



THINKING ABOUT YOUR ARCHIVES?

IT'S NEVER TOO EARLY TO CONSIDER THE
FUTURE OF YOUR PAST

BY SARAH HILLIER



WRITERS' HOW-TO
THE WRITERS' UNION OF CANADA

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ABOUT THIS PUBLICATION

THINKING ABOUT YOUR ARCHIVES? IT'S NEVER TOO EARLY TO CONSIDER THE FUTURE OF YOUR PAST is part of the Writers' How-to series, which offers professional guides on a variety of topics for writers.

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SARAH HILLIER is a Literary Archivist (English language) at Library and Archives Canada. She has extensive experience dealing with the acquisition and appraisal of published and archival material in the areas of Canadian literature and publishing.

THE WRITERS' UNION OF CANADA is the national organization of professionally published writers. Founded in 1973 and now over 2,200 members strong, the Union advocates on behalf of writers' collective interests, and delivers value to members through advocacy, community, and information. The Union believes in a thriving, diverse Canadian culture that values and supports writers.

WRITERS' HOW-TO

EXPLORE ALL THE GUIDES IN THIS SERIES

All guides in the Writers' How-to series are available for purchase online at writersunion.ca/writers-how-to. Members of The Writers' Union of Canada can access the full series at no cost. Print copies are available upon request.

ANTHOLOGY RATES AND CONTRACTS provides notes on contributions to anthologies, suggests minimum rates, and provides a suggested anthology contract.

AUTHOR & EDITOR (by Rick Archbold, Doug Gibson, Dennis Lee, John Pearce, Jan Walter) describes the relationship between author and editor, including a list of dos and don'ts for both parties.

AUTHOR & LITERARY AGENT offers guidelines and responsibilities governing the relationship between the author and the literary agent.

EVERYTHING YOU NEVER WANTED TO KNOW ABOUT TAXES (by Joel Fishbane) is a practical tax guide for those in the business of writing that covers types of income and expenses, details about the GST, and incorporation.

FROM PAGE TO SCREEN is a reference guide to options and film and TV contracts for original literary works, including information on minimum and maximum rates paid.

GHOSTWRITING (by Marian Hebb) includes various details to consider when negotiating a ghost writing agreement, including a sample contract.

GLOSSARY OF PUBLISHING TERMS is a user-friendly guide for authors dealing with the book publishing industry, usually during contract negotiations.

HOW TO SELF-PUBLISH (by Eve Silver) covers the why and how — and how much — of self-publishing, from editing and design to distribution and marketing, for authors with unpublished and previously-published materials.

THE LAST CHAPTER: ESTATE AND LEGACY PLANNING FOR WRITERS (by Susan Goldberg) covers wills and powers of attorney, literary estates and appointing a literary executor, and how to plan your literary archive.

THINKING ABOUT YOUR ARCHIVES? (by Sarah Hillier) covers identifying and preparing your archives, digital considerations, selecting an archival repository, and archival processes.

SELL YOUR BOOK: AN AUTHOR'S GUIDE TO PUBLICITY AND PROMOTION (by Suzanne Alyssa Andrew) provides ideas for publicity and promotional activities that work, including a blueprint for your own personal book marketing plan, and is filled with advice from authors and industry experts.

WRITERS' GUIDE TO CANADIAN PUBLISHERS is a searchable online database of publishers who currently accept unsolicited manuscripts.

WRITERS' GUIDE TO GRANTS lists grants available to Canadian writers and includes information about writing samples, types of juries and how they judge, and application procedures.

CONTRACTS SELF-HELP PACKAGE helps writers evaluate and negotiate contracts offered by publishers.

MODEL TRADE BOOK AGREEMENT is a comprehensive model contract, which provides reasonable minimum terms for trade book contracts and is a useful comparative tool for evaluating your publisher's contract.

HELP YOURSELF TO A BETTER CONTRACT (by Marian Hebb) is designed to aid writers in book contract negotiations with their publishers.

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