

Policy Title	Archives Policy
Issued By	Library Committee
Contact	Director of Library Services
Approved By	Brescia Council
Effective Date	May 2019
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Next Review	2023

## **PURPOSE**

As Canada’s only women’s university, Brescia University College (Brescia) recognizes the importance of preserving institutional memory through the establishment of the Brescia Archives. The Brescia Archives will be the official repository for records of enduring historical, administrative, legal, fiscal, and/or informational value. The purpose of the Brescia Archives is to centralize, organize, preserve, protect, and make available the records and materials that pertain to the origin, history, spirit, and development of Brescia.

## **POLICY**

### **1.0 Mandate**

The goal of the Brescia Archives is to:

- Preserve the University’s institutional memory by identifying, acquiring, preserving, and protecting its records of permanent value.
- Provide adequate facilities and services for the storage and preservation of archival records.
- Encourage teaching, learning, and research using archival records.

### **2.0 Roles and Responsibilities**

The Director of Library Services is responsible for the administration of the Brescia Archives. Administration will include securing, maintaining, and conserving materials in any form which makes up the archival and historical records of Brescia University College; the maintenance of the confidentiality of the archival holdings; and the establishment of procedures for staff, faculty, students, researchers, and visitors.

### **3.0 Acquisition of Archival Materials**

The Brescia Archives will acquire records in all media formats which document the University’s history, organization, structure, programs, and functions. To enhance the information in these records, Brescia may also acquire the records of affiliated organizations and individuals that are of archival value to Brescia.

Materials normally accepted for permanent retention will fall into the following categories of records:

- Records created, received, used, and maintained by current or previous governing, administrative, academic, and student governance bodies of Brescia.

- Records of Brescia–related activities such as clubs, societies, and associations that document Brescia’s history or the life of the Brescia community.
- Records of faculty, staff, or other individuals associated with Brescia that document Brescia’s history or the life of the Brescia community.
- Archival materials collected by individuals or organizations that document Brescia’s history or the life of the Brescia community.

The Director of Library Services or designate shall appraise all records and materials before transfer from the original holder or donor.

Donations from individuals or organizations external to Brescia will be accepted in accordance with terms negotiated by the owner and the Director of Library Services and documented in a formal donation agreement. All records and materials donated to the Brescia Archives become the property of Brescia. In releasing ownership, unless otherwise stated in the donation agreement, copyright is transferred to Brescia.

#### 4.0 **Deaccession of Archival Materials**

Archival material in the Brescia Archives may be permanently removed through deaccessioning if it is determined that it is no longer appropriate to retain the material. Proposals to deaccession archival material shall be submitted to the Library Committee. Once approved, the proposal shall be shared with the Principal and Vice–Principal and Academic Dean for information.

#### 5.0 **Access to Archival Materials**

The holdings of the Brescia Archives are available to faculty, staff, students, and visiting researchers upon request to the Director of Library Services for the purposes of teaching and research.

Records may be designated as confidential by the Director of Library Services in consultation with the original holder or author of the record or as mandated by provincial and federal law. Access to confidential records will be restricted. Such restrictions shall be recorded in writing upon acceptance into the Archives and shall be for a fixed term. Individuals requiring access to restricted records may make a formal request to the Director of Library Services.

Access to fragile, valuable, or rare materials may be restricted by the Director of Library Services in order to protect them from damage or loss. Copies will be substituted.

All researchers shall abide by the regulations of the Brescia Archives and submit, if requested, all papers produced as a result of the research carried out in the Brescia Archives.

### **DEFINITIONS**

**Record:** Any information, however recorded, whether in manuscript, printed, mechanical, or electronic form, and any copy thereof, but does not include a computer program or any other mechanism that produces records.