**FIRST NATIONS MEDIA COMMUNITY ARCHIVES**

**MEDIA DONATIONS POLICY TEMPLATE**

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# Media Donation Policy

# TEMPLATE

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## 1 Purpose

The [ORGANISATION] Archive Media Donation Policy is aimed at supporting Archive staff and potential donors understand how donations of media such as photographs, videos and audio recordings are accepted and managed.

## 2 Policy

2.1 The Archive reserves the right to not accept donated media where it does not meet the Archive’s collection or community needs.

2.2 Where a donation is accepted, each media object needs to be accompanied by verification of the copyright owner, as well as identification of moral and ICIP rights. Information to be supplied by the donor. Only media for which the donor holds copyright will be accepted. Where ICIP is involved, evidence of permission for recording or photography needs to be provided by the donor.

2.3 The Archive will have the right to digitise donated physical media for access purposes. The copyright of the digitised content will be retained by the donor. If the donor wishes to have a copy of the digitised content, reasonable costs will be charged to the donor.

2.4 Records for donated media will acknowledge the donor.

2.5 Should donated media need to be disposed of, the donor will be contacted and given the opportunity to have the media returned.

2.6 The Archive is not responsible for any damage from any cause to donated media.

2.7 Donors are not eligible for access privileges outside of the Archive Access Policy.

## 3 Implementation Responsibility

The Archive Manager is responsible for ensuring the implementation of this policy.

**ASSOCIATED POLICIES**

* Archive Access Policy
* Disposal Policy: Physical Media

## Authorisation

<Signature of Board Chair>

<Signature of Manager>  
<Date of approval by the Board>  
<Name of Organisation>