

1.0 GENERAL INFORMATION ABOUT THE POLICY

1.1 INTRODUCTION

This document, *Mandate and Policies, Mount Saint Vincent University Archives*, will provide for the systematic management of the holdings of the Mount Saint Vincent University Archives. This document consists of three policies: an Acquisition policy, an Access policy, and a Preservation policy. These policies comply with the *Council of Nova Scotia Archives* rules for Institutional membership. Further policies will be added at a later date when necessary.

1.2 MANDATE

The *Mount Saint Vincent University Archives* appraises, acquires, arranges and describes, preserves, and provides access to the records of its sponsoring body, Mount Saint Vincent University, as well as its predecessor and affiliated bodies or persons. The donors can be either internal or external to the University.

In order to fulfil the terms of the above mandate, the *Mount Saint Vincent University Archives* acts as a conscientious caretaker in observance of all legal, ethical and administrative requirements.

1.3 NORMATIVE AND PRESCRIPTIVE CONTEXT

Administratively, the *Mount Saint Vincent University Archives* falls under the authority of the Library. The Archivist reports to the Librarian, Collections Development. The functions and activities of the Archives are supported by the Senate Library Committee.

All records acquired by the *Mount Saint Vincent University Archives* become the exclusive and absolute property of the University, under a legal agreement signed by the Archives and the donor at the time of acquisition. Therefore, once legal acquisition by the Archives has occurred, the donor may not reclaim records. See *Appendices for Deed of Gift and Records Transmittal forms*.

The Archivist is delegated authority to develop all necessary policies, procedures and administrative systems necessary to ensure the proper operation of the Archives. All such

measures must conform to accepted standards set by the Canadian archival community.

1.4 ROLES AND RESPONSIBILITIES

The **Archivist** is responsible for developing and recommending policies, priorities, strategies and practices. She is also responsible for articulating the requirements of the Archives as it strives to provide proper management of its holdings. She is responsible for the day-to day implementation and administration of the Archives. She reports to the Librarian, Collections Development.

The **University Librarian** and **Librarian, Collections Development** advises on the development of Archives policy as it relates to the policies of the Library as a whole. In addition, the **University Librarian** allocates a budget sufficient to carry out the functions and activities delegated to the Archives.

1.5 DISTRIBUTION OF POLICY

This policy will be available on the Mount Saint Vincent University website.

1.6 REVIEW OF POLICY

This policy will be reviewed regularly and revised as necessary.