

UFHS Archives Acquisitions Policy	Created: 28 Sept. 2020	Page: 1 of 6
Approved by: UFHS Board	Effective date: 2 Nov. 2020	Review date: 2 Nov. 2022

# UFHS Archives Acquisitions Policy

## Introduction & Purpose

The United Farmers Historical Society (UFHS) was incorporated as a non-profit organization under the Alberta *Societies Act* on June 14, 2002. UFHS is governed by a Board of Directors who is ultimately responsible for fiduciary duties, obligations and liabilities of the archival and artifact collections. UFHS employs one full time Archivist and other staff as necessary to steward the collections.

The mandate of the UFHS Archives is to acquire, preserve and make available the history of the United Farmers of Alberta (UFA) using the best practices of the archival community; and to use these collections in accordance with the UFA core values, ethics, and brand strategy to provide good ambassadorship and promotion of the UFA.

The purpose of the Acquisitions Policy is to outline the professional and institutional standards for acquisition and disposition of items for the UFHS Archives.

## Mission & Vision

The Mission of UFHS is to accumulate and maintain documentation and exhibits of UFA's history.

The Vision of UFHS is to become a respected and sought after source of UFA's documented accomplishments and preserved history for the benefit of rural communities.

## Acquisitions Mandate

The policy of UFHS is to acquire and preserve archival and select artifact collections that document the history of the UFA, and by extension the history of co-operatives and agriculture in Alberta. The primary role of these collections is to make available the history of the UFA through research, exhibitions and outreach.

The UFHS archival collection is the official repository for non-current records of the UFA, its corporations, Agencies, Boards, Committees, and for private records relating to UFA elected officials, staff, operations, and member-owners in various physical and digital forms or media that contribute to the understanding of UFA's history.

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We actively seek to acquire archival records that demonstrate the origins, organization, structures, functions, policies, programs, activities, internal and external administrative and operational relationships of the UFA.

The UFHS Archives will acquire select artifacts that can be used for research, and to assist with communicating the history of UFA through displays and exhibitions. These include retail products, materials that support UFA operations, items relating to UFA employees, and other objects relating to agricultural history, co-operatives and rural communities which can help to illustrate the context of the UFA and its activities.

The UFHS Archives also periodically acquires non-archival library materials related to the UFA and are used for reference and research.

### **Definition of Terms**

Accession: The materials physically and officially transferred to a repository as a unit at a single time; an acquisition.

Acquisition: Materials physically and officially transferred to a repository as a unit at a single time; the process of seeking and receiving materials from any source by transfer, donation, or purchase.

Archivist: A professional with expertise in the management of records of enduring value; an individual responsible for records of enduring value.

Archives: Records of an organization or institution preserved for their enduring value, and/or the institution responsible for acquiring, preserving and making available archival records.

Appraisal: The process of identifying materials offered to an archives that have sufficient value to be accessioned; the process of determining the length of time records should be retained, based on legal requirements and on their current and potential usefulness; the process of determining the market value of an item.

Association of Canadian Archivists (ACA): The Association of Canadian Archivists (ACA) is a non-profit organization that represents the needs and interests of archives and records professionals throughout Canada.

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Collection: Materials assembled by a person, organization, or repository from a variety of sources; an artificial collection; a thematic aggregation of sets of otherwise unrelated archival materials; the holdings of a repository, taken as a whole.

Deaccession: The process by which an archives, museum, or library permanently removes accessioned materials from its holdings.

Finding Aid: A description that typically consists of contextual and structural information about an archival resource.

Fonds: The entire body of records of an organization, family, or individual that have been created and accumulated as the result of an organic process reflecting the functions of the creator.

Record: Materials created or received by a person, family, or organization, public or private, in the conduct of their affairs that are preserved because of the enduring value contained in the information they contain or as evidence of the functions and responsibilities of their creator.

### **Scope of Acquisitions**

Accepted materials to be acquired can include text, photographs, slides, negatives, sound and video recordings, cartographic and electronic records. Artifacts are accepted on a case by case basis.

Areas of specialization include records related to UFA politics, United Farm Women of Alberta (UFWA), UFA Jr. Branch, UFA Co-operative, Maple Leaf, UFA publications and print literature from 1909 to the present.

Not all materials appraised will be acquired. Materials are considered acquired once the donor agreement has been completed. The donor may not place restrictions on the donation. Acquisitions which are accessioned require a transfer of legal title via the donor agreement. Copyright, where possible, will also be transferred to facilitate use.

Proposed acquisitions will be appraised by the Archivist for their content, condition and relatedness to the UFHS archival mandate, and weighed against the ability of the archives to store and provide access. Materials in prohibitively expensive media, or that do not fit the UFHS archival mandate will not be accepted, however an alternative institution will be recommended.

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### **Methods of Acquisition**

Acquisitions will generally be acquired by transfer from the UFA, UFA agencies, or private donation through gift for tax receipt, bequest or purchase, and a signed donor agreement (Certificate of Gift form). Tax receipts may be issued at the discretion of the Archivist and Board of Directors, based on Fair Market Value in the year of the donation, for values under \$1,000. If the Fair Market Value is expected to be over \$1,000, an independent third party appraisal furnished by the donor will be obtained.

UFHS will not acquire any archival materials or objects with questionable provenance, or that may be subject to repatriation claims.

### **Methods of Disposal**

At the discretion of the Archivist, materials may be deaccessioned from the collection due to irrelevance to the archival mandate or the condition of the item. Materials identified for deaccessioning will be transferred to another institution (if applicable), returned to the donor, or destroyed. The accession file will be marked as deaccessioned and be kept indefinitely. The item record will remain in the finding aid or inventory and highlighted as deaccessioned.

### **Roles & Responsibilities**

The final authority for acquisition decisions rests with the UFHS Board of Directors. The Archivist has the authority to acquire on behalf of UFHS and a list of acquisitions will be made available to the Board at regular meetings or as requested. The Board has the right to reverse an acquisitions decision made by the Archivist.

The Archivist is responsible for maintaining administrative records for all proposed and accepted acquisitions.

The UFHS Board is responsible for approving the Acquisitions Policy and any changes. The Archivist is responsible for adhering to the Acquisitions Policy, as well as implementing, reviewing and making recommendations for policy changes to the Board.

The Archivist is also responsible to the Alberta *Societies Act*, Alberta *Personal Information Protection Act*, UFHS Bylaws, and for upholding the *ACA Code of Ethics and Professional Conduct* and UFA Business Ethics.

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### **Conflict of Interest Guidelines**

The Archivist will not acquire through any means for their own personal use or profit, archival materials or artifacts that fall within the acquisition mandate of UFHS. The Archivist will not in actuality or in appearance be in a conflict of interest while upholding the Acquisitions Policy. In the event of a conflict of interest, the interests of UFHS will prevail. UFHS staff, the Board, and their families may not acquire items which have been deaccessioned from the UFHS Archives, even temporarily, for personal use.

### **Availability of Policy**

Copies of this Acquisition Policy will be made available to all UFHS staff, Board members and on request, to other interested organizations and individuals. The Acquisitions Policy will also be available on the UFHS website at <https://archives.ufa.com/> for public transparency.

### **Approval of Policy**

This Acquisition Policy has been recommended by the Archivist and approved by the United Farmers Historical Society Board of Directors on 2 November, 2020.

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