and ethical aspects of the donation process and solve potential problems or conflicts
- 3) Analyze deeds of gift and other documentation created during the donation of archival materials
- 4) Consider donor relations strategies

ASSIGNED 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>.

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>.



AGENDA

- 1) Announcements
- 2) Discuss readings
- 3) Review case files and associated records

PREPARE FOR DISCUSSION

Use the assigned readings to prepare for seminar style discussion that addresses questions such as:

- 1) The personal archives of J.B. Jackson have been “collected from a dispersed set of donors” including the literary executor of Jackson’s work, Helen Horowitz. What challenges might arise from acquiring materials of a single provenance from multiple donors? How did the University of Mexico Library balance its responsibility to donors with its responsibility to organize archival material according to *respect des fonds*?
- 2) What is the difference between the Paul Groth J.B. Jackson Collection and the Paul Groth Image Collection?
- 3) The Society of American Archivists’ website on donating personal or family records to a repository indicates that monetary donations are “rarely a prerequisite for acceptance of a collection.” 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?
- 4) The Society of American Archivists’ website on donating personal or family records to a repository indicates that the expense of monetary appraisals belong to the donor, not the archival institution. If your institution adopted this policy, what would you do if you encountered a potential donor with valuable records who refused to pay for the appraisal?
- 5) What are the elements of a deed of gift?
- 6) 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”?

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- 7) Carla M. Summers says that “archivists may shy away from asking for money because doing so might alienate donors and discourage them from donating their papers.” What some techniques archivists might use for asking for monetary donations to support their work? What should archivists do to gain experience with development?
- 8) Summers offers some suggestions for development activities, such as expensive tax-deductible membership fees and \$500-per-plate dinners featuring dignitaries and celebrities.” Do you see these activities as a responsibility of a professional archivist?
- 9) How should archivists at universities and other institutions with development offices work collaboratively to raise funds for processing and long-term preservation?

CASE FILE EXERCISE

A portion of the class will be spent reviewing case files from the Dalhousie University Archives and examining associated records.