Archives & Special Collections
Guidelines for Donations of Faculty Personal and Professional Archival Papers

UVic Archives acquires the papers of UVic faculty members who have made a significant contribution to their academic field.
Please contact Ms. Lara Wilson, University Archivist: (250) 472-4480; ljwilson@uvic.ca

Special Collections acquires the papers of UVic faculty members who are literary authors and military historians.
Please contact Mr. Chris Petter, Special Collections Librarian: (250) 721-8247; cpetter@uvic.ca

Materials are acquired only after assessment and prior discussion with Archives and Special Collections staff. Please consider the following points before contacting Archives or Special Collections.

1. Once records are donated to Archives or Special Collections, the material is organized in series, arranged coherently, weeded, and filed in acid-free folders and boxes. Detailed "finding aids" are prepared, according to professional archival standards, which are then mounted on our web site. Months of work are often required to properly process a collection.

2. Potentially significant materials are those which provide insight into the faculty member’s research interests and activities, and also into his or her relationships to colleagues, family, friends, and the university environment. Future researchers, historians, social scientists and biographers accessing faculty papers may want to know about life history details, approaches to research and literary production, life and career events’ effect upon scholarly activities and writing at specific times and places, and participation as an individual in community activities.

3. Important sources of information about an individual and his or her activities include:
   - correspondence, diaries, journals
   - one draft copy of a published work
   - research data
   - research notes on cards or in files which indicate the approach taken to a research project
   - evidence of involvement with professional associations, publishers, and conferences
   - evidence of teaching and committee work within the University of Victoria

4. We do not normally accept the following:
   - published material (referred to Special Collections for inclusion in the unit’s rare books, maps and periodicals holdings)
   - galley proofs or multiple drafts, except belonging to literary authors
   - off-prints
   - multiple copies of any documents
- photocopied research files, documents, or materials of any kind which come from another archival institution, as we do not hold copyright on any such materials, nor would we devote expensive space to materials which may be found in the original elsewhere
- copies of other people’s original works, articles, essays for which we do not hold copyright.

5. In accordance with British Columbia’s *Freedom of Information and Protection of Privacy Act*, university records containing third-party personal information will not be acquired. These records may include: student files, student assignments, grade sheets, ARPT files, letters of recommendation, and search files.

6. Unwanted materials will be disposed of in keeping with the UVic Libraries Gifts and Special Purchases Policy for Archives and Manuscripts (available at http://gateway.uvic.ca/dept/policies/gifts_arc_sc.html).

7. Donation procedures include the signing of a Deed of Gift for Archives and Manuscripts form (available at http://www.library.uvic.ca/site/col/howdoi/Arc_SC_Gift.pdf)

8. The Deed of Gift for Archives and Manuscripts form states that the donor assigns legal ownership and, possibly, other intellectual property rights for the archival papers to University of Victoria. The form allows for the stipulation of specific and limited access or use restrictions agreed to at the time of donation.