



30.034: Donations to University Archives

Responsible Executive: Vice President for Academic Affairs
Responsible Office: Office of the Vice President for Academic Affairs
Related Policy:
Approved-On Date: May 17, 2006
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Revision Date:

Policy Statement

The Norfolk State University Archives welcomes gifts of books, papers, manuscripts, photographs, artwork, records/audio tapes, memorabilia and other items of archival value which will enhance the teaching, learning, and researching at the University. Only those materials that are determined to be supportive of these processes will be accepted for inclusion into the collection.

Purpose

This policy establishes guidelines and procedures for the acceptance of gifts and/or donations to the University Archives.

Procedures and Guidelines

1. All gifts must be reviewed for suitability before acceptance by the University Archivist who reserves and retains the right to accept and reject gift materials.
2. University Archives staff will determine the historical significance of gift materials.
3. University Archives staff cannot appraise donations for tax purposes. If appraisal is needed, the donor assumes responsibility for obtaining appraisal, and it must be done prior to the donation.
4. Donors are asked to sign a Donor Agreement Form to convey ownership and/or literary rights prior to the physical transferring of materials. The agreement requires that all rights and titles be assigned to the University, including copyright and literary rights.
5. All gifts/donations become the sole and irrevocable property of the University Archives.

6. Loans of materials may be considered under rare circumstances.
7. Donors may not place restrictions upon the ultimate disposition of the collection.
8. Within a reasonable time after the receipt of gifts/donations, the archivist shall send the donor an Acknowledgement Form with an inventory of the items received. A copy of the acknowledgement form shall also be sent to the Vice President for Academic Affairs, and the Vice President for University Advancement.