

S.J. MCKEE ARCHIVES PRESERVATION POLICY

Purpose

This document is designed to articulate the preservation policy of the S. J. McKee Archives.

Definitions

CONSERVATION: The component of preservation that deals with the physical or chemical treatment of documents.

HOLDINGS MAINTENANCE: A preservation activity that includes unfolding or unrolling documents, removing or replacing harmful fasteners, reproducing unstable documents, placing material in acid-free folders and boxes, and shelving them in environmentally controlled and secure storage.

Policy Objectives

1. To provide a comprehensive policy for the preservation of archival, rare book and special collections holdings in the S.J. McKee Archives.
2. To provide a framework for policies on specific aspects of preservation management, for the preservation of archival, rare book and special collections holdings in the S.J. McKee Archives.

Policy Scope

This policy establishes the S. J. McKee Archives' commitment to preservation management and provides a framework for specific preservation management policies.

Policy Directives

1. The University Archivist shall ensure that the preservation function is integrated into all major archival and special collections functions including appraisal, acquisition, accession, arrangement, description, cataloguing, and public service.
2. The University Archivist shall ensure that, where necessary, all conservation treatments of archival and library materials are carried out or supervised by conservation professionals and that records of all treatments are kept.
3. The University Archivist shall ensure that, in the absence of trained conservation staff, only the most basic of conservation treatments are carried out by archives staff.

4. The S.J. McKee Archives shall endeavour to maintain proper environmental and storage conditions for its holdings.
5. Temperature and humidity conditions shall be monitored on a daily basis (Monday to Friday) and a record of these shall be retained.
6. The University Archivist shall ensure that the care and handling of archival records and special collections is consistent with basic principles of preservation management.
7. The S.J. McKee Archives shall maintain a pest and mould-free environment.
8. The S.J. McKee Archives shall make every effort to prevent disasters and shall be prepared for any disasters that may arise as provided for in the Emergency Preparedness and Response Plan.
9. The S.J. McKee Archives shall ensure the security of its holdings.

Responsibilities

1. The University Archivist shall request staff and financial resources required to ensure the maintenance of the institution's preservation policy.
2. The University Archivist shall be responsible for ensuring that archives staff adhere to the McKee Archives' preservation policy and that conservation treatments are carried out or supervised by a trained conservator.
3. The University Archivist shall be responsible for the implementation of the Archives' preservation reformatting program; for monitoring environmental conditions; for arranging for periodic staff training in care and handling and the basic principles of preservation management; and for the provision of advice on the care and handling of archival and special collection holdings, and on environmental and storage conditions.

Monitoring and review

This policy will be reviewed annually.

Reference

Care and Handling Policy

Rosaleen Hill Conservation Services, *Global Preservation Assessment: Brandon University McKee Archives*, 2002.

Preservation management Policy, Nova Scotia Archives and Records Management Policy
– <http://www.gov.ns.ca/nsarm/organization/am/preservation.pdf>

25 - 02- 2008

Approved - Library and Archives Council 27 February 08.