

The Archives at Alfred University
University Archives, Herrick Library
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Alfred, New York

Donation Guidelines

- 1) The Archives at Alfred University welcome material from all potential donors in the spirit in which it is offered. We sincerely hope that any such donor will understand that we may have to refuse certain gifts for any of the following reasons:
 - a. Duplication of currently owned material.
 - b. Lack of space.
 - c. Lack of technical equipment or financial resources to properly care for or process material offered.
 - d. Inappropriateness to the collection.
- 2) The Archives also wishes to be considered sole owner of any material accepted. Thus, restrictions on the handling or use of donations which impose an intolerable technical, financial, or professional burden cannot be accepted. We will be happy to honor reasonable restrictions to protect sensitive information and fragile or rare material.
- 3) The donor will thereafter share access to this material with all researchers and will be expected to observe the regulations and policies of the Archives.
- 4) The Archives reserves the right to dispose of material in compliance with accepted library procedure and professional responsibility.
- 5) Typically, our collections are built through donations. Only very unusual circumstances would prompt a purchase.