



## UNIVERSITY OF ALBERTA LIBRARIES

### University of Alberta Archives Procedures

#### The Donation of Non-University Records to the University of Alberta Archives

##### **I. *Donation of Non-University Records***

1. Non-University archival records comprise recorded information of enduring archival value created or, received by individuals, organizations and institutions, the acquisition of which supports the academic mandate of the University.
2. Physical objects or, artifacts are not considered as archival records. The University of Alberta's Department of Museums and Collections Services should be contacted concerning the donation of artifacts and forms of art to the University.
3. Individuals seeking to donate archival records to the UAA normally contact the Associate Archivist (Private Records). The Associate Archivist (Private Records) facilitates the process of the donation of archival records to the UAA.
4. In some cases, the Associate Archivist (Private Records) may carry out on-site visits to locations in the local vicinity of the UAA to meet with potential donors and appraise archival materials in consideration of their acquisition.
5. Donations of archival records to the University of Alberta Archives (UAA) are unconditional and must be approved by the University Archivist, or designate.
6. Any offers or responses to solicitations of archival records must be reported to the UAA. No one, other than the University Archives, shall accept archival material on behalf of the University.
7. The UAA is not responsible for archival records which are physically brought to the UAA in an unsolicited manner. Archival material must be formally accepted for donation via a signed donor agreement form by the UAA prior to being accepted into the custody of the UAA.
8. All offers of or, proposals for, the donation of archival records to the University shall be referred to the Associate Archivist (Private Records) for review and approval before any such offer or, proposal is accepted.
9. Access to archival records is governed by the signed donor agreement.

##### **II. Appraisal of Archival Material**

1. All donors must have signed a donor agreement before archival material will be appraised for fair market monetary value and tax receipt purposes.

2. The UAA must have custody and control over archival material, as per a donor agreement, prior to its appraisal for fair market monetary value.
3. Depending on the historical significance of the donation and its anticipated monetary value the Archives, in consultation with the donor, determines whether the donation may be submitted to the Cultural Property Export Review Board for certification as cultural property.
4. If the donation is to be considered for certification, the UAA either contracts with the National Archival Appraisal Board (NAAB) to have a monetary appraisal done or contracts with private appraisers (who also possess NAAB experience and credentials).
5. Through the services of an accredited appraiser of cultural property, the UAA will determine the fair market monetary value of donations of archival material by the end of January following the year of the donation.
6. Appraisals of archival material donated to the UAA occur one time per year (normally in November of each year). Records acquired by the UAA after this time will be appraised in November of the following year.
7. Donors should consult legal advice concerning questions and/or information concerning tax incentives resulting from the donation of archival records. The UAA does not provide advice or opinions concerning potential tax value, or benefit of, donating archival records to the UAA.
8. Documents comprising the value of appraised donations shall be forwarded to the University of Alberta Library gifts Office and subsequently, to the Department of Financial Services. The Department of Financial Services will record the fair market monetary value of the donation for tax receipt issuance purposes.
9. The UAA will forward to donors of archival records, a letter of acknowledgement of the donation.
10. The University Archives will maintain records of all donations of archival materials.
11. In accordance with ethical practices and professional codes of conduct, UAA staff will not accept personal gifts or, gratuities of any kind from donors wishing to donate archival records to the UAA.
12. All donor agreements require donors to complete an *Agreement for Donation of Archival Materials* form. All personal information collected via the form is done-so under the authority section 33 of the Alberta FOIP Act for the purpose of administering the donation of archival material, including the legal transfer of ownership of the materials to the UAA.

## **DEFINITIONS**

These term(s) and definition(s) apply to this policy with no implied or intended institution-wide use.

<b>Term</b>	<b>Definition</b>
<b>Monetary Appraisal</b>	An estimate of fair market monetary value of donation. An appraisal is generally prepared by a qualified appraiser(s) or, in some cases, by an expert knowledgeable about the particular object in question.
<b>Donation</b>	A voluntary transfer of archival property made with no direct expectation of goods or services in return. Donors will receive a receipt for income tax purposes for their donation. A donation must be offered by the donor, and approved by the University Archives on behalf of the University of Alberta. Ownership of the donated material must be irrevocably transferred to the University.
<b>Fair Market Monetary Value</b>	The price that archival materials would fetch in an open market between a willing buyer and a willing seller in an arms-length transaction, where each party has full knowledge of the facts. It is assumed that the buyer and seller are prudent, informed, and acting independently of each other. The University of Alberta, as the issuer of receipts for income tax purposes, is responsible for ensuring that the amounts shown are reasonable. The receipt must represent the fair market monetary value of the donation at the time when ownership is transferred to the University. Donors are encouraged to obtain independent legal or financial advice on fair market value.
<b>Archival Appraisal</b>	The process of determining the value and thus the disposition of records based upon their current administrative, legal, and fiscal use; their evidential and informational or research value; their arrangement; their medium and format; their condition; and their relationship to other records.
<b>Archival Value</b>	The value and characteristics found in recorded information making it worthy of indefinite or permanent preservation by the University Archives. These qualities include their administrative, fiscal, legal, evidential, and/or informational value.
<b>Archival Materials</b>	Archival materials are recorded information of enduring value regardless of physical format or medium, created, received or accumulated and used by individuals, families, or corporate bodies in the course of their activities or functions.