

Donor Questionnaire

Thank you for your interest in donating material to the Brooklyn Navy Yard Development Corporation Archives.

In order to proceed with the agreement and eventually accessibility of your material, we ask that you complete the following questionnaire. Your answers will assist Archives staff two-fold: it will allow us to draft an appropriate Deed of Gift, as well as repurpose the contextual information about the material in the description phase of processing the collection.

Please submit a completed questionnaire, along with photographs of the items you are donated, to archives@bnydc.org. We are grateful for your time and assistance.

Access

Access, as further explained in BNYDC's **Policy on Access and Use**, refers to the permission granted to the user to read all or part of the collection. There are three choices:

- OPEN to anyone who wishes to see them,
- RESTRICTED: available only under certain conditions, or
- CLOSED: not available to anyone under any conditions for a specified time.

1. Do you wish to make access to your material:

Open

Restricted

Closed

(If open, please proceed to question 2.)

1.1. Restricted papers

1.1.1. If access is restricted, the restrictions will apply to:

All the papers

The following portions of the papers (please indicate the types of material, dates, names, or other appropriate identification):

1.1.1.1. For the papers specified in 1.1.1, what restrictions will apply during your lifetime?



Available only to those who obtain your written permission

Other (please specify):

1.1.1.2. For the papers specified in 1.1.1, what restrictions will apply after your death?

None

Available only to those who obtain the written permission of one of the following people during their lifetime (specify one or more persons):

Other (please specify):

1.2. Closed papers

1.2.1. If you wish to close access, what portions will be closed?

All the papers

The following portions (please indicate the types of materials, dates, names, or other appropriate identification):

1.2.1.1. The papers specified in 1.2.1 are to be:

Closed for a period of _____ years,

Closed for a period of _____ years, or until your death, whichever is later,

Closed until your death

Closed until your death and for a period of _____ years thereafter

Other (please specify):



Copyright

Copyright can create problems for an archive. For example, if someone wishes to publish a quotation from a collection after its donor has died, they may not be able to locate the heirs, the heirs may be incompetent, or other difficulties in obtaining assents may make it impossible to use the material in the manner they wish. As such, the Archives *strongly* encourages donors to transfer copyright to the BNYDC Archives in full.

Please check one of the following options:

I wish to transfer any copyrights I have in the collection to the BNYDC Archives without restriction. Conveyance of copyright includes, among other things, the right to copy, publish, distribute, display, adapt and make derivative works of any materials in the collection.

I wish to transfer any copyrights I have in the collection to the BNYDC Archives, but I wish to reserve certain rights during my lifetime. (Please indicate the rights you would like to reserve.)

Other. (If you wish for your copyright to descend to an heir or heirs, please specify names and addresses and any special conditions. Please also indicate after what events or after what time period, if any, prior to the expiration of copyright you are willing to transfer copyright to the BNYDC Archives.)

Disposition of Duplicates and Inappropriate Material

Sometimes a donated collection may include material unrelated to its major focus or to the interests of the BNYDC Archives, or it may include duplicate materials. As explained in BNYDC's **Collections Policy**, donation of material may be deaccessioned. Should this be the case, please indicate how you wish such material to be handled.

I wish inappropriate or duplicate material to be disposed of, or to be sold or donated other repositories or in any other appropriate way by the BNYDC Archives.

I wish inappropriate or duplicate material to be returned to me during my lifetime, and thereafter to be handled as described in the preceding item.

Collection Context

Archives staff will repurpose the following answers in the description phase of processing the collection. Description takes the form of a collection guide which is a text document, published on BNYDC's website, which provides a description of the contents of a collection. This document provides an understanding of a collection in its entirety, sees the relationships between its component parts, describes the background of the collection, and how the collection is organized.



1. **Provide the background of the creator (individual, family, or organization) of the material.**

TIP: this biographical/historical sketch should answer five basic questions about the creator: who are they? what did they do? where did they do it? when did they do it? why did they do it?

2. **Do any particular items have stories or histories?**

3. **What is the origin of material in the collection? What is the pattern of ownership of the materials?**

TIP: the provenance (something's origin and/or record of ownership across time) should answer questions such as: did this material begin life at an organization? was it kept under the care of family members before it was donated?

