



C/TFN Archives Donor Guide: What You Need to Know Before Donating to the Archives

The Archives is a safe place for preserving the stories, knowledge, and history of Carcross/Tagish First Nation. We are honoured when people consider donating family collections, recordings, photographs, and other records that reflect the community's history.

This guide will help you understand what's involved in donating to the Archives and how we care for your materials.

1. What We Collect

We welcome materials that reflect the life, culture, governance, and history of Carcross/Tagish First Nation, including:

- Photographs of people, places, and events
- Oral histories and family stories
- Recordings, videos, and music
- Letters, diaries, and family documents
- Maps and drawings

Not everything can be accepted. The Archives follows a collection scope, which means we focus on materials that relate directly to the Nation and its people.

Accepting something into the Archives means that we are making a long-term commitment to investing time and resources into preserving it and making it accessible.

2. Why Where Records Come From Matters

When we meet to talk about the records you're thinking of giving to the Archives, it's important for us to know as much as possible about who created them, why they were made, and how they were used.

This helps us:

- Understand the full story behind the records
- Respect the people they're connected to
- Make sure we store and share them in a good way

It also helps us figure out:

- **Who can access the records**
- **Who owns them**
- **Who holds rights like copyright or cultural rights**
- **How they can be used or shared**

If someone created records as part of their job—for example, working for the C/TFN Government or the Council of Yukon First Nations—those records usually belong to the organization, not the individual. They aren't personal property, even if the person kept a copy.

Knowing as much as we can about the background of the records helps the Archives care for records in a respectful, responsible way

3. Orphaned Materials

Sometimes important items come to us with little background—like old tapes, photos, or documents that were passed down without details. If you bring us something and you're not sure where it came from or who it belongs to, we may still be able to accept it.

We call these orphaned materials, and we treat them with care. We will:

- Record what we do know
- Try to learn more
- Follow cultural protocols
- Limit access until more information is available

4. What Happens After You Donate

Once accepted, your donation will be:

- Stored safely in our archives
- Described and catalogued by staff
- Treated with cultural respect
- Made available to community members and future generations

Some materials may be digitized or shared online, depending on the wishes of the donor and the content. The Archives is happy to provide you with copies of your donation upon request.

5. Access and Cultural Protocols

Giving to the archives is a gift to the future, but it's always your choice. You decide:

- What to give
- That materials be restricted for a period of time
- That materials not be posted online
- If you would like copies of your materials

When you give records, you legally transfer ownership of the materials to the archives. If you're unsure, we are happy to talk with you so you can make a fully informed decision..

If you have any questions or concerns, we are open to listening and working with you. We want to make sure your history is preserved in a way that feels right to you.

6. How to Prepare a Donation

You can help by:

- Keeping items in their original order
- Recording names, dates and places in photographs or documents
- Writing down what you know about the materials and their story
- Including a list of what you're donating

This helps us preserve the full meaning and history of your donation.

7. What We Can't Accept

We may not be able to accept:

- Materials in very poor condition (e.g. moldy, water-damaged)
- Items that do not relate to the Nation or community
- Items with unclear or disputed ownership

If you're unsure, just ask—we're happy to talk with you.

8. We're Here to Support You

Donating to the Archives is a meaningful act. If you have questions, aren't sure what you have, or just want to talk things through, please reach out. We're here to work with you in a respectful and caring way.

Contact the Archives

C/TFN Archivist Emily Macht

Emily.macht@ctfn.ca

Office: (867)821-4251 ext 8083