

Donating Materials

Book Donation Policy

The library gratefully accepts all donations in good condition, understanding that they will be considered for addition to the collection according to the selection criteria outlined in its Collection Development Policy. Donations with stringent donor restrictions will not be accepted, and the CSRC Library reserves the right to sell or otherwise dispose of gift materials not added to the collection.

Archives Donation Policy

The library gratefully accepts all donations in good condition, understanding that they will be considered for addition to the collection according to the selection criteria outlined in its Collection Development Policy for the archives. All donors must sign a Deed of Gift. The CSRC does not accept collections on deposit, loan, or with stringent donor restrictions. The CSRC cannot appraise donated materials to determine fair market value, provide tax advice, or interpret tax laws to answer individual questions.

The CSRC Archive has no acquisition budget to purchase collections. It relies on the goodwill of potential and existing donors who share the Archives' interest in preserving Chicana/o, Central American, and U.S. Latine history and culture through the growth and development of its research collection. Notwithstanding intrinsic or informational values of records, the acquisition of records will take account of the resources required to make the material available for research purposes in a reasonable period, the extent and terms of any restrictions, the legal rights of the donor to place the records in the Archives, their relationship to the strengths and weaknesses in the existing holdings, the availability of appropriate storage facilities and the physical condition of the records with the probability of being able to conserve them for a reasonable period.

The Archives generally do not acquire monographs or published materials unless they have unique or compelling reasons to accompany acquired archival records. Materials not meeting this prerequisite will be added to the primary library collection or referred to another library.

Artifacts are generally not acquired by the Archives unless there are unique or compelling reasons for them to accompany acquired archival records. Artifacts that do not meet this prerequisite or that the Archivist feels cannot be appropriately cared for at the CSRC will be referred to an appropriate museum authority. In some instances, a joint acquisition process may be appropriate.

For more information regarding donations, please contact the CSRC Library at librarian@chicano.ucla.edu or 310-206-6052.