

## **3.0 ACQUISITION POLICY**

### **3.1 PURPOSE**

This document is designed to articulate the acquisition policy of the Mount Saint Vincent University Archives, to outline its principles, goals, and areas of specialization, and to communicate to those outside the institution the principles and goals that guide the policy and procedures.

### **3.2 NORMATIVE AND PRESCRIPTIVE CONTEXT**

Acquisition decisions are guided by the idea, as promoted in the Acquisition Strategy developed by the Council of Nova Scotia Archives, that all records are acquired with consideration for the acquisition mandates of other archival repositories.

### **3.3 PRINCIPLES**

1. Acquisitions are justified by their potential to contribute to the process of constituting institutional or societal memory.
2. Acquisitions must be made in conformity with prevailing archival legislation and with archival principles such as provenance.
3. Acquisitions are made in conformity with the capabilities of the Mount Saint Vincent University Archives to properly manage the records acquired. These capabilities depend on the physical condition and volume of documents under consideration, and the financial, human and material resources available for arrangement, description, preservation, and access.
4. The decision to deaccession records will be put through a system of checks, starting with a written recommendation for deaccessioning of selected material by the Archivist, presented in a report to the University Librarian. At the same time, a copy of the report will be distributed to interested groups and bodies, including the Senate Library Committee, for communication and feedback. The University Librarian, taking into consideration any concerns, will make the final decision on the disposition of the records.
5. Every effort will be made to contact the creator for return of the records, or records will be de-accessioned to a more appropriate repository. If the creator does not wish to have the records returned, and if there is no

other appropriate repository, the de-accessioned records may be destroyed. This policy may change relative to the development of records retention schedules for the University.

6. The criteria that governed the appraisal, selection and acquisition of records, as well as that governing the decision to de-accession a record must always be well documented.

### **3.4 GOALS**

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

1. to facilitate the transfer of university records with enduring value to ensure that the university is accountable to its constituencies and to create a secure and enduring repository for its institutional memory.
2. to support the Mount Saint Vincent University mission statement, in particular “the preservation of knowledge through [MSVU’s] role as a repository and trustee of our cultural heritage.”

### **3.5 AREAS OF SPECIALIZATION AND PRIORITIES**

Records of Mount Saint Vincent University, its predecessors, and affiliated bodies.

Records of persons whose activities are related to the functions of Mount Saint Vincent University, i.e. the records of individuals that aid in the documentation of institutional memory. They could be internal or external to the Mount.

Records that support teaching and research at Mount Saint Vincent University, particularly records that relate to the development and promotion of literacy, social justice, and the advancement of women.

In terms of form/media, the Archives acquires, but is not limited to acquiring, records in the following forms/media:

- Textual
- Graphic, including photographic • Cartographic
- Architectural
- Moving images
- Sound recordings
- Electronic records

### **3.6 MODES AND MECHANISMS OF ACQUISITION**

The preferred modes of acquisition are by:

- Gift
- Bequest
- Transfer
- Deposit

All acquisitions must include a written legal agreement – for example, a Deed of Gift for donations and bequests for external donors. See Appendix C for Deed of Gift form. Internal donors will use a records transmittal form. See Appendix E for Records Transmittal form.

At the request of the donor, a receipt for income tax purposes may be issued after a monetary appraisal of the records. The monetary appraisal will not be carried out prior to the signing of a Deed of Gift. The donor bears the cost of the appraisal. Any bequests or requests for appraisal will be responded to in consultation with the Mount Saint Vincent University Advancement department who issues all tax receipts.

Tax receipts are not issued for records placed on deposit only (i.e. ownership has not been transferred to the Archives) and only those records selected to be retained by the Archives will be subject to a monetary appraisal.

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