

Donations & Gifts

Help preserve the history and legacy of Harlem's changing streetscapes! Too much of our built environment is being demolished or changed without preserving or documenting these changes. Too many records are being thrown in trashcans, shredded, dumped into hot attics and leaky basements or deleted.

The HDA offers a better alternative. Donate to the City College Library's Harlem Development Archive. The HDA welcomes donations and bequests of research materials, particularly photographs, film and video footage, interviews, dissertations, architectural drawings, personal papers, memorabilia, reports, manuscripts and studies documenting various developments of Harlem. Many of the items in the collection are donated by architects, planners, developers, contractors, nonprofits, faculty, faith based institutions, and city, state, and federal governments.

Donations may be accepted in whole or in part, depending on certain criteria, including condition of the material, format, and overall scholarly research value. The archive may refuse all or parts of donations that fall outside the scope of the collection development policy.

The storage environment is carefully monitored to provide a controlled climate and proper security for long term preservation. Donations added to collections will be made available to the public for research in the CCNY Archives and Special Collections Reading Room. They do not circulate. To provide research access, collections are arranged and described by experienced, professional archivists. They prepare descriptive guides and finding aids to assist researchers in selecting materials for study. Some collections may contain materials that are physically deteriorating and in need of treatment to endure their long term preservation. If necessary, the library's professional conservators are able to suggest and provide appropriate treatment.

How to Donate a Collection

A collection may be donated whole or in several parts. Donors do not need to sort or discard papers before donating them; if they wish to do so, it is preferable that they contact the Archivist at City College before beginning. It is helpful to the archivist to receive materials in the order in which they were used or stored; furthermore, items that the donor considers unimportant may have significant value in light of the library's other holdings. After working with donors to identify materials to be donated, the HDA will arrange for the papers or records to be transported to the City College Library. During the processing and indexing of the materials, if the staff identifies items that do not belong in the collection, those items will be returned to the donor or disposed of in accordance with the donor's wishes.

Restrictions on access

Sensitive materials may be found collections. HDA staff will discuss with donors the possibility of restricting parts of a collection to protect the privacy of the donor or others.

Copyright

Copyright is the right to publish quotations from published works or unpublished papers. When no other agreement about copyright has been made, this right belongs to the author of the manuscript material during her lifetime and for seventy –five years thereafter; each researcher who wishes to publish a quotation must obtain permission from the author or his/her heirs. Unless otherwise expressly stipulated, copyright for all materials transfers to the City College Archives along with the papers.

Monetary appraisals for tax deductions

Gifts of personal papers by the creator or recipient are not currently taxdeductible. In certain unique circumstances, however, it may be possible for a donor to take a tax deduction for the donation of a manuscript collection. Donors are encouraged to speak to their tax accountants or attorneys about this possibility. By law, City College Library staff cannot give tax advice or appraise the monetary value of a collection.