



Guidelines for Donations

Faculty Members' Research, Professional, and Personal Records

University of Victoria Archives	How to Donate
The University Archives acquires the records (both analogue and digital) of UVic faculty members who have made a significant contribution to their academic field. Donation procedures will include the completion of a Deed of Gift form which will be provided by the archivist.	To discuss a donation, please contact: Jane Morrison, Associate University Archivist Special Collections and University Archives 250-721-8258 jmorriso@uvic.ca
Overview of Material Accepted by the University Archives	
1. POTENTIALLY SIGNIFICANT MATERIALS 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 community. Future researchers 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 professional and community activities. 2. IMPORTANT SOURCES OF INFORMATION ABOUT AN INDIVIDUAL AND THEIR ACTIVITIES These may include: • research notes which indicate the approach taken to a research project • research data • correspondence, diaries, journals • draft(s) of a published work • evidence of involvement with professional associations, publishers, and conferences • evidence of teaching, committee, and leadership work within the University of Victoria.	3. PERSONAL LIBRARY MATERIAL Personal library materials may be considered by Special Collections for inclusion in our rare books, maps and periodicals holdings. 4. MATERIALS NOT NORMALLY ACCEPTED • photocopied research files or other materials which come from another archival institution • records with third-party personal information, such as student assignments, grade sheets, reference letters, ARPT files • commercial audio and video materials • books and periodicals the Libraries already hold 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. The disposition of materials not accepted for the holdings will be arranged through discussion with the donors.