



SIMCOE COUNTY ARCHIVES ACQUISITIONS POLICY

1. Consistent with By-Law No. 3535, "A by-law to authorize and establish the mandate and activities of the County of Simcoe Archives," the said County of Simcoe Archives will collect all paper, photographic, cartographic, magnetic, electronic, digital or other record, which documents the history of Simcoe County and/or its peoples.
2. Potential donations are evaluated on the basis of research, not monetary, value, relevance to Simcoe County, and, in certain cases, whether or not a more appropriate and accessible institution exists for the particular type of record.
3. The Simcoe County Archives reserves the right to decline any donation which does not contribute to, or enrich, the collection.
4. All donations accepted by the Simcoe County Archives are organized, stored, preserved and utilized according to accepted professional archival standards, as well as to any legislation that may govern the use of records and information.
5. The Simcoe County Archives accepts material under one of the following categories:

DONATIONS. All deposited material becomes the property of the Simcoe County Archives, to be used by the Archives in any manner consistent with accepted archival standards, as well as with any restrictions which may be imposed by the donor at the time of donation, and which are agreed to by the Archives. Such use may include reproduction and publication, unless prior agreement prohibits such use. Due to the tremendous amount of staff time it takes to properly prepare a collection for storage and use, as well as the high expense involved in that storage and in preservation of archival material, this is the preferred and encouraged type of deposit.

TRANSFER. Municipal records under the jurisdiction of the Clerk, and designated for permanent preservation, are transferred to the Archives as the "place appointed." The records remain the property of the municipality, as well as the legal jurisdiction of the municipal clerk. Certain organizations, such as the Women's Institutes, are also granted this privilege, but for reasons described above, it is otherwise discouraged.

COPY LOANS. Original material is copied and returned to the owner. The copy becomes the property of the Archives as a donation. Donors are encouraged to donate the original record to the Archives, but copied material is sometimes accepted in order to ensure the preservation of the information or image, or to ensure its accessibility.

LOAN-WITH-CONDITIONS. This is acceptable only in rare or exceptional cases, such as when a municipality, organization or individual makes an annual contribution to

the Archives' operational budget, or when an organization is an agency of a municipal council. The loaned material may be removed only when any agreed-to conditions are satisfied. This category is discouraged due to the expense and labour necessary to preserve archival material and prepare it for use. Only the County Archivist may accept a deposit under this category.

PERMANENT LOAN. This category is also discouraged, for reasons previously discussed. In very exceptional cases the Archives may accept deposits which remain the property of the patron, but must remain as part of the permanent collection of the Simcoe County Archives, and would be returned only if the Archives ceased operations. Only the County Archivist may accept a deposit under this category.