

**Acquisition Policy**  
**Centre de recherche acadien de l'Î.-P.-É.**

**Purpose**

The purpose of this document is to formulate a policy for Centre de recherche acadien de l'Î.-P.-É. regarding the acquisition of archives, to state the principles, objectives and criteria to be applied in carrying out such policy, and to define the roles of the various stakeholders.

The creation of this policy is thus to reduce the number of unnecessary documents by establishing an assessment scale.

**Legislative context**

**Institutional policies and bylaws**

The mission statement of the Centre de recherche acadien de l'Î.-P.-É. emphasizes that it supports the conservation and research-related needs of its clientele.

The Centre de recherche acadien de l'Î.-P.-É. is an archives, genealogy centre and library managed by l'Association du Musée acadien de l'Î.-P.-É. Inc., following an amendment to its bylaws, adopted at the annual general meeting of May 24, 1988.

The Centre respects l'Association du Musée acadien de l'Î.-P.-É. Inc.'s bylaws.

**Provincial laws and regulations**

The Centre de recherche acadien de l'Î.-P.-É. operates under the « Archives and Records Act », R.S.P.E.I. 1988 Chapter A-19.1. (proc. 2001)

**Federal laws and regulations**

1. The Canadian Income Tax Act allows for income tax deductions for gifts of private archives and sets out the details of application.
2. The Copyright Act sets limits for archival use, operation and methods of publication. Such limits may have a bearing on acquisition agreements.
3. Some federal granting agencies have regulations requiring recipients of funding to sign an agreement with an archives to deposit the data arising from their project.
4. In accordance with the Cultural Property Export and Import Act, Canada may conclude international agreements to counteract illegal trading in cultural goods.

Moreover, Canada adheres to the 1970 UNESCO Convention that deals with measures to outlaw and eliminate the illicit export and transfer of cultural property. This may modify or influence the acquisition of archives originating in other countries.

## **Definition of archival terms**

**Purchase:** Contract by which one party, designated the seller, agrees to transfer, for a monetary consideration, archival property to the Centre and the rights pertaining to this property. This form of acquisition is only accepted in extreme cases and must be approved by the Association du Musée acadien de l'Î.-P.-É. Inc.'s board of directors.

**Acquisition:** Action by which the Centre expands its archival holdings and collections. The principal means of acquisition are gift, bequest, purchase, deposit and loan.

**Archives:** Documentary materials, regardless of date or physical form, preserved for their enduring value.

**Centre:** Refers to Centre de recherche acadien de l'Î.-P.-É., its archives, genealogy centre and institutional library services.

**Collection:** An artificial grouping of records from diverse sources classed by shared feature, or assembled by design or by chance.

**Deposit:** Action of a party named the depositor handing archives over for an unspecified period of time to the other party named the custodian, the depositor retaining the physical and intellectual property rights to the deposited material.

**Gift:** Transaction by which donors divest themselves of ownership of an item in favour of the beneficiary, the Centre, for no monetary consideration.

**Fonds:** Set of recorded documents of any sort, automatically and systematically accumulated by administrative bodies or corporate or natural persons in the normal course of business, thus constituting a living record of its creator, and the evidential value of which justifies its permanent preservation.

**Bequest:** Gift transferred by means of a donor's last will and testament.

**Loan:** Deposit for a particular period of time, renewable, or convertible to a gift.

**Principle of Respect des fonds:** Archival Science guiding principle (also called the principle of provenance) according to which each document must be kept within the archival group to which it belongs, and as far as possible according to the original arrangement – rather than being sorted and classified according to subject.

**Principle of territorial provenance:** Archival Science principle (also called the principle of territoriality) whereby archives must be kept within the territory in which they were produced.

## **Mission**

The Centre de recherche acadien de l'Île-du-Prince-Édouard, under the mandate of l'Association du Musée acadien de l'Île-du-Prince-Édouard inc., has the principal mission of assembling and preserving, in one same area, all the documentary material pertaining to the Acadian and francophone community of Prince Edward Island, and to facilitate its access, through the use of finding aids and inventories, to researchers and the public interested in this information.

## **Mandate**

In order to accomplish its mission, the Centre de recherche acadien de l'Île-du-Prince-Édouard has a three-part mandate:

- the collection of records directly or indirectly linked to Prince Edward Island's Acadian history, culture, genealogy, ethnology, sociology, archaeology, folklore, demography, geography, economy, language, etc., as well as the institutional archives of l'Association du Musée acadien de l'Î.-P.-É., for research purposes;
- the evaluation, description, classification and storage of the collected information;
- the accessibility and, on occasion, the transmission to the public of the collected information.

## **Scope of the mandate**

By « record », we mean all forms of information, no matter the nature, including, but not limited to, texts such as correspondence, reports, registers, lists, literary manuscripts, musical scores, books, architectural drawings, maps, plans, diagrams, photographs, film, paintings, sketches, graphic art, microforms, sound recordings, visual recordings as well as all documents that can be read by machine, that have been received, organized, deposited or conserved by all persons or organizations, public or private.

The Centre may acquire rare books, or visual or sound recordings for use in its archives, in the library or in the Centre's multimedia section. The books as well as acoustic or visual archives that are judged not to be sufficiently rare and of which the Centre will already have at least three copies, or of which do not accord with the Centre's mandate, will be: 1) returned to the donor; 2) given to another archives; or 3) sold to help raise funds for the Centre.

Except for special purposes, the Centre does not acquire artefacts. These are included in the Musée acadien de l'Î.-P.-É.'s mandate. Under certain circumstances, the Centre can participate in joint acquisitions with the Musée.

## **Objectives and principles**

### **Objectives**

To carry out its mandate pertaining to the acquisition of archival records, the Centre de recherche acadien de l'Île-du-Prince-Édouard has adopted the following objectives:

- Provide access to the archives on a routine basis, to offer support to researchers.
- Preserve the materials for an indefinite amount of time.
- Respect the confidentiality of its donors when necessary.
- Participate in the preservation of the collective memory of Prince Edward Island's Acadie, by acquiring records that translate and transmit the essence of the Island Acadian lifestyle, its values, its traditions, sociologically as well as culturally.
- Support academic instruction and research.

## **Principles**

The objectives of the Centre de recherche acadien de l'Î.-P.-É. ,related to the receipt of archives, are based on de principes underlying acquisition priorities, fields and mechanisms. The principles are the following:

- Acquisition is justified first and foremost by the significance and value of a set of archival records, in the light of one or other of the stated objectives.
- Every acquisition is subject to periodic review in the light of stated objectives. Following a decision of non-relevance, and taking into account the conditions of acceptance, if any, the Centre may divest itself of the archival group or collection in question.
- Every acquisition will be subject to all legislation governing Prince Edward Island and Canadian archival practice.
- Every acquisition will adhere to archival principles, such as provenance and territoriality. The break-up of collections is avoided as much as possible.
- Every acquisition will conform to the custody policies of other archives, particularly those in other Acadian regions and Prince Edward Island.
- Acquisition will be done while taking into account the Centre's capacity to make the archival group or collection accessible; such ability depends particularly on the state of preservation; the volume of records; conditions of acceptance; and the financial, human and material resources available for treatment, preservation and dissemination.
- The Centre will accept gifts of documents, photos, multimedia, books, etc. which are the product of a Prince Edward Island Acadian source, or which have a significant value in relation to Prince Edward Island's Acadie, such as books that mention an important aspect of the Island's history. Gifts that relate to Acadie in other regions will be evaluated for their relevance to the Island's Acadian history. If an object corresponds to another archives' mandate and acquisition policy, for example the Centre d'études acadiennes Anselme-Chiasson at the Université de Moncton, the object will be sent to the other archives after approval from the donor, resources permitting.

## **Targets and priorities**

The Centre specializes in the acquisition of the following archives, without limitation to:

1. The fonds and collections belonging to individuals, families or organizations, and which have a significant historical value and a direct link to Prince Edward Island's Acadie
2. Archives relating to Prince Edward Island's francophonie
3. Archives relating to Prince Edward Island's history
4. Archives relating to Acadian history

## **Priorities**

No fonds or collection will receive precedence over another, as long as the archives relate to the Centre's mandate.

## **Modes of acquisition**

The preferred means of acquisition are by gift and by bequest. However, the Centre may in certain circumstances take archives or collections on deposit or loan, or by purchase. Acquisition through purchase or loan can only be made possible in extreme cases and with the prior approval of the Association du Musée acadien de l'Î.-P.-É. inc.'s board of directors. In all cases, the proprietary rights to the archives to be acquired will be ascertained.

An acquisition agreement must be reached in the form of a contract outlining the rights and obligations of either party.

## **Role and responsibilities**

The archivist sees to the formulation and continued updating of an acquisition policy, and coordinates its implementation. He or she establishes proactive acquisition priorities, approves the criteria and standards of selection and relevant procedures. The archivist plans acquisitions, and negotiates the necessary agreements with owners of non-institutional archives.

The Association du Musée acadien de l'Î.-P.-É. inc.'s board of directors advises the archivist on different aspects of the acquisition policy and its implementation. It examines and gives its opinion on acquisition projects submitted to it, and makes recommendations on any question pertaining to acquisitions.

The board of directors approves the acquisition policy.

The archivist approves and signs the acquisition agreements.

## **Conflicts of interest**

Members of the personnel who, for personal reasons, wish to acquire documents covered by the present policy must obtain prior authorization in writing from the board of directors of the Association du Musée acadien de l'Î.-P.-É. inc.

## **Distribution of the acquisition policy**

Copies of this acquisition policy are available to all members of the public.

## **Approval**

The present acquisition policy was approved by the Association du Musée acadien de l'Î.-P.-É. inc.'s board of directors on September 10, 2009.