

*Salt Spring Island Archives*

*Mandate, Policies & Procedures*

## *Mandate & Acquisition Policy*

### **1. Mandate**

The Salt Spring Island Historical Society administers the Salt Spring Island Archives (the Archives) under the direction of the Archives Coordination Committee. The Archives is a repository of information for Salt Spring Island.

The mandate of the Archives is to collect, preserve, digitize and provide access to archival materials that

- *illustrate the growth and development of Salt Spring Island; or*
- *pertain, in whole or in part, to activities within the boundaries of the Salt Spring Island Local Trust area.*

### **2. Acquisition Policy**

#### **2.1 Geographical Area**

The Archives acquires materials that pertain in whole or in part to activities within the boundaries of the Salt Spring Island Local Trust area, including Hall, Norway, Mowgli, Secretary, Jackscrew, Wallace, Prevost, Russell and Piers Islands.

#### **2.2 Archival Material**

The Archives acquires both public and private records by gift or bequest and these are held in trust for future generations. To this end, the historical collection includes both physical and digital textual records, photographs, other visual records, maps, plans, architectural records, and sound recordings.

In accordance with the Resource Binder for Small Archives (ANLA, 1998), “Archival materials are usually original, unique and unpublished items which are judged to be of permanent significance. They are non-current records that document the activities of an individual or an organization. They are preserved because they illustrate issues of administrative, legal, historical or cultural significance.”

The decision about whether materials presented to the Archives are suitable for acquisition is ultimately the responsibility of the Archives Coordination Committee and

the Salt Spring Island Historical Society Executive to whom it reports. Any questions should be referred to these bodies.

### **2.3 Disposition of Non-Archival Materials**

Material that is not considered to be archival in nature may be passed on to an appropriate repository.

### **2.4 Modes of Acquisition**

The Archives acquires materials through the receipt of gifts or through loans. All acquisitions must be accessioned in accordance with the Accessions Policy of the Archives.

#### **2.4.1 Gift**

The receipt of outright gifts is the preferred mode of acquisition for the Archives for the following reasons:

- It is the simplest legal arrangement and gives the Archives control of the materials.
- It enables the Archives to ensure permanent public access to the material when appropriate.
- The permanent storage in the Archives of the donated material will likely extend its life.

#### **2.4.2 Loans**

Material may be accepted on a short-term basis when offered to or requested by the Archives for the purpose of exhibition, digitization or duplication. Due to the legal issues involved an Archives Coordinator (or designate) must personally authorize each loan.

### **2.5 De-accessioning.**

In some cases, material in the Archives' holdings may fall outside the guidelines of this policy. In such cases it may be desirable to remove said material from the Archives' holding. If the material has already been accessioned, then the material must be formally de-accessioned in accordance with the Accessions Policy.

## *Appraisal Policy*

**Appraisal** is the process of determining the archival value of possible acquisitions and their suitability to our institution.

In evaluating material to be archived, appraisers will consider material which:

- falls within the mandate of the Archives.
- is consistent with the Acquisitions Policy.
- is (usually) original, unique, and unpublished.
- are non-current records which document the activities of individuals or organizations.
- illustrate issues of administrative, legal, fiscal, historical or cultural significance.
- is of a size and condition that is within the ability of the Archives to appraise and preserve.

## 6. *Accessioning Process*

**Accessioning** is the formal process that documents the transfer of legal ownership of the archival material to the archives.

### 1. **Gift Agreement**

Archival material that has been newly acquired, in accordance with the Acquisition Policy, is initially itemized on a **Gift Agreement**. This is then signed by both the donor and a member of the archives.

- Three copies are made of the Gift Agreement.  
One copy is given to the donor, one is put in the Gift Binder and one remains with the new items.

### 2. **Processing Checklist**

A **Processing Checklist** form is attached to the Gift Agreement that remains with the new items. The checklist begins to be completed.

### 3. **Accession Register**

An **Accession Register** logs all incoming materials, providing a cumulative register of the archives' acquisitions. The Register is located on a clipboard on the worktable opposite the main door. List the date, the donor, the subject and a brief description of the items as well as their immediate placement.

### 4. **Cataloguing**

The new acquisition is entered into the **Catalogue** on the archives' computer:

- An **Accession Number** is automatically generated by the system once a new entry is made – e.g., 2016001
- The archivist creates an **Accession Title** – e.g., “The John Smith Collection”
- An **Initial Description** of the materials is given – e.g., type of items (photos, documents, etc), the number of items, and a brief outline of their contents.

### 5. **Preliminary Sort**

Items are examined, sorted, arranged and re-housed as needed (See Processing Checklist).

- photo album pages should be scanned before rearrangement to maintain original order.

## 6. Scanning

Evaluate if this collection should be scanned, and then pass on to the webmaster or person who is scanning.

- The digital collection created by scanning uses the same accession number, with extensions – e.g., 2016001.001, 2016001.002, etc

## 7. Storage & Location

Items are placed in the vault or other location in the Archives.

This final location is then entered into the Catalogue: e.g., Shelf A, Row 2.

## 8. Full Description

The initial description created at step 4 is replaced by a full description using to RAD (Rules for Archival Description), including the following details:

- **Dates of creation:** i.e., dates when the material was accumulated by creator/donor
- **Physical Description:** dimensions in cm, and type of material in the collection.
- **Biographical Sketch** of the donor/collector, or history of the donating organization .
- **Custodial History:** The provenance of the collection is detailed.
- **Scope and Content:** Number and specific description of items in the collection

## 9. Accruals

Accruals are records added to an existing fonds/collection.

Each accrual is given it's own accession number but is stored with the existing collection.

If the donor has mentioned that more items will be added later, make a note that: “accruals are expected” at the end of the full description.