

ARCHIVES POLICY AND PROCEDURES MANUAL

KITIMAT MUSEUM & ARCHIVES

Approved January 29, 1997

INTRODUCTION

Welcome to the Archives of the Kitimat Museum & Archives!

The archives play a valuable role in preserving the documentary heritage of Kitimat and area. While the museum preserves objects and artifacts, the archives preserves written, visual, and oral records of the history of Kitimat.

The following manual lays out the policies, procedures, and paperwork required to manage the archives from initial acquisition of archival materials to reference services and outreach.

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ACQUISITION

The process of bringing material into the archives is known as acquisition.

The process of acquisition is guided by the acquisition policies and mandate of the Archives. All material received by the Archives should conform to these policies.

The current archival acquisition mandate of the Kitimat Museum & Archives is:

Acquisition Mandate

The mandate of the archives of the Kitimat Museum & Archives is to acquire, preserve and make available to the public records of enduring value to the District of Kitimat, the Kitimat Valley and the traditional Haisla territories.

Acquisition Policies

The Archives acquires private records of individuals, families and societies which reflect the social, political and economic life of Kitimat and area, provided these records are of enduring value to the community.

The Archives acquires public records of corporate bodies which serve as forms of local government in Kitimat and area.

The Archives acquires records in all forms of media, including visual records (such as photographs and films), maps, plans, drawings and sound recordings pertaining to the history of Kitimat and area.

The Archives acquires reference material, such as published books, pamphlets and reports, pertaining to the history of Kitimat and area, which have permanent research value or ongoing local interest.

This acquisition policy establishes that the Archives acquires material which is “archival” and “non-archival”.

“Archival Materials”

Archival materials refers to documents, records, and photographs created, received or accumulated by an individual, family, or associations as a natural, spontaneous result of their normal, everyday activities.

All the records created by one individual, family or association which are at an archival repository are referred to as a “fonds”. For example, there is a Max’s Photo Studio fonds, a Pixie Meldrum fonds, and a District of Kitimat fonds.

“Non-Archival Material”

Non-archival material includes documents, published items, photographs, published and unpublished manuscripts accumulated purposefully on the basis of a subject or theme and preserved together. These materials are not considered archival because they are not the result of natural and spontaneous activities and were consciously put together.

Material gathered together on this basis is referred to as a “collection”. For example, the Kitimat Museum & Archives has created a photograph collection of various images brought together from a variety of sources, based on the theme of Kitimat. There is also a pamphlet collection and a research/clipping file collection, consisting of newspaper clippings and documents without an archival context which have been preserved on the basis of their relevance to local history.

While these collected materials are not archival in the strictest sense, they provide a valuable reference resource for the study of Kitimat. The fact that they are not defined as “archival” does not diminish their value as information useful to answer reference questions from the public.

Acquisition Lead Form

It is useful to track attempts at acquiring archival material. By keeping a record of which people and corporate bodies have been contacted about donating their archival material, the Archives will not duplicate its efforts by repeated contacting the same potential donors. While persistence in acquiring material is sometimes required, some organizations or individuals may not have kept records or have reasons not to donate their materials to the Archives.

An example of the acquisition lead form is found in the Acquisition Appendix, along with instructions on how to complete it.

ACCESSIONING

Once the Archives has decided to acquire material for its holdings, the material must be accessioned. The process of accessioning is a crucial procedure, because it marks the transfer of ownership and physical and legal custody of the material to the Archives. This is also the stage when the Archives and the donor resolve issues regarding copyright and access restrictions to the material. Finally, the accessioning process gathers information which will be necessary to appropriately describe the material.

When it is determined that the material will be acquired by the Archives, the Archivist will open an accession file. The file will have the accession number of the material as the title of the file. This file will contain all the documentation regarding the acquisition of that particular accession.

Accession Documentation

There are certain documents which must be completed as a result of the accessioning procedure. Some documents, such as correspondence and preliminary notes, may form part of the accession documentation placed in the file, but the following documents are vital and must be completed.

The first document to be created must acknowledge the transfer of the material to the Archives. This procedure is accomplished by completing either a Deed of Gift form (when the material is donated to the Archives), or a Deed of Sale Agreement (when the Archives purchases material). Copies of these forms and instructions for completing them are contained in the Accessioning Appendix.

Two identical copies of the form must be created. Both must be signed by the donor and the authorized representative of the Archives. One copy of the agreement is taken away by the donor, and the other is filed in the Accession File.

The second document created as a result of the accessioning procedure is the Archives Accession Record. This form summarizes all the information pertaining to a particular accession. While some of the information to be recorded on this form is taken from the transferring documentation, other information, such as biographical history and contents description, is recorded on this form to assist in the arrangement and description of the records. A copy of the form and instructions on its use are found in the Accession Appendix.

The final stage in documenting an accession is to write an entry in the Accession Register. The Register serves as a chronological list of the accessions entering the archives and acts as a quick reference tool which summarizes accession numbers, donors, and the nature of the material received. In the register, document the accession number, the name of the donor, a brief description of the records, and a location. This last field is useful when the size of material or special storage needs results in one accession being stored in two different physical locations. Although the same register is used for the museum and the archives, the entry describing the archival accession is not as detailed as the museum entry, because further descriptive work will be done on the accession at a later date.

Once the paperwork has been completed documenting the transfer of the accession into the custody of the archives, some rehousing of the material can take place. Often, material arrives in odd-shaped cardboard boxes or in plastic bags. It is advisable at this stage to rehouse the records in a standard-sized records storage box for ease of storage. During the transfer from its original box to the archives storage box, try to keep the original order of the material. Although it may seem to be disorganized, there may be an order to it that becomes apparent later when the records are formally arranged and described. It may be prudent to place loose papers which seem to be together in a file folder so that they will not become separated.

It is not necessary to number each individual item in the accession with the accession number. While museum methodology requires that each artifact have numbers and sub-numbers, this level of control is not required in an archival context. Later, when material is arranged and described, item level control may be necessary for some archival materials, such as photographs.

Loans

Often, the Archives may wish to acquire records, but the donor wishes to retain the originals. A compromise to this situation is for the Archives to obtain copies of the material.

If the material is to be copied, the loan of the material must be documented, particular as to how long the loan will last. Once the material has been copied, the return of the material must be acknowledged by the donor. A form for documenting loans is found in the Accessioning Appendix.

In situations where material is loaned for copying, only the copied material is accessioned. The original records are not accessioned and are returned in their original state to the donor at the end of the loan period.

ARCHIVAL APPRAISAL

In the context of an archives, appraisal refers to an analysis or evaluation of the material. There are two forms of archival appraisal: appraisal for acquisition and appraisal for selection.

Appraisal for Acquisition

This type of appraisal refers to whether an archives should acquire a particular body of records.

This evaluation is based on the acquisition mandate and policies of the Archives. If a body of records conforms to the criteria set out in the acquisition policy, then it should be acquired as part of the holdings. If the body of records does not conform to the policy, then the donor should be referred to another archives whose acquisition policy permits the acquisition of the material.

However, appraisal for acquisition does not imply that parts of a fonds or collection should not be acquired because they do not conform to the acquisition policy. For example, if a family lived in several locations before settling in Kitimat, it would not be appropriate to keep only those records relating to Kitimat and dispersing the rest to other locations. Sending those parts of the fonds elsewhere would disturb the natural accumulation of the records.

Appraisal for Selection

This type of appraisal determines which records within a fonds or collection should be preserved permanently within the Archives and which records do not have ongoing value and can be discarded.

Appraisal for selection is a process of evaluation the records within a particular fonds. The evaluation is based on how the records directly reflect the activities of the records creator and act as evidence of those activities. The evaluation determines which records are worthy of being permanently preserved. According to one definition, "permanent value belongs in those documents which are able to transmit to future generations in a concentrated and absorbable form the substance of the society which created them, its deeds, ideals, beliefs, dreams, prejudices, biases and idiosyncracies."

For example, minutes of a organization's meetings act as evidence of what transpired at that meeting. The minutes would contain evidence of what was decided and done at that meeting. Therefore, the minutes would be selected for permanent preservation as part of the appraisal for selection process. Similarly, for personal records, diaries and letters may reflect a person's activities, and they would be selected for permanent retention on that basis.

Sometimes the appraisal for selection process is not so clear cut. For example, newspaper clippings or scrapbooks are often a part of a fonds. If the scrapbooks were about activities undertaken by that individual or organization, then these materials would reflect and act as evidence of those activities. However, a scrapbook from the same person or organization which contained only clippings of general interest would be discarded because it has no real value as evidence of their activities.

Another aspect affecting appraisal for selection is whether material is duplicated within the records, either through direct or indirect duplication. It is appropriate to discard exact duplicates of documents such as newsletters and circulars and to retain only one or two copies.

In other situations, the duplication is indirect and less obvious. For example, as part of a bookkeeping system, cheques and invoices are entered into ledgers, which are audited yearly in the form of a year-end balance sheet. Therefore, an understandable appraisal decision would be to retain only the year-end balance sheets and ledgers, while discarding the individual invoices and canceled cheques. The ledgers act as a summary of the incoming and outgoing finances, while the balance sheets summarize the ledgers and act as evidence that they were indeed audited. One could retain examples of the invoices and canceled cheques based on their perhaps on age, uniqueness or rarity, but the information contained within them is already contained in the ledgers, which have been set aside for permanent preservation. Once the legal requirements for retaining the individual cheques and invoices have been met, they could be destroyed, leaving the ledgers and the balance sheets as evidence of past financial transactions.

Appraisal for selection should take place after gathering as much information as possible about the records in order to completely understand the records. By understanding the overall context in which the records were created and received, the archivist can make informed decisions about which records are worth permanently preserving.

Appraisal Report

This is a form designed to capture the appraisal decisions made about a particular accession. Its purpose is to provide an explanation about why certain records were retained and others were discarded.

In some cases, it is not necessary to complete an appraisal report. For example, for individual items, the decision would be captured on the accession record form (ie. The “processed as” field). However, for larger collections of items and for fonds, the appraisal form should be used to document the reasoning behind the preservation of certain records and the destruction of others.

The appraisal report form and instructions for its use are found in the Appraisal Appendix.

ARRANGEMENT AND DESCRIPTION

Once the records have been appraised for selection, the records are arranged. Arrangement gives physical control over the records. Once they have been arranged, they are described. Description provides intellectual control to the records and makes them more readily accessible.

Basic Principles of Arrangement

There are a number of basic principles to archival arrangement. First, the records of one records creator should not be intermingled with the records of other records creators. This principle is referred to as “the principle of provenance” or “respect des fonds”. This principle ensures that the original context the records were created in is preserved and remains true to the records creator. Mixing together documents of a number of records creators together confuses the original purpose behind the creation of the records. For example, both the District of Kitimat and the Kitimat Minor Hockey Association would have records related to the arena, but to mix them together under the heading “arena” confuses the records creators’ relationship to the arena.

Another principle of arrangement is the concept of original order. This principle dictates that documents should remain in the original order in which they were placed by the records creator. Understanding the way in which the records creator accumulated, organized and used the records provides insight into the records creators themselves. To rearranged these records into categories determined at a later date disrupts the natural accumulation of the records and results in a loss of context. Additionally, it may prove difficult for the records creators to find information in their records if they return to examine them and find that the order in which they sent them to the archives has been disturbed.

There are instances when the principle of original order is not paramount. For example, if the Archives received a number of ledgers or minute books which had been dumped in a box, it is acceptable to place them in chronological or numerical order. Although they were not received at the Archives in that way, it was the way in which they were created originally, so original order will have been restored rather than disrupted.

Levels of Arrangement

Before arranging the records, it is important to understand what types of records are present. It is also important to understand who created the records in the first place.

The standard levels of arrangement in an archives are: fonds, series, sub-series, file and item. A diagram of the relationship between fonds, series, sub-series, file and item is located in the Arrangement and Description Appendix. Before beginning the arrangement process, it is important to identify what fonds, series and sub-series are represented in the records to be arranged.

The fonds level is the whole of the documents created, received, and accumulated by the records creator, such as an individual, family or corporate body (ie. The Kitimat Community Arts Council).

The series level consists of a grouping of documents maintained as or resulting from a similar type of activity, filing system or type of record (ie. Minutes, correspondence). Within the series level, there may be significant smaller groupings of records that are identified as distinct from the series yet forming part of it. This distinct part of the series is known as the subseries (ie. In-camera minutes).

The file level consists of a unit of documents organized together on the basis of subject, record type or similar criteria (ie. Correspondence, 1969).

The item level consists of an individual document or photograph. It is the smallest archival unit.

Arrangement of Collections

As noted earlier, a collection is an artificial gathering of material based on a particular subject or theme. Because the materials have been gathered on this artificial basis, the provenance of the material has been lost, and there is no longer an original order.

Collections are usually created at the file level, with files on individuals, geographic areas or relevant subjects. If the collector has not arranged the collection in a specific order already, it is acceptable to impose an order on the material.

Material in collections can be arranged at the item level (ie. One photograph of Kitimat General Hospital), or, if the material is similar in contents, described as a unit indicating the number of items (ie. Ten photographs of Kitimat General Hospital).

Conservation During Arrangement

Preventive conservation measures are taken during the arrangement process. These measures include removing paper clips and staples, photocopying newspaper clippings (newsprint deteriorates and weakens other paper nearby), and rehousing material in acid-free file folders and boxes appropriate to the size of the material. In order to preserve their context, the name of the fonds, the series title, and the file title are written on the acid-free folder. Also written on the acid-free folder is the physical location of the file folder in that particular box of material.

Basic Principles of Description

Description of the material occurs once it has been arranged. Description begins at the most general level (ie. The fonds level) and proceeds to the more specific (ie. The series level or lower). Beginning at the most general level or highest level is necessary in order to explain the context in which the records were created. Without beginning at the most general level, it is difficult to understand the records at the lower levels.

Rules for Description

Material in the Archives will be described according to Rules for Archival Description (RAD). These rules are a national standard developed by the Bureau of Canadian Archivists to assist archivists in standardizing descriptions of archival material at the national level in addition to promoting exchange of information electronically. RAD captures standard elements of description (ie. Inclusive dates of material) and presents them in a standardized format.

RAD is still in its developmental phase, but it has identified certain elements required to complete an archival description of a body of records. The following is a simplified summary of the elements required to complete a RAD description. For a complete description of the principles behind RAD, its structure, and examples, see *A Manual for Small Archives*, chapter 5 (Describing Archival Material).

The required descriptive elements to complete a fonds/collection level description of a body of records include:

- Title of the fonds/collection
- Inclusive dates of the fonds/collection
- Physical extent of the fonds/collection
- Biography of the creator of the fonds/collection
- Description of the type of records and their content
- What the title of the fonds/collection is based on

Most of these elements are logical components of an archival description. In the field where the type of records and their contents are described, RAD requires that the level of description must be indicated (ie. The fonds consists of, or, for lower levels, the series consists of). Other fields may be required to fully describe the fonds (ie. Restrictions on access, notes on the presence of other languages). This information is usually presented after the “title based on” field.

The required elements for a series level description include:

- Title of the series
- Inclusive dates of the series
- Physical extent of the series
- Description of the type of records and their content
- What the title of the series is based on

Other fields may be required to fully describe the series. A historical note may be required to describe how a series evolved or why it was discontinued. This type of note would be placed directly before the description of the records within the series, much like the biographical note in a fonds/collection level description. As with the fonds level description, notes regarding restrictions on access and other languages would be placed after the “title based on” field.

The required elements for an item level description include:

- Title of the item
- Date of the item
- Extent of the item
- Description of the item

What the title of the item was based on.

For the most part, it is unusual to describe at the item level using RAD. It is most commonly used for photographs.

Finding Aids

The final result of the arrangement and description process is a document known as an inventory. Some form of inventory should be produced for each fonds/collection. This document contains the fonds and series level descriptions of the records. In addition, the inventory contains a file list which indicates the physical location of the records described in the inventory. Additional special finding aids may also form part of the inventory, such as lists of presidents of an organization, notes on filing systems or any other information which would assist anyone using the finding aid to understand the records more fully.

Completed inventories are made available to researchers. By examining the inventories, researchers can determine whether the records are of relevance to their research and request individual files or boxes.

Because the process of creating an inventory can be time-consuming, from appraisal to final description, it is advisable to make a number of copies of the completed inventory and store the copies in a different place to prevent the loss of the only copy.

For an example of a basic, completed inventory, see the Arrangement and Description Appendix.

Indexing

Indexing assists researchers by grouping together under one heading information which may be scattered throughout a number of fonds or collections. For example, several missionaries were active in the Kitimat area during the nineteenth century. Only by using a subject heading could all the information about missionaries be brought together. To gather all the original material from the fonds and creating an artificial grouping of material about missionaries would destroy the original context of the information. Using a separate system of indexing preserves the original context while allowing greater access to the material.

According to *A Manual for Small Archives*, there are two stages of indexing. First, the material to be indexed is examined for its content, and the main concepts expressed by the material are identified. Second, using a controlled vocabulary, the most appropriate index terms are selected.

A controlled vocabulary is a list of index terms adopted by the Archives. An example of a controlled subject vocabulary is the B.C. Thesaurus designed by the AABC. Using its terms for all indexing results in a consistent indexing of material. One of the hallmarks of a controlled vocabulary is that one term is applied to one concept. If a number of terms were used to describe the same concept (ie. Associations, organizations, societies), the indexing system would lack consistency and prove difficult and frustrating to use.

The Archives creates its own controlled name vocabulary. For example, the name “Meldrum, Pixie” would be included among the names in the index. Again, the most important feature of this controlled name vocabulary is to use a particular name consistently. For example, one would use “Meldrum, Pixie” in all instances, instead of “Meldrum, P.” in order to maintain the controlled vocabulary.

When indexing, it is advisable to index using only the fonds, series or subseries levels as expressed in the inventory. For example, reading the inventory to the Royal Templars of Temperance, Ha-sel-a Council might indicate the index term “missionaries”. However, indexing at a lower level not expressed in the inventory may prove frustrating to researchers. For example, there may be a letter from a noted missionary in the correspondence of the Royal Templars of Temperance, but that may not be evident in the series or subseries description. Referring a researcher to that series with an index term using that missionary’s name would prove puzzling to the researcher. The best way to avoid such a circumstance is to somehow mention the presence of such a document in the series description (ie. Includes correspondence from Reverend George H. Raley).

REFERENCE AND OUTREACH SERVICES

Reference services is the process of providing access to the records in possession of the Archives. While providing access is one of the basic purposes of an archives, this role must be balanced with ensuring the ongoing preservation of a record and the need to restrict access to material for conservation, legal or donor-imposed reasons.

In general, the holdings of the archives are open to all members of the public, unless it can be determined that the records will be damaged physically or used in an illegal manner.

Administering Reference Services

When researchers visit the Archives, they should sign a researcher's log with their name, address and general topic of research. This process is useful to indicate the number of researchers who use the archives and to provide a record of who has been in the archives for security purposes.

At the time the researchers sign in, they must be made aware of the regulations imposed by the archives upon all researchers using the archives. These regulations are designed to protect the material in the custody of the archives for future generations. The regulations are listed in the Reference Appendix.

The Archives should make available to the researcher all inventories, finding aids, indexes and reference material. If researchers require particular files within a fonds or collection, they should complete a request form indicating the material that they will be using. This form will serve as a record of the material that they have handled. The request form is found in the Reference Appendix.

In general, the Archives is not required to make available records which have not been arranged and described because the Archives has only accessioned the records and not fully analyzed them for appraisal. However, if the original donor or his/her representative requests them, it is logical to allow them to access to the records.

Any copies required by researchers are made by the archivist. A standard fee, determined by the Archives, will be charged for this service.

Freedom of Information

In 1992, the Government of British Columbia passed the Freedom of Information and Protection of Privacy Act. The purpose of the act is to ensure that the members of the public have a right of access to information created by government but also a right to individual privacy so that information created by government will only be created and released under certain conditions. The act has also been extended to cover the records of local governments and municipalities.

Private organizations, such as the Archives, are not bound by Freedom of Information provisions in terms of its own records or those of the individuals and community organizations which have donated their records to the Archives.

However, the Archives does have some records of the District of Kitimat, including a building permit register and the records of various Advisory Committees, which may be subject to Freedom of Information. In an instance where researchers request access to such records, it is best to contact the District and request that it determine whether access to the record should be granted.

Loans

Often, as part of outreach services, the Archives will loan material to other organizations for display purposes.

Any such loans should be documented using a loan form. The person receiving the loan must ensure that the material will be handled and cared for properly during the period of the loan. If the material is not cared for, the Archives reserves the right to cancel the loan and request the immediate return of the material.

The loan form used in this instance is the same form used to document loans from donors to the Archives for copying purposes. This loan form is found in the Accessioning Appendix.

INSTRUCTIONS
ACQUISITION LEAD FORM

Name of Contact: Indicate the name, address and telephone number of the contact person

Potential Acquisition: Indicate the body of records which may be acquired as a result of this contact. For example, "Kitimat Chamber of Commerce fonds" or "Al Beaton fonds"

Significance of Records: Indicate why the records would be of interest to the archives. For example, "The Kitimat Chamber of Commerce was an important force in the development of the business community of the region" or "Al Beaton was a noted local cartoonist during the 1950s".

Result of Contact: Indicate the final result of the contact. For example, "Is considering donation - donation received October 1996", "all records sent to central church archives", or "all records destroyed in house fire, 1986" or "is not interested in donating material"

Accession Number: If the contact was successful and resulted in a donation, indicate the accession number assigned to the records.

ACQUISITION LEAD FORM

Name of Contact:

Address:

Phone Number:

Potential Acquisition:

Significance of Records:

Result of Contact:

Accession Number (if applicable):

INSTRUCTIONS
DEED OF GIFT FORM

Date Received: The date the material was received at the archives

Donor Name: Indicate the donor name and address

Restrictions: Indicate any restrictions regarding the material and the procedures for gaining access. For example, "contact current president, Kitimat Chamber of Commerce, for access to minutes less than five years old", or "letters from Jack Weisgerber closed to researchers until 2005".

Returned/Discarded: Donors **MUST** indicate their preference as to whether material not of ongoing value is to be returned to them or discarded/recycled.

Description of Donation: Write a brief description of the donation satisfactory to the Archives and the donor. For example, "3 photograph albums from the Meldrum family from 1950-1974", or "10 boxes of files from the Kitimat Chamber of Commerce, 1954-1990", or "1 photograph of Haisla elders, 1967".

ARCHIVES DEED OF GIFT AGREEMENT
(Accession Number:_____)

Date Received: _____

Name of Donor: _____

Address: _____

Telephone: _____

I am authorized to dispose of the materials described herein and hereby donate said materials to the Kitimat Museum & Archives Association to become its permanent property. The materials will be administered in accordance with the Museum's established archival policies. Copyright is transferred to the Kitimat Museum & Archives and moral rights to this material are extinguished unless otherwise indicated. I agree that this material may be made available for research or reproduction on an unrestricted basis subject only to the following restrictions:

Restrictions: _____

I understand that any items donated which are not retained by the Museum shall be:
_____ Returned _____ Discarded/Recycled

Donor's Signature

Date

for Kitimat Museum & Archives

Date

Brief Description of Donation:

INSTRUCTIONS
ARCHIVES PURCHASE FORM

Accession Number: The accession number assigned after the purchase of the archival material

Name of Seller: The name, address, etc. of the seller

Purchase Price: Indicate the amount agreed upon

Special Terms: Indicate any restrictions on access, or terms regarding reproduction (ie. A photographer may wish to be credited in a specific manner).

Brief Description of Material: Indicate the material purchased.

ARCHIVES PURCHASE AGREEMENT
(Accession Number:_____)

Date Received: _____

Name of Seller: _____

Address: _____

Telephone: _____

I am authorized to dispose of the materials described herein and hereby agree to sell the said materials to the Kitimat Museum & Archives Association in consideration for the sum of \$_____.

I hereby transfer copyright to the Kitimat Museum & Archives and extinguish all moral rights to this material unless otherwise specified in this agreement. I understand that the material will be housed in the Kitimat Museum & Archives and administered in accordance with the Museum’s established archival policies. I agree that this material may be made available for research or reproduction on an unrestricted basis subject only to the following restrictions:

Special Terms: _____

Seller’s Signature

Date

for Kitimat Museum & Archives

Date

Brief Description of Donation:

INSTRUCTIONS ACCESSION RECORD FORM

Date of Receipt: The date the accession was actually received in the Museum

Location: The physical location of the accession in the archives. If the accession has been processed, write "processed" here.

Source: The name of the source of the records, along with the address and phone number.

Contact Name: If the contact is different from the source, indicate the contact name and phone number (for example, the source of the records may be an elderly relative, and the actual contact may be a niece or nephew acting on behalf of the relative).

Legal Documentation: Indicate here the type of legal documentation which transferred ownership to the archives (ie. Deed of gift, deed of sale)

Custodial History: Indicate how the material traveled from the creator of the records to the archives. For example, "records found in basement of house by current owner", or "records given to nephew, who donated them to archives". If the donation is directly from the records creator, then it is not necessary to complete this field.

Restrictions/Conditions: List any restrictions imposed on the donation by the donor.

Linear Measure: How much shelf space the accession takes up

In Event of Disposal: Indicate here whether material is to be returned or discarded

Related Accessions: List any accessions of records created by the same records creator. This field will ensure that when a fonds or collection is processed, all the accessions will be processed at once and nothing will be overlooked.

Creator of Records. Indicate the person/family/organization responsible for creating the records.

Physical description: Indicate the extent and type of records. For example, "3 m. of textual records and 800 photographs".

Inclusive dates: Indicate the years covered by the records. If there is a gap of ten years or more, indicate the gap. For example, "1950-1974" indicates records covering that complete time frame; "1950-1960, 1974" indicates a gap from 1960 to 1974.

Administrative history/biography: Indicate birth/death dates, founding/disbanding dates, notable activities, anything that sheds light on the records creator.

Contents of Records: Indicate the types of records and a rough idea of the information contained within them. For example, "personal correspondence", "account books of local hardware store", or "work diaries of a survey on Kidala Arm".

Arrangement: Indicate if there is some sort of order or arrangement to the records when they arrived. For example, there may be files bearing a code, or numbered ledgers, or correspondence filed by year. Something as simple as “chronological”, “alphabetical” or “none apparent” is sufficient.

Physical Condition: Indicate any notable physical condition issues related to the accession. For example, “diary binding is weak”, “some photographs stuck together”, “some mold present - stored separately”.

Processed As: This field is used when the accession has been fully documented, arranged and described. Indicate where the accession ultimately has been placed in the holdings of the archives. Use this field both for fonds and reference collection material. Examples of entries for this field would include “Kitimat Community Arts Council fonds”, “Reference Collection Chalet Hotel file” or “Photograph Collection”.

ARCHIVES ACCESSION RECORD
(Accession Number: _____)

Date of Receipt: _____
Location: _____

Source: _____
Address: _____
Telephone: _____

Contact Name: _____
Telephone: _____

Legal Documentation: _____

Custodial History: _____

Restrictions/Conditions of Use: _____

Linear Measure: _____ In Event of Disposal: _____
Related Accessions: _____

RECORDS DESCRIPTION

Creator of Records:

Physical Description:
(Extent and Type of Records)

Inclusive Dates:

Administrative History/Biographical Notes:

Contents of Records:

Arrangement:

Physical Condition Notes:

PROCESSED AS: _____

INSTRUCTIONS ARCHIVES LOAN FORM

Name of Lender: Indicate the name, address, etc. of the person/organization lending the material. If the Museum is providing the loan, write "Kitimat Museum & Archives"

Indicate who will have possession of the loan. This will either be the Kitimat Museum & Archives or the organization requesting the loan of the material from the Museum.

Terms and Conditions: Indicate for what purpose the loan was made (ie. Copying or display purposes), and for how long (ie "during Kitimat Fall Fair, September 6-7, 1996", or "until Museum completes copying").

Obtain signatures of both the lender and the person accepting custody of the loan. Make two copies of the agreement, one for each party, with ink signatures on both.

Ensure that the return of the material is acknowledged. Make two copies of the amended agreement acknowledging the loan, with one retained by each party.

ARCHIVES LOAN FORM

Lender Name: _____

Address: _____

Telephone: _____

I am authorized to lend the materials described herein and hereby accepted the terms of this agreement. The said materials shall remain in the possession of _____ for the period specified in this agreement and for the purposes indicated below. The person accepting the loan will exercise care in respect of the said material. The loan will be cancelled and the material returned immediately if the material is not being cared for or handed adequately.

Terms of Loan: _____

Lender's Signature

Date

Accepted by

Date

Description of Material Loaned:

The return of the materials in satisfactory condition is hereby acknowledged:

Returned by:

Date:

INSTRUCTIONS
APPRAISAL REPORT FORM

Archivist: Name of the Archivist doing the appraisal

Date: Date the appraisal work on the accession was completed

Accession Number: The number of the accession being appraised

Description of Records: A brief description of the accession "in the raw" before appraisal. For example, "receipt books, 1950-1954; correspondence, 1970-1980; canceled cheques, loose receipts and invoices".

Appraisal Decisions: Indicate what was kept and why, as well as why certain records were discarded. For example, "minutes retained as evidence of activities - extra photocopies discarded", "ledgers retained, therefore individual invoices discarded except for examples", "annual report of BC Children's Hospital discarded, was resource material with no relevance to activity of records creator".

Processed As: Indicate what the accession was processed as. Although this information is captured on the accession record form, this part serves as a control mechanism.

APPRAISAL REPORT

Archivist:

Date:

Accession Number:

Description of Records in Accession:

Appraisal Decisions:

Processed As:

SAMPLE RAD INVENTORY - ROYAL TEMPLARS OF TEMPERANCE

Royal Templars of Temperance. Ha-sel-a Council No. 14 fonds. – 1894-1900. – 13 cm of textual records and 45 objects.

In 1894, Reverend George H. Raley formed a local temperance group in Kitamaat. In 1897, this group became affiliated with the Royal Templars of Temperance as Ha-sel-a Council No. 14. The Council was inactive after 1900.

The fonds consists of prayer books, hymns, rituals, financial records, membership, constitution and notebook of Ha-sel-a Council 14 of the Royal Templars of Temperance. Includes wooden rods used as proof of membership.

Title based on the contents of the fonds.
Some prayers and hymns are translated into Haisla.

Rituals. -- [ca. 1898]. – 4.5 cm of textual records.
Series consists of hymns, picture of regalia, ritual instructions with explanatory key, and prayer books.

Title based on contents of series.
For conservation reasons, researchers are requested to use photocopies of handwritten prayer books and hymns.

Finances. – 1897-1900. – 2.5 cm of textual records.
Series consists of treasurer's book, receipt book, institution return sheet, receipts from Grand Council, and per capita tax cards with explanatory key.
Title based on contents of series.

Membership. – 1894-1900. – 5.5 cm of textual records and 45 objects.
Series consists of signed membership pledge, blank quarterly reports, blank cards of transfer, blank travelling cards, blank declarations, blank petition, blank bonds, blank withdrawal card, and completed membership petitions and declarations. Includes 45 wooden rods (28 blank, 17 signed) used as proof of membership.
Title based on contents of series.
Completed membership documentation arranged alphabetically.
Wooden rods stored with other artifacts of the Council.

Constitution. – 1896. – 0.25 cm of textual records.
Series consists of the constitution and bylaws of the Grand, District and Select Councils of the Royal Templars of Temperance.
Title based on contents of series.

Notebook. – 1894-1897. – 0.25 cm of textual records.
Series consists of a notebook containing membership lists and minutes of a meeting regarding the founding of the Ha-sel-a Council.
Title based on the contents of the series.

FILE LIST: ROYAL TEMPLARS OF TEMPERANCE - HA-SEL-A COUNCIL NO. 14

Series: Rituals

File Title	Dates	Box/File
Opening Hymn (Haisla) (with photocopy)	[ca. 1898]	1-1
Royal Templar Odes (2 copies)	[ca. 1898]	1-2
Officers and Members Regalia picture	[ca. 1898]	1-3
Instructions for Entering Select Council	[ca. 1898]	1-4
Key to Instructions for Entering Select Council (2)	[ca. 1898]	1-5
Ritual and Prayer Book (Haisla) (with photocopy)	[ca. 1898]	1-6
Prayer Book (Haisla) (with photocopy)	[ca. 1898]	1-7
Fraternity Rights Ritual Card	[ca. 1898]	1-8

Series: Finances

File Title	Dates	Box/File
Treasurer's Book	1898-1900	1-9
Orders on Treasurer receipt book	1898	1-10
Grand Council of British Columbia receipts	1898-1899	1-11
Blank Institution Return Sheet	n.d.	1-12
Per Capita Tax Card (Dues Notice)	1897	1-13
Per Capita Tax Card (Dues Notice) (Beige)	1899	1-14
Per Capita Tax Card (Dues Notice) (Green)	1899	1-15
Key to Per Capita Tax Cards (Quarterly Token)	n.d.	1-16
Motion re: dues and related receipt	1898	1-17

Series: Membership

File Title	Dates	Box/File
Blank Recording Secretary's Quarterly Reports (5)	n.d.	1-18
Blank Cards of Transfer (3)	n.d.	1-19
Blank Travelling Cards (5 pink, 1 white)	n.d.	1-20
Blank Secretary's Bond (2 copies)	n.d.	1-21
Blank Treasurer's Bond (3 copies)	n.d.	1-22
Blank Declarations (2)	n.d.	1-23
Blank Petition for Membership	n.d.	1-24
Blank Withdrawal Cards (2)	n.d.	1-25
Samson Allen	1898	1-26
David Grant	1898-1900	1-27
Alice Grant	1900	1-28
Jonah Howard	1898	1-29
D.M. Morrison	1900	1-30
Jesse Morrison	1898-1900	1-31
Henry Nice	1898	1-32
Maude H. Raley	1898	1-33
Eliza Ross	1898	1-34
Matthew Ross	1898	1-35
Joe Starr	1898	1-36
Benjamin Stewart	1900	1-37
William Walker	1898	1-38
D.M. Wilson	1900?	1-39
Joseph Wilson	1898-1900	1-40

Isaac Wood	1900	1-41
Signed Temperance Pledge	1894	1-42
Wooden membership rods	1898-1900	ARTIFACT STORAGE
Series: Constitution		

File Title	Date	Box/File
Constitution of the Dominion Council (2 copies)	1896	1-43

Series: Notebook

File Title	Date	Box/File
Notebook containing membership list and minutes	1894-1897	1-44

REFERENCE ROOM REGULATIONS

Coats, briefcases, bags, parcels, and personal books are not permitted in the reference room. They may be left with the archivist.

Eating, smoking and drinking are not permitted in the reference room.

Researchers are requested to sign the researcher log.

Archival records must be used in the reference room under the supervision of a Museum staff member. No materials may be removed from the reference room.

All archival materials must be handled carefully. The order of the documents must be kept as it is found.

Only pencils may be used when working with archival material. Typewriters and computers may be brought into the reference room at the discretion of the archivist.

Copies of archival records or reference material will be made for private use only under the fair use provisions of the Copyright Act.

Established fees will be charged for the provision of copies.

Researchers are permitted to quote from the text of records within fair use provisions of the Copyright Act. If research results in publication, researchers are expected to acknowledge the Kitimat Museum & Archives.

ARCHIVES REQUEST FORM

Researcher Name:

Date:

Material Requested:

I agree to handle all materials with care and will comply with staff requests in this regard. I understand that no records will be removed from the Museum.

Researcher Signature:

ARCHIVES REQUEST FORM

Researcher Name:

Date:

Material Requested:

I agree to handle all materials with care and will comply with staff requests in this regard. I understand that no records will be removed from the Museum.

Researcher Signature:

ARCHIVES MANDATE AND POLICIES STATEMENT

Kitimat Museum & Archives

Acquisition Mandate

The mandate of the archives of the Kitimat Museum & Archives is to acquire, preserve and make available to the public records of enduring value to the District of Kitimat, the Kitimat Valley and the traditional Haisla territories.

Acquisition Policies

The Archives acquires private records of individuals, families and societies which reflect the social, political and economic life of Kitimat and area, provided these records are of enduring value to the community.

The Archives acquires public records of corporate bodies which serve as forms of local government in Kitimat and area.

The Archives acquires records in all forms of media, including visual records (such as photographs and films), maps, plans, drawings and sound recordings pertaining to the history of Kitimat and area.

The Archives acquires reference material, such as published books, pamphlets and reports, pertaining to the history of Kitimat and area, which have permanent research value or ongoing local interest.

All material acquired by the Archives becomes the property of the Kitimat Museum & Archives.

Loans

The Archives will receive loans of material on a specific, short-term basis for the purposes of copying or exhibition.

The Archives will loan material to other institutions or organizations for the purpose of display or instruction under the following terms:

The loan is properly documented and monitored by the Archivist or Designate

Written authorization is obtained permitting the removal of the material from the Archives.

The organization receiving the loan assures that the material will be properly handled and cared for during the period of the loan.

The loan will be canceled and the material returned immediately if, in the opinion of the Archivist or Designate, the material is not being cared for or handled appropriately.

Access to Archival Material

Records acquired by the Archives will be made available to the public, subject to access restrictions imposed at the time the material is acquired. Material may be restricted based on copyright, legal, or personal considerations, or for conservation reasons.

No person shall be prevented from using the records held by the Archives unless it is determined that the material will be physically endangered or used in an illegal manner.

Subject to the approval of the Archivist, material may be reproduced (through photocopying or photographic reproduction) subject to access, conservation and copyright provisions.

SUMMARY - ACQUISITION PROCEDURE

Rationale: The purpose of acquisition is to bring material into the archives.

Procedure

Examine all of the material brought into the archives by the donor.

Conduct appraisal for acquisition (ie. Assess the material in light of the acquisition mandate and policies of the archives)

If the material fits the mandate and policies, following accessioning procedure to transfer legal custody of the material to the archives. If the material does not fit the mandate, attempt to find a more suitable repository for the donor to contact.

Or

Examine “gaps” in archival holdings or determine particular areas in which the archives should acquire records. Conversely, determine which organizations/individuals are significant (based on age/significance/other criteria relevant to the acquisition policy).

Determine an appropriate contact person regarding the donation of these records

Contact the person and offer the archives as a repository for donating the records. Document all contacts on the acquisition lead form.

If the contact results in a donation, follow the accessioning procedure to transfer legal custody of the records to the archives

If the contact is unsuccessful, maintain a file of unsuccessful leads in order to prevent duplication of effort in the future

SUMMARY - ACCESSIONING PROCEDURE

Rationale: The purpose of accessioning is to document the legal transfer of ownership of archival material from the donor to the archives.

Procedure

Complete all relevant fields of the deed of gift or the deed of sale form. The field regarding disposal of unwanted material should definitely be completed, and any restrictions on access should be determined at this time.

Make two copies of the form. Give one completed form to the donor and retain one form for the archives.

Complete an accession record form to capture as much information about the donation as possible.

Assign an accession number to the donation.

Complete an entry in the accession register regarding the accession.

Assemble an accession file containing all documentation regarding the acquisition of the material, including the deed of gift (or deed of sale), the accession record form, the acquisition lead form, and any related notes or correspondence

Rehouse the accession in a standard records storage box, carefully retaining the original order of the records.

NOTE: Material which is being loaned for copying or display purposes should not be accessioned. The loan should be documented using the loan form. If the material is copied, accession the copied material only.

SUMMARY - APPRAISAL PROCEDURE

Rationale: The purpose of appraisal is to determine which records are worthy of permanent retention in the archives.

Procedure

Locate the accession(s) of records created by the same records creator

Assemble any research sources relevant to the records creator and study them to get as complete a picture of the records creator as possible.

Examine the records in the accession(s) and conduct appraisal for selection. In other words, determine which records provide evidence of activity on the part of the records creator. Determine whether there is duplication, either directly (exact copies) or indirectly (through information summarized in a different format). This is usually done at the series level, not on individual documents.

Retain those records which are of ongoing value as evidence of activity on the part of the records creator. Discard or return to the donor those records which are not of ongoing value.

Document all appraisal decisions on the appraisal report form.

SUMMARY - ARRANGEMENT AND DESCRIPTION PROCEDURE

Rationale: The purpose of arrangement is to provide a physical order to the material. The purpose of description is to explain the context and arrangement of the records in an inventory or other form of finding aid.

Procedure

(Note: See Arrangement and Description Chapter for a complete description of procedure)

Examine records to determine what the fonds/collection the records represent. Determine the levels of arrangement (fonds/collection, series, any other appropriate levels)

Examine the records to determine whether there is an original order or not.

If there is an original order, arrange the records in that order. If there is no order apparent, impose a logical order upon the records.

Rehouse the records in acid-free folders and boxes.

Describe the records according to Rules for Archival Description (see manual chapter "Arrangement and Description" as well as *A Manual for Small Archives* - Description chapter).

Type the inventory to the records, as well as any other related finding aids.

Label the boxes

Index the records using controlled vocabulary

SUMMARY - REFERENCE SERVICES

Rationale: The purpose of reference services is to provide and administer access to the holdings of the archives.

Procedure

Have researchers sign the researcher log to monitor the use of the archives. Ensure that they read the reference room regulations

Make all indexes, inventories, finding aids and reference material available to researchers.

If researchers require archival records, have them fill in a reference request form.

If researchers request access to restricted material, contact the person responsible for administering the restriction to determine whether access should be provided or not.

If researchers require copies of records, the archivist will make copies (subject to conservation and other restrictions) and charge the appropriate fees.

In terms of loans for the purposes of outreach, document these loans with an archives loan form.