



SALT SPRING ISLAND ARCHIVES

Volunteer Booklet

Revision April 2016



Brief History of Salt Spring Island Archives

Salt Spring Island Archives was created in 1989, under the auspices of the Salt Spring Island Historical Society, with a grant for \$8000 from the Heritage Trust of BC obtained by the president Mary Davidson and vice-president Peggy Tolson. The two of them became the first volunteer archivists and Agnes Cunningham became the first secretary of the Archives.

The original location of the Archives was the basement of the Mary Hawkins Memorial Library, where the collection was beset by damp and silverfish. Fortunately, when plans were made to rebuild the library, a space for the Archives was included. So in July 2011, while the old library was demolished and rebuilt, we moved to temporary quarters in the basement of the Elementary School. Finally moving into our current home on the upper floor of the Public Library, in December 2012, where we are lucky enough to have a climate-controlled storage vault.

As well as tremendous expansion in our collections of documents and photographs over the past 27 years, the Archives now has a massive online presence, due to the efforts of our Webmaster, Frank Neumann.

Today, Salt Spring Island Archives remains a non-profit, community-based organization, entirely run by its enthusiastic volunteers.

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1. Current Volunteers

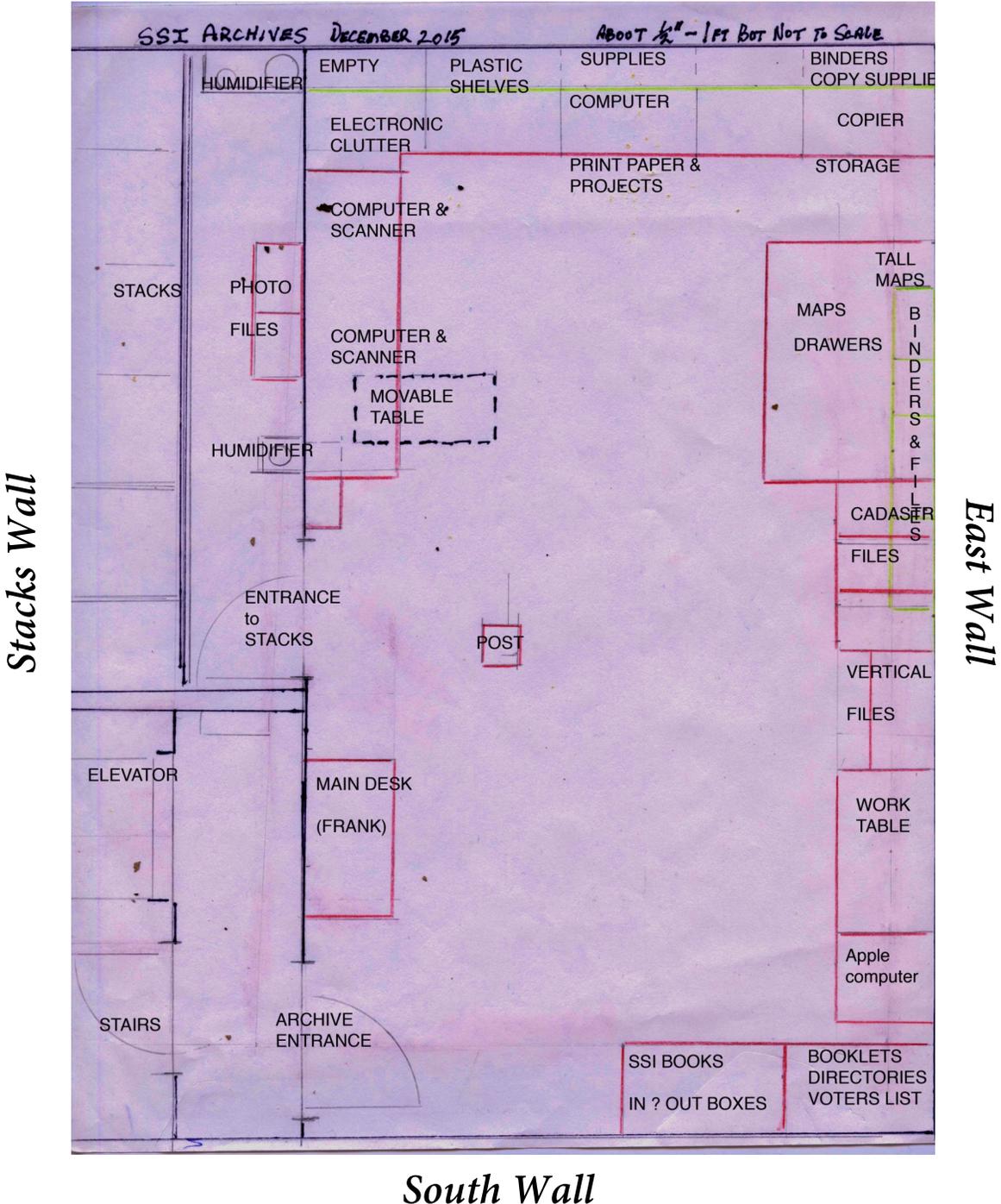
<u>Volunteers</u>	<u>Activities</u>
GALE BUFFETT - galebuffett@gmail.com	Scanning, book-binding
DON CLOGG- don.clogg@gmail.com	Japanese
AGNES CUNNINGHAM – no email	Organizing collections
BARB DUMOULIN - bdumoulin@telus.net	Grant writing, ordering supplies
SUSAN GOOD - good@shaw.ca	Interviewing
MONIKA MAYR - memayr@shaw.ca	Scanning, organizing
JENNY McLEAN- orange.jenny@hotmail.com	SS Elementary School
DONNA MCWHIRTER - dmcwhirt@telus.net	Cataloguing, organizing
FRANK NEUMANN - frank@saltspringarchives.com	Webmaster, scanning.
ADIEL PANTOJA - adielpantoja@live.com	Bion collection, translation
PATRICIA PROWSE - prowsesaltspring@gmail.com	Vertical Files
ROSS VAN WINCKEL - rovanwin@telus.net	BC Ferries, Trail & Nature Club
GILLIAN WATSON - gillianwat@gmail.com	Scheduling, answering emails
PAUL WAY - wapaul@telus.net	Vertical Files, carpentry

2. The Basics for Volunteers

1. **Sign-in** when you are attending the Archives - The Sign-in Book is on the Work Table opposite the entrance door on the East Wall.
2. **Visitors:** Ask visitors to sign in on a fresh page of the Visitors book – kept on the Main (Frank's) desk. Ask them to put their name, email or telephone and the purpose of their visit.
3. **Retrieving items from the stacks:** The person on duty retrieves items from the stacks, not the visitor. The location (Row and Shelf number) of items in the stacks is shown in the latest version of the Archives Catalogue, which is on the Apple computer opposite the entrance.
4. When a person is going through items in a box, ask them to wear white gloves (on top of the Map Drawers) to protect the items. Also ask that all items remain in the order in which they are stored in the box.
5. Place all boxes back in the correct spot in the stacks (boxes are also labeled with their location).
6. **Donations:** If someone wishes to donate items, they must leave their contact information and signature on a **Gift Agreement** (forms are found on top of the Vertical Files on the East Wall). However, let them know that the items still have to be appraised by the Coordination Committee, in accordance with the Archives policy, before they are finally accepted. A copy of this form can be given to the person so that they understand the implications of donation.
8. **Loans:** If someone is loaning items to the archives (e.g., for the purpose of scanning). Please ask them to fill out and sign a **Loan Agreement** form (on top of the Vertical Files) and give them a copy of this form
9. NEVER let anyone take anything from the Archives. We do not sign items out.
10. When you leave, make sure that you put the time in the Sign-in book, and that the lights in the stacks are off. The lights in the workroom turn off automatically.

3. Orientation to SSI Archives for Volunteers

Back Wall





Stacks Wall

Stacks wall:-

Reception Desk, or Frank's desk, with main Apple computer (not shown above)
 Entrance to the Stacks; Turn off lights when leaving.
 Long Work Table:- small black & white printer /copier, computers & scanners etc.
 UNDER:- Stationery drawers, moveable work table, more computers & scanner etc.



Back Wall

Back Wall:-

Top Cupboards:- from left.

1:- Empty. 2:- Acid free plastic sleeves 3:- Supplies, tape, photo sleeves
 4:- Binders photo paper
 Counter top:-Printer, 2 scanners, remote printer, copier

Bottom cupboards:-

1:- Electrical junk. 2:-Project cupboard, driftwood cuttings, Obituary box.
 3:-Printer paper 4:- Storage cupboard



East Wall

East wall:-

- Large rolled maps (cadastral index)
- Map Drawers- maps and display posters
- File cabinet Cadastral records (not complete)
- File cabinet Cadastral records (not complete)
- File cabinet Vertical Files Pamphlets & overflow
- Vertical File cabinet TOP people Bottom places organizations etc
- Work Table (not shown) with in-box and scanner
- Apple Computer – opposite entrance



South Wall

South Wall:-

- Bookshelves. Booklets, Voter Lists, Telephone Directories,
- Bookshelves. SSI historical books Scanning in/out box
- Coat hooks on end!

4. *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.

5. *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.

7. *Appendix of Forms*

Salt Spring Archives Forms List

Forms and How to Use Them

Location on top of Vertical Files

1. Gift Agreement

- Used when donations are given to the Archives
- The Archivist lists the items and the Donor information
- The form is signed by the Donor and the Archivist
- Possible Restrictions to publishing or access can be added
- Ensure that the Donor realizes the implication of the gift in terms of ownership and copyright.
- Three copies are made: one is given to the Donor, one is put in the Gift Folder, one remains with the items.

2. Loan Agreement

- Used for materials that are loaned to the Archives temporarily
- Add the return date when the materials leave the Archives
- Three copies are made:– one is given to the Lender, one is put in the Loans Folder, one remains with the loaned items.
- When items are returned to the Lender, ensure that he/she signs to acknowledge the return and that this copy of the Agreement is placed in the Loans Folder.

3. Processing Checklist

- Used when donated items are being Accessioned. The Checklist is attached to the Gift Agreement and guides the archivist through the Process of Accessioning.

4. Separation Sheet

- Is used when an item is removed (separated) from a collection. The separation sheet is left with the collection indicating where the item is now and why it was removed.
- Two copies - one with collection, one with removed item.

5. Interview Forms –[to be revised]

- 4.1. Deed of Gift 4.2. Interviewers Gift to the Archives 4.3. Interview Consent Form
4.4. Interview Release Form 4.5. Consent to Publish on the Internet

Salt Spring Island Archives



LOAN AGREEMENT

Received from _____

First Name

Surname

Address _____ Postal Code _____

Email: _____ Telephone _____

I hereby loan the following material to the Salt Spring Island Archives for the purposes of duplication.

Description and condition of documents(s):

Restrictions:

The Salt Spring Island Archives may reproduce any or all of the above described material for any purposes, which promote the educational/research objectives of the Archives. The disposition of these reproductions is solely the prerogative of the Archives. Any copyrights to use the copies for publication are hereby transferred to the Archives.

(Date)

(Signature of Lender)

Received by _____

(Signature of Archivist)

I hereby acknowledge the safe return of the material described above:

(Date)

(Signature of Lender)

Processing Checklist

Accession_# _____

Accession Title: _____

Location: _____

Date received _____ Received by _____

Donor Information: _____

	Activity	Date Completed	Name
1	Vetting (according to acquisition policy)		
2	Gift/Loan agreement (itemized and signed by donor)		
3	Accession record created (giving a #) *title entered into catalogue		
4	Preliminary Sort (items flattened, clips, staples removed, acid free container for storage, material arranged)		
5	Scanning		
6	Material boxed, labeled and shelved		
7	Location recorded in catalogue		
8	RAD description in catalogue		

NOTES:

Salt Spring Island Archives

129 McPhillips Avenue, Salt Spring Island, BC, V8K 2T6

SEPARATION SHEET

To be filed in place of the item removed, in original container

Accession #:

Separation Date:

Main Accession Title:

Type of item removed (document, photograph, map, etc.):

Description of item removed:

Reason for removal (scanning, storage change, in map case, used for display, etc)

Current location of item removed
(detailed description of its whereabouts):

Name of Archivist: