

Guidelines for donating collections to Azim Premji University Archives

Introduction to Azim Premji University Archives and its collections

The Azim Premji University Archives develops collections of physical materials, digitized, and born-digital records that can support the teaching and research needs of Azim Premji University.

The types of collections at the Archives

The collections available at the Archives include books, personal documents, newspapers, photographs, ephemera such as matchboxes and postal stamps, digitised records, and born-digital records. We are open to receiving donations of materials of these types from individuals and organisations:

- Documents (including photocopies)
- Media (compact discs, DVDs)
- Photographs
- Printed materials (brochures, pamphlets, booklets, magazines)
- Small artefacts (mementoes, souvenirs)
- Ephemera (matchboxes, stamps)
- Newspapers or clippings
- Digital items

A developing collection: The Labour and Livelihoods repository

In addition to various collections, we are creating a repository and archive on labour and livelihoods. This repository aims to serve the core activities and vision of the Azim Premji Foundation in building an inclusive, equitable, dignified, and humane society through a focus on concerns affecting disadvantaged and marginalised groups.

The repository aims to document changes and inflection points within the labour movement and across livelihood struggles in South Asia. It explores the subject of labour and livelihoods in the broadest sense, to include industrial, home-based, forest-based, artisanal, wage, and contract labour and informal sector labour. The repository will also trace labour movements: peasant movements, movements by various women's organisations, anti-caste movements, Adivasi movements, and movements which have emphasised dignity, work, and self-respect.

This repository will contain both physical, digital, and digitised historical records and past and contemporary data. Azim Premji University Archives invites donations to this repository. The repository will be built through partnerships with organisations on the ground and will share knowledge through open public access platforms within the limits of existing copyright laws.

Frequently Asked Questions (FAQs)

1. What kinds of collections can we donate?

The Archives focuses on a diverse range of subjects, including development, education, policy, governance, history, literature, languages, and science. Currently, we have collections on education, governance, science, media, newspaper

reportage, and civil society movements. We are also building a repository on Labour and Livelihoods (see above for a description of this repository).

2. **What information would the Archives require to decide whether to accept a donation?**

We classify potential donations into three categories:

- a) Listed by donor organisation
- b) Not listed by donor organisation
- c) Available online

We can receive donations belonging to Categories (a) and (c). We require a detailed listing of records (at least at folder level) to assess whether a collection is a good fit in our archives. Once this list is prepared, we will assess the collection and select materials which can be acquired and preserved.

3. **What follows when the Archives decides to acquire a collection? How will a physical collection be stored?**

If we decide to acquire a selection of materials, we will sign a Memorandum of Understanding (MoU) with the donor organisation. Azim Premji University shall bear the costs of transfer and transportation, storage, preservation, classification, cataloguing, and display and dissemination. A physical collection will be stored using archival-grade on-site solutions to prevent the deterioration of records and ensure long-term preservation.

4. **Does the Archives digitise collections? What is our approach to digitisation?**

Yes. We are open to donations of physical and digital materials and can digitise collections to make them available to the university and the public.

Digital surrogates are digital representations of physical records. Digital surrogates minimise the physical handling of delicate records and facilitate greater access to the information contained within those records. As this process is expensive, only a selection of records from a physical collection are chosen for digitisation. This selection can be based on various criteria, including the condition of the physical record, its historical significance, and user interest in the record.

5. **How will we choose which records to digitise?**

After an initial conversation with a potential donor organisation, we will arrange for a list of materials to be created. If the organisation has not yet listed their materials, we can work with a member from the donor organisation's team to prepare this list. Once the list is ready, we will select certain items for digitisation. We will only digitise a selection of materials.

6. **How will the digitised scans be used?**

After digitising a selection of materials, we will make these available on an open, public-access platform. We will maintain the integrity of the collection so that any user can access the materials as is and in their full form. The scans will be hosted by Azim Premji University on a website and a copy of the digitised scans will be given to the organisation that offered the physical materials for digitisation. We will provide due credit to the donor organisation. The donor organisation can host the scans provided to them if they cross-link them with our online repository.

7. **What legal considerations should we keep in mind before donating a collection to the Archives?**

We follow a robust policy with respect to copyright and data protection laws.

The copyright and permissions process involves acquiring

- i) title and ownership over the physical or digital record
- ii) copyright and intellectual property rights to reproduce the record either in physical or digital form.

Here, we make a distinction between the right to hold the record (ownership through donation or purchase) and the right to reproduce it (copyright).

When receiving a donated collection, we will sign a MoU acquiring title and ownership over the physical or digital record. For reproduction of the collection, we adhere to fair dealing and other exceptions and rights granted to libraries and archives under Section 52 of the Copyright Act.

Before donating a collection to the Archives, do let us know if any portion of the collection was acquired under any specific conditions from the original owner, creator, or publisher. A donor organisation will have to declare that they are legally authorised to donate the collection to us.

