

Archives and Special Collections
Thomas Crane Public Library
40 Washington Street, Quincy, MA 02169
617-376-1436 | qulocalhistory@ocln.org

Making a Donation to the Archives & Special Collections

FAQ's

Will the Library appraise my materials?

No. The Archives and Special Collections can not offer appraisals. We can only identify if materials will be of historical value and merit to the community as it pertains to the scope of our Archival Collection Development Policy.

Will the Library purchase my materials or my donation?

No.

What is a Deed of Gift?

A deed of gift is a formal donor agreement that transfers legal rights and ownership of materials from a donor to the Thomas Crane Public Library's Archives and Special Collections Department (ASC-TCPL). Both parties, the donor and a representative of the Archives and Special Collections department discuss their interests in the materials, which include but are not limited to what it takes to care for an item and what historical value it holds. ASC-TCPL determines how potentially donated materials fit into the scope of its Archival Collection Development Policy. If all parties agree, a Deed of Gift is signed that allows the Library to own and care for the materials donated.

What Terms Are Included in the Deed of Gift?

Terms of a Deed of Gift include providing the Donor's contact information and an alternate contact. This is in case an archivist or staff member from the Archives Department needs further information or clarification on materials in the future. This also allows for clarification if there are any clerical errors, or if there are materials that are being separated from the collection that might have terms previously agreed upon to be in touch with the donor.

Donor Information

And alternate contact - heirs of the donor

Custodial History. The Archives Department looks to understand the custodial history of the materials being donated, or who owned the materials first and last. *Who passed this object, art, or paper from who to whom? When was it created? Who created it?* This information helps us to determine historical value to our collections and helps to authenticate a 'list of hands' and proof of ownership.

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Description of Materials to be Donated. For verification purposes the ASC-TCPL keeps thorough records of the materials being donated. We ask for a description of the materials being donated that includes size, extent (how many boxes of materials?), or quantity (how many folders or pieces of art, for example?), and what format the materials are in.

Access. The Thomas Crane Public Library's Archives and Special Collections Department has a mission to provide access to materials in all formats possible. For this reason we aim to provide as much access to materials as possible. We look mostly to accepting donations that have limited to no restrictions to access. If there are restrictions to access for privacy or copyright reasons or purposes, the ASC-TCPL needs to be made aware at the time of donation so that they can properly assess the donation acquisition as well as properly create parameters for access to this information for patrons now and in the future.

Credit Line. We appreciate that archival repositories are representations of history, and history is created by the people. People like you! We like to give credit to those who help build our repository up by donating their historically valuable finds for research and access to the Archives and Special Collections at Thomas Crane Public Library with proper credit. We ask donors to specify if any special requests are necessary as to their credit line.

Copyright

The agreement usually includes the materials that are donated, who the donor is, and transfers the legal ownership and the copyright, establishes provisions for use, establishes intellectual property rights, indicates disposition of unwanted materials and allows for questions about language or any other stipulations about the materials at that time.

What happens when the Library no longer can use this item?

The Archives and Special Collections Department reserves the right to discard or deaccession materials for any reason. When this happens the item might be donated to a library or archival repository that is more fitting for the materials or that has more appropriate space and staffing. Sometimes if an item is able to be replaced in content or format the item might be discarded or donated. Once the Library accepts ownership of an item they reserve the right to make the decision on whether they have the capacity to continue to care for materials in their repository. A donor at the time of donation can specify in their agreement if they would like to be notified if the Library has chosen to remove items from their repository or have a representative of their family notified.