

Title:	Archives Acquisition Policy	Policy Number: 300-01
Policy Type:	Operational	
Approval By:	Resolution Number RB	
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PURPOSE:

This policy provides guidelines for the acquisition and deaccession of archive materials.

SCOPE:

1. Archives include materials acquired by gift, bequest, loan, trade or purchase of non-institutional records which document the history and development of Sault Ste. Marie and the Algoma District or other historically or culturally significant materials.
2. The archives also collect, preserve and make available, records which document the corporate memory of the Sault Ste. Marie Public Library.
3. Artifacts relating to archival records.

DEFINITIONS:

Archival Material – includes but is not limited to textual materials, maps, photographs, plans, architectural drawings, films, paintings, sound recordings, graphic works, micro forms, video recordings, machine readable records and digital records.

POLICY STATEMENT:

The Library is committed to documenting the history of Sault Ste. Marie and Algoma District through its archives.

ACCESSIONING:

The priority of the archives is to collect those records of the Sault Ste. Marie Public Library which formulate the institutional memory of the Library as well as non-institutional records created by persons whose activities are directly related to the functions of the Library.

The Library will also curate resources to meet the community's need for information and education. The archives will collect non-institutional records which include, but are not restricted to:

- Records of prominent individuals from Sault Ste. Marie and Algoma District.
- Records which document the growth and development of Sault Ste. Marie Algoma District.
- Records of cultural and recreational groups within Sault Ste. Marie Algoma District.

When acquiring material the Archivist shall consider:

1. The intrinsic, legal and informational value to the material.
2. Whether the material falls within the mandate of the archives as set out by the acquisition policy.
3. The acquisition mandate of other institutions.
4. The extent and terms of any access restrictions.
5. The physical condition of the records.
6. The availability of appropriate storage facilities.
7. The availability of resources required to make the material accessible to researchers in a reasonable period of time.
8. The legal rights of donors to place records in the archives.

DEACCESSIONING

The deaccessioning of any part of the archival collection must be approved by the CEO on the recommendation of the Archive Technician and be in accordance with this policy.

In compliance with the Income Tax Act, the Sault Ste. Marie Public Library will not deaccession property which has been certified by the Canadian Cultural Property Export Review Board for a period of ten (10) years from the date of certification unless it is transferred to another designated institution having a comparable collections mandate.

Deaccessioning is limited to the following reasons:

- The item has deteriorated beyond usefulness and cannot be restored without loss of integral value.
- The item is proven beyond a doubt to be a fake.
- The item is a copy of an original as in the case of a map or multiple copies exist as in the case of a photograph and the archives is able to obtain a higher quality copy.
- Spatial constraints.

Upon approval from the CEO, the following steps will be taken to deaccession the material:

- An offer to return the material to the donor will be made. The donor or family if donor is deceased will be contacted by phone, email and/or letter and if no response is received within a reasonable time (3 months) the next steps will be taken.
- An offer to exchange or donate the material with another cultural institution will be made.
- The material will be offered for sale with the proceeds used to acquire other items for the archival collection.

RESPONSIBILITIES

1. Transfer and accession forms shall be completed for institutional records of the Library, including digital media.
2. Gift and accession forms shall be completed for non-institutional records, including digital media, acquired by the archives. A donor record shall also be maintained which lists each donor's gift by accession number.
3. All transfers of institutional records and acquisitions of non-institutional records, including digital media, shall be approved by the CEO or designate.
4. Acquisitions may be reviewed periodically by the CEO or designate to verify their relevance to the archives mandate as set out by this Acquisition Policy.

RELATED POLICIES

300-03 Collection Development Policy

300-11 Records Management Policy

300-16 Public Art Policy