

## **Acquisition Policy Laurentian University Archives**

### **1.0 Purpose**

This document aims to set out Laurentian University's policy with respect to the acquisition of non-institutional archives, to state the principles, objectives, and criteria for applying such a policy, and to specify the role of various parties.

### **2.0 Legislative Context**

All acquisition activities carried out by the Laurentian University Archives are done in compliance with the following legislation governing archival practice in Ontario and Canada.

#### **2.1 Institutional Policies and Statutes**

2.1.1 The mission statement of the University library stresses its commitment to respond to the needs of users in the areas of teaching and research.

2.1.2 The guidelines for access to institutional documents and the protection of private information establish the rights and obligations regarding the retention, use, and dissemination of documents produced by the University.

2.1.3 The Strategic Plan of the University outlines the priority areas in teaching and research.

2.1.4 The Policy on Integrity in Research and Scholarship of the University establishes the rights and obligations of researchers regarding the use, dissemination, or protection of information and data, and sets out rights and responsibilities concerning intellectual property.

#### **2.2 Provincial Laws and Regulations**

2.2.1 The *Archives and Recordkeeping Act* (S.O. 2006, c. 34, Sched. A) contains various provisions concerning the disposal, elimination, and custody of public and private archives.

2.2.2 The *Ontario Heritage Act* (R.S.O. 1990, c. O.18) contains certain provisions that assign the Ontario Heritage Foundation various responsibilities regarding the assessment and conservation of archives, and which may, in certain cases, guide the actions and interventions of the University Archives.

2.2.3 The *Freedom of Information and Protection of Privacy Act* (R.S.O. 1990, c. F.31) contains sections that must be considered when acquiring archives from public organizations.

#### **2.3 Federal Laws and Regulations**

2.3.1 The *Income Tax Act* (R.S.C., 1985, c. 1 (5<sup>th</sup> Supp.)) allows for the issuing of tax credits for

donation of private archives and sets out the applicable terms and conditions.

- 2.3.2 The *Copyright Act* (R.S.C., 1985, c. C-42) establishes limits on the use, exploitation, and dissemination methods of archival material. These limits may affect acquisition agreements.
- 2.3.3 The *Privacy Act* (R.S.C., 1985, c. P-21) contains sections that must be considered when acquiring archives from Federal government agencies.
- 2.3.4 The *Personal Information Protection and Electronic Documents Act* (S.C. 2000, c. 5) establishes the rules governing the collection, use and disclosure of client or employee personal information collected by the industry under federal regulation in the course of commercial activities.
- 2.3.5 Some federal funding agencies have regulations that require recipients of financial assistance to sign an agreement with an archives repository whereby they will deposit the data produced in the course of their project.

## 2.4 International Laws and Conventions

- 2.4.1. According to the *Cultural Property Export and Import Act*, Canada may be signatory to international agreements designed to combat the illicit trade in cultural property.
- 2.4.2. Furthermore, Canada adheres to the 1970 UNESCO Convention on measures to prohibit and eliminate the import, export, and transfer of the illicit ownership of cultural property. Consequently, the acquisition of archives from other countries may be impacted.

## 3.0 Definitions

**Acquisition:** Activity by which the University accrues archival fonds and collections. The principal methods of acquisition are purchase, deposit, donation, bequest, and loan. (*Acquisition*)

**Archival fonds:** Recorded information of any kind, automatically and organically assembled by any administrative body, individual or legal entity, while carrying out their functions or activities, which constitutes the recorded and organic memory of the originator, and whose enduring value justifies its permanent preservation. (*Fonds d'archives*)

**Archives:** 1. Documents, regardless of their age or nature, produced or received by an individual or legal entity, for their own requirements or the operation of their activities, which are preserved for their perennial value and which constitute the organic and recorded memory of the organization or individual.

2. An agency or institution responsible for the acquisition and preservation of archival material. (*Archives*)

**Associated Fonds:** Archives from an individual or legal entity whose activities or functions are linked to or have been carried out within the University. (*Fonds d'archives associés*)

**Bequest:** A donation recorded in a will. (*Legs*)

**Collection:** An artificial grouping of documents from various sources, grouped based on common characteristics, or whose grouping is the result of chance or a deliberate choice. (*Collection*)

**Deposit:** Act whereby one party, the depositor, assigns to another party, the depository, archives for an indefinite period of time, during which the depositor retains physical and intellectual ownership of the deposited archives. (*Dépôt*)

**Donation:** Act by which the donor freely divests himself or herself of the ownership of an item in favour of the donee, namely Laurentian University. (*Don*)

**Institutional archives:** Archives from various bodies and units of Laurentian University. (*Archives institutionnelles*)

**Loan:** Deposit for a set period of time, which may be renewed or converted into a donation. (*Prêt*)

**Non-institutional archives:** Archives of individuals or legal entities other than Laurentian University. (*Archives non-institutionnelles*)

**Northeastern Ontario:** Geographic area comprising the districts of Parry Sound, Muskoka, Nipissing, Sudbury, Timiskaming, Manitoulin, Algoma, Cochrane, and the part of the District of Kenora east of 87°. (*Nord-est Ontarien*)

**Private archives:** Archives of organizations, individuals, for-profit or not-for-profit organizations that are not government bodies. Private archives are distinct from public records. (*Archives privées*)

**Public records:** Archives of government bodies (as set out in the *Archives and Recordkeeping Act* as well as the *Freedom of Information and Protection of Privacy Act*). (*Archives publiques*)

**Principle of *respect des fonds*:** An archival guiding principle, also called the principle of provenance, whereby each document must be kept within the original fonds and, to the extent possible, in its original place, as opposed to an arrangement or classification by subject. (*Principe du respect des fonds*)

**Principle of territorial origin:** An archival principle, also called the principle of territoriality, which states that records must be preserved within the territory in which they were produced. (*Principe de provenance territoriale*)

**Purchase:** Act by which one party, the seller, agrees to transfer to another party, the buyer, the ownership and archival rights for payment. (*Achat*)

**Retention schedule:** A document which sets out the minimum retention periods and final disposition for each type of document produced or created by the institution. (*Calendrier de conservation*)

#### **4.0 Mandate**

One aspect of the University's archival service is to preserve and promote the memory of the University community. To this end, the University Archives will include documents from the University administration as well as from individuals who are working or have worked at the University and have marked its history.

In addition, in accordance with the values articulated in Laurentian University's Strategic Plan, the Archives participates in the conservation and promotion of the collective memory of Northeastern Ontario.

Lastly, the University's archival service must meet the needs of teaching and research by ensuring access to the archives in its possession.

In order to comply with its mandate regarding the collective memory of the University community, the University Archives acquires and preserves archival documents that attest to the mission, activities, interests and achievements of the University as well as individuals, organizations, or associations who are working or who have worked within the University.

With respect to archives related to the collective memory of Northeastern Ontario, based on the prominent fields of research outlined in the institution's mission, the University Archives, through a systematic selection over time and space, acquires and preserves archives which significantly attest to the activities and interests of the area. Consequently, the archival fonds and collections from individuals or organizations, active members or having been members or key stakeholders in the Northeastern Ontario community are candidates for acquisition.

As part of its mandate, the University Archives prioritizes service to members of the University community, while offering the same services to external researchers and the general public.

#### **5.0 Scope of Mandate**

The University Archives acquires non-institutional archives of any kind and any medium, including textual documents such as correspondence, reports, registers, and literary manuscripts, as well as film, sound, and graphic materials such as photographs, drawings, posters, sound recordings, films, and videos.

The University Archives does not acquire publications, except those publications produced by the University or its constituent entities. Other publications are generally transferred to the University Library.

However, for a donated fonds, publications by the individual or legal entity who created the archival fonds, or significantly annotated publications that are part of the fonds, are an exception to the rule.

The University Archives at the J. N Desmarais Library does not acquire architectural documents. Any donation of this type of document will be forwarded to Laurentian University's School of

Architecture, which will acquire these documents and preserve them in its archives.

Unless there is a special or compelling reason, the University Archives does not acquire objects of museological nature. For a given archival fonds, however, the University Archives can preserve certain pieces significant to the work, activities, or achievements of its creator, such as medals, commemorative or honorary plaques, and other memorabilia.

The Laurentian University Archives does not acquire the archival fonds of Indigenous communities (records strictly produced by and for Indigenous communities) when they are offered by third parties or organizations. However, if the Indigenous community concerned so desires, and after consultation with the community only, the University Archives may accept such records on deposit until such a time as the community is in a position to take custody of them.

## **6.0 Objectives and Principles**

### **6.1 Objectives**

To fulfill its mandate regarding non-institutional archives, the University's archival service aims to achieve the following objectives (not in order of priority):

- To complete the organic and recorded memory essential to an understanding of the University's mission, values, and founding principles, which help interpret its traditions, orientations and policies, both administratively and in terms of its specific activities.
- To contribute to the preservation of the collective memory of Northeastern Ontario by acquiring documents that reflect and convey the essence of the life in the region, its values, its traditions, its achievements both in sociological as well as cultural terms.
- To support teaching and research, primarily in the fields the University intends focus on.

### **6.2 Principles**

The University Archives' objectives regarding the acquisition of non-institutional archives are derived from the principles that guide the priorities, areas of focus, and types of acquisition.

- The acquisition is justified first and foremost by the significance and the value(s) of the archival records in light of one or the other stated objectives.
- All acquisitions are subject to periodic review by the Archivist and the Archives Committee in light of the stated objectives. In the event of a judgement of irrelevancy, and taking into account, where appropriate, the conditions under which the acquisition was made, the University Archives may dispose of the archival fonds or collection concerned.
- All acquisition is done in compliance with the legislation governing archival practice in Ontario and Canada.

- All acquisition must come from organizations or individuals offering documents from the private sector. Unless otherwise specified and officially authorized by the appropriate authorities, the University Archives will not acquire documents from public organizations.
- All acquisition is conducted in accordance with archival principles such as the principle of provenance and the principle of territoriality. To the extent possible, any splitting of archival fonds is to be avoided.
- All acquisition takes the acquisition policies of other archival repositories into consideration, especially those in Northeastern Ontario.
- The ability of the University to provide access to the archival fonds or collection is taken into consideration; this ability depends, in particular, on the physical condition and volume of documents to be acquired, and the financial, human, and physical resources available to enable the processing and dissemination of the documents, as well as ensuring the conditions for preservation.

## **7.0 Scope of Activity and Priorities**

### **7.1 Scope of Activity**

With respect to the acquisition of non-institutional archives, associated archival fonds documenting the history and achievements of the University, as well as non-institutional archives that reflect the collective memory of Northeastern Ontario are the key areas of focus of Laurentian University's Archives.

The actions of the University Archives **are** determined first by available resources and its ability to ensure the preservation and access to archival fonds.

The University Archives' acquisition process is also guided by the core activities inherent in Northeastern Ontario as well as the specific needs of research and education.

Lastly, the University Archives considers the acquisition of archival fonds and collections complementary to records already acquired and which meet the needs of research and teaching, especially topics on mining, education, and the Northern Ontario Francophone community.

### **7.2 Priorities**

In view of the above-mentioned areas of activity and to ensure representation of the Northeastern Ontario community, the acquisition priorities are defined as follows (not in order of priority):

- Archival fonds of associations and other groups who have mainly operated on University campus.
- Archival fonds of faculty and research staff whose influence and achievements are exceptional, who have left a mark in their respective disciplines, or whose work reflects the teaching and

research practices in various disciplines offered at the University.

- Archival fonds of individuals or organizations outside the University, but who have maintained close ties with the University.
- Archival fonds dealing with the Francophone culture of Northeastern Ontario (Francophonie), especially fonds pertaining to the representation and defence of the rights of Francophones and cultural expression.
- Archival fonds of different ethnic groups, their associations or groups.
- Archival fonds relating to various cultural and social activities of the region of Northeastern Ontario.
- Archival fonds dealing with labor relations in general and, in particular, the mining industry.
- Archival fonds of the mining industry and its various fields of activity.
- Archival fonds of politicians and activists whose actions have had a significant impact.

Although the above-mentioned categories of records are the priorities of the University Archives with respect to the acquisition of non-institutional archival material, other fonds or collections may be acquired if it is demonstrated that they meet the needs of teaching and research, and if the resources required for their preservation and their development are available.

## **8.0 Methods of Acquisition**

The preferred methods of acquisition are the gift and the bequest. However, in special circumstances, the University may accept archival fonds or collections on loan. In all cases, the property rights to the archives to be acquired will be verified.

All acquisition of non-institutional archives requires a signed agreement specifying the rights and obligations of both parties.

## **9.0 Roles and Responsibilities**

The Lead Archivist oversees the development of the Acquisition Policy, is responsible for updating same, coordinates its implementation, establishes priorities for action and approves the criteria and selection standards as well as the related procedures. The archivist plans acquisitions and negotiates all required agreements with owners of non-institutional archives.

Any consideration of acquiring archival fonds by or about Indigenous communities will be evaluated under the advisement of the Indigenous Governance Circle, which is part of the Archives Committee.

The Archives Committee advises the archivist on various aspects of the Acquisition Policy and its

implementation, reviews and advises on acquisition projects submitted to it, and makes recommendations on any matter concerning this area of activity.

Ad hoc acquisition committees may be established, as necessary, to advise the University Archivist on acquisition priorities in a given discipline. These committees will be made up of specialists in the field concerned.

The Library and Archives Council approves the Acquisition Policy on non-institutional archives.

The Vice-President Academic and Provost as well as the University Librarian approve and sign acquisition agreements on the recommendation of the Archivist and the Archives Committee.

## **10.0 Conflict of Interest**

Library staff and members of the Archives Committee who wish to acquire for personal use documents covered under this Policy must first obtain the written permission from the Archives Committee.

## **11.0 Approval, Administrative Authority, and History**

The Archivist and the Archives Committee will review and revise this policy every 4 years.

This Policy was approved    June 25, 1996 by the Archives Committee  
   June 27, 1996 by the Library Committee

- Revision approved in May 2005
- Revised and approved by the Archives Committee in September 2014
- Revised and approved by the Archives Committee in July 2020