



Rivier University Archives

Rivier University

420 S. Main Street

Nashua, NH 03060

The Rivier University Archives may accept donated materials which document the history of Rivier University. Acceptance of donations is at the discretion of the Archives staff in conjunction with the Regina Library Director. Before offering any items, potential donors are encouraged to contact the Archives directly for a brief consultation. If we determine that the pieces have administrative or historical value, they will be transferred to the Archives, organized according to archival standards, and stored in a secure, climate-controlled environment. Unsolicited donations may be returned to you or disposed of at the discretion of the Archives staff and/or the Regina Library Director.

Examples of items we accept are:

- Administrative records
- Annual Reports
- Catalogs
- Committee Files
- Audio and video recordings
- Meeting minutes
- Unique memorabilia
- Photographs
- Student, faculty and staff publications
- Yearbooks

We do not accept:

- Items that are damaged or moldy
- Duplicates of items we already hold
- Bills or invoices
- Items that do not pertain to Rivier University
- Items for which we are unable to provide adequate storage.

All gifts are final and the donor relinquishes all rights to ownership and dispensation. If a donation is not suitable for the collection, the library reserves the right to dispose of the material in an appropriate manner.

The Rivier University Archives complies with the copyright protections of intellectual property rights. Reproductions or photocopied works will not be accepted unless compliance with the copyright law (Title 17, U.S. Code) is proven.

The Archives cannot appraise gift materials for tax purposes. We will acknowledge the receipt of the material if such acknowledgement is requested.



We appreciate your interest in the Archives and its collections. To help us process your donation, please provide the following information:

Name: _____

Rivier Affiliation:

Faculty Alumni Student Other (Please specify) _____

Approximate Number

& Types of Items: _____

Subject Area: _____

Date: _____

I have read the Archives' policy regarding donations printed above and I accept the conditions stated therein.

Signature