



OGNIWO POLISH MUSEUM SOCIETY INC. ARCHIVAL COLLECTIONS POLICY

I Intent

Ogniwo Polish Museum Society Inc. is committed to collecting archival records that define Polish Canadian life in Manitoba and in Canada. The intent of this policy is to define the purpose, standards, and procedures by which archival records will be acquired, accessioned, arranged, described, preserved, utilized, restricted where necessary, made accessible, and, where applicable, disposed of, in order that these responsibilities be carried out in a systematic, documented, practical, and professional manner.

II Mandate

The purpose of the Museum is to:

- A. collect, preserve, exhibit, and research the historic and current Polish Canadian immigration experience;
- B. promote and educate the public about traditional Polish culture, folk art, and traditions;

The Archives of the Ogniwo Polish Museum Society Inc. (hereafter referred to as the Archives) is committed to:

- A. acquiring and preserving archival records that document Polish Canadian life in Manitoba and that promote and help to educate the public about traditional Polish culture, folk art, and traditions; about the historic and current Polish Canadian immigration experience;
- B. arranging and describing these records according to archival principles and making them accessible to the general public, unless access is restricted by material condition, a restriction applied by Museum staff, legal requirements, or a written agreement with the donor;
- C. providing adequate and appropriate conditions for the storage, protection, and preservation of archival records;
- D. making archival holdings accessible by providing reference services to individuals or organizations interested in the activities and holdings of the Ogniwo Polish Museum Archives;
- E. providing educational and outreach programming using archival materials by incorporating archival records into on-site and virtual exhibits and displays to increase public awareness and appreciation of the Polish Canadian immigration experience and traditional Polish culture, folk art, and traditions.

III Archives Acquisition Policy

The Archives shall acquire archival records in a manner consistent with its stated intent and mandate. The records it will acquire may include, but are not limited to:

- A. Records relating to the immigration experience of Poles into Canada, and/or their settlement and adjustment or integration into Canadian society;
- B. Records documenting Polish Canadian institutions or organizations: their establishment, their organization, activities, membership, demise, etc.;
- C. Records documenting everyday lives of first-generation and intergenerational Polish or Polish-Canadian individuals and/or their families: their stories, histories, experiences, contributions, worldviews, practices/activities, etc.,
- D. Records that document or portray Polish and Polish-Canadian culture and society, Polish contributions to music, art, sciences, technology, history, etc., especially by Poles within Manitoba.

The Archives of the Ognivo Polish Museum Society Inc. shall acquire archival records in any medium or format, whether analogue or digital/electronic, including but not limited to: textual records and documents; photographs and other visual records; maps, plans, and architectural records; and audio-visual recordings.

The Archives shall collect only those records for which it can provide proper and continuing care and space in accordance with professional archival standards.

The acceptability of archival records for the Archives' collection will be determined by the Acquisitions committee of the Museum.

The Museum shall encourage donation as the primary method of acquisition, but may purchase, or exchange for, records of particular significance in a manner consistent with this Policy. Donations are deemed to be unconditional gifts.

Every donation to the Museum's archival collection shall be followed up by a written expression of appreciation from the Archivist on behalf of the Board indicating the intended utilization and any other pertinent information.

Temporary and permanent loans shall be accepted only at the discretion of the Archivist and only for a specific purpose with stated time limitation. Loans shall be formalized via a written agreement.

The Museum shall acquire its collection in accordance with the laws of provincial and federal governments of Canada, and international agreements between Canada and other countries.

The authority to acquire records through individual donation and field collection shall be the responsibility of the Archivist, subject to final approval of the Acquisitions Committee.

The authority to acquire objects through purchase, exchange or conditional gift/loan shall be the responsibility of the Acquisitions Committee upon recommendation of the Archivist.

The Museum reserves the right to utilize acquisitions to the collection as best suit its purposes, without necessarily placing them on exhibit.

IV Documentation

Every acquisition shall be formalized with a legal receipt transferring ownership to the Museum.

The Museum shall, for each new acquisition, issue a receipt; keep a permanent record in the accession register and donor file; and assign a unique permanent number to each.

The Museum shall make every reasonable effort to systematically document the existing collection and new archival acquisitions as fully as possible with regard to provenance, significance, custodial, administrative, and ownership history etc.

The records, their documentation, and all additional written reports or interpretive copy produced by the Museum from study of the records are the property of the Museum. The Museum shall determine the distribution and/or sharing of any proceeds from such research and publication.

V Loans

Temporary and permanent loans shall be accepted only at the discretion of the Archivist and only for a specific purpose with stated time limitation. Loans shall be formalized via a written agreement.

The Museum shall accept long-term incoming loans only from institutions and only for educational or exhibit purposes.

Upon the authority of the Archivist and subject to the final approval of the Acquisitions Committee, temporary outgoing loans from the Museum shall be made only to public institutions for purposes of legitimate research and/or interpretation.

Outgoing loans shall at all times be subject to such conditions as are consistent with the Museum's Policy and public trust obligation to ensure the proper preservation and safety of the records while outside the confines of the Museum.

Records borrowed or loaned by the Museum on a long-term basis must be reviewed and renewed annually by the Archivist and Acquisitions Committee.

Each outgoing loan shall be documented on an official loan form where each object is itemized, the duration and conditions specified, and signed by the borrower and the Curator.

Any record to leave the premises of the Museum shall be recorded on a loan form.

VI Access to the Collection

The Archivist shall be responsible for controlling access to, and use of, archival collections.

Subject to the primary consideration of the preservation and safety of the collection, the Museum shall permit any legitimate researcher (including elementary and secondary students) under appropriate supervision to have access to the collection for study purposes.

In order to gain access to the collection, each researcher shall be required to complete the Research Application Form and agree to adhere to the regulations governing access to the collection.

Requests for photographic or photocopied copies of materials held by the Museum shall be limited at the discretion of the Archivist in order to prevent deterioration of the object, or so as not to undermine the integrity and provenance of the collection. Determination of copyright and costs of reproduction shall be the responsibility of the researcher, with input from the Archivist when applicable.

At the discretion of the Archivist, a fee may be charged for processing reproductions and other research requests. Proceeds from such fees shall be retained in the Museum's budget for collections management, as determined by the Board of Directors.

Researchers must abide by the following rules when consulting archival records:

- No food or drinks permitted in the reference space.
- No pens or other permanent writing implements permitted in the reference space (pencils only).
- Any other rules or restrictions as determined by the Archivist.

VII Restrictions on Access to Archival Records

Donors may, at their discretion, place restrictions on access to donated records. Any such restrictions shall be itemized and formalized via a supplemental written agreement with the Museum that accompanies the formal receipt of transfer agreement (i.e., the donation form). The agreement shall specify the records for which access or reproduction must be restricted and the specific conditions under which access to the restricted portions of the records may be granted.

Researchers wishing to obtain access to such records will be asked to fill out an *Application for Access to Restricted Records* form, subject to the approval of the Acquisitions Committee or the donor, if so required by the supplemental agreement. If access is granted, the Researcher shall be bound by any restrictions on reproduction, publication, or disclosure of personal information, as specified in the written agreement.

Where restrictions are placed on records at time of donation, the Museum shall note the restrictions in the accession file.

At the discretion of the Archivist and subject to the approval of the Acquisitions Committee, the Museum may restrict access to or reproduction of records it deems sensitive in nature, records containing the personal information and personal health information of individuals, records that are fragile, and records that are otherwise not eligible for general public access as determined by the Archivist. Researchers wishing to obtain access to such records will be asked to fill out an *Application for Access to Restricted Records* form for consideration by the Archivist, subject to the approval of the Acquisitions Committee. If access is granted, the Researcher shall be bound by any restrictions on reproduction, publication, or disclosure of personal information, as specified in the written agreement.

Museum staff, including both volunteers and employees, shall sign a Confidentiality Policy, binding them to maintain confidentiality with regards to any restricted information contained in the records of the Archives.

Archival storage boxes containing records that have restrictions on access shall be physically demarcated. The accompanying finding aids, records lists, digitized copies, and any other accompanying material shall note the restrictions where applicable.

VII Deaccession

Subject to Section II of this Policy, the Museum reserves the right, as it deems fit, to dispose of any record(s) legally in its collection which may be surplus to its needs, not meeting its mandate, or not of museum quality.

For means of deaccessioning see the Deaccession Policy.

This policy will be reviewed periodically by the Board of Directors.

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