



Bruce County Museum & Cultural Centre Preserves Local Organizations' Records

Guidelines for Organizations Donating Archival Material

Working with Us to Preserve Your Organization's Legacy

Archives staff are happy to meet with you to talk about your organization and discuss the items you may like to donate at any point in the process of preparing your organization's items for donation.

You may see examples of organizations and the types of materials they have donated in the Finding Aids – Organization section of this BCM&CC web page: [Research Information - Bruce Museum CA](#)

BCM&CC Collects these Types of Organizations' Materials

Material accepted into the Collection is expected to reflect:

- The purpose of the organization,
- Services and activities of the organization,
- The importance of the organization, and its contribution to the lives of individuals, families, and/or communities, and/or
- How the organizations' operations have changed or impacted Bruce County over the years.

Bruce County Archives (at BCM&CC) collects materials that:

- The organization no longer needs to use – meaning the records are inactive and ready for permanent preservation (once items are donated, they are generally not loaned back to the club, except in exceptional circumstances);



Guidelines for Organizations Donating Archival Material

- Were created in the course of the organization's activities;
- Are primarily related/connected to Bruce County;
- Are in good physical condition;
- Have enduring administrative, historical, or legal value, such as (but not limited to):
 - Awards
 - Financial statements, cashbooks, budgets, audit reports (generally not including cancelled cheques, bank books, invoices or receipts)
 - Governance documents (e.g. charters, articles of incorporation, constitution, by-laws, policies)
 - Membership lists
 - News clippings or media releases
 - Newsletters
 - Official minutes
 - Organizational charts
 - Photographs (with accompanying information about dates, context and identification. See [Tips for Photograph Donation](#) below for more suggestions on selecting and preparing photos for donation.),
 - Project and initiative descriptions
 - Publications
 - Reports

Note: Please speak to Archives staff if there are other types of documents you feel reflect the significant activities or accomplishments of the organization. We are always happy to speak to you about your potential donations!

- **Generally, the Bruce County Archives (at BCM&CC) does not accept:**
 - Administrative correspondence, memos and thank you letters, unless they have enduring historical value not reflected in minutes or financial statements
 - Cheques, bankbooks, receipts, invoices (unless with interesting letterhead from a Bruce County business)
 - Draft documents and rough working notes
 - Duplicate records / content
 - Grant applications, unless accompanied by the full context of whether or not the grant was received and whether the project proposed was completed.

- Photographs or video with little or no contextual identification
- Plaques and mounted items (photographs of plaques may be accepted)

Donation Preparation Tips

Organizations and clubs may find it helpful to:

- Begin by identifying the types of records listed above which the organization may wish to donate to BCM&CC for permanent preservation, considering the factors listed above.
- Identify a club member to collect and organize these materials.
- Confirm whether a motion is needed for an executive member to donate materials (see schedule “A” sample **Deed of Gift** for examples of the terms that organizations generally agree to when donating materials).
- Plan a donation schedule moving forward (organizations donate records to the Bruce County Archives between every 1 and 10 years).
- Print vital digital records (such as minutes) to include in the donation (along with digital files, if applicable).

Document Organization

If your organization has an intentional system of organizing your records, the archives will preserve the original order of that system.

If you do not have an intentional system of records organization, here are some tips that may assist, based on our experience observing how researchers look for and use records in the Archives:

- Generally, material is best sorted first by record type (e.g. Minutes, Governance documents, Media clippings, etc.) and secondly by date.
- In some cases, records may be best sorted by event or project type (e.g. Anniversaries, or events organized and hosted by an organization, a particular initiative, etc.).
- Feel free to contact us regarding the organization of your records prior to donation if you have any questions about this step.

*Please note that **duplicates** need to be removed from the material before the donation occurs.

Donation Inventory

Once your material is organized for donation, create an inventory of the material, noting the general content and format. An inventory can range from a simple list to a spreadsheet, depending on the volume and level of detail you are able to provide about the material.

At minimum, please include:

1. What it is (e.g. Meeting minutes),
2. Date(s) of the material (e.g. 2010-2012), and
3. Format (e.g. Digital or hardcopy and file type)

Examples:

Item Title	Date(s)	Format/Quantity
Membership Minutes	2010-2012	PDF and printed copies
Digital photographs featuring book clubs	April-September 2011	11 JPGs
Book, "A History of Purple Valley Orange Lodge No. 938 : 1870 to 1961"	1961	Hardcopy
(2) Photographs featuring Bruce Beach church service	*see photo inventory for more information	
Scrapbook (activities of Country Sisters' Community Club)	1990-1999	1 - hardcopy
Newspaper clippings about news and activities for the 2 nd Girl Guide Company of Southampton	Between October 1978 and October 1981	hardcopy

Tips for Photograph Donation

- The Archives is not able to accept numerous photographs of the same people at the same event (and/or doing the same activity), therefore we ask that the organization (or designate) select the best 1-3 photographs from any given event to reflect the feel, purpose, place and people in attendance. More may be accepted depending on the extent and significance of the event.
- Prepare an accompanying document describing the photographs, including:
 - Name/type of event,
 - Place,

Guidelines for Organizations Donating Archival Material

- Date, (and/or)
- People included in the image (first and last names if possible), and
- Notes (e.g. if more info is available about an event or person in another record, such as a newsletter or meeting minutes, you could note the primary source here).

Note: Not all aspects of a photograph need to be identified, but enough information needs to be provided to make the image of potential use to researchers. Imagine 100 years from now, your group is planning for an anniversary booklet, slideshow or article about the significance of your organization. Or, perhaps a descendant of one of your members is researching their contributions to community groups. You want to make it as easy as possible for them to locate important information and accompanying photographs.

- Examples:

File Name	Photo Description / Event	Place	Date	People	Notes
IMG_251	November 2023 new member orientation	Southampton (club member's home)	November 2023 (OR) November 23, 2023	Odette Bartnicki, Sandie Primeau, and Catherine Taylor	
IMG_1311	Take Back the Night (annual awareness event)	Saugeen Shores Medical Building (Southampton)	October 2023 (OR) October 5, 2023	Judy Moir (holding sign), and Marcia Hesse.	See November 2023 newsletter
Photo 1 (hardcopy)	Warton Hospital Board members group photograph	Unknown	1967	Some of the individuals have been identified, as follows: Back row (L-R): [unknown], Dan Davidson, [?] Waugh, George Breadner, Bill Cramm [another man in this row]	

				may be [?] Hahn]. Front row (L-R): Norma Hopkinson, Bert Carson, [Carl] Whicher, Ab Cordingly.	
--	--	--	--	--	--

Tips for Donation of Digital Records

- Currently BCM&CC is collecting digital photographs, sound recordings, and moving images (films and videos).
 - Other digital records will be evaluated on a case-by-case basis, and acceptance may depend on file type and organization.
 - In some cases, we request that vital records, such as minutes, by-laws, and financial records, also be donated in print form, due to the untested nature of long-term preservation of electronic files.
- Procedures for the intake of digital files are still developing. Please contact Archives to discuss the born-digital records you would like to offer for donation. Some suggestions you may receive are:
 - Digital records should be organized with consistent folder and file names, that arrange the digital files in a sensible order (such as chronological order, where necessary). For example, YYYY-MM-DD-minutes could be included in the file name
 - Consecutive textual files may be combined into one document, at the donor's discretion (For example, one year's worth of monthly minutes may be saved in one document instead of 12 documents).
 - If camera-assigned file names (such as IMG- or DSC-) are kept, they should be accompanied by a textual document listing the IMG or DSC number, and corresponding identification about names, event, place, and date, etc. (as described above).
 - As with paper records, duplicates, confidential records, and other items not meeting BCM&CC's collecting mandate will need to be removed.

Access Restrictions

BCM&CC collects material to support researchers, historians, and future generations in accessing the material to learn more about organizations' purposes, services, activities and contributions to the community.

- Currently, there is no specific Ontario privacy law that governs non-profit organizations, unless they are engaging in commercial activities as defined by the federal [Personal Information Protection and Electronic Documents Act \(PIPEDA\)](#).
- Organizations may wish to consider, however, that the information they are providing will be open to the public. Some organizations choose to donate member lists without complete addresses or contact details.
- BCM&CC does not accept materials that organizations indicate should never be openly accessible to the public. BCM&CC may accept material that is to be restricted for a limited time period, after reviewing the significance of the contents and reason for the requested restriction.

Meeting with Archives Staff to Donate Your Organization's materials

After you have completed your inventory and prepared your material for transfer, please reach out to make an appointment allowing for time with Archives staff, as we review the materials with the inventory you have provided, possibly asking some follow-up questions, and signing a Deed of Gift.

- archives@brucecounty.on.ca
- Research Room Direct Line: 226-909-2890

Schedule “A”



33 Victoria Street North,
Southampton, Ontario N0H 2L0
1-866-318-8889, brucemuseum.ca

Sample Deed of Gift

Name of Donor:

Per:

Relationship:

Address:

Telephone:

E-Mail:

☐ I agree that the donor name may be released and/or publicly acknowledged as donor

Transfer of Title and Copyright

The donor is the sole and rightful owner of the items (“donated items”) described below and has full right to transfer ownership of same. The donor irrevocably and unconditionally gives and transfers to the Bruce County Museum & Cultural Centre (“BCM&CC”), as a department of the Corporation of the County of Bruce, full and unencumbered right, title, and interest to the donated items. The donor absolves the BCM&CC from all liabilities resulting from any discrepancies with the title.

The donor transfers and assigns to the BCM&CC all intellectual rights, including copyright and trademark, for all donated items, to the extent to which it owns these rights, with the exception of the donor’s logos. The BCM&CC agrees that the donor may continue to use and modify copies of items donated as needed, without the permission of BCM&CC. [optional as appropriate]

The donated items will be administered in accordance with the BCM&CC’s established collections management policies. The BCM&CC will have full discretion as to the storage, use, loan, display (including online), and reproduction (in all forms of media) of, and access to, the donated items according to policies and procedures of the BCM&CC, subject only to the following restrictions:

List of Restrictions, if any:

Examples:

- a. The BCM&CC may give permission to researchers and users of BCM&CC to reproduce donated items for research and private study purposes, in digital or hard-copy formats.
- b. Researchers will need to obtain permission from the donor or its successor if they wish to use or make reproductions, in any format, of the donated items for publication, commercial or broadcasting (uploading online or otherwise) purposes. If the donor disbands, with no successor, BCM&CC will have discretion to grant such permission.

BCM&CC may copy unpublished works for researchers in accordance with s. 30.21 of the Copyright Act. Government records will be subject to applicable legislation with regards to access and privacy.

Description of the donated items (attach an additional list if necessary):

For archival items, prior to donation, the intellectual rights of the donated items belong to (if known):

For items created by or on behalf of the donor, copyright belonged to the donor.

Custodial history of the donated items:

These items were created and collected by the donor in the course of its business and activities.

Condition of the donated items: Good

Collections management and disposition:

Donated items that will not be retained by the BCM&CC will be disposed of according to BCM&CC collections management policies.

Guidelines for Organizations Donating Archival Material

☐ I request that reasonable, but not exhaustive, efforts first be made to contact the donor, or its successor, or its parent organization, to arrange for the return of the material. It is acknowledged that if no contact can be made, the material will be disposed of by the BCM&CC in accordance with collections management policies. Items for which tax receipts are provided may not be returned to the donor.

Donor's Signature: _____ Date:

Accepted by: _____ Date:
(on behalf of the BCM&CC)

Personal information collected on this form is used for the purposes of Museum contact with the donor, processing the donation, collection management, and statistical reporting. Questions about this collection can be directed to: Director, Museum & Cultural Services, Bruce County Museum & Cultural Centre, 33 Victoria St. N., Southampton, ON, N0H 2L0, Telephone: (519) 797-2080.