

Donations Policy

John D. Burns Archives

Accepting donations

Our archival collections are enriched by the generosity of Trinity College School community members that donate their records to our collection. Generally, the Archives acquires material that documents the culture and history of TCS. New archival acquisitions are considered by the Archivist, in light of our mandate, and other factors, including the condition of the material and the Archives' capacity to store and care for the records.

A Deed of Gift Form must be filled out and signed by the donor.

Refusing donations

The John D. Burns Archives respectfully maintains the rights to refuse any donation or part of a donation.

Factors which may prevent the Archives from accepting items include:

- duplication of resources,
- space restrictions,
- equipment constraints,
- expense of repair,
- expense of preservation,
- condition of donation

Donations will be considered at the discretion of the Archivist. Donations will not be accepted on the condition that they physically be kept together as a donor or subject-oriented collection.

Decisions to purchase items require the Archivist's approval. Books and duplicate records will not be added, except in the case of heavily used archives collection materials, or where material has unique qualities (ex: annotations or inscriptions).

Deaccessioning

On rare occasions, the Archivist may decide to deaccession materials from the Archives, for example, when an item's condition is so poor it is no longer useful, when another copy of the same record is in better condition or has unique qualities, or where material is more appropriately held by another institution. Deaccessioning may include moving materials to another TCS department, transferring them to another archive or cultural institution, or otherwise disposing of them.