

SUBJECT: ARCHIVES COLLECTIONS DEVELOPMENT GUIDELINES

The Archives acquires material that serves the long-term historical, administrative and legal needs of UNBC. The Archives is the memory-bank of university activities and acquires materials that relate to the history of UNBC (beyond administrative records) and that support the teaching and research needs of the University. Types of materials collected include:

- Records that document the development, creation and growth of the university.
- Priority should be given to those records that reflect the development and activities of those university offices and committees that cut across departmental division and that formulate or approve a university-wide or divisional-wide policy, as well as, the records of leading offices on campus.
- Records of continuing value, acquired through regular transfers from university offices that is governed by retention schedules and a records management program. Holdings include the records of the Board of Governors and Senate, Offices of the President, Vice Presidents and other academic departments.
- Official UNBC publications including printed media formats [monographs, serials, pamphlets], or other textual materials, photographic materials, sound/moving image materials, audio recordings, cartographic materials, digital materials, electronic records, including digital media formats produced for, or by, UNBC.
- Papers of UNBC faculty, staff; original records of UNBC events such as conferences and lectures, ceremonies, public events; including textual materials, sound/moving image materials, audio recordings, cartographic materials, digital materials, electronic records, photographic materials, as well as posters, programs and other ephemera related to these events; records of community events involving or directed at UNBC. Administrative records created by UNBC faculty, staff and personnel during their employment will not be designated as gifts, but as the exclusive property of UNBC and, where applicable, will be transferred to the Archives when identified as being of an archival nature.
- Private archives of individuals and organizations that have made a substantial contribution to the UNBC community, particularly documenting the activities of the students and faculty. The papers of faculty members document not only their contribution to the university, but also the full range of teaching and research interests.

The Archives also acquires private and public collections of archival material of historical and cultural significance to Northern BC. The role of the Archives is beneficial to both UNBC in its teaching and research functions and to the wider community, functioning as part of the University's general vision to integrate itself with communities in northern BC. Types of materials acquired include:

- Private archives of individuals and organizations that document the history and culture of Northern British Columbia. (Primary subject areas include: natural history and landscape, natural resources, industry and technology, First Nations history and culture, European exploration and settlement, community histories, oral histories, arts and literature.)
- Copies of records from established archival repositories will only be acquired if of exceptional value to UNBC or BC history, or of potential high reference use.

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- Acquisitions acquired that are certified cultural property under the terms of the *Canadian Cultural Property Export and Import Act* will not be permanently disposed of except to another designated institution or public authority.

Archives Collections De-Accessioning Guidelines:

De-accessioning will only be undertaken on occasion where the Archives conducts reviews of its holdings, and conducted in accordance with approved de-accessioning procedures. Information about de-accessioned material will be recorded and rationale for its removal from the holdings documented.

Archives Collections Scope of Coverage:

- *Geographical:* The Archives acquires archival material created in, or directly concerning, the geographical area within British Columbia north of 100 Mile House, Cariboo region and north to the Yukon border; west to the Pacific north coast region; east to the Alberta border. In special circumstances materials may be acquired as they relate to the development of "the North" in general, including materials related to other regions of the Canadian North, (especially the Yukon, Northwest Territories, Nunavut, northern Alberta) if linkages to the historical development of Northern BC can be ascertained.
- *Language:* The predominant language of material is English; several collections include materials written in other languages, including First Nations languages indigenous to Northern BC.
- *Chronological:* The predominant dates of materials are c.1900 to present day.

There may be instances in which the Archives will take steps to acquire private archives that lie outside its primary areas of acquisition activity because it believes it must act to protect records of historical significance to BC or because these collections contribute to teaching and research activities at UNBC.

Archives Collections - Type of Materials and Formats

Archival materials may include textual records, photographic materials, sound and moving image materials, audio recordings, cartographic materials, electronic records, and digital materials and born-digital materials. Under special circumstances, non archival materials such as artworks, artifacts and ephemera may also be acquired if their acquisition supports, complements, or is an integral component of the archival records acquired.

Special Collections Development Guidelines:

Special Collections houses theses, dissertations and publications produced by UNBC students and faculty, as well as a growing collection of published literature, rare books and near-print materials (pamphlets, leaflets, off-prints, posters). These non-UNBC publications pertain to subjects which focus on historical exploration, travel literature, industry and resource management which are of cultural and historical significance to Northern BC in particular and the Canadian North in general. Within this regionally focused collection is also a sub-collection of published materials pertaining to First Nations ethnology and cultural studies. Holdings include:

- Published literature of cultural/historical significance to Northern British Columbia and the Yukon (hereafter 'the North'), especially pre-1970 and local publications such as:

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- biographies, autobiographies and reminiscences of persons from the North or who have affected the North
 - travel literature
 - novels, poetry, drama and other literary treatments about the North
 - local histories produced by communities in the North
 - other histories of the North
 - artistic and photographic publications about the North
 - literature on the natural sciences of the North
 - literature on social and political aspects of the North
 - pamphlets and ephemera printed in the North or of significance to the North
 - publications produced by presses in the North
 - short-run serials published in the North
 - non-print materials of significance to the North.
- UNBC Published materials including:
 - UNBC theses and dissertations
 - Publications by UNBC faculty and staff
 - Publications produced by UNBC or any press associated with UNBC
 - UNBC Student Association newspapers and anthologies
 - Selected Canadian publications before 1900, including Canadian serials that stopped publication before 1900.

Beyond the areas outlined above, any material meeting one or more of the following criteria may be placed in Special Collections:

- **Rarity**
 - selected publications before 1900
 - selected limited editions of 300 or less
 - selected first editions of literary works or first editions of other works of particular cultural importance
 - selected signed editions and presentation copies
 - selected books with fine bindings or printing, artistic books, miniatures (items 10 centimetres in height or less), private presses, some oversized books
 - selected special subject collections (e.g., souvenir programmes, comic books, books from the library of an individual or organization).
- **Condition or Format**
 - fragile items that need special handling or need special containers
 - books with loose plates and/or sections that cannot be taped in or affixed to its carrier (e.g., art portfolios)
 - books that are fashioned as works of art
 - non-print material that may need special technology to be accessed (e.g., open-reel published audio tapes).
- **Content**
 - publications of a controversial nature that may be stolen, defaced or destroyed if kept in the general collection (e.g., erotica, certain publications on abortion, racist publications)
 - publications of a popular nature that might be stolen if kept in the general collection.

Archives - Monetary Appraisal Guidelines

Archives & Special Collections will not provide evaluations until it has assumed physical possession of the items donated.

In accordance with the Canada Revenue Agency (CRA) monetary appraisals of gifted items may be conducted in-house if the donations are valued under \$1,000. Donations valued at more than \$1,000 must be appraised externally.

For information on charitable donations and gifting see the Canada Revenue Agency website:
<http://www.cra-arc.gc.ca/E/pub/tg/p113/p113-e.html>

Archives & Special Collections normally assumes the cost of the external appraiser except where the cost will be accepted by the donor. The appraised value of the donation is considered to be final. Archives & Special Collections will consider a second appraisal, provided that appraisal is paid for by the donor and is done by a qualified appraiser who has an arms-length relationship from the donor.

Appraisals are to be for the fair market value of the items/collection, that is, the price at which property can be sold by a willing and able seller to a willing and able buyer in an arms-length transaction.

All donors requesting a tax receipt will be notified by the Head of Archives & Special Collections indicating that the UNBC Development Office will issue a tax receipt.

The Archives has been granted Category 'A' status by the Department of Canadian Heritage, which allows it to apply, on behalf of donors, to The *Canadian Cultural Property Export Review Board* for Cultural Property Income Tax Certificates (T871s) for those archival donations requesting certification as "outstanding significance and national importance."

CCPERB requires that all applications for certification of donations to designated institutions be accompanied by appraisals. A finding aid or inventory of the archival materials along with the appraisers' valuation is submitted with the application. Because of this requirement, certification is a lengthy and expensive process. Appraisals for cultural property certification must be by arms length professional appraisers. Depending on the value and subject matter of the materials being applied for, the Archives utilizes the professional services of independent appraisers or the services of the National Archival Appraisal Board, an independent external organization, recognized by CCPERB.

For information and procedures on the certification process see the CCPERB website:
<http://www.pch.gc.ca/pgm/bcm-mcp/cebc-cperb/index-eng.cfm>

Archives - Donor Recognition Guidelines

The names of donors of archival materials will be forwarded to the Development Office for inclusion in UNBC recognition activities initiated by that Office.