

Donating To Abertay University Archives

If you have something that you would like to donate, please use our [Archive Submission page](#) to tell us about it and submit an image or copy of the item(s).

The page provides facilities to allow you to submit electronic files, like PDFs, jpegs, videos, audio files etc. You can also submit information about physical items you'd like to donate, and even text providing your memories of Abertay University or its predecessor institutions.

Guidance for Archive Submissions

The Submission page is straightforward and provides guidance at each stage of the process. Some additional help is below.

Electronic files

If you are submitting something electronic, please check its quality before submitting it. Make sure it opens and that the image / video / text / audio can be accessed properly.

We will accept most standard file types but prefer higher quality formats. These include:

File Type	Format
Documents	PDF; PDF/A; Comma Separated (.csv); Text (.txt); Rich Text (.rtf); XML
Image	JPEG (.jpg); PNG (.png); TIFF (.tif). GIF files, if they are of a high enough quality, may also be accepted.
Video	Motion JPEG 2000; MOV, AVI, MPEG-4 (.mp4)
Audio	WAV (.wav), AIFF (.aif), mp3
Web	WARC
Email	EML, MBOX, PST

Other formats, such as WORD (.doc and .docx), EXCEL (.xls), and Powerpoint (.ppt) files may be accepted, but it would be on the understanding that they may be converted into another format more suitable for long term preservation that preserves the layout and functionality of the documents as much as possible, such as PDF or Comma Separated formats.

What Information Do I Need?

Before going into the [Archive Submission page](#) it is useful to have information ready about what you would like to donate and the information within it (e.g. documents or volumes containing minutes, photographs of an event, electronic records like WORD files, floppy disks etc). You'll also need to let us know how much there is (e.g. 10 letters, 5 CDs etc) and provide information about your rights to the item(s).

What happens once I've submitted something to the Archive?

You may be contacted directly by the Archivist as part of this process, who may ask you for more information about what you'd like to donate. You may also be asked to complete and sign a donation agreement form.

If your collection is accepted and placed in the Archives, you will receive an email and receipt acknowledging your donation.

Further help

Please [contact us](#) if you have any questions about donating collections to the university archive.