

**Policy:** 402

**Subject:** ARCHIVES ACQUISITIONS

**Approved by:** LMAC

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## PURPOSE

The purpose of the policy is to outline the areas of acquisition and direct the collection development of Archives & Special Collections.

## DEFINITIONS

### *Archives*

are defined as recorded information produced in the course of daily activity, having permanent value based on their historical, legal, fiscal or administrative significance. Included in this term are bodies or groups of personal papers with organic unity, artificial collections of documents acquired from various sources usually according to a plan but without regard to provenance, and individual documents acquired because of their special importance.

### *Manuscripts or Private Archives*

are defined as textual, photographic, audio-visual, electronic and any other types of records that are acquired by Archives & Special Collections which are not governed by Board of Governors By-Law 7.00 (Archives and Preservation and Destruction of Records) and are therefore distinct from the official record of the University of Manitoba.

### *Fonds*

is defined as all records created or collected by an individual family or organization deemed of permanent value and collected and held by an archive.

### *Deaccessioning*

The process of formally removing materials from the custody of a repository, either through return to the donor, transfer to a more appropriate institution, or destruction. Such disposal of materials may be warranted because they do not fall within the institution's collecting policy or in certain circumstances, because the original donor of the deposited materials has requested their return.

**MEDIA COLLECTED**

Archives & Special Collections collects the following media:

**Archival records** (include but are not limited to):

- textual records, both hand-written or mechanically produced
- photographs
- slides
- maps
- architectural plans
- computer disks and other forms of electronic records
- sound recordings and tapes
- video tapes
- films
- microforms
- artifacts

**Published records:**

- books\* and publications
- newspapers
- newspaper clippings
- ephemera
- posters
- brochures
- faculty publications

\*Books will only be acquired with archival fonds when they are: authored by the creator, as with literary archives; pertain to the creator, as in biographies; or are an integral part of the fonds.

Other published materials that may accompany an archival collection should be immediately directed to the appropriate subject bibliographer or Collections Management (for interdisciplinary materials).. See CAP Policy 420 (Interdisciplinary Material).

## **AREAS OF ACQUISITION**

The current areas of acquisition and development include but are not limited to the following:

- 1) The University of Manitoba
- 2) University of Manitoba Faculty, Staff, Students and Alumni
- 3) Prairie Literature
- 4) Prairie Journalism
- 5) Prairie Agriculture
- 6) Aboriginals on the Prairies
- 7) The Arctic
- 8) Education in Manitoba
- 9) Parapsychology
- 10) Ukrainian Canadians on the Prairies

In terms of records pertaining to the Faculty of Medicine, administrative archival records and biographical information of Faculty of Medicine faculty, students and alumni go directly to the Neil John Maclean Health Sciences Library.

Archives & Special Collections will respect the collecting mandates of, and work with, sister institutions. In general, every effort is made to avoid accepting collections where the donor has begun depositing at another archival institution.

## **COLLECTING RESPONSIBILITY**

Numbers 1 through 9 of the current Areas of Acquisition:

- The Head, Archives & Special Collections and the Acquisitions and Access Archivist are responsible for these areas. Archives & Special Collections will work collaboratively with subject bibliographers where an acquisition involves published material that is not deemed suitable for Archives & Special Collections.

Number 10, the *Ukrainian Canadians on the Prairies* :

- The Head of Archives & Special Collections and the Slavic Archivist have the primary responsibility for the acquisition of archives in this area. The Head, Archives & Special Collections and the Slavic Archivist will publicize the *Archives of the Ukrainian Canadian Experience* and solicit the donation of Ukrainian Canadian collections on behalf of Archives & Special Collections.

If bibliographers are approached by donors regarding the donation of archival material, they should immediately contact either the Head, Archives & Special Collections, the Acquisitions and Access Archivist, or the Slavic Archivist, as appropriate. When handling donations, Archives & Special Collections will work in consultation with subject bibliographers where it is deemed appropriate by the Head.

### **PURCHASE OF ARCHIVAL COLLECTIONS**

The Archives & Special Collections have, on occasion, been offered manuscript collections for purchase by book dealers and private donors. When a collection is offered for sale, a determination as to the potential research value of the sale material, and its relationship to existing collections in the department, is made by the Head, Archives & Special Collections. This evaluation is then presented to and discussed with the Associate Director, Collections, and the Director of Libraries. If a consensus is reached that the collection should be purchased, an application is made to the University Administration for special funding to purchase the collection or funding is solicited from private sources.

### **OFFER OF DONATION AND ACCEPTANCE**

#### **Archival Records**

The donor of a collection may directly contact Archives & Special Collections. Contact may also occur through the Director of Libraries. No decision for acceptance can be made before the Archives have had an opportunity to assess the materials (so as to avoid any misunderstandings with the donor).

Archivists handling an offer of a private archival donation will determine if the collection is appropriate using the following criteria:

- It is supportive of the University's Academic Mission. Normally, materials which are outside the scope of Archives & Special Collections' areas of acquisition are declined.

- Collections which will enhance *Areas of Acquisition* #1-10.
- Archives & Special Collections, when receiving the gifted collection, has the physical capacity and staff resources to house and maintain it properly. If there are space or staff concerns, the Head, Archives & Special Collections, should consult with the Associate Director, Collections, and the Director of Libraries before final acceptance of a large gift.
- There are no special conditions set by the donor on how the gifted collection is to be housed, maintained, serviced and/or accessed. Such conditions are normally unacceptable.

Archivists are responsible for encouraging donations. However, the active solicitation of material must be tempered by time and effort required.

### **Rare Books**

If an archival donation includes rare books, their acceptance will be under the same conditions outlined in CAP Policy 225 (Gifts) and CAP Policy 445 (Rare Books Collection).

### **Unsolicited Materials**

Archives & Special Collections is under no obligation to retain unsolicited donations of any materials received in the mail from individuals, but acknowledgment of such donations should be made and additional followup may be required. An effort will be made to return these materials, when requested, at the donor's expense.

### **Money to Support Collections**

The Office of Development and Advancement Services is responsible for coordinating all solicitations of money on behalf of the University of Manitoba. All approaches for monetary donations to corporations, private foundations, and/or individuals by faculty, staff, students, or any other group associated with the University must first be approved by the Office of Development and Advancement Services.

The Office of Development and Advancement Services will refer major offers of donations of

materials or donations of funds for purchase or support of such items for Archives & Special Collections to the Director of Libraries, who will prepare an initial assessment of the University's interest in the donation and of any costs involved in its acceptance. The Office of Development and Advancement Services will refer smaller gifts to the Head, Archives & Special Collections.

## APPRAISALS

Appraisals will be done and tax receipts issued upon a donor's request and where appropriate. Appraisals of collections under \$1,000 will be done by an external appraiser to avoid conflicts with donors. In exceptional circumstances these appraisals will be done in-house. Appraisals of collections exceeding \$1,000 will be done through the National Archival Appraisal Board (NAAB)<sup>1</sup>.

Applications for Cultural Property shall be considered where there is a reasonable expectation that the donor and the material meet the requirements of "outstanding significance and national importance."<sup>2</sup>

## TIMING OF APPRAISALS

Appraisals and applications for cultural property designation are done in December of the year of donation, or January following that year.

Due to the limited means and time available to Archives & Special Collections, private collections which require processing for an appraisal, will only be accepted until August 31<sup>st</sup> of the taxation year. Collections may be accepted after the August 31<sup>st</sup> deadline, if the donor wishes the tax receipt for the year in question, but is willing to wait until the next suitable opportunity for an appraisal.

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<sup>1</sup> The NAAB committee consists of at least three individuals: a dealer, an archivist and an historian/specialist. Among the criteria considered by appraisers are records of previous sales of similar materials, the age of the materials, the time span of the fonds, the association of the materials with other collections, the achievements of the creator of the fonds, the condition of the materials and their accessibility. The committee assesses the potential interest of various repositories in having the collection, and considers the collection's research possibilities in relation to other archival materials offered for sale or purchase in Canada.

<sup>2</sup> This definition is set out in the Cultural Property Export and Import Act and explained in the most current guidelines and information from the Canadian Cultural Property Export Review Board.

The number of collections accepted per year is dependent upon the amount and complexity of the material, and how much arrangement and description is required. In the case of the Archives of the Ukrainian Canadian Experience, 4 to 5 collections will be accepted per year.

## **PRESERVATION**

In order to preserve its archives, Archives & Special Collections will consult with the Preservation Librarian and/or contract conservators and the Provincial Archives of Manitoba.

## **ACCESS**

Access to private papers shall be set by the Archivist in consultation with the donor during the time of acquisition. If restrictions requested by the donor are considered unreasonable, the Archivist may choose not to accept the collection in question. Any material, discovered by the Archivist or Archives staff during the arrangement and description process that the Archivist feels should remain closed, shall be brought to the attention of the donor.

## **DEACCESSIONING**

Deaccessioning of an entire collection will take place only under rare circumstances and is the responsibility of the Head, Archives & Special Collections.

The Head of Archives & Special Collections reserves the right, if upon reappraisal, to deaccession a collection that does not fall within the parameters of the Archives Acquisition Policy. A special effort will be made to contact the donor in order to return the collection. The Head, Archives & Special Collections, has the authority to destroy, transfer, or donate deaccessioned material to another institution, unless special instructions are set forth in the donor's deed of gift agreement.

On rare occasions, the Head, Archives & Special Collections, reserves the right to dispose of materials once they have been migrated to another, archivally sound medium. For example, a nitrate film may be transferred to another format.

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## ARRANGEMENT AND DESCRIPTION

The arrangement and description of archival records are the responsibility of trained archival staff.

The original order of the materials shall take precedence over any other arrangement, according to accepted archival theory (i.e. RAD)<sup>3</sup>. This applies to both University records and private papers.

Finding aids are made available to the public via the Internet through Encoded Archival Description (EAD)<sup>4</sup>.

Archival descriptions of the holdings of Archives & Special Collections are loaded to the Saskatchewan Archival Information Network/ Manitoba Archival Information Network (SAIN/MAIN)<sup>5</sup> and are also uploaded to the Canadian Archival Information Network (CAIN)<sup>6</sup>.

Archival descriptions will be uploaded into the Libraries' online catalogue when this is possible.

Unique books kept with archival fonds will be catalogued for the Libraries' online catalogue.

## RECORDS OF DONATIONS

The Acquisitions and Access Archivist is responsible for maintaining the gift files that also include statistical information.

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<sup>3</sup> *Rules for Archival Description* (RAD) is used for the preparation of fonds and series-level descriptions, among others. RAD is the internationally recognized standard which all Canadian archives adhere to.

<sup>4</sup> Encoded Archival Description (EAD) is a markup language created by archivists specifically for the encoding of archival finding aids in electronic format.

<sup>5</sup> SAIN/MAIN is the description of the archival holdings throughout Saskatchewan and Manitoba.

<sup>6</sup> CAIN is the searchable database of archival descriptions from across Canada. As such, the archival descriptions for the numerous Canadian archives are available through this database.



## TECHNICAL PROCESSING

Technical processing is undertaken by various staff members of Archives & Special Collections.

## DESCRIPTION AND PURPOSE OF AREAS OF ARCHIVAL ACQUISITIONS

### *1. The University of Manitoba*

Archives & Special Collections has been given the mandate for managing the official records of the University with its attendant acquisition, preservation and records management functions. As stated in Board of Governors By-Law 7.00, Section 4.03:

*The University Archivist shall manage the Archives, and in so doing and without limitation shall appraise, collect, preserve, describe and make accessible non-current but important historically valuable documents.*

The University Archives also contains the University Publications Collections (UPC). This collection contains published reports, bulletins, manuals and other University sponsored printings including: *The Bulletin*, University of Manitoba Calendars and Convocation Lists, *Brown and Gold* Yearbooks and Annual President's Reports.

### *2. Faculty, Staff, Students and Alumni*

University of Manitoba faculty and staff member's private records which were not created in an official capacity constitutes a category of records that are sought. Included in this category are the private records of current students as well as the records and publications of the University of Manitoba Students Union and its various student associations. Significant private archives of alumni of the University of Manitoba are also collected. The records and publications of the Alumni Association are a component of this last category.

*The following collections complement the University of Manitoba Libraries' collection policies in a number of areas.*

### ***3. Prairie Literature***

The department collects the records of nationally and locally famed authors, poets, playwrights, novelists, critics and journalists. Archives & Special Collections also collects the records of literary presses and local literary and academic journals.

### ***4. Prairie Journalism***

Archives & Special Collections collects records pertaining to individuals and organizations involved in print and radio journalism.

### ***5. Prairie Agriculture***

Collecting in this area is divided into the following subject categories: Agriculture in the Prairie Provinces; the Family Farm; Farm Women; Agricultural Associations and Societies; Agriculture and the University of Manitoba; Agricultural Publications; and the Agri-Food Industry.

### ***6. Aboriginals on the Prairies***

Archives & Special Collections collects in the areas of Aboriginal, Métis and Inuit history, culture and language.

### ***7. The Arctic***

Archives & Special Collections collects materials relating to arctic and subarctic studies and polar exploration.

### ***8. Education in Manitoba***

Archives & Special Collections collects in the area of Education in Manitoba. This collection, called the *History of Education in Manitoba*, arose from the *History of Education Project*. The *History of Education Project*, centered in the Department of Educational Administration, Foundations & Psychology and, seeks to document and celebrate the historical development of education in Manitoba. The Archives collection comprises two types of material:

1. The first group includes those materials created or acquired through the History Project programs. These are items in various formats, including oral history recordings; transcripts, photographs, personal papers of educators; and History Project reports, videos and other materials;
2. The second group includes the private records of individuals instrumental in the delivery and promotion of education in Manitoba.

### ***9. Parapsychology***

The department collects in the area of parapsychology, including the investigation, writing, and history of paranormal phenomena such as channeling, telekinesis, and reincarnation, among others.

### ***10. Ukrainian Canadians on the Prairies***

This collection is known as *The Archives of the Ukrainian Canadian Experience*. The mission of this archives is the identification, acquisition, preservation, and interpretation of the Ukrainian Canadian community's records. These individual collections will complement the efforts of other local and national institutions in preserving the Ukrainian culture in Canada.

Archives & Special Collections accepts fonds for the Archives of the Ukrainian Canadian Experience which benefit the study and research of students enrolled in courses offered by the Department of German & Slavic Studies, and the Centre for Ukrainian Canadian Studies, as well as faculty, researchers, international scholars and the Ukrainian Community (both in Canada and abroad).

