

Donating to the Salt Lake Community College Archives Program

Revised June 2021

Introduction

Thank you for considering a donation to the Salt Lake Community College Archival Program. Such generosity allows programs such as this to continue to thrive and provide high-quality support to our faculty, staff, and students.

Prior to donating anything to the Archives Program, please take a moment to review the Deed of Gift form. This document outlines the nature of the gift to the College and transfers intellectual rights over the materials.

Please note that there are two different offices under the Archival Program. The Historical Archives accepts physical materials, and the Institutional Repository accepts digital records. For more information about the types of donations each office accepts, including subject area, types of materials, and digital file formats, please see the Salt Lake Community College Archival Program Policy.

Historical Archives

The Historical Archives is happy to receive donations of physical materials, such as papers, photographs, or College-related trinkets, which provide an evidential record of College-related experiences. To make a donation to the Historical Archives, please contact the Archives Librarian. Initial contacts will determine whether the proposed donation is a good fit for the Historical Archives. Once that is determined, then an appointment will be made for the transfer of the materials.

Institutional Repository

The Institutional Repository is happy to accept digital files which will benefit the College collections. For any questions regarding digital file formats or intellectual rights, please contact the New Media and Educational Initiatives Librarian. Digital materials may be submitted electronically.

Things to Note

1. The Archives Program cannot accept donations which are made conditionally.
2. Once transferred to the Archives Program, materials are property of Salt Lake Community College.
3. A Deed of Gift form is required to be presented with every donation.
4. The Archives Program assesses every donation on its own merits. For a list of criteria for considering a donation, please see the Salt Lake Community College Archives Program Policy.