



# Guidelines for Donations

## Faculty Members' Personal and Professional Records

University of Victoria Archives	How to Donate
<p>The University Archives acquires the records of UVic faculty members who have made a significant contribution to their academic field.</p> <p>Donation procedures will include the completion of a Deed of Gift form: <a href="http://www.uvic.ca/library/use/policies/gifts.php">http://www.uvic.ca/library/use/policies/gifts.php</a></p>	<p>To discuss a donation, please contact:</p> <p>Jane Morrison, Associate University Archivist Special Collections and University Archives 250-721-8258   <a href="mailto:jmorriso@uvic.ca">jmorriso@uvic.ca</a></p>
Overview of Material Accepted by the Archives	
<p><b>1. POTENTIALLY SIGNIFICANT MATERIALS</b></p> <p>Records acquired are those which provide insight into the faculty member's research interests and activities, as well as their 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.</p> <p><b>2. IMPORTANT SOURCES OF INFORMATION ABOUT AN INDIVIDUAL AND THEIR ACTIVITIES</b></p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• research notes which indicate the approach taken to a research project</li> <li>• research data</li> <li>• correspondence, diaries, journals</li> <li>• one draft copy of a published work</li> <li>• evidence of involvement with professional associations, publishers, and conferences</li> <li>• evidence of teaching and committee work within the University of Victoria.</li> </ul>	<p><b>3. PERSONAL LIBRARY MATERIAL</b></p> <p>Research and personal library material will be considered by Special Collections for inclusion in the unit's rare books, maps and periodicals holdings.</p> <p><b>4. MATERIALS NOT NORMALLY ACCEPTED</b></p> <ul style="list-style-type: none"> <li>• galley proofs or multiple drafts, <i>except belonging to literary authors</i></li> <li>• off-prints</li> <li>• multiple copies of documents</li> <li>• photocopied research files or other materials which come from another archival institution</li> <li>• copies of other people's original works, articles, and essays for which we do not hold copyright.</li> </ul> <p>In accordance with British Columbia's <i>Freedom of Information and Protection of Privacy Act</i>, 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.</p> <p>The disposition of materials not accepted for the holdings will be arranged through discussion with the donors.</p>