

<b>The University of British Columbia Library</b>	Policy No.	DP-012
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<b>Title</b>	Donor Brochure for Digital Materials	

## Consider Donating Your Digital Materials to the UBC Library

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UBC Library advances research, learning and teaching excellence by connecting communities within and beyond the University, to the world's knowledge. It acquires and cares for the digital materials of individuals and organizations relevant to the libraries' collection management policies, and aims to provide a critical mass of works that has intellectual significance and long-term value, and deliver this in an environment that allows for ease of searching, browsing, retrieval and reuse.

UBC Library acquires and preserves digital materials for the use of UBC students, faculty, and interested researchers and community members. It is noted for its Asian, First Nations, Canadian, Pacific history, and British Columbian collections. The preservation of digital materials created by and belonging to persons and organizations active in these areas is a library priority.

### What to donate?

UBC Library collects digital materials relevant to its collection specialties, and particularly items relevant to British Columbia. Welcome donations include digital materials related to British Columbian and Canadian exploration and travel, frontier and pioneer life, history, culture, business and economy, labour, literature and the arts, politics, and peoples. UBC Library is able to accept material in a wide range of digital formats.

UBC Library evaluates each potential donation and takes into consideration:

- ☐ Significance to the history and culture of British Columbia, or other collection speciality;
- ☐ Relationship to existing collections (does it fill a gap?);
- ☐ Availability of digital storage space; and
- ☐ Resources required to provide appropriate care and documentation.

### Why donate?

- ☐ Make a lasting contribution to teaching, learning, and research in British Columbia and beyond.

- ☐ Contribute to passing knowledge from one generation to the next.
- ☐ Be recognized as a part of our cultural memory.
- ☐ Ensure the preservation of your digital materials by placing them in a stable and controlled environment.
- ☐ Receive a tax receipt for the fair market value of your digital materials.

### **When to donate?**

Sooner is better with regard to preservation, particularly for digital materials. If you are still using the materials—for instance, recent minutes of an existing society—we can discuss a schedule of regular transfers.

### **Prepare your materials for donation**

You should contact the UBC Library if you think you have materials that may be of interest. It is important to meet with the Rare Books and Collections Archivist / Okanagan Special Collections Archivist and discuss the details of any donation.

Please do not reorganize, repair, or clean your materials. We prefer to keep the original order, and the processing team can carry out conservation activities on the materials if necessary.

### **Preservation of digital materials**

The preservation of digital materials requires more planning and regular intervention than is necessary for traditional, paper-based materials. For advice, consult the Rare Books and Collections Archivist / Okanagan Special Collections Archivist.

To preserve the ability to access digital materials it is essential that these records are migrated to standard file formats. The Library can provide a list of formats and advise you on migration. If you are not able to do the migration yourself, please contact the Rare Books and Collections Archivist / Okanagan Special Collections Archivist to help ensure your records can be properly preserved.

### **Other considerations**

- ☐ Copyright should be transferred to the UBC Library when the donation is made. Each donation is considered on a case-by-case basis.
- ☐ It is possible to restrict access to all or some records for a period of time. Restrictions can be placed on sensitive material after discussion with the Rare Books and Collections Archivist / Okanagan Special Collections Archivist.

### **More information**

The wealth of our collections depends on the generosity of our donors! Please contact the UBC Library and ask to speak to the Rare Books and Collections Archivist / Okanagan Special Collections Archivist about donating your materials.