

AGENDA

Archives Coordination Committee

Tuesday, April 12, 2016, 10:00 – 11:00am,

1. Approval of the minutes of meeting March 8, 2016
2. Progress since last meeting:
 - i) 1st Draft of the Revised Volunteer Booklet, including revised Appraisal & Accession Policy – Monika, Adiel, Donna, Gillian
 - ii) Trail & Nature Club Collection – Ross
 - iii) Inventory of supplies, including protectors – Donna & Ross

Forms

 - i) Interview Forms – Barb
 - ii) Loan Form - Gillian
3. New Business:
 - i) Labeling the Archives' cupboards & stacks
 - ii) The Bion Collection – Donna
 - iii) Disposing of old equipment at the Archives
 - iv) Archives opening hours – adding more hours – Frank
 - v) Vertical Files – collecting opinions vs facts – Paul
 - vi) Non-archival Reference Materials - documenting these - Gillian