

## 1. POLICY OBJECTIVE

The purpose of this policy is to outline the provisions for the management of archival records and items within the Ajax Archives through the acquisition, processing, preservation, promotion, and use of historical records.

## 2. SCOPE

The Ajax Archives, hereafter the “Archives” is the repository for a collection of artifacts and archival materials that is representative of the Town of Ajax's history under the Ajax Public Library. This policy will apply to all staff in their dealings with the Archives. The policy will be enacted by the CLEO or designate.

## 3. DEFINITIONS

**Accession:** the physical and legal addition of predominantly unpublished documentary material to an archive’s repository holdings

**Accruals:** an addition to an existing archive or *fonds*. It describes the separate donations made by one person or governing body

**Appraisal:** the process by which the Archivist or third party determines the administrative, legal, fiscal, historical, and long-term research value of records and selects records for retention in the archives

**Archival arrangement:** the process of organizing records with respect to their history and original order. The physical arrangement of the records stored in the archives does not reflect the archival arrangement of the same materials

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

**Description:** the process of creating access points that allow individuals to search for records using a finding aid rather than handling the records themselves

**Fonds:** a grouping of records, typically in relation to a shared creating body. These records may be further broken down into series which are based on a common topic or function

**Original order:** the principle of original order means that the order of the records established by the creator should be maintained by physical and/or intellectual means

**Provenance:** the principle of provenance means that the records created, accumulated and/or maintained by an individual or organization must be represented together, distinguishable from the records of any other creator

**Rules for Archival Description (RAD):** the archival standard in Canada promoted by the Canadian Council of Archives, the Association of Canadian Archivists, and the Archives Association of Ontario

## 4. ETHICS

This policy shall be carried out by the CLEO or designate in accordance with the Employee Code of Ethics as established by Ajax Public Library and the professional Code of Ethics as established by the Association of Canadian Archivists.

The Archives will acquire artifacts and collections when adequate resources (human, financial, temporal, spatial) to document, preserve, and store the artifact are available.

The Archives does not acquire material:

- Which has been collected, sold, or otherwise transferred in contravention of any provincial or national statute;
- Which has questionable, undetermined, or unethical history of ownership;
- Which has been collected, sold, or otherwise transferred in contravention of the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property (or any similar statutes) as ratified by Canada on June 28, 1978;
- If there is reason to believe the object's recovery involved recent unscientific handling and/or intentional destruction or damage of archaeological/historical sites or illegal/ clandestine excavations;
- Which may constitute a conflict of interest related to the issue of personal collecting. Personal collecting is defined as the acquisition by Library employees, Board members, Town of Ajax employees, and/or members of Council of an object similar to or related to that which the Ajax Archives collects or intends to acquire. All staff and Board Members are required to declare a conflict of interest when such a situation arises.

#### **4.1 SOVEREIGNTY AND REPATRIATION**

The Ajax Archives recognizes not only the sovereignty of the Crown, but also that of the Indigenous Peoples of Canada. Records and information relating to Indigenous Peoples shall be administered in a way that is consistent with guidance provided by and in consultation with Indigenous communities.

The Ajax Archives may repatriate artifacts in accordance with the principles and guidelines stated in the Canadian Museums Association Ethics Guidelines. All requests for repatriation will be approached with respect and sensitivity. The Archives recognizes that requests for repatriation can only be resolved on a case-by-case basis.

#### **5. MANDATE**

The Ajax Archives is responsible for the appraisal, acquisition, preservation, and use of municipal records of permanent value and the private records of individuals and organizations that significantly contribute to understanding:

- The changes in the area now known as the Town of Ajax;
- The people who lived, worked, or had an impact upon Ajax; and
- The connection between the Town of Ajax and the HMS Ajax.

The Archives will prioritize building and maintaining a collection that is representative of Ajax's diverse community.

#### **6. COLLECTION DEVELOPMENT**

##### **6.1 TOWN RECORDS**

In agreement with the Town of Ajax, the Archives will develop a formalized procedure for the annual identification and transfer of expired Town records into the ownership of the Library for the purposes of the Archives. Such procedure shall include criteria that will guide the Town in assessing the potential archival value of expired records.

## **6.2 PRIVATE RECORDS**

The Archives will obtain private and public collections, documents, records, minutes, correspondence and publications, photographs, maps, etc. created by individuals, families, businesses, community organizations, and any other parties, which fulfill the Archive's mandate.

## **7. POLICIES GUIDING SELECTION**

### **7.1 MUNICIPAL OBLIGATIONS**

In agreement with the Town of Ajax, the Town may transfer additional Archival Records to the Library for archiving.

### **7.2 RESPONSIBILITY FOR MATERIALS SELECTION**

Responsibility for the selection of archival materials is vested in the CLEO who may delegate this function to members of staff.

### **7.3 INTELLECTUAL FREEDOM**

Following the Library's Collections Development Policy (LIB-AP-039), the Archives accepts the Statement on the Intellectual Rights of the Individual adopted by the Ontario Library Association.

As a historical collection, it is necessary for the Archives to preserve material about the past and present that may include harmful and offensive wording, cultural references, and stereotypes. The Archives will endeavour to provide warnings about such material and context as to the creation of the material.

### **7.4 GOVERNING LEGISLATION**

The Archives abides by all laws, including the prohibitions in the Criminal Code of Canada against sedition, hate propaganda, and obscenity.

It is acknowledged that the definition and interpretation of these terms and decisions on application rest with the courts.

### **7.5 CUSTOMER RESPONSIBILITY**

The Archives recognizes that many materials are controversial and that any given item may be offensive to some members of the community. The materials selected for the collection will be varied to reflect the diversity of the community. While Archives staff will attempt to provide individuals and groups with warnings and context for controversial material, the ultimate responsibility for viewing an item rests with the customer.

## **8. COLLECTIONS MANAGEMENT**

### **8.1 DOCUMENTATION**

The Archives must accurately and thoroughly document the collection to assess its value and significance. Documentation is essential for collection development, research, preservation, and interpretation. Documentation is the responsibility of the assigned staff.

Documentation will include information in written, electronic, audio visual, or graphic form pertaining to the identity, locality, provenance, and transfer of legal title of artifacts in the collection and other related information regarding significance, function, description, and condition. When being integrated into the collection, each artifact must be described in sufficient detail to enable the detection of any deterioration. Any change in condition or treatment to an artifact will also be documented.

Temporary or permanent change in the status of an artifact such as an outgoing loan, on exhibit, or deaccessioned must be documented.

The Archives will use accepted and consistent standards, methods, and procedures to document the collection. Documentation must be maintained as a permanent record. This documentation itself is not usually considered part of the collection.

Legal documents dealing with acquisitions should be kept in hard-copy form. Copies of electronic records must be maintained and stored off-site. All documentation should be maintained in a secure and stable environment.

All records brought into archival custody will be arranged and described according to principles of provenance and original order, as followed by national and international archival standards. To further support accountability, as outlined in the ACA Code of Ethics, staff will create documentation of these processes and decisions.

## **8.2 PRESERVATION**

The Archives is responsible for preserving its collection in perpetuity. This includes artifacts in storage, on exhibit, used for research, on loan, and in transit.

All records brought into archival custody will be assessed, cleaned, repaired, and stored following proper conservation and preservation measures to protect records from damage or deterioration and to ensure their longevity. In some instances, staff may transfer information to another medium, such as a digital scanned copy, to provide access to the contents of the records. In cases when it is determined that an item requires specialized care, the Library will determine feasible next steps.

All staff and volunteers will be trained in proper and current methods of care and handling of the collection, as it pertains to their area of work.

### **8.2.1 PHYSICAL**

In order to ensure the longevity of the archival holdings, the Archives must:

- Maintain the records in a suitable repository wherein temperature, relative humidity, lighting, and air quality are all controlled according to archival preservation standards;
- Promote the security of records against potential hazards such as fire, water damage, and theft;
- Promote responsible care and handling of the records at all times;

- Engage in active conservation treatment of records when necessary, either inhouse under the direction of the archivist or under contract to a qualified conservator as warranted; and
- Engage in reproduction of records by various means in order to preserve their evidence or reduce their care and handling.

### 8.3 DIGITAL

In order to ensure the longevity of the digital archival holdings as well as its own digital records, the Archives must:

- Promote the active maintenance of records to guard against potential hazards such technological obsolescence, data corruption, and data loss;
- Promote responsible storage and security measures; and
- Ensure that data is migrated in its entirety in the case of the Library procuring new hardware or software.

## 9. ACQUISITIONS

Material acquired by the Ajax Archives shall become the permanent property of the Archives, and therefore, Ajax Public Library. The Archives may accept historical material of any medium for which the Ajax Archives has the ability to safely store and conserve, including (but not limited to); textual records, photographs and other visual records; maps, plans and architectural records; and sound recording and oral history tapes.

The decision to make an acquisition will be based on whether or not it meets the mandate of the Archives. Additional considerations, such as copyright or donor restrictions, will apply on a case-by-case basis.

### 9.1 METHODS OF ACQUISITIONS

Material may come into the possession of the Archives through:

- Transfer – The Archives may acquire any records created by the Town in the course of business that are selected for permanent retention with enduring archival value.
- Donation – A donation or bequest may be accepted from any source, including a staff member. Donations will be accepted where ownership and copyright is, and can be, delegated to the Archives. Where ownership cannot be verified or proven, acceptance will be at the discretion of the CLEO or delegate.
- “Gift in Kind” donation – In the case that a tax receipt is requested by the donor, the Archives will follow Ajax Public Library’s Gift Acceptance Policy. For further information, see section 9.5.
- Purchase – Upon approval, artifacts may be purchased from any source.
- Exchange – The exchange of artifacts between institutions is an established and useful means of developing and improving a collection. Exchanges may be arranged with approval. Exchanges may be made provided that:
  - Both parties are in full agreement with the terms and conditions;
  - Both the acquisition and the disposal of artifacts are documented for the permanent records; and
  - The removal will be approved through the deaccessioning process.

- Found in the Collection – Unaccessioned objects that have been treated as artifacts over time, but for which acquisition documentation cannot be found, are designated “found in the collection.” These objects will be accessioned and documented if they meet the current mandate of the Archives.

## 9.2 ACCESSIONING

Every new acquisition, regardless of how it is obtained, shall be documented. Once completed, documentation shall be kept with the Deed of Gift form, if one was created.

When the identity and contact information of the donor is known, the acquisition of items shall be acknowledged by letter. When necessary, the transfer of ownership of an item shall be documented through a Deed of Gift Form signed by the donor. This record will be kept by the Archives for the duration of ownership of the item.

## 9.3 DEACCESSIONING

The Archives may deaccession materials in its holdings in the case that an item:

- Does not fall within the Archives mandate and objectives for the future of the collection;
- Is a duplicate, re-creation, or re-production;
- Has been misidentified, or found to be a fake, forgery, or copy with no definable archival purpose;
- Is deteriorated or damaged to a point where it does not serve a useful purpose or poses a preservation threat to other elements of the collection
- Exceeds the Archives' capability to provide the conditions necessary for preservation or funding required for conservation;
- Constitutes a physical hazard or health risk to staff or public;
- Has unethical or illegal provenance;
- Has been requested for repatriation from their place of origin; or
- Is more appropriate to the collection of another museum.

When an artifact is deaccessioned the Archives must ensure that:

- The reasons for removal of the object from the collection must be thoroughly documented in accordance to professional standards and documentation;
- The Archives has clear title to the object or in the case of poorly or undocumented material, be able to demonstrate that it has made a serious, diligent, and documented investigation to determine ownership; and
- There are no legal restrictions that prohibit deaccessioning the artifact.

Records will be maintained for all artifacts deaccessioned and will include the original record, the reason(s) for deaccessioning, and the method of disposition. Staff will prepare a Deaccessioning Report for the approval of the CLEO or delegate.

### 9.3.1 METHODS OF DEACCESSIONING

A concerted effort must be made to keep a deaccessioned artifact in the public domain and in Canada by offering it to other museums or public institutions as a gift or for exchange. Except in

the case of accidental loss or destruction, deaccessioned artifacts will be disposed of in the following manners:

- Transfer to the Town of Ajax
- Gift to another museum or public institution
- Exchange with another museum or public institution
- Sale through a public sale process. All monies obtained through the sale of deaccessioned objects will be used towards general operations.
- Destruction: A deaccessioned artifact may undergo intentional destruction before witnesses including a designated Ajax Public Library staff member or disposed of in a manner which ensures that it cannot be reconstructed

To avoid a conflict of interest, objects that have been deaccessioned should not be disposed of to the following persons:

- A member of the Heritage Advisory Committee or the Ajax Public Library Board;
- Staff or volunteers of the Ajax Public Library and the Town of Ajax;
- The families or representatives of any of the above; or
- The original donor of the item, after ownership has been transferred. The Canada Revenue Agency stipulates that artifacts donated to museums that are registered charities cannot be returned to their original donors, even if a tax receipt has not been issued.

#### **9.4 REFUSAL OF POTENTIAL DONATIONS**

The available space and resources inform acquisition decisions at the Archives. The inability of the Archives to make an acquisition based on space and resources is not a statement of the records' value or historical significance.

The Archives may refuse non-Town records or documents that are subject to limitations on their use, reproduction, location, access, and disposal. However, limited periods of restrictions on access to all or part of an acquisition may be administered. Such restrictions to access will be consistent with access and privacy legislation. The Archives will not administer restrictions on access that:

- Privilege or discriminate against certain groups;
- Are not consistent with access and privacy legislation; or
- Require researchers to seek the donor's permission to access donated records or documents.

In the event of a refusal of a donation, the donor will be notified and have a period of 30 days, or such time mutually agreed upon, to retrieve the artifact. The Archives will not accept any responsibility for any artifact left at the Library for a period longer than the mutually agreed upon time. Following the lapse of the agreed time period after the notification of refusal, the artifact may be disposed of in any manner deemed suitable.

#### **9.5 INCOME TAX RECEIPT AND APPRAISALS**

Donors seeking a charitable tax receipt for their donation will be responsible for paying for the monetary appraisal.

## 10. PUBLIC ACCESS

The Archives will make archival material available to Library staff, Town staff, and the public impartially, within the constraints of the conditions set out in this policy. Access to some records may be restricted by legislative requirements. The Archives will facilitate the use of archival material through online platforms.

Records and collections of documents comprising the holdings of the Archives shall not circulate beyond the Archives unless removal of the records or documents is required as evidence in litigation or to support pressing operational needs of the Town, or to preserve, reproduce, or temporarily display the material, subject to the approval of staff.

### 10.1 LIMITATIONS OF PUBLIC ACCESS TO ARCHIVAL MATERIALS

Access to original materials in the Archives will be determined by a number of factors, including but not limited to:

- Condition of the item;
- Risk to the item;
- Existence of a digital surrogate;
- Location;
- Security;
- Health and safety;
- Copyright;
- Intended use;
- Expertise of the researcher; and
- Human and financial resources available.

Access by the public to original materials in the Archives will be granted following a review of research needs and, if necessary, completion of the Access/ Research Request Form. All researchers will be required to abide by the rules and procedures outlined by Archives staff. Access to the Archives is prohibited.

### 10.2 RESEARCH

The Archives will fulfill research requests related to collection material. This may include:

- Creating or providing digital surrogates of archival records on request where possible;
- Answering research questions;
- Assisting researchers with technology during onsite visits; and
- Where approved, providing access to original materials at the Main Branch of the Ajax Public Library.

Inquiries will be dealt with on a first come, first serve basis and should the scope of the research required exceed a reasonable amount of time, staff will discuss with researcher to find a reasonable solution.

In the event that no relevant material can be found in the Archives, staff will recommend alternate sources if available.



The Archives adheres to Ajax Public Library's Accessible Customer Service Standard Policy.

### 10.3 COPYRIGHT/REPRODUCTIONS

It is the responsibility of Archives staff to:

- Facilitate reproduction of records for research purposes within bounds of Canadian copyright law;
- Abide by pertinent legislation with regards to access and privacy, specifically the Municipal Freedom of Information and Protection of Privacy Act; and
- Respect the privacy of donors and their records when applicable and as stipulated in donation agreements.

Copies of materials under the Archives' copyright are supplied for the purposes of the requester's private research. If publication is desired, formal written permission must be approved, as outlined in 10.4. Staff reserves the right to prohibit reproductions should it be deemed harmful to the originals.

Some materials in the Archives holding may not be owned by the Archives and in such cases, staff will advise of any requirements imposed by the copyright owner. The Archives relies on the Copyright Act's Fair Dealing section and other sections specifically to manage and provide access to materials in its holdings for which it does not own copyright or have a license.

### 10.4 PUBLICATION

Intellectual access to the collection through records, images, and other information may be requested for publication, research, web sites, electronic media, display, promotional materials, personal use, media, films, and advertising. If approved for such use, the Archives will provide written approval.

The Archives must be credited for any use of its collection with "Courtesy of Ajax Public Library and Archives."

### 10.5 PRIVACY

Access to some records may be restricted by donor or legislative requirements. The Archives adheres to the Copyright Act, 1985 and the Municipal Freedom of Information and Protection of Privacy Act (Ontario), 1990. Freedom of Information (FOI) requests must be submitted to the Town of Ajax.

The Archives may, without a formal FOI request under MFIPPA, disclose personal information contained in archived Town Records when that information meets one of the following criteria:

- The personal information is greater than 100 years old;
- The personal information strictly relates to a known individual who has been deceased for greater than 30 years; or
- The personal information is being requested on compassionate grounds as established under MFIPPA where either of the above criteria have not been met.

In accordance with Sec. 52(2) of the MFIPPA, records placed in the archives of an institution by or on behalf of a person or organization other than the institution are not subject to the access and privacy provisions of the Act.

## **11 LOANING**

### **11.1 OUTGOING LOANS**

The Archives may lend artifacts to other institutions. However, loans are not normally made to individuals. The purpose of the loan must be consistent with the interests of the Archives and not pose undue risk to the artifact. Loans are made for an agreed upon period.

Individuals within both the borrowing and lending institutions taking responsibility for the transaction must be authorized to do so. All loans from the Archives must be approved by the CLEO or delegate.

Outgoing loans must be fully documented. The documentation will include one copy of the signed loan form and information relating to value and condition. This record becomes a permanent record.

The Archives reserves the right not to lend artifacts or other materials.

### **11.2 INCOMING LOANS**

The Archives may borrow artifacts from other institutions for exhibition, study, or other purposes consistent with the mandate of the Archives for a specified period.

The Archives will provide the same standard of care and security for the objects on loan as it does for those in its collection. Treatment will not be undertaken on borrowed objects without prior written consent from the owner. Any treatments must be documented.

When the Archives borrows material and exhibits from another institution, it will follow the procedures prescribed by the lending institution. When the Archives borrows material from institutions with no lending procedures or forms, it will follow the procedures of the Archives.

## **12. RELATED DOCUMENTS**

None