**Donor Agreement**

[Current Date]

**Description of Institution**

**Name of Organization:** [Name of the Organization]

**Type of Organization:** **[Cultural Centre/Archive/Museum/Department of …/ Nation]**

**Mission Statement:**

[Include your organization’s mission statement or any other ‘About Us’ information in this section]

**Contact Information:**

[Include organization’s mailing address in this section]

**Donor Information**

**Name(s) of Donor/Family:** [Put the name or names of the individual or people donating materials to the organization]

[Donors can also provide a short biography or traditional introduction]

**Contact Information:**

[Include one of the donor’s mailing address in this section]

**Information about Donated Material(s)**

**Title:** [Name of entry being donated/name of collection being donated]

**Description:** [General summary of what is being donated/what knowledge does the donation contain/what is the relation of the donation to language, culture, and history/who created the material most likely/when was the knowledge documented/were materials created?]

**Quantity:** [How much is being donated/and what types of materials are there included in the donation (e.g. cassette-tapes with accompanying notes/transcripts)?]

**Notes:** [What other information do you note about the contents being donated? What information does the donor share with you?]

**Condition of Materials:** [What condition is the donation in? Do you see damage? Has the donor mentioned anything about the materials being extra old or fragile?]

**Cultural Protocols for Materials:** [Are there protocols involved with the donation that you should know about?]

**Access Policies for Materials:** [Is the donation going to be viewed publicly once at the organization? Only community members? Only family members? Can its information be hosted online?]

**Digitization Needs**

[Describe what digitization is going to be done to the donation to change its format]

**Transfer Information**

[Describe the new or retained ownership of the donation /copyrights related to the materials being donated/how the information can be distributed via the organization and published]

[If your organization has policies relating to protections, usage, and publication of information from the centre/archive already, it can also be provided here for the donor’s understanding]

Sample text:

The donated materials can be viewed publicly and shared (including online) by the archive. The donor (and donor’s family if appropriate) will retain cultural ownership and rights to the information, names, practices, and other knowledge housed within the donation while the materials are stored and preserved in the archive. The archive is allowed to digitize, reproduce, reformat, curate, share, and publish these materials for their own educational and communal purposes. Acknowledgments to the donor and original creator(s) of the knowledge and materials will be provided and cited appropriately when they are shared (e.g. as the source).

After successfully digitizing the donation and its contents, the archive will supply the donor/the family a copy (or copies if more are requested) of the knowledge and information in a secure digital format to use how they please.

For non-educational uses and any other use outside of the community/by non-community members (e.g. in research), permissions must be first met with respect to the wishes of the donor (and family if applicable) and the community archive/organization. For this information, individuals seeking to access the contents of the donation would have to contact the archive to learn more about these rights and permissions.

In cases of doubt regarding the permissions to use and replicate the donation and its contents outside the community, the First Nations’ OCAP® (Ownership, Control, Access, and Possession) principles should be considered the default and standard framework for engagement.

**Deaccessioning**

[Describe what conditions would need to occur to remove the donation from the archive (e.g. from public view or the organization’s database as a whole)]

**Date of Acquisition**

[Put the agreed date to when the donation will come to the organization]

**Signatures**

[Put lines for the archivists and donors to sign and date to finish this agreement]

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_