DALHOUSIE UNIVERSITY
Dalhousie Libraries

University Archives

Donor guidelines

Guidelines for donating to the Nova Scotia LGBT Seniors Archive

Category:	Acquisitions, Collections Development
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Date:	

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1 Introduction

1.1 Dalhousie 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 worked together to develop these donor guidelines.

1.2 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 University Archives in the Killam Memorial Library.

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 3 "Overview of archival appraisal and processing activities" for more information on the archiving process.

After the initial consultation with the Project Team, donors will work with the University Archivist to negotiate a donation agreement that clarifies the terms and conditions of the donation.

1.5 Contact information

Enter all relevant contact info

2 Archival appraisal and processing overview

2.1 Archival appraisal

The LGBT Seniors Archive is a broad, subject-based collection comprised 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 of the material and to determine what the Archives will select for preservation. The archival appraisal may result in the establishment of a new *fonds* (when there is a substantial volume of material created and accumulated by a person, family or organization), or it may result in a new *collection* (a grouping of documents of any provenance, intentionally assembled on the basis of some common characteristic). Alternatively, the Archives may add the records to an existing fonds or collection. The LGBT Seniors Archive also includes discrete files or items associated with neither a fonds nor a collection.

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 or collection includes material from multiple donors, the donor of each file or item is also identified in an "immediate source of acquisition" note provided in the file- or item-level archival descriptions.

3 Donor guidelines

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

3.1 Material of possible interest

With consultation, the Archives may accept the following types of material:
- Articles of incorporation, by-laws, and other incorporating documents
- Meeting minutes, agendas, reports, and other administrative records
- Official correspondence and files, including outgoing and incoming letters and memoranda relating to core functions and activities of the organization
- Project files
- Grant applications and reports
- Audited annual financial statements
- Brochures and other printed ephemera, such as event posters and tickets
- Small artefacts, buttons, realia, 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 that images and recordings of unidentified people and events may have limited archival value
- Personal correspondence
- Diaries
- Manuscripts and associated research materials

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
- Reproductions of materials where the original exists
- Low-level administrative records (e.g., invoices, inter-office memos)
- Routine financial records (e.g., bank books, canceled cheques, receipts)
- Routine correspondence (e.g., regarding bill payments, generic enquiries/acknowledgments)
- Travel documents (e.g., airline tickets, reservations correspondence, brochures)
- Scrap or scribbled notes with no context
- Published materials easily accessible/available elsewhere (e.g., books, journals, magazines, newspapers—although see Section 3.1 re. clippings)

4   Document control

Version	Date	Authors	Version Notes
Version 1.1		Dan	Tightened up bullet list