

Collection Policy

The Archives' rich collections are central to its mission of supporting student success and facilitating original research. The Archives will consider gifts-in-kind that meet our acceptance guidelines. However, due to space constraints and the costs of processing donations, some donations will not be accepted.

Considerations for Accepting Materials for the Circulating Collection

The Archives will consider items of unique or significant value in keeping with the school's mission and the collection policies of the Archives.

Acceptance Considerations:

- Space limitations
- Preservation issues
- Processing and maintenance costs
- Uniqueness

Item Requirements:

- Items should be in good physical condition. For example, the items should have:
 - Little to no writing or highlighting
 - No stains/mold
 - No need for binding
- Items not normally accepted include:
 - Trade paperbacks
 - Duplicates
 - Legacy formats

Considerations for Accepting Materials for the Archives

The Archives will consider such factors as size, rarity, condition and format when evaluating materials for the Archives. Gifts that do not fit into one of the Archives' collecting areas will rarely be accepted.

Acceptance Procedures:

- The first step for the donor is to contact the Archives to determine if your materials are a fit with our collection.
- The donor must arrange for material to be delivered to the Archives and the donor agrees to assume the cost of transporting material.
- Donors must sign a 'Deed of Gift' for the Archives. This document transfers ownership to Bayview Glen School. Donations with conditions are not normally accepted.
- Gifts delivered without prior arrangement may not be accepted or acknowledged.
- The Archives reserves the right to retain or dispose of gifts, once accepted, as it sees fit.