



## **Rise Up! POLICY FOR ARCHIVAL MATERIALS**

April 4, 2024

Rise Up! is seeking archival materials to digitize that document the initiatives, struggles, and achievements of the Canadian women's movement from the 1970s to the 1990s. Our goals are to capture the diversity, vibrancy, and radical legacy of feminist activism during this era, especially those perspectives that are often marginalized or erased from the mainstream narrative, and to make this history accessible to new generations of activists, students, and researchers.

These materials could include:

- Original documents, including reports, flyers, minutes, correspondence, pamphlets, booklets, campaign materials, and books/correspondence of feminist/women's organizations and institutions
- Periodicals, including journals, magazines, newsletters, and newspapers
- Posters
- Photos
- Buttons
- Audio recordings
- Ephemera, including photos of banners, mugs, bumper stickers, bookmarks
- Creative works, including music, art, writing, and film/video focusing on feminist themes

Rise Up! reserves the right to reject archival materials that:

- Do not reflect the goals and priorities of Rise Up!
- Are duplicates of material already digitized
- Fall outside the period of the 1970s to 1990s
- Are not Canadian

Archival materials can NOT be accepted for digitizing with any limitations to access. The goal of Rise Up! is to make this history accessible to new generations of activists, students, and researchers.

Rise Up! may elect to accept or decline any archival materials for digitization and adding to our online collection. The final decision rests with the Rise Up! Board of Directors.

## **PERMISSIONS**

Once archival materials are accepted, the donor will be asked to sign a Letter of Agreement. This will include:

- the donor's name and contact information.
- a list or general description of items being made available for digitizing, along with any additional background information the donor can provide
- identification of any archival materials to which the donor holds copyright
- permission to post the materials on the Rise Up! website
- agreement to the disposition of the items after digitization
- permission for any descriptions, graphics, or other material created by the donor to be posted under the Creative Commons license that applies to the Rise Up website
- agreement regarding whether or not the donor is willing to be contacted about materials in the donor's possession and/or to which the donor holds copyright

## **TRANSFER OF MATERIALS**

Donors are encouraged to provide archival materials in a fully digitized format or as scans, if possible. Please see [Guidelines for Preparing Material](#) on the Rise Up! website.

Arrangements for the physical transfer of any archival materials will be agreed to in advance by both parties. Rise Up! will not be responsible for any costs incurred by the donor unless agreed to in advance by Rise Up!.

## **DISPOSITION OF ARCHIVAL MATERIALS FOLLOWING DIGITIZATION**

Rise Up! is not a physical archive and does not retain archival materials beyond their digitization. A loan of archival material is made with the understanding that it will be assessed and if it meets our criteria, it will be digitized and catalogued, then made available on the Rise Up! website.

Following digitization, the materials will be returned to the donor. If the donor does not want the materials returned, Rise Up! shall at its sole discretion determine what happens to the material.

Rise Up! works closely with the Nellie Langford Rowell Women' Studies Library, York University and the Canadian Women's Movement Archives, Archives and Special Collection, University of Ottawa/Universite d'Ottawa. and may offer materials in its possession to these or similar organizations for permanent housing. Please note that donation of materials to Rise Up! is not a guarantee that these organizations will accept materials referred to them from Rise Up!

Rise Up! may also sell the material and direct proceeds to the ongoing costs of managing the archive.

If no permanent home can be found after a reasonable effort is made, the archival material will be recycled or disposed of.

In the case of Indigenous archival materials, repatriation will be discussed with the donor.

## **ADDITIONAL INFORMATION**

### **Copyright Policy (Posted On Website)**

The Rise Up! website ([www.riseupfeministarchive.ca](http://www.riseupfeministarchive.ca)) and the materials in its archive are protected by copyright. The use of archival materials on this site is permitted only for private study, research, or educational purposes under the “fair dealing” provisions of Canadian copyright law.

Copyright of archival materials on this site rests with the individual copyright holders. We hold no claim to copyright of any of the archival materials. Where the original copyright holder is known and has agreed to being contacted, we will refer inquiries seeking permission for their use to them.

### **Creative Commons License**

For non-archival material produced by or for Rise Up! the organization uses a standardized copyright license available through the Creative Commons Initiative. The specific license is the [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International \(CC BY-NC-SA 4.0\)](https://creativecommons.org/licenses/by-nc-sa/4.0/) license.

This license means that people are able to share (copy and redistribute) and adapt (remix, transform, or build upon) the work of contributors but only under the following terms:

- Credit must be given and an indication if changes were made.
- The material must not be used for commercial purposes.
- If the material is changed, then it must be made available under the same license.

### **Tax Receipts**

In accordance with Canadian tax law, Rise Up! does not provide charitable receipts for loans of archival materials. However, please note that Rise Up! does provide charitable receipts for financial donations.



**Rise Up! Letter of Agreement for Archival Materials**

[Please fill in and sign]

Name of donor:

Contact information for donor:

Address:

Email:

Phone:

I \_\_\_\_\_ am loaning the archival listed in the accompanying spreadsheet to Rise Up! I understand that Rise Up! will digitize the materials that meet their criteria and I grant permission for them to be posted on the website.

I further agree to the following (cross out all options that do not apply):

Disposition of Archival Materials After Digitization

Materials are to be returned to me OR

Rise Up may dispose of materials as outlined in the policy statement earlier in this document.

Creative Commons License

Non-archival material produced by me, including but not limited to descriptions, graphics, and formatting, shall be covered by the standardized copyright license available through the Creative Commons Initiative. The specific license is the [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International \(CC BY-NC-SA 4.0\)](#) license.

Copyright Holder

Rise Up may share my contact information with those interested in using archival materials to which I own copyright so that potential users may contact me for appropriate permission(s) outside those permitted under the "fair dealings" provisions of Canadian copyright law.

\_\_\_\_\_  
Donor Signature

\_\_\_\_\_  
Rise Up! signature

## **ABOUT THE MATERIALS**

### **General Information**

Please tell us something about the general history of the materials you have loaned to Rise Up! and how you acquired them. For example, did you collect it from an organization you were involved in? If so, What was your role in the organization? Or was this collected as a memento from an event? Or as a feminist cultural producer/artist? Was the material given to you, and if so, by whom? Are there others we might contact to find out more about the archival materials and their history? If so, please provide contact details.

### **List Of Individual Materials/Details**

The accompanying chart can be used to list materials and fill in any of the requested information that you can provide. If you prefer to use a different format to list materials, please include as much of the following information as you can.

Title

Type of material

Date

Location

Author(s)/Creator(s)

Related organizations

Related events/context

Other relevant details

Copyright Holder, if known

**NAME:**

**ADDRESS:**

**PHONE NUMBER:**

**EMAIL:**

**DESCRIPTION OF MATERIALS**

Type of material	Format submitted (e.g. original, scan, photo, OCR'd, etc.)	Title	Date	Author/Creator	Location	Related Organization(s)	Related Event(s)/Context	Details/short description	Copyright holder,/contact info if known