

Donating or Transferring Acadia University Materials to the Esther Clark Wright Archives



Acadia University Materials in the Archives

Educational, research, and administrative materials from University are preserved for research and institutional memory. The Archives acquires materials from campus departments and societies as well as the wider community. In cooperation with the Vaughan Memorial Library and Special Collections, the Archives collaboratively works to preserve the history of our students, alumni, staff, and faculty.

You can help by donating material to the Archives.

How to Donate or Transfer Your Material

Contact Us for Advice

When you have potential material for the Archives, it is best to make sure you are getting good advice before you bring it in. Not everything belongs in an archives.

Get in touch with the Archives by email (archives@acadiau.ca) or by phone (902.585.1011) to talk about your material. We can help.

Review Your Material

Make a list of the material you plan to donate or transfer. Include notes on the history of this material as well as the owner(s).

Expect to Sign Documents

All materials donated to the Esther Clark Wright Archives become the property of Acadia University. When donations are received, a Deed of Gift is signed. Copyrights and restrictions are negotiated at his time. University Departments are required to fill out transfer documentation.

Material We Want

- Letters and correspondence
- Surveys
- Photographs and other images
- Maps, charts, and diagrams
- Lectures and notes
- Minutes and unpublished reports
- Research notes and manuscript drafts
- Agreements
- Architectural plans and blueprints
- Interview transcripts
- By-laws and constitutions
- Speeches and addresses

Material We Do NOT Want

- Personnel records
- Clippings
- Published items like books and newspapers
- Moldy and damaged items
- Works of art
- Picture frames
- Financial records