



# Rivier University Archives

*Rivier University*    420 S. Main Street    Nashua, NH 03060    [archives@rivier.edu](mailto:archives@rivier.edu)

The Rivier University Archives is a designated repository for approved materials of historical value to the University. As such, we may accept transfers of artifacts and other materials from other University offices. Such transactions are at the discretion of the Archives staff in conjunction with the Regina Library Director. Before offering any items, each office is asked to compile a brief description of the materials, and contact the Archives directly for a consultation. The Archives has limited space for accepting new materials, and limited staffing for reviewing donated materials. 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 offerings 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:

- Unique memorabilia
- Photographs
- Student, faculty, and staff publications
- Yearbooks
- Viewbooks
- Catalogs
- Documents of unusual or outstanding interest

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.

Once items are transferred, the Archives will assume ownership and physical custody of these materials. All transfers are considered final, except under special circumstances. You may request to borrow back anything you have transferred to the Archives. If items are not deemed suitable for the collection, the library reserves the right to return them to their office of origin, or dispose of them 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.



Thank you for your interest in the Rivier University Archives. To help us process this transfer, please provide the following information:

Office \_\_\_\_\_

Contact: \_\_\_\_\_

Types of items: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Quantity: \_\_\_\_\_

Description of items: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Restrictions on records: \_\_\_\_\_

Date: \_\_\_\_\_

I have read the Archives' policy regarding transfers of records as printed above, and I accept the conditions stated therein.

\_\_\_\_\_  
Signature