

Guidelines for Retiring Faculty on Donating Material to the Library and Northern BC Archives

Retiring faculty members are encouraged to check with the Library and Archives regarding the disposition of their books and papers/manuscripts. Faculty collections contribute significantly to the strength of the Geoffrey R. Weller Library and Northern British Columbia Archives. Your collections have the potential to provide valuable information to future researchers on both your personal research topics and the history of UNBC.

Donation is simple and a professional librarian or archivist is available to help you.

Books

A professional librarian will evaluate books to determine if they are desired for the general collection. A bibliography is preferred to assist with the evaluation but clear pictures of titles on shelves can suffice. A gift of books will usually qualify as a charitable donation for income tax purposes. However, a qualified appraiser must evaluate proposed donations whose value is likely to be in excess of \$1000.

If you have books you would like to donate, please contact:

Heather Empey, Collections & Acquisitions Librarian

(250) 960-6468

heather.empey@unbc.ca

Papers/Manuscripts

The Northern British Columbia Archives has a mandate to acquire, preserve and provide access to original materials of permanent value related to the institutional history and development of UNBC and to those unique, original archival materials that document the history and culture of Northern British Columbia. The Archives is interested in your research materials that may complement the teaching and academic research needs of the university community, and that may also be of research interest to the public. An inventory of your research materials is preferred to assist in appraising the significance of the materials to the Archives acquisitions mandate. Please consult with an archivist regarding the archival significance and potential value of the archival holdings you have created or collected.

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