

# **S.J. MCKEE ARCHIVES ACQUISITION POLICY**

## **Purpose**

This document is designed to articulate the acquisition policy of the S.J. McKee Archives, Brandon University.

## **Legislation**

The S.J. McKee Archives operates under the authority provided to it by the Senate and Board of Governors, Brandon University under The Brandon University Act (S.M. 1998 Chapter 48) effective July 1, 1998.<sup>1</sup> The operation of the S.J. McKee Archives is also subject to the provisions of The Freedom of Information and Protection of Privacy Act (Manitoba), The Personal Health Information Act (Manitoba), and the Copyright Act (R. S., 1985, c. C-42).

## **Mission & Mandate**

The S.J. McKee Archives will acquire, arrange, describe, preserve and make accessible archival records created by Brandon University (or Brandon College) that relate to the history and mandate of Brandon College and Brandon University.

The S.J. McKee Archives will acquire, arrange, describe, preserve and make accessible archival records of selected Brandon College and Brandon University faculty members, staff members and alumni. It will also acquire, arrange, describe, preserve and make accessible archival records of individuals and organizations that support the research and teaching programs offered at Brandon University. The McKee Archives shall place particular emphasis on the acquisition of archival records relating to rural development, education, agriculture, health studies, First Nations, and the City of Brandon.

Consistent with its general mandate, the S.J. McKee Archives will acquire special collections of published materials. Areas of current strength include the George Thorman collection of public school textbooks, the Robert Dudley Howland collection of Fabian Society publications, and the former library of Manitoba Pool Elevators.<sup>2</sup>

## **Scope of Mandate**

Record means any kind of recorded information, regardless of the physical form or characteristics, and without restricting the generality of the foregoing, includes correspondence, files, registers, indexes, bound volumes, maps, plans, drawings,

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<sup>1</sup> Approved by the Senate Brandon University, March 14, 2000.

<sup>2</sup> See motion attached first approved by the Brandon University Board of Governors November 20, 1997. Updated and approved March 23, 2006.

diagrams, photographs, films, paintings, pictorial and graphic works, microforms, sound recordings, video tapes and machine readable records received or created, or deposited, on file and held by any organization or person, public or private.

Books or published materials are generally not acquired by the Archives unless there are special or compelling reasons for them to accompany acquired archival records.

Artifacts are generally not acquired by the Archives unless there are special or compelling reasons for them to accompany acquired archival records related to Prairie College (1879-1881), Brandon College (1899-1967) or Brandon University (1967- present).

## **Limitations of Scope**

In pursuing the mandate of the S.J. McKee Archives, decisions concerning the acquisition of records will take into account the acquisition mandates of other archival institutions, resources required to make the material available for research purposes in a reasonable period of time, the extent and terms of any restrictions, the legal rights of the donor to place the records in the Archives, their relationship to existing holdings, the availability of appropriate storage facilities and the physical condition of the records.

## **Roles and Responsibilities**

### **Board of Governors**

The Brandon University Board of Governors reviews and approves administrative and budget policies concerning the S. J. McKee Archives.

### **Senate Library Committee**

The Senate Library Committee reviews and makes recommendations regarding the operation of the S.J. McKee Archives, including the provision of facilities and services. It may review and make recommendations on any other matter pertaining to the S.J. McKee Archives. Finally, it oversees the operations of and reports to Senate on the activities of the S.J. McKee Archives, including the Hon. John Stewart McDiarmid Student Research Scholarship program (Brandon University, Senate bylaws, June 12, 2007).

### **Library and Archives Council**

Reviews and approves administrative policies for the operation of the archives.

### **University Archivist**

The University Archivist administers the S.J. McKee Archives including acquisitions policies, priorities, strategies and practices, and serves on the Senate Library Committee.

### **Conflict of Interest**

All employees of the S.J. McKee Archives are subject to the Brandon University Conflict of Interest Policy and to the Canadian Archival Association Code of Ethic, particularly section D2, available at: <http://archivists.ca/about/ethics.aspx> (February 2008).

## **Reference**

*Guidelines for Developing an Acquisition Policy*, Canadian Council of Archives, March 1990.

**25 - 02- 2008**

**Approved - Library and Archives Council 27 February 08.**