

Them Days Labrador Archive Acquisitions Policy

Purpose

The purpose of the Them Days Labrador Archive Acquisitions Policy is to outline the criteria that possible accessions must meet prior to formal acquisition procedures.

Role and Mission

Them Days Incorporated (herein “Them Days”) is dedicated to keeping the history of Labrador alive by documenting and preserving the "old ways and early days" of Labrador. Them Days was established in 1975 to record, document, research and publish the oral, visual and written history of Labrador. Them Days does this by conducting special projects of research, translation, consultation, maintenance of archival collections and production of publications on matters relating to Labrador history and culture. The Board of Directors for Them Days manages the affairs of Them Days Incorporated.

The Them Days Labrador Archive collects, maintains, and preserves archival records produced by Them Days and records relating to Them Days’ objectives from private donors. As a safekeeper of archival material, Them Days is committed to preserving the records to the best of its ability and resources in terms of climate-controlled setting and specialized archival storage, and to following best practices as outlined by the Association of Newfoundland and Labrador Archives (ANLA).

Scope

Records are defined as recorded information, regardless of its form. This includes, but is not limited to, materials such as documents, maps, drawings, photographs, journals, letters and recorded interviews.

The Them Days Labrador Archive will accept archival records that have at least one of the following attributes:

- a) documents the creation, organization and operation of Them Days;
- b) relates directly to Labrador;
- c) has historical or cultural significance to the people of Labrador.

The Them Days Labrador Archive may add to its holdings when:

- a) materials are transferred from the working files of Them Days when they are no longer required for current administrative, legal or financial needs;
- b) private materials are acquired by donation, donation for tax receipt, or bequest from individuals, families, organizations or businesses. Them Days is not in a position to buy collections.

Material accessioned by the Them Days Labrador Archive shall become the permanent property of the archives and therefore Them Days, subject to restrictions as

outlined in the signed agreement between the donor and Them Days. If, during future reappraisal, the material is determined no longer relevant to the archive, it will be deaccessioned. Deaccessioning will not take place without the written approval of staff and the Research and Reproduction Committee. All information pertaining to deaccessioning and the disposition of the material will be retained in the archive's records.

Limitations on Scope

The acquisition of records will be subject to the requirements as described in this document and at the discretion of the staff and board, taking into consideration:

- a) the resources of Them Days to accept the material, be it financial, physical, environmental, or human resources;
- b) the material's physical condition;
- c) terms, conditions, and legal rights placed on the materials from the donor;
- d) the relationship of the material to other holdings within the Them Days Labrador Archive;
- e) the acquisition mandates of other institutions.

Where material donated to Them Days does not meet the guidelines stated in the Acquisitions Policy, Them Days staff will suggest another institution to the best of their abilities.

Them Days Labrador Archive will avoid the active collection of artifacts. If artifacts are offered as a donation, the staff will suggest donating the piece to an appropriate museum. Exceptions may be made for artifacts that relate directly to a collection and are of a significant nature. This is under the discretion of the staff and board of Them Days. Newspapers, periodicals and published books may be acquired for use in the reference library, as approved by the staff.

Roles and Responsibilities

Staff: Employees or regular volunteers at Them Days Inc. who have undergone ANLA's Basic Archives course or other recognized archive training.

Board of Directors: Volunteer board of directors who handle the affairs of Them Days, headed by an executive of Chair, Vice-Chair, Secretary and Treasurer. The board is composed of a number of sub-committees, including the Research and Reproduction Committee.

Research and Reproduction Committee: A sub-committee which reports to the Board of Directors, formed by directors and other volunteers. Its primary purpose is the operation of the archive and handling requests from the researchers who use it.

Availability of Acquisitions Policy

Copies of this Acquisitions Policy will be made available to all staff and board members of Them Days, potential donors and, on request, to other interested individuals and organizations.

Approval

This Acquisitions Policy has been recommended by the Research & Reproduction Committee and approved by the Board of Directors on March 24, 2010.