



Donation ID: 20__ - D

DONATION FORM

The City of Toronto appreciates the generosity of your donation. Your signature below indicates that you make this donation unconditionally. The City of Toronto may therefore, after a review of the records, dispose of any part of this donation which does not meet with our Acquisition Policy. By your signature, you also transfer to the City of Toronto any copyright you own in the records.

Description of records being donated (Please include number and type of items)

Brief Description

Donor Information (Please print)

Name:		Tel. No:
Address:		Email:
City / Town:	Prov.:	Postal Code:

The Donor warrants that the Donor is the sole and rightful owner of these Records and that the Donor has no knowledge of any claims adverse to such ownership.

Signature of Donor

Date

The undersigned on behalf of the City of Toronto acknowledges receipt of these records on the date above written.

Signature (Staff member receiving donation)

Position

COLLECTION NOTICE: The personal information on this form is collected under the authority of section 136 of the *City of Toronto Act, 2006*. The information is used to process your donation, for contact purposes, and aggregate statistical reporting. Questions about this collection can be directed to: City of Toronto Archivist, City of Toronto Archives, 255 Spadina Road, Toronto, Ontario, M5R 2V3, Telephone: (416) 397-7393.

MAKING A DONATION

Thank you for considering a donation to the City of Toronto Archives. Before completing the Donation Form on the opposite side of this page, please read the following information.

What kind of records does the Archives acquire?

As our Archival Services Mandate states, the City of Toronto Archives accepts records “that make a significant contribution to our understanding of the development of the City, its natural and built environment, and the people who lived, worked, or had an impact upon Toronto.” We are primarily interested in two-dimensional records such as letters, diaries, photographs, films, maps, and plans that fulfill this mandate by telling uniquely Toronto stories.

Do you acquire records about places other than Toronto?

If you are interested in donating records that address matters of provincial or national importance, or that relate to people, places, or organizations not directly connected to Toronto’s history, there are other options available to you, including the Archives of Ontario and Library and Archives Canada. There are also many archives in Toronto and across Ontario that represent a wide range of specific collecting interests. While we can’t transfer your records for you, we would be pleased to suggest other potential locations for your donation.

Do you acquire three-dimensional artifacts?

If you are interested in donating three-dimensional artifacts, such as medals, artworks, or furnishings, contact the City of Toronto’s Culture Division at their General Inquiries number: (416) 392-8674. Culture is responsible for managing the City’s historical artifact collection, which numbers more than 100,000 items.

Given the number of donations that we receive, declined donations cannot be returned. Therefore, if you are concerned about the suitability of your donation, please speak with staff in the Research Hall.

Why do I need to complete the Donation Form?

The Donation Form is used solely for the purpose of assessing and potentially processing the donation and for contact purposes, should we need more information about the records at a later date. By signing this form, you agree to donate your records unconditionally. This means that you grant the Archives permission to dispose of any records that do not meet our Mandate, or that duplicate existing records in our collection, or that are in poor physical condition.

What happens to my records after I’ve donated them?

If we decide to add your donation to our holdings, it will be stored in our climate-controlled facility using acid-free folders and boxes until the records can be described in our database by one of our Archivists as resources permit. After the records have been entered into the database, they become accessible to visiting researchers.