

INFORMATION FOR PROSPECTIVE DONORS TO SPECIAL COLLECTIONS

WHO WE ARE

The USF Libraries maintain special collections repositories on the Tampa and St. Petersburg campuses. Special Collections in [Tampa](#) and [St. Petersburg](#) house rare books, archives, and other specialized resources and materials that document historical and contemporary memory of people, places, experiences, customs, and change in the Tampa Bay area and beyond. We currently focus on [seven key collecting areas](#): Florida Studies, Environmental Studies, University Archives, LGBTQ+ Studies, Civil Rights, Journalism, and Children's and Young Adult Literature.

THE DONATION PROCESS

Through [the donation process](#) we work with prospective donors to determine which materials are the best fit for permanent retention. Selecting Special Collections as the permanent repository for your personal, family, or organizational legacy ensures the preservation and use of your donation for years to come.

"Fit" is determined primarily by 1) the materials' alignment with USF's research and teaching needs and the USF Libraries' collecting priorities, 2) the extent to which the donation will supplement or complement existing collections, and 3) considerations regarding format, content, and condition. Working with potential donors to understand their needs is another important step in the donation process.

Early in the process, we will ask you to provide an inventory or detailed summary of your intended donation and describe the current location and condition of materials. This information helps us determine if the materials can be accepted. A member of Special Collections may ask to see collection materials, whether in person or online, to better understand the proposed donation. This process takes time and either party may determine during these communications that Special Collections will not become the permanent repository for the materials under review.

Finally, the Director of Special Collections collaborates with the Dean of USF Libraries to make the final decision regarding collections. If your materials are selected for permanent retention, you will work with the Development Office to complete [donation paperwork](#). Following completion of the paperwork, Special Collections will work with you to transfer your donation to the appropriate repository.

STILL INTERESTED? USE THESE QUESTIONS TO START A CONVERSATION WITH SPECIAL COLLECTIONS

- Which collecting area does your donation fit into?
- What time period does your collection cover?
- What types of materials does your collection include?
- Are there any sensitive materials in your collection?
- Can anyone use the collection?
- Can the collection be digitized and made available online?

Please note Special Collections does not accept artifacts, realia, costuming, and other objects. Formats requiring specialized environments for preservation (e.g., selected media formats, such as photo negatives) are not collected.

Should the donor opt to pay for an inventory or appraisal, the library cannot reimburse the costs due to federal tax regulations, nor can we take that into account as part of our decision-making process.

Thank you for your interest in Special Collections! Please contact us at spcinfo@usf.edu.