

Salt Spring Archives
Coordination Committee Meeting: April 21, 2015
Minutes

Present: Donna McWhirter, Adiel Pantoja, Monika Mayr, Gillian Watson.
Guest: Frank Neumann. **Apologies:** Barb DuMoulin.

- 1) The Committee went over the intake process and revised the Processing Checklist Form.
Decided on a 7 step intake process:
 - (i) Vetting: Select new materials according to the Acquisition Policy
 - (ii) Fill out Gift or Loan form: ensure it is signed by the donor and materials are itemized.
 - (iii) New Catalogue Record: entered title into catalogue on computer and generate an accession number
 - (iv) Preliminary Sort: take out staples, flatten materials, put in acid-free container.
 - (v) Scanning of materials where this is appropriate
 - (vi) Materials are filed, labeled and shelved in the stacks and the location recorded in the catalogue.
 - (vii) The full description (plus a history) entered into the Catalogue record according to RAD (Rules for Archival Description)

- 2) Future Projects
 - (i) Revising the Volunteer Booklet from 2008
 - (ii) Revising the Acquisitions Policy 2008
 - (iii) The Old Communication Book binder (from 2009) was discovered in a cupboard. It will replace the spiral notebook Susan provided (Thanks Susan!) and the forms in it will be revised.

- 3) Tasks Assigned:
 - (i) Monica will revise Processing Checklist form
 - (ii) Donna will go over the Gift and Loan Agreement binders and separate out the two types of intake to facilitate proper procedure.
 - (iii) Adiel will type up a description of the full range of forms used in the Archives. This will eventually go in the Volunteer Booklet.
 - (iv) Gillian will scan and convert to text the old versions of the Volunteer Booklet and the Acquisitions Policy from 2008. These will be put online where all members of the committee can have access or download. Also will revise the Communication Book form.

Next Meeting scheduled for May 19, 2015
- apologies from Gillian who will be away.