

Notes from C & UA Roundtable – Donor Relations  
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Challenges

- Development not allowing you to talk to major donors, even if it is only about their papers.
- Development not working with archivist before accepting materials from donors that are big supporters of the university
- The “drive by” donor –otherwise known as unsolicited gifts
- Piecemeal donors

Solutions/Ideas

- Make sure any acceptance or collection development form, even prior to deed of gift, explicitly states that materials can be disposed of or returned as the repository sees fit
- Have clear, posted collection development policies. Use this as a way of saying “no.”
- Develop good relationships with Development
  - We have resources that can help them in their outreach and relation-building
    - University history, fundraising
  - Tell them about our acquisition/collection development policies
  - Work with Development and donors to manage expectations in regards to processing level and time/costs
    - Work on developing formulas for estimating costs of processing and include that in the request for papers/funding
- Think about adding a sustainability clause to your collection development policy
  - Taking in collections incurs costs; can we sustain the collection offered? Make donors aware that we consider this in appraising a collection
    - Policy examples – Dartmouth, ASU
- Faculty Papers Collection development
  - Resources – articles by Chrisine Weideman at Yale; Harvard “Documenting Your Career”
  - Recognition in the field
  - High level administrator/long time of service
  - Teaching awards/innovative work
  - Asking for copyright, and other IP