



**DONATIONS TO THE HARRISON B. WILSON ARCHIVES
AND AFRICAN ART GALLERY**

Policy Title: Donations to the Harrison B. Wilson Archives and African Art Gallery

Policy Type: Administrative

Policy Number: #33-01 (2021)

Approval Date: 11 / 04 / 2 02 1

Responsible Office: Dean of Library Services

Responsible Executive: Provost and Vice President for Academic Affairs

Applies to: Archives Staff and Donors

POLICY STATEMENT

The Harrison B. Wilson Archives and African Art Gallery at Norfolk State University welcome gifts of books, maps, papers, correspondence, manuscripts, photographs, electronic records, audio tapes, African art work, and other items of archival value or museum-quality which will enhance teaching, learning, and researching at the University. Only those materials that the archivist determines to be supportive of the archives and gallery mission of preserving records and art work and making them available to support teaching and research at Norfolk State University will be accepted for inclusion into the collection.

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DEFINITIONS

Acknowledgement Letter: After receiving archival records or pieces of art from a donor, the archivist sends a thank you letter with a detailed inventory of everything in the donated package.

Appraise: to estimate the monetary value of something.

Archival Value: a collection of original records which has the potential of yielding useful information to historical researchers.

Deed of Gift: a legal document which conveys something of value from one party to another

Donor: the person who contributes something of value

Museum Quality: African art which has been examined by experts in the field and judged to be an item in good condition, which was used in the daily life and religious rituals of the people who produced it. It was not mass produced for sale.

Rights and Titles: A legal phrase common in deeds. In addition to conveying the physical property or item, the title, copyright and other rights are conveyed as well.

Suitability: Appropriate of a given purpose or occasion. The archivist might decline to accept valuable archival documents pertaining to a Confederate regiment in the Civil War because it would be more appropriate for them to be sent to the Museum of the Confederacy

CONTACT(S)

The Office of the Dean of Library Services officially interprets this policy. The Office of the Dean of Library Services is responsible for obtaining approval for any revisions as required by BOV Policy #01 (2014) Creating and Maintaining Policies <https://www.nsu.edu/Assets/websites/policy-library/policies/01/BOV-Policy-01-Creating-and-Maintaining-Policies.pdf> through the appropriate governance structures. Questions regarding this policy should be directed to The Office of the Dean of Library Services.

STAKEHOLDER(S)

University Community

DONATIONS TO THE HARRISON B WILSON ARCHIVES AND AFRICAN ART GALLERY: POLICY CONTENTS

- The Harrison B. Wilson Archives specialize in the history of Norfolk State University, its departments, organizations, administrators, students and faculty, and African-Americans in Virginia; thus all gifts must be reviewed for suitability by the archives staff members who reserve the right to decline offers.

- The African Art Gallery collects and exhibits museum-quality African art that originated from south of the Sahara Desert. The archives director has the right to decline offers. In some cases, the director might solicit the opinion of an African art expert before making a final decision.
- The Harrison B. Wilson Archives and the African Art Gallery staff may at times accept art work on long term loans for exhibit.
- The rarity of the materials in the archives, and the value of the African art necessitate limiting keys to the archives and gallery to full-time staff members in the archives and gallery. One key to the area is located in the Police Department in the event of an emergency.
- The archives and gallery staff, in accordance with the United States tax code, cannot appraise donations for tax purposes. If an appraisal is needed, the donor assumes the responsibility of obtaining it.
- Cash donations should be made payable to the Norfolk State University Foundation, and should be designated for the benefit of the Harrison B. Wilson Archives and African Art Gallery.
- The donors of archival records are asked to sign a Deed of Gift form which conveys ownership to the University. All rights and titles are also conveyed to the University; including copyright and literary rights.
- The donors may not place restrictions upon the ultimate disposition of the donated materials. If in the future, financial considerations make it impossible for the University to continue supporting the archives, the University has the right to dispose of the records as it sees fit if the donor's family declines to accept them.
- Within reasonable time after the acceptance of gifts/donations, the archivist shall send the donor an acknowledgment letter with an inventory of the items received. A copy of the acknowledgment letter shall also be sent to the Provost and Vice President for Academic Affairs, and the Vice President for University Advancement.

EDUCATION AND COMPLIANCE

After an introductory meeting or telephone conversation with a potential donor, the archivist will send the donor a copy of Norfolk State University Policy Number: 33-01 *Acceptance of Donations to the Harrison B. Wilson Archives and African Art Gallery* and explain that she/he is obligated to adhere to the University's procedures in negotiating for the records or art pieces. Failure to adhere to this policy may disenable the acceptance of a given donation.

PUBLICATION

This policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the Office of the Dean of Library Services will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of Board approval;

- Submit the policy for inclusion in the online Policy Library within 14 days of Board approval; Post the policy on the Division of Academic Affairs, Enrollment Management Office and University Registrar web page and any other related webpages, all student handbooks and University catalogs; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

REVIEW SCHEDULE

- **Next Scheduled Review:** 11/04/2024
- **Approval by, date:** President, 04/29/2015; 11/04/2021
- **Revised:** None; April 29, 2018; May 24, 2021
- **Supersedes:** 30.034 Donations to University Archives

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS

Deed of Gift <http://library.nsu.edu/screens/DeedofGift.pdf>