

## TAX RECEIPTS

At your request we can issue a tax receipt according to Canada Customs and Revenue Agency regulations. The Fair Market Value of your donation for this purpose will be assessed by an independent appraiser or the National Archives Appraisal Board.

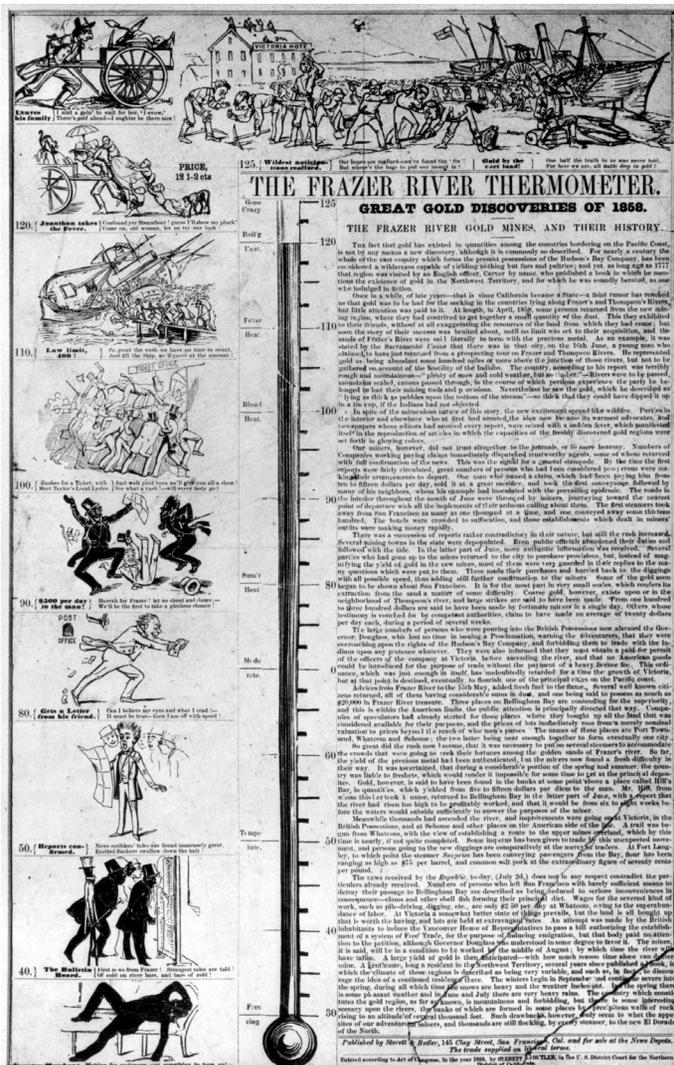
Once transferred to the BC Archives, your records will be described, preserved and made available to researchers.

## MORE INFORMATION

If you have further questions about private records donations, or wish to discuss making a donation to the BC Archives, please contact:

Email: [acquisitions@royalbcmuseum.bc.ca](mailto:acquisitions@royalbcmuseum.bc.ca)

Tel: (250) 387-1952



BC Archives G-02952

*The Frazer River Thermometer as seen on display in archives exhibit at Victoria. Date unknown.*

## DONATING PRIVATE RECORDS TO THE BC ARCHIVES

The BC Archives, part of the Royal BC Museum Corporation, is one of the oldest archival institutions in Canada. Since 1894 we have been collecting records of British Columbia's history, preserving them for the future, and sharing them with our citizens and researchers around the world.

Our archival holdings include BC government documents as well as private records. We also have a large research library.

## WHAT ARE PRIVATE RECORDS?

Private records are created or amassed by a private individual, family, business or other non-government corporate body, such as a society or organization.

Examples of private records include: letters and diaries; business records, articles of association, minutes, reports, financial statements, newsletters and memoranda; photographs; paintings, drawings and prints; maps, charts and architectural plans; audio and video tapes; films; and ephemera.

## BC ARCHIVES

Preserving and Providing Access to the Recorded Evidence of British Columbia's Past.

Royal British Columbia Museum Corporation  
675 Belleville Street, Victoria, BC V8W 9W2  
Tel: 250-387-1952 Fax: 250-387-2072  
Email: [access@bcarchives.bc.ca](mailto:access@bcarchives.bc.ca)

[www.bcarchives.bc.ca](http://www.bcarchives.bc.ca)



## WHAT TYPES OF PRIVATE RECORDS DOES THE BC ARCHIVES COLLECT?

Our mandate is to collect records of outstanding significance and enduring value to the Province of British Columbia. Therefore, when considering potential donations, we use **provincial significance as the primary criterion**. We may refer potential donations that we consider to be of more regional, local or thematic significance to another relevant institution.

Some of the factors we consider when determining provincial significance include:

- Do the records provide authentic evidence of the personal, social, cultural, political or economic history of British Columbia?
- Do the records represent British Columbian experiences, stories or subjects of a broad provincial scope?
- Do meaningful relationships within the collection enable a richer level of documentation?
- Are the records of a rarity or importance to be considered a provincial treasure?
- To what extent might the records be consulted; that they will contribute to the story of our province?

Other factors we consider are the record's age, condition, completeness, relationship to other records in our collection and any restrictions on access or use.

## IF YOU ARE CONSIDERING DONATING YOUR PRIVATE RECORDS HERE ARE A FEW OTHER THINGS TO THINK ABOUT:

- **Ownership and Access:** Are you prepared to transfer legal ownership of the records to the BC Archives? Are you the sole owner of the records or is there shared ownership? For example, do other family members have an interest in the records?
- **Have you finished using your records on a regular basis?** If not, then it may be more practical to donate the records at a later time.
- **Provincial significance:** Is your material of significance to the province of British Columbia as a whole, or is it more relevant to a local, regional or thematic archives or museum?
- **Copyright:** Do you own copyright (reproduction rights)? Copyright usually belongs to the author or creator of a record and the rights of these individuals or corporate bodies are protected under Canadian Copyright law. If you are not the author or creator, has copyright been transferred to you through a will or other legal agreement?
- **Sensitive content:** Do your records contain sensitive or personal information? Are you comfortable knowing that the public can use the records for research?

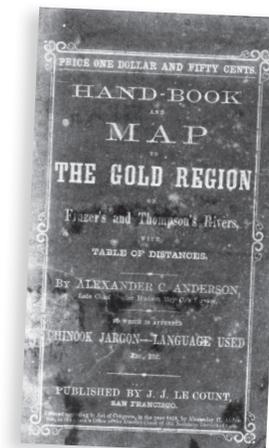
## IF YOU DECIDE TO DONATE YOUR RECORDS:

Compile a brief description of the material. This can include background information on the author or creator, titles, dates, quantity and physical condition.

Contact us. If your records are of potential interest we can arrange an appointment to assess the records. We strongly encourage you to call or email before coming to the archives.

We will assess the records to determine whether they fit within our collection mandate.

If we decide to accept your records, we will arrange for their legal transfer to the Royal BC Museum Corporation. Both parties sign a "Record of Gift" that transfers ownership, and if appropriate, transfers copyright and all other rights to us. This document also asks you whether you wish your name to be associated with the donation.



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