



Material Donation Guide

How to donate materials to The ArQuives

Who donates to The ArQuives?

YOU DO! We are interested in preserving the records and legacy of 2SLGBTQIA+ stories and lives, and we welcome your legacy to become part of ours. We recognize that the 2SLGBTQIA+ community is rich and complex, and we especially welcome stories from those who have not traditionally seen themselves reflected in The ArQuives' collections, including those who identify as Indigenous, women, trans, non-binary, gender non-conforming, BIPOC, and persons with disabilities.

The ArQuives is committed to an inclusive, accessible, and welcoming donation process that provides reasonable accommodations to all donors. Please contact archivist@arquives.ca if you require any accommodations in the donation process.

1) Consider what materials you have

Our collecting interests include, but are not necessarily limited to, materials related to the 2SLGBTQIA+ experience in Canada. However, there are no strict geographic or date limitations. Material in any format may be donated as long as it can be reasonably accommodated and preserved, including:

- Artifacts
- Audio/visual materials
- Books
- Clothing & costumes
- Correspondence
- Digital records
- Journals
- Newspapers
- Periodicals
- Personal & organizational records
- Photographic materials
- Posters, broadsides & flyers
- Visual art

For more details on what formats and subjects we accept, please take a look at our [Acquisition Policy](#), Preferred File Format Registry, and the [Collection Development Plan 2023-2027](#), which highlight our acquisition priorities.

2) Contact The ArQuives

Please compile a list of the items you are considering donating and send it to archivist@arquives.ca. A member of our collections staff will get back to you within five business days with information about next steps.

3) Select materials to donate

In consultation with our staff, narrow down your donation and specify precisely what you plan to donate. Some common questions during the selection process include:

→ **Do I retain copyright when I donate materials I've created?**

It's entirely up to you. You may choose to either grant The ArQuives copyright or retain the rights yourself. This can be discussed with the archivist.

→ **What if I don't want some, or any, of my materials to become publicly available?**

It's entirely up to you. You will specify what materials can be made publicly available down to the item level.

→ **What if The ArQuives already has a copy of these materials?**

Our policy is to retain at least two copies of all Canadian materials and one copy of international materials that fit our mandate. You can consult our [online database](#) to see if we already hold copies of the material in question. If you're still unsure, check with our staff at archivist@arquives.ca.

4) Prepare your records

The more organization and documentation you can provide, the easier it will be for us to process your donation quickly and accurately. You do not need to follow any particular format. Some examples of helpful documentation are linked below:

Example 1: Sample donation sorted by format [See Appendix A]

Example 2: Sample donation sorted by box [See Appendix B]

5) Complete a Deed of Gift Agreement

Each donation requires a Deed of Gift Agreement to be completed, with the donor's signature confirming the terms of the donation. You can review and/or complete the Deed of Gift before bringing in material. We can also answer any questions you might have about the agreement.

If your materials are valued at \$200 or more, you will be eligible to receive a charitable tax receipt. To see how we appraise materials, visit our [Monetary Appraisal Policy](#).

Note: If you require a tax receipt within the fiscal year, the fees for processing and appraisal will be borne by the donor. In some cases, this cannot be guaranteed based on the availability of an external appraiser.

6) Transfer your materials to The ArQuives

If you can bring your materials in person, our staff will arrange a drop-off time at The ArQuives, located at 34 Isabella Street in Toronto, Ontario.

If you will be shipping your materials to The ArQuives, our staff will discuss shipping options with you.

For digital materials, you may transfer your materials through either:

1. A secure digital transfer (Google Drive, WeTransfer, or any other platform you prefer)
2. By donating your own zip drive or hard drive containing your materials.

We can discuss alternative accommodations based on your needs.

7) Your work ends, and ours begins

Our collections specialists will begin processing your materials. This involves organizing, documenting, and describing your collection. Materials will then be preserved in accordance with professional best practices as outlined in our Preservation Policy.

Processing times may vary depending on The ArQuives' availability and resources.

8) Accessing your materials

To search for your materials once they've been processed, please visit our [online collections database](#).

To access your materials in person at The ArQuives, contact queeries@arquives.ca to book a visit.

Still have questions? Reach out to archivist@arquives.ca.

Thank you for your donation!

THE ARQUIVES

Appendix A: Sample Donation List BY FORMAT

[Your name]

[Date of donation]

Buttons:

[Title of button], [year created; can be estimate of year], [any additional notes]

1. Gay and Lesbian Pride Toronto, 1992
2. Out and Proud UFCW, 2015
3. Be Proud!, 1995, created by Bruce Eakin

T-shirts:

[Title of t-shirt], [year created; can be estimate of year], [any additional notes]

1. Queer Power, 2013, white shirt with some stains
2. Lesbian and Gay film and video festival, Toronto 199, black shirt

Books:

[Title of book], [author], [any additional notes]

1. Poems between women: four centuries of love, romantic friendship and desire by Emma Donoghue
2. 25 years of compassion at Casey House, 20 years of art with heart by Casey House Foundation

Periodicals/Magazines/Newsletters:

[Title of periodical]

[Year]: [Month OR Issue Number]

1. Body Politic
 - a. 1984: 102, 103, 104, 107, 110
 - b. 1986: 123, 126
2. Broadside:
 - a. 1979: May
 - b. 1984: May, June/July, Dec/Jan
 - c. 1986: Feb
3. Xtra!
 - a. 1985: 24
 - b. 1991: 176, 179
 - c. 1992: 198

Appendix B: Sample Donation List BY BOX

[Your name]

[Donation date]

Box 1

- Personal journals/notebooks
- Assorted photos from 1992-2000

Box 2

- Files from Lesbian and Gay Pride Committee
- Files from Metropolitan Community Church of Toronto
- Flyers from various events

Box 3

- Research and publication files
- Newspaper clippings from XYZ court case
- Bill C-51 files