

## **DONATING GIFTS IN KIND TO THE DEPARTMENT OF ARCHIVES AND SPECIAL COLLECTIONS, J.D. WILLIAMS LIBRARY, THE UNIVERSITY OF MISSISSIPPI**

### **Donating Materials to Special Collections**

Located on the third floor of the J.D. Williams Library, the Department of Archives and Special Collections houses important collections of Mississippiana. Since 1975, our primary purpose has been to acquire, conserve, and make accessible rare books, manuscripts, maps, visual and audio materials, and ephemera related to the University of Mississippi, the state of Mississippi, and the Blues.

The Department of Archives and Special Collections collects published and unpublished materials documenting Mississippi history and culture, including the history of the University of Mississippi and the contributions of individuals connected to it.

Special Collections of the University of Mississippi deeply appreciates your interest in donating materials.

### **The Gift Process**

If you are interested in giving manuscripts, printed books, or material in other formats to the Archives, please contact us beforehand with information about them. If possible, we would appreciate a complete description of the items and a list of printed books which includes author, title, date and place of publication, as well as information about the condition of the materials.

We require that a deed of gift be signed upon receipt of the collection. After receipt you will receive a letter of acknowledgement. If you wish to claim a charitable tax deduction, the IRS requires that gifts of \$5,000 or more be professionally appraised at the cost of the donor. Due to University regulations the staff of Archives & Special Collections is unable to place value on the gift.

Once accepted gifts become the property of the University of Mississippi Library and if they are found to be duplicates, or if they do not meet our collecting profile, they will be disposed of in an appropriate manner or returned to the donor. We are honored that you are considering placing a gift with Archives & Special Collections at The University of Mississippi, J.D. Williams Library, and we look forward to working with you.

To begin the donation process please contact the Head of Special Collections, [archivesdept@olemiss.edu](mailto:archivesdept@olemiss.edu), (662)915-7408.

### **Items Which Meet Our Collecting Profile**

At present we are collecting in the subject areas listed below; though each may have limits such as date, place of publication, author, etc., as determined by Special Collections curators:

African-American History, Literature, and Culture in Mississippi  
Blues  
Civil War and Slavery in Mississippi

William Faulkner  
Mississippi History and Politics  
Mississippi Literature  
Mississippi Women  
Photographs and Home Movies of Mississippians

### **Items Which Do Not Meet Our Collecting Profile**

Certain categories of books are not in our collecting scope, are not considered to be primary research materials, or have little intrinsic value. These include:

Encyclopedias  
Single volumes of sets or incomplete sets  
Textbooks (except for Mississippi textbooks)

### **Preserving, Cataloging and Housing Donations**

Processing and preservation of archival collections are costly. Please consider making a monetary donation to support your gift. Special Collections will provide an estimate of related expenses upon request.

### **Resources for Donors**

The Society of American Archivists sets standards and guidelines for the donation of materials to archival repositories, individuals, families and organizations interested in donating materials to Special Collections may wish to consult the following resources.

Guide to Donating your Personal or Family Papers to a Repository

<http://www.archivists.org/publications/donating-familyrecs.asp>

Guide to Donating your Organizational Records to a Repository

<http://www.archivists.org/publications/donating-orgrecs.asp>

A Guide to Deeds of Gift

[http://www.archivists.org/publications/deed\\_of\\_gift.asp](http://www.archivists.org/publications/deed_of_gift.asp)