

2.0 DEFINITIONS

In this policy statement, the following terms are used with the meanings shown:

Access – Public - the right, subject to any restrictions that may apply, of the public to view, copy and use the records of the *Mount Saint Vincent University Archives*.

Acquisition – An addition to the holdings of the *Mount Saint Vincent University Archives*. The commonest modes of acquisition are through donation, transfer, purchase, deposit, and/or bequest.

Archival Record – refers to a record selected and acquired by the *Mount Saint Vincent University Archives* for permanent retention and use by researchers. Archival records may be in any media and include, but are not limited to, textual documents such as correspondence, diaries and journals, as well as maps, plans, photographs, film, video and audio recordings, and architectural or engineering drawings.

Bequest – Transfer of custody and title to documents by last will and testament. Acceptance is contingent on Library Collections Development Policy and the University Bequest Policy.

Conservation Treatment – refers to changes brought about in archival records to improve or maintain records that have been damaged or are deteriorating. The goal is to stabilize the record physically, improve its appearance or allow improved accessibility. Conservation treatment entails physical or chemical intervention and may be performed either as a preventive measure or once damage has occurred.

Copy – refers to a replication of an archival record in whole or in part to preserve it and/or provide access to it.

Copying - refers to all methods of manufacturing a reproduction of a record to create a second record in the same or a new medium or media. (Cf. Reformatting)

Deed of Gift – A signed, written contract, legally binding between the University and the donor, containing a voluntary transfer of title to real or personal property without monetary consideration, establishing conditions governing the transfer and specifying any restrictions on access or use. See *Appendix C*.

Deposit - The mode of acquisition by which an individual or corporate body places records in the custody of the *Mount Saint Vincent University Archives* without transfer of ownership rights and titles.

Document – Recorded information regardless of medium or characteristics. (i.e. can be electronic, on paper, on magnetic media, etc.) (Cf. Record)

Donation – see Gift

Donor – refers to a person, department or organization that has given documents to an archives.

Environmental Controls – refers to the Canadian Conservation Institute guidelines for archival institutions regarding the proper environment for the storage of archival material. The guidelines primarily relate to ideal levels of light, relative humidity and temperature.

Fonds – The whole of the documents, regardless of form or medium, organically created and/or accumulated and used by a particular person, family or corporate body in the conduct of personal or corporate activity. Also known as a manuscript group or a record group.

Gift - The mode of acquisition by which an individual or corporate body transfers, freely and without charge, the full ownership of records to the *Mount Saint Vincent University Archives*. The gift may include the transfer of copyright privileges.

Housing - refers to the storing of records in containers that are of the correct size and shape to accommodate various forms of records. Ideally the housing is in acid-free folders, boxes,

etc. to enhance the preservation of the records.

Intellectual Access – is provided when the intellectual content of records is revealed through surrogates such as inventories, finding aids, indexes, and guides to the records. Intellectual access is also provided through interactions between the researcher and the Archivist.

Legal Access – refers to permission to use Archives. Legal access is conditional upon legislation and ethical issues such as privacy, confidentiality, freedom of information and copyright.

Physical Access – refers to the opportunity to examine the documents and is dependent upon procedures about hours of operation, provision of space to study records, restrictions, security, and copying.

Physical Control – refers to all those policies and procedures that relate to how the records are maintained in the best possible physical conditions. It includes environmental controls, proper care and handling by both staff and researchers, housing, and security.

Preservation – is defined as all actions that can be taken with the aim of ensuring the current and long-term survival and accessibility of the physical form, informational content and relevant metadata of archival records. The term 'conservation' is sometimes used synonymously with preservation in the archival community.

Preventive Preservation – refers to a specific set of non-intrusive preservation actions undertaken without actual physical intervention or chemical treatment of archival records. Preventive Preservation attempts to prevent or halt deterioration or retard its progress. It may also involve manufacturing a potential surrogate through certain copying techniques that maintain the copied archival record unchanged.

Provenance – Archival principle that stipulates that the records of a person or corporate body should be kept together in their original order in the fonds in which they were created.

Purchase – Mode of acquisition by which the *Mount Saint Vincent University Archives*, for monetary consideration, obtains full ownership to records. Ownership may include copyright privileges.

Record – A document created or received and maintained by an organization or individual in pursuance of legal obligations of in the transaction of business. (Cf. Document)

Reformatting - to copy original archival material to some other medium or format, often for preservation purposes or for greater ease of access. For example, the dubbing of 8-track tapes to audiocassettes, or the microfilming of manuscripts. (Cf. Copying)

Retrieval - to remove archival material from its storage area and give it to a researcher to consult.

Security – refers to precautions taken to guard archival holdings against theft, negligence or harm.

Transfer or Transmittal – Mode of acquisition by which the *Mount Saint Vincent University Archives* obtains records from other departments of the University; a change of physical custody of records. See *Appendix E*.