

Acquisitions Policy A001 V.2

Purpose: The purpose of the Acquisitions Policy is to present a high-level statement for The ArQuives regarding acquisitions. This policy will assist The ArQuives in fulfilling all aspects of its mandate to collect and preserve LGBTQ2+ histories. It also established the roles and responsibilities of volunteers and staff. This policy outlines the commitment and principles that The ArQuives will follow with respect to the acquisition of new material into the collection.

Scope: This policy and related procedure apply to all volunteers and staff members of The ArQuives who act on behalf of The ArQuives in carrying out their roles and responsibilities.

Definitions

Accession: The formal process of bringing collections or objects into The ArQuives custody and control.

Authenticity: For the purpose of this policy authenticity refers to the quality of being genuine, not a counterfeit, and free from tampering, and is typically inferred from internal and external evidence, including its physical characteristics, provenance, structure, content, and context.

Commission: Something (esp. an artistic, musical, or literary work) produced in response to such a request, instruction, or order.

Deaccessioning: The formal process of removing an accessioned collection or object from the institution's custody and control in line with the mission and mandate of The ArQuives.

Donation, Gift, or Bequest: Material for which legal title is transferred from one party to another without compensation.

Exchange: The action, or an act, of reciprocal giving and receiving.

Found in the Collection: Material that emerges during collection management activities that lack documentation of their ownership are termed “found in the collection.”

Provenance: For the purpose of this policy provenance is a fundamental *principle of archives*, referring to the individual, family, or organization that created or received the items in a collection. The principle of provenance or the *respect des fonds* dictates that records of different origins (provenance) be kept separate to preserve their context.

Public: For the purpose of this policy, clients, users, researchers, and the general public will be referred to as “the public.”

Staff: A staff member is anyone who is a paid full-time, part-time, probationary, temporary, or casual worker.

Transfer: To convey or take from one place, person, etc. to another; to transmit, transport; to give or hand over from one to another.

Volunteer: A volunteer is anyone who without compensation or expectation of compensation beyond reimbursement performs a task at the direction of and on behalf of The ArQuives. For the purpose of this policy, interns will be referred to as “volunteers.”

Institutional Responsibility

The Board of Directors will:

1. Ensure that staff under their supervision receive adequate information and training on this policy.
2. Review, update, and approve the policy every 3 years.

The Executive Director will:

1. Monitor the organization’s compliance with this policy and related procedures.
2. Review this policy every 3 years to ensure that it is current, meets best practices, and is effective.
3. Bringing the updated policy to collections staff and the Collections and Public Service Committee for comment, before presenting it to the Board of Directors for approval.
4. Provide all staff and volunteers with training and/or information regarding this policy.

Collections staff will:

1. Assist in reviewing this policy every 3 years to ensure that it is current and effective.
2. Familiarize themselves with this policy.

3. Attend any training related to this policy and ask the Executive Director for clarification on this policy if they have questions.
4. Administer acquisition policies, priorities, strategies, and work to ensure best practices.

Collections and Public Service Committee Volunteers will:

1. Assist in the review of the policy and its updates.
2. Familiarize themselves with this policy.
3. Attend any training related to this policy and ask the Executive Director for clarification on this policy if they have questions.

Acquisition Priorities

Informing the Acquisitions Policy of The ArQuives is the *Collection Development Plan 2023-2027*, which provides staff and volunteers with overarching guidelines for collections activity. Collecting has been divided into 3 different sections: High priority, further development, and low priority.

1. **High priority:** Resources should be allocated to high priority collections which are not adequately or at all represented within The ArQuives' collection.
2. **Further development:** Specific areas of the collection that require further development.
3. **Low priority collections:** These are collections/topics/stories/media types that are adequately represented or overrepresented within the collection.

Policy

1. Material accepted and accessioned into the collection must support the mission and mandate of The ArQuives.
2. The Executive Director and/or Collections Manager has the final say on the acquisition of all material based on the Acquisition Priorities laid out in the *Collection Development Plan 2023-2027*.
3. Donations from all sources must be accompanied by a Deed of Gift Agreement signed by the donor.
4. All Deed of Gift agreements and accession records must include details about the donation's level of priority based on the Collection Development Plan 2023-2027.

5. The ArQuives collects personal and organizational records, books, periodicals, newspapers, photographic materials, audio/visual materials (film, videos, DVDs, audiotapes, LPs, 45s, CDs etc.), press clippings, broadsides, posters, flyers, artifacts, artwork, microform (film and fiche), and digital media (in any file format).
6. There are no geographic or date limitations to what is acquired but the collecting emphasis is on materials produced or in relation to people or organizations who live or have lived in what we now call Canada and those who have contributed in some way to the lives of LGBTQ2+ Canadians, people living in Canada, and those who are Indigenous.
7. Material in any format may be acquired so long as it can be accommodated and preserved. This threshold is to be determined by The ArQuives Collection staff or the Executive Director.
8. The ArQuives will give advice or recommendations to prospective donors on alternative repositories for any material that cannot be accommodated or that does not meet the acquisition criteria of The ArQuives.
9. The ArQuives collects and maintains the records of the organization itself.
10. The Acquisition of collections will take account of:
 - The historical and evidential value of the collection
 - The abilities and expenditures required of staff time and other resources to transport, research, and process the materials to make them available for research in a reasonable time period.
 - The availability of appropriate storage facilities and the physical condition of the collection in relation to the probability of being able to conserve them for a reasonable period of time.
 - The extent and terms of the donor's restrictions attached to the materials, and the legal rights of the donor to place the items in the archives.
 - The relationship of the item(s) to the strengths and weaknesses in the existing holdings.
 - The ability to produce a tax receipt should the donor require one.
 - The materials must be deemed to possess no health risks for staff, the public, the building, the grounds, or other collections that are beyond the ability of staff to manage.

11. The ArQuives does not acquire:
 - Large architectural objects such as facades, reliefs, or statues.
 - Large scale artworks that the archives cannot house safely.
 - Triplicates of holdings, unless rare or falling under specific priority acquisition conditions.
 - Medicines or other drugs.
 - International large press fiction post-1985 (unless the topic falls within our acquisition priorities or the publication is a part of a fonds).
12. Materials do not have to pertain to LGBTQ2+ topics if the materials are situated within personal or organizational donations that relate to LGBTQ2+ communities or provide broader intellectual context and support for LGBTQ2+ aspects of our holdings.
13. The ArQuives' preferred method of acquisition is by donation through individuals, organizations, or through transfer from another archive, library, or museum.
14. The ArQuives may acquire material by purchase, commission, found in the collection, contact, exchange, field collecting, or other appropriate means.
15. Material must have clear authenticity and provenance and should be accompanied by the appropriate documentation where applicable.
16. Material dropped off anonymously without a Deed of Gift will be added to the collection as an anonymous donation. Access to the material will be assessed to determine whether it meets the criteria for acquisition and any associated risks surrounding access and copyright.
17. Any conditions or restrictions attached to a donation will be considered individually.
18. The ArQuives requires that the issue of copyright be clarified prior to any acquisition. Transfer of copyright interest to The ArQuives must be made in writing and included in the Will of the individual. If copyright is not transferred to The ArQuives, then the donor must provide contact details so that user queries can be made.
19. Budget considerations, space constraints, and administrative changes all play a role in considering items for continuing inclusion in the collection. As such changes occur items may be reappraised based on these above factors.

20. The ArQuives may occasionally be required to deaccession archival material due to physical condition, relevance, or space limitations. The below procedures are to be applied in the following order:

- The ArQuives will offer the materials back to the donor: All reasonable attempts will be made to contact the donor to offer materials back.
- Transfer of Material to Other Institutions: All reasonable attempts will be made to transfer the items to an accredited archive, museum, or library.
- Withdrawal of Material: On the failure of the above procedures, staff are permitted to discard the material with the approval of the Executive Director. This decision must be made in writing and be placed in the original case file for the donation.

21. Duplicates are collected and a duplicate can be replaced if the new duplicate is in more stable or better physical condition, is an older edition, or is of higher monetary value.

Related Documentation

Collection Review 2021-2022

Collection Development Plan 2023-2027

Related Policies

A012 Preservation Policy

A014 Monetary Appraisal Policy

A019 Conservation Policy

A025 Collection Description Policy

Related Procedures

P001 Collection Accessioning and Processing Procedures

P002 Emergency Procedures Guide

Related Forms

B001 ArQuives Deed of Gift

Amendment, Modification or Variation

This Policy may be amended, varied or modified in writing after consultation and agreement by the Executive Director and Board of Directors. The Executive Director shall revise the policy every three years or with greater or lesser frequency as warranted. This review process seeks to correct any oversights in previous terms of reference and to account for new circumstances that have arisen since the last review.

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