

These guidelines outline appropriate procedures and documentation for the acquisition of special collections for the University Libraries.

Overview

Donations should be well documented to preserve the provenance and custodial history of collections and to provide evidence of legal ownership. All significant donations should be executed with a deed of gift. It is also necessary to record donor contact information and the names and contact information for anyone serving as an agent for the donor. In cases where materials may accrue, a single deed of gift establishes the transfer of ownership for the collection. Subsequent additions to that collection should be recorded on an accrual form and signed by the donors and an archivist or librarian working on behalf of the University.

The following forms are recommended for all significant donations and should be filed together:

- Deed of Gift (to be customized as necessary)
- Donor Information Form
- Accrual Form (when additional materials are subsequently donated)

Deeds of Gift

A deed of gift is a formal legal agreement between a donor and the University and establishes the transfer of ownership of materials, and usually the transfer of rights to the materials. The deed of gift helps to establish trust and common understanding about the gift arrangements and each party's rights once the transfer is complete.

A deed of gift should be used to document donation of materials when any of the following conditions apply:

- The donation is a discrete collection of original archival material
- Literary or copyrights are involved
- The materials have high intrinsic value

The dean of the University Libraries should sign the deed of gift for significant donations, such as large collections or collections of high intrinsic value. Only for very rare gifts should Dr. Curran or other University administrators be asked to sign the deed of gift.

During conversations with donors prior to signing the deed of gift, it is important to mention that the University Libraries cannot make assurances that the collection will be permanently held by the

University, although that should be the intent at the time of donation. Were the repository's collecting focus to change in the future, it is within the rights of the University Libraries to transfer collections to other appropriate repositories or to otherwise dispose of deaccessioned materials.

Involving University Advancement

University Advancement manages relationships with the University's donors and potential donors, and therefore needs to be informed about new and potential donors. For this reason, Advancement should always be notified of gifts to the Libraries. For all donations, large and small, Advancement staff record gifts to the University and send official acknowledgements.

Small gifts should be recorded and sent to Advancement with the Libraries' monthly gift donation report.

For larger donations, such as donations of significant collections, Advancement should be notified that the donation process is beginning. Advancement staff members are available to visit donors with Library staff and to participate in conversations with the donor. If circumstances warrant it, they are able to approach donors about the possibility of monetary donations to accompany collections.

Donation files

The paperwork created during the donation process, including the signed deed of gift, donor information form, and any accruals forms, should be centrally filed within each collecting repository of the Libraries. These donation files may include relevant correspondence, news clippings, or other documents pertaining to the donation and the donor's relationship with UD. These files are critically important to the continued care and curation of the collections.