

Local History & Archives – Donation Guide

BPL's Archival Mandate

BPL aims to collect, preserve, and provide access to materials in various formats that document, describe, and/or illustrate the growing change of Burlington, its people, culture, history, and development.

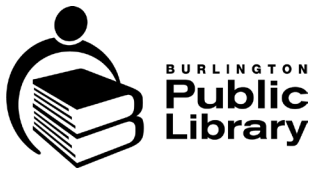
Archival Donations

Who can donate?

- **Local organizations and institutions** (nonprofits, sports and recreation clubs, religious institutions, schools)
- **Community leaders and key figures** (artists, educators, business owners, elected officials, etc.)
- **Families and individuals** with long-standing ties to Burlington
- **Businesses** that played a significant role in local economic or cultural life

What we accept:

- **Textual records**, such as
 - Correspondence
 - Diaries, journals, scrapbooks
 - Meeting minutes, reports, and membership lists
 - Financial statements and budgets
 - Newsletters, flyers, brochures, programmes
 - Awards, certificates, resumes
- **Photographs and other visual records**, such as
 - Photographic prints, negatives, and slides
 - Posters, paintings, sketches
- **Maps, plans and architectural records**
- **Sound recordings or visual recordings**, such as
 - Recorded speeches, lectures, or performances
 - Cassette tapes, VHS, DVDs, CDs or digital audio/video files
- **Digital materials**, such as
 - Digital documents (PDFs, Word files, etc.)
 - Digital photographs or videos



What we typically don't accept:

- Newspapers and newspaper clippings (unless included in scrapbooks or associated with another item in the donation)
- Cheques, bankbooks, invoices, or receipts
- Photocopies or duplicates (original items are preferred)
- Artifacts and objects (in some cases, we may accept small objects, but generally recommend artifacts are donated to museums)

Donation Steps

Depending on the size and type of donation, the following process will be followed:

1. Gather all records you wish to donate and create a preliminary list of what is included.
2. Contact BPL with the list. If interested, we will set up a time to bring the records to the Central Library. Large donations may be reviewed off-site first.
3. BPL will review the records to decide whether to accept all or some. You will indicate whether unselected records will be returned to your or discarded by BPL.
4. If records are accepted, BPL will send you a Donation Agreement form to complete.
5. After the forms are signed, ownership of the records transfers to BPL and records are officially added to the collection.
6. BPL will process the donation by rehousing and indexing the records. Materials will be made publicly available and may be digitized for the Burlington Digital Archive.

Questions? Contact localhistory@bpl.on.ca