

5.0 PRESERVATION POLICY

5.1 PURPOSE

The purpose of this policy document is to state the principles that guide the preservation activities of the *Mount Saint Vincent University Archives*.

5.2 PRINCIPLES

1. Preservation is a fundamental responsibility through which the *Mount Saint Vincent University Archives* ensures the continuing availability and authenticity of the archival records that it holds in trust for present and future generations. The Archives recognizes that preservation is a pervasive function that is integral to all Archives' activities - from acquisition through to access.
2. Preventive conservation and conservation of holdings proceeds from the global to the particular, i.e., from non-intrusive measures such as collection assessments and proper accommodation and handling, to increasingly intrusive measures such as copying and reformatting and, finally, to the treatment of individual items.

5.3 GOALS

In order to achieve its preservation mandate, the *Mount Saint Vincent University Archives* has set the following goals:

1. The Archives will apply international or widely accepted standards, where available, to ensure the preservation and accessibility of its holdings, including standards related to environmental controls, handling, processing, reformatting, and security. In particular, since appropriate accommodation is the single most effective and cost-efficient preservation measure, the Archives will seek to ensure appropriate and secure housing for all its holdings, wherever they are stored, processed or used.

5.4 STANDARDS RELATIVE TO PRESERVATION

Canadian Conservation Institute (CCI), *Notes and Technical Bulletins*

Canadian Council of Archives, *Basic Conservation of Archival Materials: A Guide*