

Archival Acquisition Policy

Approved by the Board of Directors on April 12, 2022

1. Purpose

This document describes the acquisition policy of the Kawartha Lakes Museum & Archives (hereafter “KLMA”), including the authority and means by which KLMA acquires records and other material, and the rationale by which KLMA selects records and other material for preservation.

2. Scope

This document applies to all staff and volunteers of Kawartha Lakes Museum & Archives involved in the acquisition and selection of records and other material for long-term preservation.

3. Definitions

“**Collection**” means a grouping of documents of any provenance intentionally assembled on the basis of some common characteristic. Collection does not include groupings of documents naturally accumulated by a creator in the course of a practical activity.

“**Creator**” means the individual, group, organization, or corporate body responsible for the production, accumulation, or formation of a grouping of records.

“**Discrete item**” means an individual object containing or displaying recorded information that is not part of a larger body within a fonds or collection. Examples of this could include but not limited to: a single letter, diary, accounting book; graphic material such as a single photograph, postcard, or drawing; cartographic material such as a map or an architectural or technical drawing.

“**Fonds**” means the whole of the records, regardless of form or medium, automatically and organically created and/or accumulated and used by a particular individual, family, or corporate body in the course of that creator’s activities or functions.

“**Record**” means a document made or received in the course of a practical activity and set aside for future reference or as evidence of that activity.

“**Respect des fonds**” means the core archival principle that no subset of a creator’s archival records should be alienated from the whole, nor should it be intermixed with the records of other creators and kept in their original order.

4. Acquisition Mandate

KLMA is a charitable organization based in Lindsay, Ontario. Dedicated to inspiring interest, involvement and investment in heritage and culture. KLMA works to fulfill its mission in partnerships with community stakeholders through:

1. Acquisition, preservation and exhibition of items that reflect the history of the City of Kawartha Lakes and provide a foundation for research.
2. Outreach initiatives that feature, celebrate and share local stories and how they connect to Canada’s history and our role in the global community.

In fulfilling its mandate, KLMA will acquire, preserve, and make accessible the records of private-sector records and other recorded information that document the City of Kawartha Lakes’ history. The collection of private-records will provide the documentary evidence of broader historical events within the relevant geographical jurisdiction of Kawartha Lakes.

4.1 Private-sector Records

KLMA’s authority to acquire, preserve, and provide access to private-sector records and other materials is established through the implementation of this policy.

KLMA identifies, selects, and acquires private-sector material created by:

- Individuals and families
- Not-for-profit groups, grassroots organizations and societies
- Businesses and corporations

Criteria taken into consideration when acquiring private-sector material include, but are not limited to:

- Whether or not the records creator was based in, or conducted a substantial portion of their activities in Kawartha Lakes or had substantial relationships with the City, its citizens, or other organizations operating in Kawartha Lakes
- The degree to which the records provide additional context to other private-sector records that are or will become part of KLMA holdings

- The degree to which the activities of the records creator affected the history, culture, and character of Kawartha Lakes
- The presence of documentary evidence of significant historical events in the records
- The presence of unique or valuable information in the records
- The ability of KLMA to preserve the materials

4.2 Addressing Our Gaps

While it is through KLMA's standard appraisal criteria that guide the acquisition of private-sector records, it is through a review of priority criteria that KLMA will establish their highest acquisition priorities.

KLMA aims to be proactive in the identification of areas of acquisition priority. Through a combined assessment of gaps within KLMA's existing holdings and a review of their priorities in conjunction with societal trends, KLMA has determined a list of priorities to guide its active acquisitions:

Filling our Gaps Over the Next Two Years: Priority Criteria

- Grassroot organizations and groups in Kawartha Lakes
- Northern portions of Kawartha Lakes
- Underrepresented communities in Kawartha Lakes

4.3 Records Not Accepted

KLMA normally will not accept or pursue:

- Books or published materials, unless there are special or compelling reasons for them to accompany acquired records
- Family Bibles
- Materials which do not fit into the mandate of KLMA
- Materials whose use would not be well-served by locating them in KLMA's archival holdings
- Copies of materials in other repositories, unless the materials are in jeopardy or the copies are significantly related to particular material already held by KLMA.
- Materials in formats which KLMA cannot support adequately
- Materials with donation stipulations that would undermine the principles of open and equal access

5. Principles

KLMA carries out the acquisition of private-sector records in accordance with the following principles:

5.1 Adherence to the Principle of ‘respect des fonds’

In accordance with the principle of respect des fonds, KLMA endeavours to acquire fonds in their entirety. If only part of a fonds is available for acquisition, KLMA may choose to accept it if it meets established selection criteria; when possible, KLMA will acquire the remainder of the fonds as a later accrual. The ruling principle of acquisition shall always be provenance, not medium, genre, form or subject matter.

5.2 Acquisition of Collections and Discrete Items

KLMA recognizes that records and other material may be physically severed from fonds before they are available for acquisition. Therefore, KLMA also acquires individual records and other material in the form of collections and discrete items, provided they meet established selection criteria.

6. Methods of Acquisition: Private-sector records

In order to conduct preservation activities, provide access to materials, and otherwise manage its holdings, KLMA seeks to have complete ownership of physical property and associated intellectual property rights, particularly copyright.

KLMA prefers to acquire ownership of or license to reproduce and provide ongoing access to the private-sector material it acquires. Loans and offers of sale will be accepted, but only in extraordinary circumstances with approval from the Board of Directors.

6.1 Physical property rights

KLMA may acquire custody of physical property rights through the following methods:

Donation

Donation is the preferred method of acquisition of private-sector materials.

To donate materials to KLMA, a donor must have a clear title to the material. That being the case, the donor must assign and transfer to KLMA ownership and title to the material through the

Deed of Gift document signed by a representative of KLMA and donor. Two original copies will be produced, one for the donor and one kept as a permanent record at KLMA.

Loan or Purchase

In exceptional circumstances, KLMA may acquire private-sector material by loan or purchase. Materials being considered for acquisition through loan or purchase must demonstrate a strong fit with multiple acquisition criteria, and any agreement must take into consideration the effect on KLMA's current and future resources and operations. Any material considered for acquisition through purchase must receive the approval of the Board of Directors.

Abandoned or orphaned material

KLMA may acquire material for which documentation of legal transfer of custody or ownership is not available (a formal Deed of Gift agreement is not created). Provided that KLMA has good-faith belief that its actions to acquire, preserve, and provide access to the material will not infringe upon any existing intellectual or physical property rights to the material, the acquisition will proceed so long as it meets acquisition criteria.

7. Access Restrictions

Regardless of the method of acquisition proposed or undertaken, KLMA reserves the right to refuse private-sector material that is subject to limitations on its use, reproduction, location, access, and disposal.

KLMA will administer:

- Limited period of records closures on part or all of an acquisition
- Access restrictions consistent with privacy legislations

KLMA will not administer:

- Restrictions that privilege or discriminate against certain groups or classes
- Restrictions that are not consistent with privacy legislation and that require researchers to seek the donor's permission to access donated material

8. Retention of Material

Records acquired by KLMA by any means may not be retained in their entirety.

8.1 Appraisal – private-sector records

KLMA may perform appraisal and selection on donated private-sector material in a manner that reflects and supports KLMA's acquisition mandate and criteria, and that which is consistent with archival principles.

KLMA will offer to return to the donor any donated material not selected for preservation. Material not returned to the donor will be securely destroyed.

8.2 Deaccessioning

KLMA may deaccession material in its holdings that clearly falls outside the conditions of the Acquisitions Mandate.

KLMA will not deaccession material that, if removed from KLMA holdings, would damage the integrity and decrease the usefulness of the remaining fonds.

As much as possible, KLMA will seek to transfer deaccessioned material to a suitable repository.

9. Referral to Other Repositories

If material offered to KLMA for donation is considered to be outside the scope of the Acquisition Mandate, KLMA may refer the donor to other/another, more pertinent institution(s).

If material is considered to be within the scope of KLMA, but may be more appropriately preserved and made accessible at another local repository, KLMA will refer the donor to the other repository. (Example: Discrete item such as a 1936 Lindsay tax roll should be offered to CKL Records Office and Archives where it may fit into an already existing fonds). If the other repository declines the donation, KLMA will acquire the donation.

10. Description of Records

All records acquired by KLMA are described following the Rules for Archival Description (RAD).

Fonds-level description will be completed for each acquisition at a minimum. It is up to the KLMA staff to determine the completeness of lower-level description (i.e. photographic material should be described down to an item-level description even without a series- or file-level description).

At a minimum, responsible staff and volunteers will create a fonds-level description that includes a title, date(s) of creation, physical description, form of material (extent), scope and content,

administrative history/biographical sketch, access conditions, copyright, custodial/archival history, and any further notes as applicable and defined in RAD (i.e. accruals, notes of physical description, notes on supplied title, date of describing and by whom, etc.).

Until resources allow for the creation of digital finding aids, standard Microsoft Word finding aids will be created and attached to the accession record in PastPerfect under the Media Attachments tab.

KLMA strives to take an anti-oppressive approach to its description. While KLMA recognizes and uses the principles of respect des fonds, it is not always appropriate when describing records of sensitive nature. Where possible, materials will be arranged and described according to the subjects of the material rather than through the perspective of its creator while recognizing the language being used to describe such records and multiple creatorship of them. A note on the individual describing the record should be included as well.

11. Roles and Responsibilities

The KLMA Board of Directors has final authority for all acquisitions and deaccessioning decisions, with advice and guidance from any staff.

12. Related KLMA Policies

Collection Management Policy

Digital Preservation Policy

Conservation Policy

13. Review of Policy

This policy will be reviewed every two years or as needed.

Policy Reviewed:

April 12, 2022