

# Donating Annapolis Valley Materials to the Esther Clark Wright Archives



## Annapolis Valley Materials in the Archives

Cultural, scientific, and economic materials from the Annapolis Valley are preserved for research and historical memory. The Archives acquires materials from individuals, families, businesses, societies, and organizations. In cooperation with archives and museums from Digby to Windsor and beyond, the Archives collaboratively works to preserve archival materials of historical significance.

You can help by donating material to the Archives.

## How to Donate 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](mailto: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. 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.

## Material We Want

- Letters and correspondence
- Diaries and journals
- Photographs and other images
- Maps, charts, and diagrams
- Ledgers and account books
- Minutes and unpublished reports
- Research notes and manuscript drafts
- Legal papers like wills or land documents
- Architectural plans and blueprints
- Interview transcripts
- By-laws and constitutions
- Speeches and addresses

## Material We Do Not Want

- Personal financial records
- Scrapbooks
- Published items like books and newspapers
- Objects and artefacts
- Moldy and damaged items
- Works of art
- Picture frames