



**Grenfell Campus, Memorial University of Newfoundland,
Archives (GCMUNA)**

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Approved by: The Board of GCMUNA

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Definitions

Accruals: an acquisition which belongs to a unit of archival material already in the custody of an archival repository.

Acquisition: the act of adding to the holdings of an archival repository.

Archive: a repository for original, unique, unpublished materials, in any medium, judged to be of permanent significance because they illustrate issues of administrative, legal, fiscal, historical, social and/or cultural significance.

Artifact: refers to any three dimensional objects, either man made or naturally occurring, for which a measure of time has passed, is from real life that does not fit into normal archival general material designations.

Collection: a grouping of documents and/or materials, regardless of form or medium, from any provenance intentionally assembled on the bases of some common characteristic.

De-accessioning: the process by which an archival repository removes material from its own legal custody.

Discrete Item: an item that does not form part of a larger body of materials.

Fonds: is body of documents and materials, regardless of form or medium, automatically and/or organically created and accumulated to be used by an individual, family, organization or corporate body in the course of the creator's activities and/or functions.

Primary Value: the capacity of documents and materials to serve the purposes of their creators.

Realia: refers to any three dimensional objects, either man made or naturally occurring, from real life that does not fit into normal archival general material designations.

Secondary Value: the capacity that documents and materials have of serving as sources of information for persons and organizations other than the creator.

1.0 Purpose

The purpose of this policy is to provide a framework to outline the acquisition criteria that a potential fond, collection, subsequent accruals and discrete items must meet prior to formal acquisition by the Grenfell Campus, Memorial University of Newfoundland, Archive (GCMUNA)

2.0 Application

This policy applies to all staff and/or agents of the GCMUNA who are designated and authorized to act in areas of archival acquisition for the GCMUNA

3.0 Policy Statement

The acquisition of fonds, collections, subsequent accruals and discrete items shall proceed as per the Acquisition Criteria set forth under Section 4.0.

4.0 Acquisition Criteria

4.1 Acquired Materials

The following are the types of materials to be acquired by the GCMUNA as they pertain to the areas defined under the following:

a) Acquisitions of material that is of an original, unique and unpublished nature, providing primary and secondary value, that illustrate issues of the Cultural, Social and Economic Heritage of western Newfoundland

b) Acquisitions will focus on Historical, Cultural and Social areas, as it pertains to western Newfoundland

c) Acquisitions that meets possible scholarly needs for information;

d) Acquisitions may be acquired in any medium except three-dimensional artifacts. Preference will be given to digital medium

e) Any materials as deemed by the Director in consultation with an archivist and members of the Board to be of consequence.

4.2 Sources of Acquisition

The following are defined as sources of acquisition:

- a) Material donations from any private source;
- b) Material donations from any public source;
- c) Student based fieldwork collections.

4.3 Archival Appraisal for Acquisition

Acquisition is dependent upon and determined by archival appraisal of fonds, collections, subsequent accruals and discrete items.

Appraisal criteria are as follows:

- a)
 - i) Materials shall be of a unique, original and/or unpublished nature,
 - ii) Materials shall be of a permanent significance,
 - iii) Materials shall provide primary or secondary value for research purposes,
 - iv) Materials shall be relevant to the Cultural, Social and Economic Heritage of western Newfoundland
- b) Volume of the potential materials. Materials must be of a manageable volume as not to impose undue strain on archival storage space and resources. The GCMUNA must be able to adequately examine, arrange and describe materials. They shall be appraised on case by case bases.
- c) Materials will be appraised for any specialized preservation or conservation that is required as per the material. The archives must be able to provide adequate environmental conditions and meet any specialized conditions that are required for accepted donations. Materials shall be appraised on case by case bases.
- d) Does the material collected allow adequate intellectual control for administrative and access by clients.

4.4 Terms of Acquisition

The following are defined as terms of acquisition:

Any and all acquisitions will become permanent property of the GCMUNA, until the GCMUNA deems it no longer relevant to the Archival holdings, at which time it will be de-accessioned.

De-accessioning will not take place without the written and stated approval of the Director/Archivist and any other committees of consequence within the GCMUNA. An effort will be made either to return any materials to the donors or to transfer the material to another accepting archival repository or appropriate substitute. Any material not being transferred will be referred to the appropriate committee within the GCMUNA for further review before imposition of a final disposition order on the de-accessioned material. All records of the de-accessioning, pertaining to any materials, will be retained permanently by the archives.

The GCMUNA does not accept materials into its archival holdings as loans. Any archival repository or other institution wishing to place archival material under the GCMUNA control, for exhibition purposes, as an individual display or part of a larger exhibition will follow the Exhibition Policy of the GCMUNA.

4.5 Co-operative Policy

The following is defined as co-operative policy:

The archives will acquire only materials relevant to its scope as stated under Section 4.1 of this document. All other materials, of an archival nature that, do not fall under Section 4.1 will be assessed, as staff time permits, in order to find a more suitable archival repository for this non-relevant material. In instances where part of a fonds or collection does not fall under Section 4.1, that fonds or collection will not be broken up and separated. The collection will remain as a complete fonds or collection under these circumstances.

4.6 Non-archival Materials

The following are defined as materials not acquired:

The GCMUNA will avoid collecting three-dimensional artifacts, realia and other non-archival materials for the Archives

5.0 Review

The GCMUNA reserves the right to review and alter this policy at anytime. The Archival Acquisitions Policy will be reviewed every three years from the date of the last review.