

SUBJECT: NORTHERN BC ARCHIVES & SPECIAL COLLECTIONS ACQUISITIONS POLICY**1. Purpose**

The following policy defines the mandate, acquisitions policy, scope of collections, types of materials and formats acquired by the University's Northern BC Archives and Special Collections (the "Archives").

Its purpose is to provide clear guidance for material acquisitions, to determine areas of acquisition needs, and to define the parameters of acquisition within which the Archives must function. It is the intent of this policy to ensure that materials acquired meet the teaching and academic research needs of the university community as well as the research needs of the public in general.

2. Scope

This Acquisitions Policy applies only to the collecting activities of the Archives and not to those of either the General Library or that of the Senate Art Acquisitions Sub-committee.

3. Authority/Responsibility

The Head of Archives is responsible to the University Librarian for ensuring compliance with this policy. The Head of Archives has the authority to decide what records will be retained by the Archives according to the Archives Collections Policy as approved by Senate Committee of the Library, Feb. 2002.

4. Mandate:

The Archives will serve research and scholarship by making records available to researchers, university personnel, students, faculty and the general public. The mandate of the Archives is two-fold:

- to acquire, preserve and provide access to materials of permanent value related to the institutional history and development of UNBC and its institutes and
- to acquire, preserve and provide public access to archival materials of value related to the history and culture of Northern British Columbia.

In adherence with the *University Act* the Archives establishes policies regarding the conservation of heritage objects and collections in its possession. (*University Act*, Section 37 (1) (m)).

The Archives also maintains the University's Artworks Collections. (*See University Artworks Collections Acquisitions Policy*)

The linked document informs this policy and should be consulted in connection to it. It outlines the types of archival records collected, scope of coverage, Archival and Special Collections materials and formats acquired, and Monetary Appraisal Guidelines. (*See Northern BC Archives Collections Development Guidelines*).