



Archives Policy Manual



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Contents

01	Mission Statement
02	Collection Policy
03	Deceased Sisters' Personal Records Policy
04	Donation Policy
05	Transfer Policy
06	Reference Services Policy
07	Website Collection Policy
08	Offsite Storage Policy
09	Loan for Exhibit Policy
10	Environment and Security Policy
11	Volunteer Policy
12	Withdrawn Sisters' Personal Records Policy
13	Electronic Records Collection Policy
14	Privacy and Access Policy
15	Copyright Policy
16	Preservation Policy
17	Disaster Management Policy
	Records Management Policy for Congregation



Archives Mission Statement

Type of Policy: Archives

SUBJECT: Archives Mission Statement				
NEW June 2020	APPROVED Sept. 16, 2020	EFFECTIVE DATE Immediate	REVISED Sept. 13, 2020	POLICY NUMBER 01

Policy

In order to preserve in perpetuity the charism of the Congregation of the Sisters of St. Joseph in Canada, the Archives keeps records of enduring value of its ministries and missions in Hamilton, London, Peterborough, and Pembroke, from the first foundations to the present day. To do so, it will acquire, appraise, accession, preserve, arrange, describe, promote, and provide access to these materials, including through an outreach program that includes exhibitions, publications, a reference program, and website. Records are acquired either through donation, repatriation, or scheduled transfer under the congregational records management program.

The Archives is also responsible for managing the administrative records of the Archives itself according to the congregational records retention and disposal schedule. The Archives is not responsible for active or inactive records of the congregation which have not been scheduled for transfer to the Archives, and which should remain in their office of origin until disposal.

The consolidated Archives was established in 2012, following amalgamation of the formerly separate congregations in Hamilton, London, Peterborough, and Pembroke. The Congregational Archivist reports directly to the Congregational Leadership Circle, and supervises Archives staff, practicum students, and volunteers.

The holdings include official congregational records such as Council and Corporate meeting minutes, Chapter meeting minutes, committee minutes, business correspondence, contracts, legal opinions, and reports, as well as records of deceased Sisters, and institutions founded and administered by the congregation. These records are in multiple



Archives Mission Statement

formats such as manuscripts, photographs, rare books, audiovisual recordings, artifacts and textiles, and digital files.

Definitions

Active record: A record that is used frequently and kept in the office of origin.

Enduring value: the significance of records based on the information that they contain that justifies their permanent preservation. A record may have a primary value when it is being used on a regular basis, but after it is no longer being frequently used, it may have a secondary value for historians and other researchers, which justifies it being kept permanently.

Inactive record: A record that may be destroyed or transferred to the archives because it is no longer used for regular business purposes.

Office of origin: The office that creates the first, original copy of any record.

Procedure

Access to Archival Materials

The Archives is open to researchers upon appointment. Archives staff will serve records to researchers and remain present during any visit. Original copies of materials may not leave the Archives. The archives conducts research for patrons who are unable to visit the Archives in person for a fee.

Ethics

The Archives manages its collections according to the standards set forth in the Society of American Archivists *Core Values Statement* (2011) and *Code of Ethics for Archivists* (2005, rev. 2012).



Archives Mission Statement

Review

This policy will be reviewed every three years.

Benchmarks:

This policy is effective if records of enduring value are transferred to the Archives, but if not, the congregation risks losing irreplaceable records of its history and charism through action.

Responsibility

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Congregational members and staff are responsible for transferring records to the Archives.

Documentation

Collection Policy
Records Management Policy

References

Pearce-Moses, R. (2005). *A Glossary of Archival and Records Terminology*. Chicago: Society of American Archivists.



Archives Collection Policy

Type of Policy: Archives

SUBJECT: Archives Collection Policy				
NEW	APPROVED	EFFECTIVE DATE	REVISED	POLICY NUMBER
June 2020	Sept. 16, 2020	Immediate	Sept. 13, 2020	02

Policy

The goal of the Archives is to collect past and present records of congregational members and institutions engaged in work that reflects the charism of the congregation from 1852 to the present. These records reflect the development of the congregation, the conduct of its affairs as a corporation, and the personal lives of its members and those served through its various ministries. It is the goal of the Archives to make these records accessible to the public unless there are restrictions placed on the records by the donor or for reasons of privacy or sensitivity of the records.

All records created by the formerly separate congregations of Hamilton, London, and Pembroke, prior to November 18, 2012, are kept physically and intellectually separate from the records created by the amalgamated congregation. These records, along with the records of the amalgamated congregation, are kept in the consolidated archives in London. The Peterborough archive retains records created prior to November 18, 2012, as well as records of deceased Sisters from Peterborough, temporarily, until this archive is consolidated.

Definitions

Active record: A record that is used frequently and kept in the office of origin.

Semi active record: A record that is not used daily and may be stored off-site.

Inactive record: A record that may be destroyed or transferred to the archives because it is no longer used for regular business purposes.

Procedure

The Archives acquires inactive organizational records through scheduled transfer under a records retention and disposal schedule, or through donation or repatriation. Records that are acquired through transfer or donation, whether from an external donor or from a Sister, are appraised by the Congregational Archivist based on the *Mission Statement* and this *Collections Policy*. The appraisal criteria include:

- Whether the transfer or donation has archival value, that is historic, cultural, evidential, strategic, and informational value, specifically:
 - Whether the records are related to the mission of the congregation
 - Whether the records contain important information about people, buildings, and events related to the congregational history
 - Whether the records contain important information about local, national, or international events, trends, or topics that affected the congregation
 - Whether the records are significant for researchers
 - Whether the records were created by the office or person that transferred or donated them
 - Whether the records reflect the activities of the office or person that created them
 - Whether the records provide evidence of the activities, policies, and administrative structure of the congregation
 - Whether the records give evidence of decision making or precedents set
 - Whether the records give evidence of the impact of decisions, policies, and ministries
 - Whether the records are complete or incomplete
 - Whether the records continue existing record groups, i.e. are accruals
 - The quantity of the transfer or donation and whether it contains originals or duplicates
 - The uniqueness of the records

- Access restrictions on the records
- Privacy concerns attached to the records
- Property rights and cultural protocols attached to the donation, such as Indigenous artifacts
- The physical format of the records and whether they are accessible
- The physical condition of the records and whether conservation is required
- Available resources to process the records including staff, space, and supplies
- Legislation requiring permanent retention or transfer to another organization, such as education records under the *Education Act*
- Relationship of the donor to the congregation
- Whether another collecting repository holds similar records, in which case the Archives will strive not to split collections

The Archives does collect:

Vital business records

Decrees from Rome, including decree for union

Constitutions and bylaws

Charters

Articles of Incorporation

General Council/Congregational Leadership Circle meeting minutes

Corporate meeting minutes

Acts of Chapter including meeting minutes and election records

Assembly meeting minutes

Annals or Chronicles: convents, mission houses, apostolates, and ministries

Committee/commission meeting minutes: advisory, team, working group, planning, foundation

Reports: annual, financial, statistical, actuarial, consultant, ministry

Legal records: legal opinions, contracts, mortgages, deeds, trust agreements, leases, gifts and purchases of property, property sales, appeals and adjudications, depositions, briefs, petitions, estate inventories

Financial records: budgets, audit reports, donations reports, inventories, ledgers, journals

Congregational Leadership correspondence

Correspondence that records decisions taken or concerns issues of importance or has historical value

Records of appointments

Manuals: policy, procedures

Organizational charts

Vocation records

Formation records: novitiate, postulate

Profession records: vow formulas, vow books



Archives Collection Policy

Personal records

Jubilee records

Deceased Sisters' personal files

Sisters' academic records

Sisters' unpublished manuscripts: drama, poetry, fiction, publication drafts, sheet music, academic papers

Sisters' research notes

Diaries and journals pertaining to the Sister's ministries

Memoirs and reminiscences

Personal files of Sisters who have withdrawn from the congregation: secularized, left after temporary vows, left from novitiate or postulate

Institutional records

Records related to institutions founded or administered by the congregation including orphanages, schools, hospitals, retreat centres, and social service agencies. This material includes annals, registers, orphan records, photographs, correspondence, artifacts, ledgers, diaries, newsletters, scrapbooks, yearbooks, and ephemera.

Communication records

Bulletins

Newsletters

Speeches

Ephemera from ministries: pamphlets, brochures, flyers, posters, programs

Website and social media

Directories and lists

Appointments

Multimedia records

Photographs (glass plate, print, negative, transparency (slide), digital)

Videos (Betamax, VHS or other) and film (8 mm, 35 mm, filmstrip or other)

Optical disks (DVDs and CDs)

Audio recordings (cassette, reel-to-reel, vinyl, digital)

Oral histories

Electronic records

Cultural and historical records

Artifacts including relics and textiles

Architectural drawings, building specifications, plans, diagrams, blueprints

Maps

Sisters' artwork

Scrapbooks

News clippings

Time capsule contents

Associate or Companion program records (if under the administration of the congregation)

Published materials

Rare books used by the congregation such as prayer books

Books written by congregational members

Dissertations and theses by congregational members

Handbooks

The Archives does not collect:

Active or semi-active records

Personnel records

Records relating to staff appreciation events, staff awards, or staff newsletters



Archives Collection Policy

Materials relating to other congregations, organizations, or federations of women religious

Diocesan records

Unidentified photographs, including in JPEG format

Records which are “dropped off” without contact information for the donor

Transitory records such as notices of special events or memos to staff

Duplicate copies of committee materials

Preliminary drafts of letters and reports, preference being given to final copies

Publications from outside organizations

Blank forms

Unsolicited flyers and brochures

Photographs of deceased Sisters’ families

Photo albums of trips, holidays, or vacations

Rosaries or medals

Plaques or trophies

Relics lacking certificates of authenticity

Spiritual diaries of Sisters

Electronic records

The *Electronic Records Collection Policy* and the *Preservation Policy* also apply to electronic records.

Deaccessioning

Records which are acquired by the Archives become the permanent property of the Archives unless they are deaccessioned, based upon re-appraisal by the Congregational Archivist. Records of all accessions shall be kept by the Congregational Archivist. Materials may be deaccessioned if:

- materials do not fall under this *Collections* policy or the *Mission Statement*
- materials are damaged and unusable or pose a threat to other materials in the Archives
- materials are duplicates
- materials are in a medium or format which is inaccessible
- materials have little value for researchers
- access restrictions are unreasonable
- authenticity of materials is in question
- materials are more suitable for another repository

It is unethical for employees to receive materials from the archives if these have been deaccessioned.

The Archives reserves the right to make copies of records for preservation, research, and display purposes.

Review

This policy will be reviewed every three years.

Benchmarks:

This policy is effective if records of enduring value are transferred to the Archives, but if not, the congregation risks losing irreplaceable records of its history and charism through action.



Archives Collection Policy

Responsibility

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Congregational members and staff are responsible for transferring records to the Archives.

Documentation

Mission Statement

Records Management Policy

Electronic Records Collection Policy

Preservation Policy

Deed of Gift

Transfer Policy

References

Pearce-Moses, R. (2005). *A Glossary of Archival and Records Terminology*. Chicago: Society of American Archivists.



Archives Deceased Sisters' Personal Records Policy

Type of Policy: Archives

SUBJECT:				
NEW June 2020	APPROVED Sept. 16, 2020	EFFECTIVE DATE Immediate	REVISED Sept. 13, 2020	POLICY NUMBER 03

Policy

The Archives keeps the personal records of deceased Sisters because each life is part of the whole and reflects the ministries and missions through which the charism has been lived out.

The records of deceased Sisters in London, Hamilton and Pembroke are presently held at the consolidated Archives in London, while the records of deceased Sisters in Peterborough are held at the Archives in Peterborough, prior to consolidation.

Preparing biographies

The Congregational Archivist is tasked with preparing biographies of deceased Sisters by mid-January of each year for the Federation *Dictionary of Biography* database. Until the Peterborough archives is consolidated, staff should send biographies for entry into the database directly to the Congregational Archivist, not to the Federation Archivist. All biographies for the congregation will be edited and the data entered into the database by the Congregational Archivist. Following this, biographies for the preceding year will be downloaded and sent to the Federation Archivist.

Definitions

Restriction: Limitations placed for a period of time, or for a class of individuals, during which records may not be viewed or used. This also applies to restrictions on use which are specified in the *Research Agreement* and *Request for Reproduction* forms.



Archives Deceased Sisters' Personal Records Policy

Access: Permission to retrieve and use information in archival records subject to restrictions of privacy and copyright.

Sous-fonds: A group of records created by an individual or organization during daily life or business activity.

Finding Aid: A description that contains contextual and organizational information about archival material.

Procedure

Living Sisters

Prior to transfer to the Archives, the official and legal papers of Sisters are kept by the Congregational Leadership. When a Sister makes first profession of vows her personal file is transferred from the Formation office to the Congregational Leadership. Evaluative records are disposed of after the Sister makes final vows.

The Archives keeps drop files of each living Sister which contain photographs, Jubilee materials, news clippings, accounts of activities, creative writing, etc. These drop files are only open to the living Sister to whom the file pertains, or the Congregational Leader or her designate.

Deceased Sisters

Upon the death of a Sister, the Congregational Archivist should be contacted and review with the Local Leader the Sister's belongings to determine what personal effects of the Sister are deemed archival before any of this material is given to a family member. This includes letters, photographs, memorabilia, and artifacts. The Archives should receive:

- obituary
- eulogy or reflection given at the funeral

Archives Deceased Sisters' Personal Records Policy

- program for wake service
- remembrance card
- photographs, especially profession photographs and photographs that show the Sister in her ministry (but not photographs of family members)
- important correspondence to or from the Sister concerning ministry or missions including letters, greeting cards, telegrams
- journals, speeches, diaries, publications
- news clippings including articles written by the Sister
- academic records, diplomas, and certificates
- artwork
- artifacts
- awards received (but not plaques).

After settling the estate, the administrative, legal, and personal files of a deceased Sister are to be transferred to the Archives for permanent retention. These files should be transferred by January 1st of each fiscal year so that the Congregational Archivist can prepare biographies of deceased Sisters for the Federation Biography Database. In the case of wills, these should be transferred one year after death.

These files should contain vital records including:

- birth certificate
- baptism certificate
- proof of death certificate
- last will and testament
- act of cession of administration of her property
- legal agreements with the congregation for postulancy, novitiate, temporary and perpetual profession



Archives Deceased Sisters' Personal Records Policy

- enduring power of attorney for property
- power of attorney for personal care
- substitute decision maker/directive for support person
- documentation relevant to her patrimony
- citizenship certificate.

The files should also contain administrative records including:

- data forms (history of ministry, education, sabbatical)
- agreement and release form
- vow formulas
- patrimony records
- personal funeral planning form.

The files should also contain personal records including:

- official correspondence between the Sister and Leadership
- notes made by Leadership from important telephone conversations or records of conversations with the Sister
- copies of informal email messages to and from the Sister or to and from Leadership related to the Sister concerning ministries or appointments to missions
- other items worth keeping such as resumes or nonconfidential items of community interest.



Archives Deceased Sisters' Personal Records Policy

Personal health information is retained for purposes of assisting relatives of the deceased Sister with family health history, and includes:

- records related to family history
- advanced directives including do not resuscitate form
- body part donations form
- medical certificate of death.

All health information is housed separately and restricted for 50 years after death.

The drop file of a living Sister kept in the Archives is added to the files transferred to the Archives upon the death of the Sister.

Procedures for arrangement of deceased Sisters' personal files and recording of death are given in the *Archives Processing Manual*.

Should any material be deemed sensitive, restrictions may be placed on the records of deceased Sisters at the request of the Congregational Leader or her designate for a specified period.

The following materials are not transferred to the Archives:

- health records other than those listed in this policy
- psychological assessments, reports, and consultations



Archives Deceased Sisters' Personal Records Policy

- care centre or residential treatment centre health records including standing medication orders, physician order sheets, history and physical information, progress notes, consultation notes, lab reports, dietician's comments, vitals such as blood pressure or weight, medication administration records.

Access to the personal files of deceased Sisters will be limited to the Congregational Leader or her designate for a period of two years after death, to allow time to resolve any legal issues and estate matters. After this, requests for access will be reviewed by the Congregational Archivist, and these requests granted only to family members based on the purpose of the research.

In some cases, the Archives holds a more extensive collection created by a Sister during her lifetime, for example in the case of a well-known educator or artist, which are deemed of public interest and value. In these cases, the records are organized into a sous-fonds, and a finding aid is created. These records may be open after the death of a Sister, at which time the finding aid may be published.

Review

This policy will be reviewed every three years.

Benchmarks:

This policy is effective if vital records and records reflecting the lives of congregational members are transferred to the Archives, but if not, the congregation risks losing irreplaceable records of its history and charism through action, as well as important legal records.

Responsibility

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Congregational members and staff are responsible for transferring records to the Archives.



Archives Deceased Sisters' Personal Records Policy

Documentation

Records Management Policy

Research Agreement

Request for Reproduction

Archives Processing Manual

References

Pearce-Moses, R. (2005). *A Glossary of Archival and Records Terminology*. Chicago: Society of American Archivists.

Type of Policy: Archives

SUBJECT: Archives Donation Policy				
NEW June 2020	APPROVED Sept. 16, 2020	EFFECTIVE DATE Immediate	REVISED Sept. 13, 2020	POLICY NUMBER 04

Policy

The Archives acquires and appraises materials through donation and repatriation, which is considered a type of donation.

Definitions

Appraisal: The process of determining whether materials offered to the archives have enough value to be accessioned.

Accession: To take physical and legal custody of materials.

Accrual: An addition to a collection.

Deaccession: The process of permanently removing accessioned materials from the archives.

Procedure

The donor, if not a congregational member, must complete a *Deed of Gift* under which the donor agrees that the materials in the donation are original, that the donor has right, title, and interest to give these materials, and that the materials are free of all liens, claims and encumbrances.

Furthermore, the donor agrees that the material has not been imported or exported into or out of another country contrary to its laws. The donor waives the right to monetary compensation or tax credits for the donation. Physical ownership and copyrights in which the donor has a legal right are transferred to the Archives, and the donor's moral rights are extinguished. The Archives may use and dispose of the donated records as it sees fit. The donor agrees to transfer any accruals to



Archives Donation Policy

the donated records on a regular basis under the same terms and conditions of the *Deed of Gift* unless otherwise negotiated.

The Congregational Archivist can appraise donated materials for a monetary value up to \$1,000, or less, for insurance purposes, but must document the source(s) used to determine the fair market value.

The Congregational Archivist is responsible to appraise a donation and determine whether to accept it based on the *Mission Statement* and *Collection Policy*.

All decisions taken in deciding whether to accept a donation shall be documented in the accession record.

Donors may be referred to another collecting repository if the donation is refused.

If at some point, the donation is deemed non-archival, the Congregational Archivist may decide to return it to the owner, transfer it to another organization, sell it at public auction for fair market value, or destroy it.

Review

This policy will be reviewed every three years.

Benchmarks:

This policy is effective if records of enduring value exclusively are accepted for donation to the Archives, but if not, the congregation risks financial loss through expenditures on staff time, supplies and storage space. Ownership and copyright, and the right to deaccession donations will be clearly stated to potential donors thus eliminating liability risk to the congregation.



Archives Donation Policy

Responsibility

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Congregational members and external donors are responsible for donating records to the Archives.

Documentation

Deed of Gift

Mission Statement

Collection Policy

References

Pearce-Moses, R. (2005). *A Glossary of Archival and Records Terminology*. Chicago: Society of American Archivists.

Type of Policy: Archives

SUBJECT: Archives Transfer Policy				
NEW June 2020	APPROVED Sept. 16, 2020	EFFECTIVE DATE Immediate	REVISED July 9, 2020	POLICY NUMBER 05

Policy

Records have a life cycle. When records are used on a regular basis, such as employee files, they are considered active, and remain in the office where they were created, such as the Human Resources office. When records are used infrequently, for example, retired employee files, they are considered semi-active, and can either remain in the office where they were created, or put into storage. At a certain point, when records are no longer needed and do not need to be kept for legislative purposes, they are considered inactive, and may be disposed of, or transferred to the Archives.

Inactive records which must be transferred to the Archives are indicated on the congregational records retention and disposal schedule. These records should not be weeded or “laundered” or redacted before transfer. A *Records Transfer to Archives* form should be completed for all transfers, and the Congregational Archivist should be informed of the anticipated arrival date of the records. All material transferred to the Archives becomes part of the permanent holdings of the Archives.

The Archives exists to collect records essential to the business activities of the congregation. These records provide evidence that may be necessary in the future for operational and governance reasons. The Archives also exists to provide authentic documentation of the history of the congregation. Therefore, it is essential that the archives has original records, not copies.

Definitions

Retention and disposal schedule: A document that identifies an organization's records and provides instructions for their disposition throughout their life cycle.

Transfer: The process of moving records as part of their scheduled disposition to an archives.

Procedure

When records are transferred to the archives, they should be packed separately by each office into a banker's box. The Archives will supply boxes if needed. The box should be labelled with this information:

Name of creating office	e.g. Finance
Content	e.g. Actuarial reports
Date range	e.g. 2000-2010

Keep records in their original file folders. Pack the records in the order in which they were found in the filing cabinet, and do not weed out the materials. Keeping the original order is important for the archives, and the Congregational Archivist is the one who should make decisions about what is important to keep. Only pack originals, not duplicates. Photographs should be identified on a separate piece of paper which can be folded around each photograph, with as much information as possible: names of people, type of event, date.

The Archives will put restrictions on records for specified time periods, should records contain sensitive information, or should such restrictions be required following best practices under privacy legislation. These restrictions may be put in place for specific periods of time, or applied only to members of the public, but will be applied equally in all cases.



Archives Transfer Policy

Review

This policy will be reviewed every three years.

Benchmarks:

This policy is effective if records of enduring value are transferred to the Archives, but if not, the congregation risks losing irreplaceable records of its history and charism through action.

Responsibility

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Congregational members and staff are responsible for transferring records to the Archives.

Documentation

Records Management Policy

Collection Policy

Records Transfer to Archives

References

Pearce-Moses, R. (2005). *A Glossary of Archival and Records Terminology*. Chicago: Society of American Archivists.



Archives Reference Services Policy

Type of Policy: Archives

SUBJECT: Archives Reference Services Policy				
NEW	APPROVED	EFFECTIVE DATE	REVISED	POLICY NUMBER
June 2020	Sept. 16, 2020	Immediate	Sept. 13, 2020	06

Policy

The Archives will provide access to processed materials in its collection, as well as to its ready reference collection, and publications collection. Archival materials will be retrieved from storage and returned to storage only by Archives staff, who will always be present while researchers handle archival materials. Unprocessed materials will not be available to researchers.

Definitions

Processed material: Archival materials prepared for use for researchers. Materials will have had preservation work completed on them, been arranged into series and files, and had a classification numbering system applied. Materials will also have been catalogued and there will be a finding aid available.

Procedure

The Archives makes finding aids of collections which are available to public researchers on Archeion at <https://www.archeion.ca/sisters-of-st-joseph-london>. The Archives also holds other records which are available only to congregational members.

Priority for all reference inquiries will be given to congregational members. Researchers who are not members of the congregation must book an appointment and complete a *Research Agreement* and *Request for Reproduction* before their visit, explaining the purpose of their research.

Congregational members are also encouraged to book an appointment to view records, to permit Archives staff sufficient time to retrieve the records.



Archives Reference Services Policy

No reference inquiries will be undertaken by telephone. All callers will be informed that they must fill out the *Research Agreement* and *Request for Reproduction* forms, and that these forms will be either mailed or emailed to them. No inquiries concerning living Sisters will be permitted.

The Archives reserves the right to restrict access to the collection depending on the condition of the archival material, the amount of material requested, and the purpose of the research. The use of certain materials may also be restricted for reasons of privacy or sensitivity, or under a donor agreement. Access restrictions will be applied equally to all researchers and reviewed periodically. No researcher will be given access to any materials that contains a personal information bank such as donor agreements or personnel records, or to other proprietary information such as appraisals, insurance valuations, or condition reports.

General and specific access restriction are stated in the *Privacy and Access Policy*.

Students who attended a private school administered by the Sisters may obtain their transcripts from the Human Resources Branch, Ministry of Education, Mowat Block, 19th Floor, 900 Bay Street, Toronto, Ontario, M7A 1L2 or by calling 416-327-9045.

For non-congregational members, there is a fee for each reference inquiry. This fee will be credited to the Archives budget to cover the costs associated with records retrieval from off-site storage, copying, and staff time. The Archives will undertake research on behalf of a researcher who is unable to visit the Archives.

The Archives may refuse to copy archival materials if the materials are oversize, fragile, or fall outside the fair use provisions of copyright law as stated in the *Request for Reproduction* agreement. Only Archives staff may make copies of materials using either a photocopier or



Archives Reference Services Policy

scanner. No more than 10 pages will be copied by staff, and no digital copies will be provided to researchers. Researchers are permitted to use cameras but not flash photography to make their own copies under the terms of the *Request for Reproduction* agreement, for private use and study, not publication or display. In this case, the items must be placed flat on a table and removed and returned to folders one at a time. Researchers are not to press down on the documents or bindings or to fold items.

Permission to study archival records does not extend to publication or display rights, under the *Request for Reproduction* agreement. The researcher must request this permission in writing from the Archives.

Material may not be removed from the archives, and no material will be loaned, except in the cases of a loan to another heritage institution for purposes of exhibition.

Archives Reference Services Policy

Researchers will be requested to follow the following rules for visits to the Archives:

- Only pencils, not pens, may be used. No marking or erasure of materials is allowed.
- Post-it or other sticky type notes may not be used, and pages must not be folded or dog-eared.
- Items must be kept in their existing order within folders. Folders must be kept in their existing order within a box. The researcher should handle only one archival record at a time, and only one file at a time, not removing items from folders.
- The researcher must not write on anything that has items below it, such as a folder containing papers, or trace anything.
- Cotton or nitrile gloves must be worn when handling photographs or artifacts.
- Food and drink including chewing gum and candy are prohibited in the archives.
- Researchers must leave personal belongings such as coats, briefcases, backpacks, folders, and oversize purses in a closet outside the Archives.
- Researchers should wash and dry hands before handling archival materials and avoid applying hand lotion before working with archival materials.

Researchers will be held responsible for any damage to archival materials. Researchers who do not exercise care in handling archival materials will not be permitted to return to the Archives.

Researchers may encounter records that contain private or restricted information about individuals or organizations and this information may not be transmitted by the researcher to others by any means.

No researcher will be refused access to the Archives unless it is determined that the materials will be physically damaged or used for libelous or illegal purposes.



Archives Reference Services Policy

Review

This policy will be reviewed every three years.

Benchmarks:

This policy is effective if access to the Archives is equitably provided to all researchers subject to access restrictions under the *Privacy and Access Policy*, without risk to the congregation through breaches of privacy or disrespect for copyright law.

Responsibility

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Archives staff are responsible for ensuring researchers respect the conditions stated in this policy.

Documentation

Research Agreement

Request for Reproduction

Privacy and Access Policy

Copyright Act (Canada)

References

Pearce-Moses, R. (2005). *A Glossary of Archival and Records Terminology*. Chicago: Society of American Archivists.



Archives Website Collection Policy

Type of Policy: Archives

SUBJECT: Archives Website Collection Policy				
NEW	APPROVED	EFFECTIVE DATE	REVISED	POLICY NUMBER
June 2020	Sept. 16, 2020	Immediate	July 9, 2020	07

Policy

The Congregation of the Sisters of St. Joseph in Canada Archives is the repository for archival records created by the Congregation, or records about the Congregation of historical significance. The Archives is tasked with preserving, arranging, describing, and creating access to these records, including photographs, manuscripts, multi-media, artifacts, websites, and social media.

The Archives will collect websites and social media created by the Congregation of the Sisters of St. Joseph in Canada.

Definitions

Metadata: Information which describes significant features of a resource.

Digital preservation: The activities necessary to ensure continued access to digital materials such as websites beyond the limits of organizational or technological change.

Procedure

The Archives will only ensure that blogs on the Congregational website are captured on a periodic basis but will make every effort to capture each web page on the website, as well as to capture the *Twitter* and *Facebook* platforms on a less frequent basis. The Archives will not



Archives Website Collection Policy

collect websites and social media created by other organizations without receiving copyright permission. The web archive created through collection by the Archives is intended for private reference and research.

The Archives may make exceptions to the above criteria on a case-by-case basis. The Archives uses *Conifer* and *Internet Archive* to preserve websites. The Congregational Archivist will appraise and decide what web pages to capture. These digital records will be preserved using the digital preservation workflow in the Archives, including adding Dublin Core and PREMIS metadata as well as contextual information. The Archives will not capture and preserve any websites which the website owner has requested not be captured, including password protected webpages. Material from other websites that are linked to the website being archived will not be captured. The Archives may not be able to exactly preserve live websites, especially with respect to applications, streaming video and audio, and databases.

The *Archives Processing Manual* contains a table of metadata fields to be used.

Should the congregation decide to discontinue the use of a website, or social media platform, the Congregational Archivist must be informed in advance to ensure the digital content is captured and preserved.

Review

This policy will be reviewed every three years.

Benchmarks:

This policy is effective if the website and social media of the congregation is preserved as important historical records of their charism in action and these records are not at risk of loss due to changes in web platforms or technological obsolescence.



Archives Website Collection Policy

Responsibility

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Archives staff and congregational administrative staff involved in website maintenance are responsible to ensure the website and social media are preserved.

Documentation

Archives Processing Manual

References

Digital Preservation Handbook, 2nd Edition, <https://www.dpconline.org/handbook>,
Digital Preservation Coalition © 2015.

Archives Offsite Storage Policy

Type of Policy: Archives

SUBJECT: Archives Policy				
NEW June 2020	APPROVED Sept. 16, 2020	EFFECTIVE DATE Immediate	REVISED July 9, 2020	POLICY NUMBER 08

Policy

Due to lack of storage space in the Archives, offsite storage will be utilized. The storage facility must be environmentally controlled and secure.

Definitions

Offsite storage: Storage of records in a records centre for a monthly fee based on the extent of records in storage.

Accession: The application of a bar code to a box delivered to offsite storage for the first time, along with the inclusion of the box on an index list.

Procedure

Any archival materials that are stored offsite due to lack of space in the Archives will be properly labelled with an inventory number, and a box label that records the fonds and series number, the fonds and series title, and the box number within the fonds and series. This information shall be recorded on a spreadsheet. An inventory list or finding aid shall be prepared for each box, and this shall be included in the box.

Only authorized card holders may attend the offsite storage centre to retrieve or return materials. These cardholders are the Congregational Archivist and the Corporate Accountant. The storage centre is also able to deliver and return boxes from the Archives for a fee. Under no condition is anyone else authorized to deliver or return boxes from the Archives or storage centre. A receipt

Archives Offsite Storage Policy

must be provided by the storage centre for every delivery and return, and this should be kept in the Archives administrative records.

The offsite storage centre will be asked to supply updated index lists for all boxes in storage on a regular basis, and these lists will be compared against the spreadsheet prepared by the Archives for security purposes.

The Corporate Accountant shall provide monthly invoices received from the offsite storage centre to the Congregational Archivist.

The Archives shall keep a record of all boxes retrieved from storage and returned to storage, as well as new boxes delivered for accession into storage. This record should include the bar code number for each box, the box label information, and the dates of retrieval and return. This information will assist in verifying invoices from the offsite storage centre.

The materials stored offsite shall be insured under the congregational insurance policy to cover any conservation costs required in case of damage.

Review

This policy will be reviewed every three years.

Benchmarks:

This policy is effective if records are stored safely and with limited financial risk to the congregation.



Archives Offsite Storage Policy

Responsibility

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Archives staff and the Corporate Accountant are responsible for ensuring offsite storage expenditures remain within budget allocations.

Documentation

References

Archives Loan for Exhibit Policy

Type of Policy: Archives

SUBJECT: Archives Loan for Exhibit Policy				
NEW June 2020	APPROVED Sept. 16, 2020	EFFECTIVE DATE Immediate	REVISED Sept. 13, 2020	POLICY NUMBER 09

Policy

The Archives may make a loan of artifacts or textiles, or reproductions of published material, textual records, or photographs, for purposes of an exhibit or display. Such a loan will be for one time use only, and for a limited duration.

Definitions

Exhibit: An organized display of items, usually in a public space, for viewing. A travelling exhibit is one which travels from one venue to another for viewing.

Procedure

In all cases, the request for exhibit must be in writing and specify:

- The purpose of the exhibit
- The name and location of gallery, museum, or public space
- The environmental controls in place for the exhibit, including temperature, relative humidity, and lighting
- The security in place for the exhibit, including display furniture, public access, and security staff
- That there is adequate insurance in place for both the transport of the loan and the exhibit venue
- Responsibility for transportation of the loan to and from the venue
- The duration of the loan.



Archives Loan for Exhibit Policy

The institution receiving the loan must provide a loan agreement to the Archives which specifies all items to be loaned.

The Archives will complete a *Condition Report* for each item on loan and provide copies to the receiving institution.

No original manuscript, photograph, or other archival record will be loaned. Digital copies of such items will be provided. Rare books, artifacts, and textiles may be loaned.

Loans will not be made to other institutions for the purpose of travelling exhibits.

Loans will not be made for any other purpose than exhibit or display, and any request for a loan may be refused by the Archives, especially should there be concerns with environmental conditions, security, or the purpose of the exhibit.

The borrowing institution comply with the *Cultural Property Export and Import Act* if the loaned items are to cross an international border, and is responsible for all documentation related to any shipment.

Review

This policy will be reviewed every three years.

Benchmarks:

This policy is effective if loaned items are not at risk of damage or loss due to poor environmental or security measures, thus putting at risk irreplaceable congregational history.



Archives Loan for Exhibit Policy

Responsibility

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Archives staff, and the staff of the borrowing institution are responsible for ensuring loans are properly managed.

Documentation

Condition Report

References

Pearce-Moses, R. (2005). *A Glossary of Archival and Records Terminology*. Chicago: Society of American Archivists.



Archives Environment and Security Policy

Type of Policy: Archives

SUBJECT: Archives Environment and Security Policy				
NEW June 2020	APPROVED Sept. 16, 2020	EFFECTIVE DATE Immediate	REVISED Sept. 13, 2020	POLICY NUMBER 10

Policy

Precious and rare records of enduring value are to be kept in the Archives, not in a vault, in order to be preserved in perpetuity. The Archives is charged with preserving and ensuring the integrity, authenticity, and reliability of records in its care. This means that the Archives must:

- prevent access to records by unauthorized persons
- control the storage environment
- monitor both physical and electronic records to prevent degradation or loss.

Definitions

Fixity check: Verifying a file has not been altered or corrupted either during transfer or in storage. Fixity or integrity checking is done by computing checksums or algorithms and comparing these to stored values for a file.

Procedure

Authorized Access

The Archives storage room is always to be kept locked. Keys should only be held by the Congregational Archivist, the Local Leader or her designate, and the supervisor of the maintenance department. No one is permitted to enter the Archives storage room without Archives staff being present, except in the case of an emergency, such as flood or fire. In this case, the *Disaster Management Policy* must be adhered to. The only other exception is when all

Archives Environment and Security Policy

Archives staff are away from the Archives, a maintenance staff may be appointed by the Congregational Archivist to check the temperature and relative humidity in the storage area.

Archival electronic records will be kept in an offline environment with one backup copy maintained offsite in a different, secure geographical location. No archival electronic records may be opened, moved, copied, deleted, or otherwise manipulated by anyone other than Archives staff. When information technology (I/T) support is required, Archives staff must be present and actively monitor all I/T staff. Passwords will not be shared with other staff.

When researchers or volunteers attend the Archives, only Archives staff may retrieve and return records to storage. Archives staff must always be present when researchers or volunteers are onsite and working with records. All researchers and volunteers must sign in and sign out at the reception desk.

Environmental Control

The temperature, relative humidity and light in the Archives storage room must meet environmental standards for archival storage, specifically:

- Relative humidity: 40% to 50% RH
- Temperature: 18° to 20° Celsius
- Light: 80 to 240 lux for storage area
- Light: 50 lux for exhibit area
- Light: 10,000 K for archives office and 5,000 K when digitization takes place.

Lights must be turned off when leaving the storage room. The door to the storage room must never be left open.

Quarantine

All physical materials received by the Archives will be quarantined for a minimum of three days in case of SARS-CoV2 virus or other infestation. No material will be placed in storage until it has been checked for pests and mold. Electronic records will be quarantined for at least one month and checked with antivirus software.

Monitoring

Temperature and relative humidity readings will be taken daily using a data logger. This data will be downloaded by Archives staff, and reports provided to maintenance staff. A visual inspection and recording of temperature and humidity in a log will also be undertaken daily by Archives staff. Should the environmental standards not be met, supplementary equipment is to be used, including either a dehumidifier, a humidifier, or fans.

Archives staff will practice integrated pest management, keeping insect traps in strategic locations, and inspecting the traps weekly. Should insects be found, they will be identified, and if necessary, reported to maintenance staff for further action. Chemical pesticides and fumigants shall not be used in the archives storage room for pest control, but adjustments may be made to the temperature, relative humidity, or pheromone traps may be put in place.

Electronic records will be monitored by weekly fixity checks while in offline storage. This data will be kept by the Archives, and should a file be corrupt, it will be replaced by a backup copy. Software is run automatically on a weekly basis, and manually on a monthly basis, to create backup copies, as per the *Archives Processing Manual*.

Review

This policy will be reviewed every three years.

Benchmarks:

This policy is effective if records are protected from environmental damage or loss through inadequate control, but if not, the congregation risks losing irreplaceable records of its history and charism through action.

Responsibility

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Archives staff, Maintenance staff, and I/T staff are responsible for ensuring the storage environment of archival records is controlled and secure.

Documentation

Disaster Management Policy

Preservation Policy

Archives Processing Manual

References



Archives Volunteer Policy

Type of Policy: Archives

SUBJECT: Archives Volunteer Policy				
NEW	APPROVED	EFFECTIVE DATE	REVISED	POLICY NUMBER
June 2020	Sept. 16, 2020	Immediate	Sept. 13, 2020	11

Policy

The Congregation of the Sisters of St. Joseph in Canada Archives accepts students and graduates from library and information science or archival studies programs to participate, on a volunteer basis, in both an archives practicum and medical artifacts cataloguing project. The practicums provide hands-on work experience to participants. Each archives practicum and medical artifacts cataloguing project is approximately fourteen weeks in duration, or one school term, and runs for three hours per week.

Definitions

Volunteer: A person who willingly undertakes an activity without coercion and without being paid.

Practicum: A structured hands-on learning opportunity in which participants are provided with training, critical feedback, job references, and ongoing mentorship at the completion of training.

Procedure

To be considered for either program, applicants must submit a resume and take part in an interview in advance of the start date to determine suitability. Eligible applicants are selected based on the resume and interview. If practicum spots are available to be filled, postings will be made to the University of Toronto iSchool job site. Should all the spots be filled, applicants will be placed on a waiting list for the next program session.



Archives Volunteer Policy

All participants must complete and return a signed and witnessed copy of the *Volunteer Agreement* and *Volunteer Waiver* before beginning their program.

Successful participants will be given training on the Accessibility for Ontarians with Disabilities Act (AODA), Workplace Hazardous Materials Information System (WHMIS), and the Occupational Health and Safety Act (OHSA). They will be provided with the *Orientation Manual* and take part in an orientation session. For the archives practicum, participants will be given a practicum syllabus, as well as the *Archives Processing Manual*. For the medical cataloguing project, participants will be given the *Medical Artifacts Collection Cataloguing Manual*.

Each participant will be supervised by the Congregational Archivist. Participants take part in an exit interview and are given an evaluation and an opportunity to provide feedback on their experience. The Congregational Archivist will be available to provide post-practicum support such as resume review, ongoing mentoring, letters of support, and references.

Participants who must miss a session due to illness or a family commitment must arrange with the Congregational Archivist to make up the hours on another day. Any participant who misses more than three weeks in total, will be asked to withdraw from the practicum.

Should the participant experience a problem, this should be discussed with the Congregational Archivist. If the participant does not feel the problem is resolved, they may discuss it with the Leadership designate appointed to supervise the Congregational Archivist or decide to leave the practicum. If the Congregational Archivist feels the participant is not fulfilling their commitments, this will be discussed with the participant to find a solution, including more training, reassignment of tasks, or other remedies including terminating the practicum.



Archives Volunteer Policy

The Archives observes and upholds the *Ontario Human Rights Code* by prohibiting discrimination under the *Code* in accepting applicants for practicums and while at the workplace. We do not tolerate harassment or unwelcome comments or actions. We provide equal rights and opportunities for all volunteers.

Review

This policy will be reviewed every three years.

Benchmarks:

This policy is effective if volunteers are provided with ethical practicum opportunities in which there is a fair exchange of training for labor. It is also effective if the congregation is protected from liability risk.

Responsibility

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Archives staff is responsible for selecting and supervising volunteers, providing training including on safety and archival procedures, and maintaining application and training files. Archival staff is also responsible for ensuring training manuals and materials are up-to-date.

Documentation

Accessibility for Ontarians with Disabilities Act (AODA)\

Workplace Hazardous Materials Information System (WHMIS)

Occupational Health and Safety Act (OHSA)

The Ontario Human Rights Code

Volunteer Agreement

Volunteer Waiver

Orientation Manual

Archives Processing Manual

Medical Artifacts Collection Cataloguing Manual

References



Archives Withdrawn Sisters' Personal Records Policy

Type of Policy: Archives

SUBJECT: Archives Withdrawn Sisters' Personal Records Policy				
NEW	APPROVED	EFFECTIVE DATE	REVISED	POLICY NUMBER
June 2020	Sept. 16, 2020	Immediate	Sept. 13, 2020	12

Policy

When a member leaves the congregation, her personal file is retained in the Archives. This file contains the legal file, data and personal file kept for the member when she belonged to the congregation.

Definitions

Indult of separation or exclaustation: Permission from the Apostolic See to leave a religious institute.

Procedure

Access to the personal file of a withdrawn Sister is restricted to the Congregational Leader or her designate. No reference inquiries into withdrawn Sisters are permitted, and no information concerning withdrawn Sisters will be provided to anyone, other than to the Congregational Leader or her designate, or with the permission of the Congregational Leader, to the individual who has withdrawn, and in that case, only to her personal file.

When a member leaves the congregation, the following documents, or copies of these documents, may be kept in the archives:

- last will and testament
- power of attorney for personal care
- enduring power of attorney for property



Archives Withdrawn Sisters' Personal Records Policy

- transactions related to her patrimony
- copy of birth certificate
- baptismal certificate

These documents must be kept in the archives:

- legal documents of her incorporation into the congregation
- indult of separation

Review

This policy will be reviewed every three years.

Benchmarks:

This policy is effective if records of withdrawals are transferred to the Archives, but if not, the congregation risks losing records of women who joined the congregation.

Responsibility

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Congregational members and staff are responsible for transferring records to the Archives.

Documentation

Records Management Policy

Collection Policy

Transfer Policy

References



Archives Electronic Records Collection

Policy

Type of Policy: Archives

SUBJECT: Archives Electronic Records Collection Policy				
NEW July 2020	APPROVED Sept. 16, 2020	EFFECTIVE DATE Immediate	REVISED Sept. 13, 2020	POLICY NUMBER 13

Policy

All electronic records created by staff or congregational members in relation to the mission, activities and operations of the congregation are the property of the congregation. Staff do not have the right to retain electronic records once their employment ends. Ownership of electronic records created by a consultant should be indicated in the contract.

The Archives collects and preserves electronic records, both born-digital or digitized. This includes records scheduled for permanent retention under the congregational records retention and disposal schedule. Original files should be transferred to the Archives and all copies purged according to the records retention and disposal schedule. Usually, these records will be the final copy from the office of record, and may include electronic documents, graphic design files, email, photographic images, and audiovisual recordings. This also includes the congregational website and social media. All electronic records are preserved according to the *Preservation Policy*. Digitized records originate in the Archives and are covered by the *Preservation Policy*.

The Archives does collect drafts of significant and important documents, if these are clearly labelled with version number and comments, and revisions are clearly indicated using tracked changes or comments.

The Archives does not collect duplicate copies, staff personal documents, databases, and routine materials such as to do lists, meeting schedules and notices, calendar appointments, chat



Archives Electronic Records Collection

Policy

transcripts, notes, and reminders. The Archives also does not collect spam, carbon copy emails, or forwarded portions of emails.

Definitions

Born digital – a record which originates in a computer environment.

Digitized – a record created from an analog physical format using a scanner or photography, or by converting analog audiovisual information into bits, for example, digitizing an audiotape.

Procedure

Electronic records scheduled for permanent retention should be sent to the Archives following these steps.

1. All staff and members of the congregation responsible for creating records scheduled for permanent retention by the Archives will have a link to a shared Archives drive set up by I/T staff. You will only have access permission to move your own records into this drive, not read or change any other records on this drive.
2. Do not transfer password-encrypted files or compressed (zipped) files.
3. Create and clearly label a new folder, for example “Newsletters_2019” or “Audit_Reports_2000.” Do not use spaces in the folder name or any special characters.
4. **Move** (do not copy) the files into the new folder. If the dialog box says “copying” instead of “moving,” be sure to delete your original files afterward.

5. **Move** (do not copy) the folder onto the shared Archives drive, which looks like a folder and is labelled “Archives Transfer” on your desktop. If the dialog box says “copying” instead of “moving,” be sure to delete the folder you created afterward.
6. If there are any concerns about privacy or confidentiality, the Archives will enforce access restrictions on the files you have transferred according to the *Privacy Policy*.
7. The system will automatically send a message to the Archives to alert staff to the transfer.
8. Folders which have been transferred to the Archives will be processed using the digital preservation workflow. The process is described in the *Archives Processing Manual*.
9. The Archives does not do any editing or formatting of transferred materials. The Archives keeps the original intact to preserve authenticity. For example, Archives staff will not copy material in an email and paste it into a new document.
10. Do not send links to materials on external websites for Archives staff to preserve. This material falls outside of the *Collection Policy*, and the Archives must respect copyright law.



Archives Electronic Records Collection

Policy

Formats

File formats that are not sustainable will be converted by the Archives, but the original copy will be retained. The file formats supported by the Archives are given below. Other formats will be converted if able to be read.

MS Office: DOC, DOCX, PPT, PPTX, XLS, XLSX

Plain Text: TXT

Rich Text Format: RTF

Portable Document Format: PDF, PDF/A

Graphics: TIFF, RAW, JPEG, PNG

Audio: MP3, WAV

Video: MP4

Review

This policy will be reviewed every three years.

Benchmarks:

This policy is effective if records of enduring value are transferred to the Archives, but if not, the congregation risks losing irreplaceable records of its history and charism through action.

Responsibility

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Congregational members and staff are responsible for transferring records to the Archives. I/T staff is responsible for ensuring there is a shared drive for electronic records transfer.



Archives Electronic Records Collection

Policy

Documentation

Records Management Policy
Collections Policy
Digitization Policy
Preservation Policy
Archives Processing Manual

References

Pearce-Moses, R. (2005). *A Glossary of Archival and Records Terminology*. Chicago: Society of American Archivists.



Archives Privacy and Access Policy

Type of Policy: Archives

SUBJECT: Archives Privacy and Access Policy				
NEW	APPROVED	EFFECTIVE DATE	REVISED	POLICY NUMBER
July 2020	Sept. 16, 2020	Immediate	Sept. 13, 2020	14

Policy

The *Freedom of Information and Protection of Privacy Act (FIPPA)*, applies to provincial ministries and agencies, colleges and universities and municipalities and local boards. Under this legislation, access is not permitted to personal records on behalf of a third party unless consent is given by the person, but the laws permit access 30 years after death of the person. However, records that are privately donated are excluded and access is governed by a deed of gift. The *Personal Health Information Protection Act (PHIPA)*, applies to personal health records under the control of a health information custodian (not an archives). Personal health information is protected until the expiration of the earlier of 120 years after the record was created or 50 years after the death of the individual. For these types of records held in an archives, PHIPA applies. The *Personal Information Protection and Electronic Documents Act (PIPEDA)*, applies to private sector commercial activities in Ontario. It does not apply to non-profit or charity groups unless they are conducting commercial activities, and then only in that context. It protects personal information for 100 years after the information was collected or 20 years after the death of the person. In Ontario, FIPPA as well as federal legislation (PIPEDA and the Privacy Act) do not apply to religious archives.

The Archives will strive to follow best practices set forth under provincial and federal privacy legislation even when not governed by this legislation. The Archives will also follow the International Council on Archives' *Principles of Access to Archives*.

There are records in the Archives which contain personal or sensitive information. These records include deceased Sisters' records, withdrawn Sisters' records, staff and student records of



Archives Privacy and Access Policy

educational institutions, staff and patient records of health care institutions, and orphanage records. Sometimes, the information contained in these records is particularly useful for genealogists and serious researchers. Therefore, a balance must be struck which follows the spirit of the law.

For this reason, the Archives has developed a privacy protocol. In general, each request for access must be made in writing, using *Research Agreement* and *Request for Reproduction* forms. Each request is then evaluated based on the purpose of the request, who is making the request, and using this *Privacy and Access policy* as a guide.

The Archives will put restrictions on records for specified time periods, should records contain sensitive information, or should such restrictions be required following best practices under privacy legislation. These restrictions may be put in place for specific periods of time, or applied only to members of the public, but will be applied equally in all cases, without discrimination based on race, gender, religion, belief, or social status of the patron.

All records transferred or donated to the Archives are subject to this *Privacy and Access Policy*.

The Congregational Archivist must be knowledgeable in privacy and copyright law. Archives staff may have access to restricted records to carry out their work but must keep confidential any knowledge they acquire in the course of their duties.

General restrictions

1. Records containing information, the disclosure of which would violate the personal privacy of a living person, will only be released to the named individual to whom they relate or her/his authorized representative, or with the written permission of the named individual, and that permission will be kept on file. These records are open to the Congregational Leader or her designate.
2. Academic records will only be released to the named individual to whom they relate, or her/his authorized representative, or with the written permission of the named individual, and that permission will be kept on file. These records are open to the Congregational Leader or her designate.
3. Information from orphanage records will only be released directly to the person to whom the records relate, or to his/her authorized representative, or with the written permission of the named individual. If that person is not living, information can be released to their next of kin. However, Ontario law prevents the release of any identifying information about birth parents. Records which are 100 years old or more are open to the public.
4. Identifying information concerning recipients of donations, bursaries, or other charitable works will not be released except to the Congregational Leader or her designate.
5. Consent is required of living persons depicted in photographs, videotapes, or sound recordings and their captions and related transcripts in order to publish or display. Materials will not be published or displayed if they depict children or people in trouble. A *Release Form* must be signed by the living person.

6. Deceased Sisters' personal files are restricted for two years after death and are open only to the Congregational Leader or her designate. After this period has expired, access is restricted to the Congregational Leader or her designate, and to family members of the deceased Sister.
7. All personal health information of any individual is restricted for 50 years after death.
8. The names of withdrawn Sisters will never be released except to Congregational Leader or her designate.
9. Materials which contain confidential business and financial information is open only to the Congregational Leader or her designate, until the passage of time is such that the release of the information would not result in harm or prejudice to the parties identified in the materials.
10. Materials containing information about confidential decision making will only be disclosed if the decision has been made public and the nature of the determinations leading to the final decision is known, or the passage of time is such that the release of the information would not impede current decision making, or the public interest in disclosure outweighs the continued need for privacy. These materials are open to the Congregational Leader or her designate.
11. Materials restricted by statute or court order may be disclosed only in accordance with the provisions of the statute or court order.
12. The Archives may collect personal information related to donors, patrons, and volunteers, but this personal information will be kept confidential.
13. No access will be provided to unprocessed collections because this material may not have been reviewed for potential restrictions due to sensitivity or privacy.

Specific restrictions

1. Records donated to the Archives may be restricted for a specific period as agreed to in a Deed of Gift.
2. Restrictions on the records of deceased Sisters which are not their personal files may be put in place for a period of 30 years after death if the material is deemed sensitive.
3. Other access restrictions may be placed on records by the Congregational Archivist if the records are deemed for congregational use only, or as requested by the Congregational Leader or her designate. These access restrictions must specify who is allowed access, and the time period of the restriction.

Definitions

Open: There are no restrictions on open records.

Restriction: A restriction is a limitation on the access to archival records by a patron. Such a restriction may involve a period for which access is limited, or it may involve not allowing access to certain individuals. Such restrictions are put in place to protect personal privacy or meet requirements under the law.

Procedure

Decisions on restrictions will be noted in the accession record.

Restricted records will be noted in finding aids.

Because the Archives does not have space to store restricted records separately, these records shall remain in the fonds and series in which they are arranged. Each file in a series containing restricted records should contain a *Withdrawal Sheet* listing the restricted items.



Archives Privacy and Access Policy

Electronic records which are restricted will be stored in a separate space on the computer drive and the metadata will clearly indicate the conditions of the access restrictions.

If part of an item can be made available, Archives staff can make a copy of the original and redact the restricted information from the copy by blacking it out, and then providing the patron with a use copy of the redacted copy and placing the redacted copy back in the file with the *Withdrawal Sheet*.

Periodic reviews of specific restrictions should take place to determine whether the restrictions can be removed. When restrictions are removed, the *Withdrawal Sheet* and redacted copies should be removed from any file in which these were placed, and the finding aid should be updated. The accession record should also be updated.

Review

This policy will be reviewed every three years.

Benchmarks:

This policy is effective if archival records are open to access but records that contain sensitive or private information are restricted to access, thus protecting the congregation from liability risk.

Responsibility

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Archives staff are responsible for ensuring access restrictions are enforced.



Archives Privacy and Access Policy

Documentation

Personal Health Information Protection Act, 2004, SO 2004, c 3, Sch A, Release Form
International Council on Archives. (2013). Principles of Access to Archives,

<https://www.ica.org/en/principles-access-archives>

Withdrawal Sheet

Research Agreement

Request for Reproduction

References

International Council On Archives, Committee On Best Practices And Standards, Working Group On Access. (2014). *Principles of Access to Archives. Technical Guidance on Managing Archives with Restrictions.*

Pearce-Moses, R. (2005). *A Glossary of Archival and Records Terminology.* Chicago: Society of American Archivists.

Type of Policy: Archives

SUBJECT: Archives Policy				
NEW July 2020	APPROVED Sept. 16, 2020	EFFECTIVE DATE Immediate	REVISED Sept. 13, 2020	POLICY NUMBER 15

Policy

The Archives must respect the *Copyright Act* in its outreach work, including publishing, creating exhibits and displays whether physical or digital, and in providing reference services.

Usually the copyright holder is the creator, but in the case of an employee being a creator as part of their work, the employer is the copyright holder. In the case of Crown works, the Crown is the copyright holder.

Even if creators are not the copyright owners, they have a right to be associated with their work and not have their work modified or used in a way that would damage their reputation. This is their moral right.

Public domain

Copyright does not last forever. A work in the public domain can be used without permission from the copyright holder and without paying royalties unless it is an unpublished Crown work.

Length of copyright

For works by living creators, the works are still under copyright.

A) Photographs

Photographs that were commissioned (work for hire) before November 2012 are owned by the purchaser. Photographs taken after November 2012 are owned by the photographer until 50 years after death. Photographs taken before 1949 are in the public domain if not Crown works.

Otherwise, photographs are in the public domain 50 years after the death of the last creator, in January of the following year.

Photographs owned by a corporation are in the public domain 50 years from the date of creation unless the creator is the majority shareholder in which case copyright lasts for 50 years after the death of that person, in January of the following year.

B) Textual works

For unpublished works, the work is in the public domain if the last author died before January 1, 1949. If the last author died between 1949 and December 31, 1998, the work is in the public domain on January 1, 2049. For authors who died after 1998, the work is in the public domain 50 years after the death of the last author, in January of the following year.

For published works, the work is in the public domain 50 years after the death of the last author living when the work was published, in January of the following year. If the author was not living at the date of publication and the work was published before January 1, 1999, the work is in the public domain 50 years after the date of publication. If the author was not living at the date of publication and the work was published after 1998, it is in the public domain 50 years after the death of the last author in January of the following year.

For works with unknown authors, the work is in the public domain 50 years after the publication date or 75 years after the creation date, in January of the following year.

For Crown works, the work is in the public domain 50 years after the date of publication. Unpublished works are not in the public domain.

C) Sound recordings

A copyright owner holds all rights to reproduction, derivatives, distribution, performance, display, and public performance of sound recordings via digital audio transmission.

Sound recordings are in the public domain 50 years after creation.

Definitions

Copyright: A property right that protects the interests of the creator or person/organization to which copyright has been assigned, giving them control over the reproduction, publication, adaptation, performance, or display of the work.

Public domain: Works that are unprotected by copyright law.

Procedure

Copyright permissions

The Archives will make efforts to research the ownership of photographs and request copyright permission from copyright holders for publication and display using the *Assignment of Ownership by Photographer* form.

Preservation

Archives are allowed under the fair use provision of the *Copyright Act* to reproduce materials for preservation purposes.

Donations

Donors must assign ownership and copyright to the Archives for all donations. If the donor does not hold copyright, the Archives must make determined efforts to contact the copyright owner and obtain assignment of copyright to the Archives. This can be done by sending a letter by registered mail and keeping a copy of the letter and receipt on file.

Websites

The Archives will takedown any material displayed on the web if a copyright owner requests this to be done.

The Archives will include this *Rights Statement* on all its websites:

The photographs featured on this site come from the Congregation of the Sisters of St. Joseph in Canada Archives and, to the best of our knowledge, there are no copyright restrictions associated with them because they are either in the public domain, or the copyright is owned by the Congregation of the Sisters of St. Joseph in Canada, or there is no known copyright. These images are intended for private reference and research, and we cannot assume liability for any other use of these photographs.

The images on the website are in jpeg format. The images must not be altered or manipulated in any way. The images must not be used for commercial purposes. Proper credit must be given when any image is used, as follows:

Credit:

Images courtesy of the Congregation of the Sisters of St. Joseph in Canada Archives.



Archives Copyright Policy

We are committed to observing copyright law. If we have inadvertently infringed on the intellectual property rights of copyright holders with respect to these photographs, please do not hesitate to contact us with specific details.

Reference

The Archives will only make one copy of any material requested by a patron under the fair dealing provisions of the *Copyright Act* for research, private study, education, parody or satire, criticism or review, or news reporting. This includes unpublished material and portions of published material. Other use of copyrighted material is protected by law and requires permission from the copyright holder, whether the material is published or unpublished.

Archives patrons will be asked to complete a *Research Agreement* and *Request for Reproduction* for all inquiries. For any use of archival materials that does not fall under fair dealing, the patron must obtain written permission from the copyright owner if the material is not in the public domain. If the Archives cannot provide the information about the copyright owner to the patron, it is the patron's responsibility to determine who owns copyright and to locate the copyright owner.

Review

This policy will be reviewed every three years.

Benchmarks:

This policy is effective if copyright ownership is respected including the moral rights of creators, but if not, the congregation risks legal action by copyright owners.



Archives Copyright Policy

Responsibility

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Congregational members and staff are responsible for transferring records to the Archives.

Documentation

Copyright Act, RSC 1985, c C-42
Research Agreement
Request for Reproduction
Assignment of Ownership by Photographer

References

Pearce-Moses, R. (2005). *A Glossary of Archival and Records Terminology*. Chicago: Society of American Archivists.

Type of Policy: Archives

SUBJECT: Archives Preservation Policy				
NEW July 2020	APPROVED Sept. 16, 2020	EFFECTIVE DATE Immediate	REVISED Sept. 13, 2020	POLICY NUMBER 16

Policy

To ensure the authenticity, reliability, and long-term accessibility of all records, the Archives must ensure records are stored safely, and may need to intervene after accessioning to guarantee that records remain able to be used long into the future. This intervention includes basic preservation and extends to conservation by a professional conservator. Without this intervention, records are subject to damage over time through environmental factors or due to inherent vice.

The Archives collects electronic records and also creates them from physical records in the Archives through digitization, and therefore must preserve these in perpetuity, just as it does for physical records such as manuscripts and photographs. Electronic records require more intervention than analogue records because of the risk of loss due to human error causing alteration or deletion, corruption from viruses, hardware or software failure, file format and media obsolescence, natural disaster, and decay (bit rot).

Electronic records

Electronic records may be either born digital records or digitized records. Born digital records are transferred to the Archives under the congregational records retention and disposal schedule, and the *Electronic Records Collection Policy*. These are high value records because they cannot be replaced. Digital records are the products of digitization work in the Archives. These are medium value records because they can be replaced by re-digitizing. Both types of electronic records must be preserved.

Digital preservation

Digital preservation is comprised of the strategies used to preserve electronic records from failure, loss, and obsolescence. It requires two kinds of activity: maintaining the original bitstream of an electronic record and ensuring access to the electronic record through normalization and migration.

Materials are appraised, ingested into the preservation workflow, normalization to sustainable file formats takes place, metadata is created, materials are stored in a managed system where file integrity and security are monitored, and access is provided.

Definitions

Access: The continued usability of records.

Analog: Originating in a non-digital environment, such as photographic prints, motion picture film, early audio and video tape, phonograph records, and manuscripts.

Bit rot: The corruption of data in a storage system.

Bit stream: The bits in a computer file. A bit is a basic unit of computer information, made up of two values, 0 or 1.

Born digital: Originating in a computer environment, not paper based.

Conservation: The repair or stabilization of materials to ensure survival in their original form.

Digitization: To transform analog material into digital form by scanning or converting audiovisual information into digital bits.

File format: The computer file structure used for the interchange, storage, or display of data, typically revealed by its file extension, such as .pdf or .docx.

Fixity check: Verifying a file has not been altered or corrupted either during transfer or in storage. Fixity or integrity checking is done by computing checksums or algorithms and comparing these to stored values for a file.

Ingest: Putting a file into a digital preservation workflow and beginning preservation actions on it so that it can be stored long-term in a digital archive.

Inherent vice: The tendency of material to deteriorate due to the instability of its components or interaction with the components of other materials. For example, the acid and lignin in wood-based paper cause materials to become acidic and fragile.

Metadata: Information about a physical or digital record that helps to manage the record over the long-term.

Migration: Ensuring materials remain accessible by moving to a new format, such as converting a Microsoft Word file to PDF/A file, or moving to a new medium such as transferring floppy disc files to a CD-ROM, or to a new version such as converting a Microsoft Word 2010 file to Microsoft Word 2013 file.

Normalization: Converting files of a particular type to a sustainable file format.

Preservation: Keeping materials free of damage or decay through non-invasive, reversible treatments.

Refreshing: Copying materials from one storage media to the same storage media for backup purposes.

Procedure

Analog records

All analog records will be preserved after accessioning following the procedures given in the *Archives Processing Manual*. A conservator will be hired to carry out repairs beyond simple preservation.

Digitized records

In the case of digitized records, the Archives will follow best practices under the *Federal Agencies Digital Guidelines Initiative*, producing a preservation master and service master which are preserved long-term. The service master is used to make access copies, which are not preserved long-term. The digitization workflow is described in the *Archives Processing Manual*.

Born digital records

The authenticity and integrity of born digital records will be ensured by following the *Electronic Records Collection* policy under which records are transferred from the office of origin to the Archives shared drive and ingested into the digital preservation workflow from this drive.

Digital preservation

Open source software will be chosen for the digital preservation workflow. The workflow may change through time depending on best practices and technological change. The Archives will work closely with I/T staff to ensure strategies are developed, and software and hardware chosen to meet the goals of digital preservation. The digital preservation infrastructure will be modelled on the *Open Archival Information System Reference Model*.

Digital preservation actions will not be taken on electronic records created for short term use, such as scanned copies for reference or access copies for sharing on the web.

Born digital and digitized records will be preserved using the digital preservation workflow described in the *Archives Processing Manual*. The manual will be updated by Archives staff to reflect current workflow practices as standards and tools adapt to technological change. Key strategies for digital preservation include keeping an inventory of records, applying checksums and validating file formats upon ingest, using open software formats and tools, adding preservation metadata to digital records, secure backup, refreshing the storage media, and running fixity checks on records in storage.

Upon ingest, files will be inventoried using a spreadsheet. Next, files will be scanned for viruses and checksums applied to ensure they have not been altered. File formats will be identified and validated. The number of file formats that must be managed will be minimized by normalizing files. File formats which are at risk of becoming obsolete will be migrated to a new format. Technical metadata will be extracted and PREMIS metadata added through an automated process, while Dublin Core metadata will be added manually to ensure that descriptive, technical, preservation, and rights information is preserved. Fixity checks and automatic backups will be run on files in storage on a weekly basis, with manual backups run monthly. The Archives will keep three copies of each electronic record, on two different media (computer drive and backup drive), with one copy stored offsite. Backup copies will be migrated to new storage media every five years.

The Archives will document all preservation actions to ensure authenticity of the original records by keeping a spreadsheet inventory, supporting PREMIS metadata, and following the guidelines in the *Archives Processing Manual*.



Archives Preservation Policy

Copyright, privacy, and ownership rights will be respected on all materials which are preserved and to which access is provided.

Archives and I/T staff will identify and enforce who has access to the ingest and processing systems used in digital preservation, and who has read, write, and execute authorization to folders and files.

Archives staff will engage in continuous learning and networking with the digital preservation community to collaborate and address new challenges, and ensure they are fully informed of best practices.

Review

This policy will be reviewed every three years.

Benchmarks:

This policy is effective if the authenticity, reliability and integrity of records is preserved to ensure long-term safekeeping, but if not, the congregation risks losing irreplaceable records of its history and charism through action.

Responsibility

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Archives staff is responsible for ensuring preservation actions are taken. I/T staff is responsible to help Archives staff ensure the digital preservation workflow is supported.

Documentation

Electronic Records Collection Policy
Archives Processing Manual



Archives Preservation Policy

References

Digital Preservation Handbook, 2nd Edition, <https://www.dpconline.org/handbook>, Digital Preservation Coalition © 2015.

Federal Agencies Digital Guidelines Initiative. (2016). Technical Guidelines for Digitizing Cultural Heritage Materials, <https://bit.ly/38EHR3R>

Lavoie, Brian. Meeting the challenges of digital preservation: The OAIS reference model, <https://bit.ly/38T6NEZ>

Pearce-Moses, R. (2005). *A Glossary of Archival and Records Terminology*. Chicago: Society of American Archivists.



Archives Disaster Management Policy

Type of Policy: Archives

SUBJECT: Archives Disaster Management Policy				
NEW	APPROVED	EFFECTIVE DATE	REVISED	POLICY NUMBER
July 2020	Sept. 16, 2020	Immediate	Sept. 13, 2020	17

Policy

Any disaster, whether a fire, flood, tornado, winter storm, or equipment failure, may result in permanent destruction of irreplaceable archival records. Risks faced by the Archives include theft, pests, mold, and water and fire damage. See Appendix 5. Time is not our friend if disaster strikes the Archives. We must take swift and targeted action to avoid irreversible loss of materials in the Archives storage room and office.

The Congregational Archivist, Archives staff, the Building Administrators, and Maintenance departments in London and Peterborough have responsibility for the implementation of this plan.

Copies of this policy should be distributed to the Congregational Leadership Circle, the Management Circle, and the Maintenance Departments.

Definitions

Air drying: Records are dried in a room with a temperature below 18° C and RH below 50% on tables covered with blotting paper and with fans circulating the air. This method should be used to dry small quantities at a time.

Data logger: An environmental monitor whose data can be downloaded onto a computer.

Freeze drying: Records are kept in a cold storage vault for months. This method is used to dry large quantities at a time, and is the best way to dry water soluble media and coated paper.

Vacuum freeze drying: Drying materials in a vacuum held at temperatures below 0° C. The ice changes into water vapor without passing through a liquid stage. This method can be used for drying paper documents and books, but air or freeze drying is preferred.

Vacuum thermal drying: This method uses a vacuum chamber with temperatures over 0°C, applying a vacuum, adding heated air, and applying a vacuum again. It should be avoided.

Interleaving: A separating material that is placed to keep items from sticking together and prevent dye transfer. Blotter paper, waxed paper, interleaving paper, freezer paper, or mylar may be used.

Mold: A fungus that grows when the right combination of moisture and food exists.

Procedure

PREVENTION

Inspection of the Archives storage area is carried out daily to record the temperature and relative humidity using a data logger, to practice integrated pest management, and to check for water leaks. The Congregational Archivist must ensure supplies are on-hand in case of an emergency.

It is critical that archival collections stored both on-site and off-site **are insured** to pay for salvage and conservation costs in the case of disaster.

Computer data should be backed up with offsite storage of backup copies as per the *Archives Environment and Security* policy. This includes a backup of the DB Textworks database, finding aids, digitized materials, archives administration records, and records in long-term storage.

Theft

The *Archives Environment and Security* policy must be followed to avoid theft. Access to the storage area is only permitted when Archives staff is present. An Archives staff member must always be present with Archives patrons, and patrons must sign in and out at the reception desk when visiting the Archives. Display cases are to be kept locked. The Archives storage room and office should always be kept locked and keys should only be given to the Maintenance Supervisor and Congregational Archivist. A master key should not be used for the Archives storage room.

Pests

Common pests which attack archival collections include silverfish, cockroaches, clothes moths, booklice, and carpet beetles. The Archives storage area and office must be regularly vacuumed to reduce dirt that attracts pests. The relative humidity must be below 50%. Insect monitoring traps should be placed in the Archives storage area and office and inspected on a regular basis, and insect samples identified if possible and given to the Maintenance department.

Mold

Mold spores grow on paper, leather, adhesives, and dust when the relative humidity is above 65% and the air circulation is poor. Therefore, the Archives storage area and office must be kept clean, dry, and cool, with good air circulation.

Water damage

Water damage can be caused by burst water pipes in the ceiling, leaks from the HVAC system, damage to the flat membrane roof, blocked gutters, and water from sprinklers or fire hoses. Paper based materials are at high risk of water damage which will affect water soluble inks, pigments and adhesives, dissolve photograph emulsions, cause materials to stick together or separate from their mounts, cause staining on paper and textiles, and rusting on metal artifacts, and cause mold

growth within 24-48 hours. Daily inspection for water leaks and regular inspection of the roof and gutters can help prevent water damage. Boxes should never be stored on the floor, and the bottom shelves of storage units must be raised at least 150 mm off the floor.

Fire damage

Fires can be caused by lightning, defective wiring, arson, or sparks from construction or renovation. Fire can cause total loss of archival materials, charring, soot, or smoke damage, embrittled records, or lead to water damage from sprinklers or hoses. Prevention is the best approach. Maintenance staff must check that all wiring is sound, and cables are insulated. There should be a small hand-held carbon dioxide fire extinguisher in the Archives storage room and Archives staff should know how to use it. Fire suppression with a water sprinkler system will mean expenses to hire a conservator and cold storage company to save the wet records. The Fire Department should be told that a minimum of water should be used in the Archives storage room.

In London, there are no smoke detectors in the Archives storage room but there are some outside near the elevators. A pressurized sprinkler system with four sprinkler heads is used which has heat detectors and works by breaking the seal on the sprinkler head when the temperature reaches 140° C, ejecting water in the area that reaches that temperature.

GENERAL SALVAGE PROCEDURES

See Appendix 4 for media specific salvage procedures. When moving any items, care must be taken because wet material is heavy and fragile, and fire damaged materials are brittle. Supports should be used including trays, boxes, crates, and carts. Efforts must be made to keep the original order of items intact.

Air drying or freeze drying are the best options. Air drying needs a lot of space but can be used for small numbers of slightly wet books and records. Freeze drying must take place as soon as possible and is used for moderately wet books and records. Documents may be frozen in stacks. This method can take several weeks to several months. Vacuum freeze drying can be used for very wet books and records and for coated paper. This method is not suitable for leathers, vellums, and photographs.

Pest treatment

Double bag the infested items and seal. Freeze at -20° C for at least 48 hours. After removing from the freezer, let the records thaw and warm up to room temperature before unwrapping. Avoid chemical treatments because pesticides and fumigants can harm collections. Use pheromone traps instead to kill insects.

Mold treatment

Reduce the relative humidity using a dehumidifier and fans. Wear an N95 mask, goggles, and nitrile gloves. Remove moldy records from the storage area and wipe shelving with a bleach solution. Clean and disinfect the HVAC system. Spread wet items out to dry on blotting paper until the mold is dry and powdery. Remove the mold with a soft brush and a HEPA filter vacuum. If it is not possible to dry the records immediately, seal in Ziplock bags and freeze to stop further mold growth.

Water damage treatment

Triage records in order of priority, dealing first with wet records, next with damp records, and last with dry records that are most vulnerable to water damage, such as textiles and gelatin-based photographs. Dry out wet records by laying flat on blotter paper with fans in the room to increase air circulation. Freeze records if unable to dry out immediately.

Fire damage treatment

Archives staff must evacuate according to the fire plan, after shutting down electrical equipment and closing doors. A conservator must be contacted to provide advice on fire and smoke damaged records. Mildly smoke damaged records can be cleaned using a dry-cleaning sponge.

RESPONSE PROCEDURES

The Emergency Response Team acts when there is flood or fire in the Archives. The roles and responsibilities are given in this section.

Congregational Archivist

- Contact Archives staff
- Assess damage and danger to records
- Supervise collections salvage operations: no staff to remove records without direction from Congregational Archivist
- Explain salvage procedures to Maintenance and Housekeeping staff
- Contact AERN for volunteer assistance – see Appendix 2
- Organize supplies and services such as movers, cold storage, offsite storage, and conservator – see Appendix 2
- Supervise shipping to cold storage
- Initiate any salvage work that can be done-in-house

Building Administrator and Maintenance Supervisor

- Initiate evacuation plans including fire plan
- Contact emergency services (fire department, police) – see Appendix 2
- Communicate with first responders
- Contact the Congregational Archivist
- Communicate with Congregational Leadership
- Deal with power supply and environmental controls
- Contact contract services: plumber, electrician – see Appendix 2
- Contact support staff: Maintenance, Housekeeping
- Do not turn up the heat because this will cause mold growth
- Provide equipment such as dehumidifiers and fans
- Ensure Archives staff have a large, secure, cool space for carrying out packing and salvage work in-house including for air drying wet collections which must be spread out

Building Administrator and Corporate Accountant

- Contact insurance company – see Appendix 2
- Pay invoices for supplies and contract services

All Archives Staff

- Take photographs before beginning salvage operations
- Take notes on disaster event
- Gather supplies – see Appendix 3
- Pack and make box inventories
- Obtain inventory list from cold storage company
- Provide invoices to Corporate Accountant

Housekeeping Staff

- Clean and disinfect Archives storage area under direction of Congregational Archivist

INITIAL RESPONSE FOR WATER DISASTER

The goal is to ensure human safety first, and then to stabilize the collections to prevent further damage and salvage as much of the collection as possible.

1. Once emergency responders give permission, and the area is not 'live' from the electricity supply, Maintenance and Archives staff enter the Archives and assess damages.
2. Maintenance to turn off power and water supplies if needed.
3. Maintenance to locate source of water leak.
4. Maintenance to cover all shelving with polyethylene sheeting.
5. Maintenance to reduce the temperature.
6. Housekeeping to use mops or wet/dry vacuum to remove water.
7. Maintenance to install dehumidifiers.
8. Maintenance to install fans set on cool setting to increase air circulation.
9. Archives staff to take photographs and notes on damage in the Archives.
10. Congregational Archivist to assess damage and danger to records: how long have the records been wet? Is mold present? Is the water dirty? Are the records wet, partially wet or damp?
11. Congregational Archivist to contact AERN for assistance if needed.
12. Building Administrator or Corporate Accountant to contact the insurance broker.
13. **The remaining steps are to be taken under the direction of the Congregational Archivist who, along with Archives staff, will assess and sort material by salvage method.**
14. Most of the records will need to be packed and shipped to cold storage. After freezing, they will gradually be returned to the Archives for in-house air drying.

15. Prepare packing materials: cut freezer paper, assemble boxes.
16. Remove damaged materials to a dry, cool temporary storage room, starting with materials on the top shelves. Use crates and boxes and cart. Follow triage steps in Appendix 1.
17. Keep notes on how many boxes are damaged, as well as of damage to unboxed materials.
18. Wet materials should not be piled on top of each other and efforts should not be made to separate pages.
19. Pack collections according to salvage priority. Follow packing instructions for different media given in Appendix 4.
20. Put moldy records in sealed Ziplock bags.
21. Group wet paper records in file folders no more than two inches thick, separating with waxed or freezer paper and placing in plastic crates. Put wet books into plastic crates separating with waxed or freezer paper.
22. Rinse dirty magnetic tapes in tap water. For reel to reel tapes, wash while tape is wound on reel and rinse with distilled water. Pack tapes individually in Ziplock bags and then vertically into crates. Do not freeze dry or vacuum freeze dry. Air dry within 48 hours if possible.
23. Rinse dirty compact discs, CD-ROMs, and vinyl discs with tap water but do not rub. Rinse with distilled water. Air dry in a rack.
24. Rinse photographs with cold water and keep wet. Pack in Ziplock bags in boxes. Salvage prints first, followed by negatives and slides.
25. If motion picture film is wet, fill the can with cold water and replace the lid. Pack into cardboard cartons lined with garbage bags. Ship to film company.
26. Pack records in order. If label is loose, pencil information on a piece of paper and add to book or file.
27. Number crates and boxes. Label crates with Tyvek tags and mark boxes with a waterproof marker.

28. Record on spreadsheet the fonds/series number, box number, salvage priority (high, medium, low), condition (wet, partially wet, damp), and drying method (air, freezing, vacuum freezing).
29. Sponge out water from map cabinets and remove drawers. Ship and freeze stacked with 1" x 2" strips of wood between each drawer.
30. Contact First On Site Restoration and use freezer trucks to move crates for freeze drying and cold storage.
31. Begin any in-house salvage that is possible. For materials that are damp, dry with clean cloths or interleave with blotting paper. Stand books upside down and fan open pages, refanning every two hours. Turn over to dry page tops, and then flatten under plastic with light weight on top.
32. For wet books, stand upright on blotting paper and open covers slightly. When pages begin to dry, interleave from the back at intervals, changing interleaves every two hours, and putting in new parts of the book, and turning the book over. Interleaves can be dried and reused. When the book feels dry, flatten under a sheet of plastic with light weight on top.
33. Bring back materials from cold storage in small batches that can be dried in one day, as time permits and continue in-house salvage work.
34. Spread out wet materials on blotting paper to dry. Air dry stacks of 25 sheets that are interleaved and turned frequently.
35. Remove photographs from enclosures and dry the enclosure along with the photograph, or copy information onto a slip of paper and keep with photograph. If photograph is dirty, immerse in cool water. If not too dirty, brush with soft brush. Dry prints and negatives face up on blotting paper. If in good condition, lay reemay over photographs and blot. Dry slides emulsion side up on reemay covered blotting paper.
36. Clean moldy items using a soft brush and HEPA filter vacuum and rehouse in new enclosures and boxes.

37. Contact conservator and bookbinder to assess materials that cannot be salvaged in-house, especially books with leather bindings, parchment, vellum, and paintings.
38. Deaccession and securely seal materials that cannot be salvaged in heavy duty bags and discard.
39. Before reshelving collections, clean all shelving with a bleach solution to inhibit mold growth.
40. Replace file folders and boxes and reshelv collections.
41. Update finding aids and inventory lists to remove lost or deaccessioned materials.
42. Conduct a post-disaster assessment to determine what caused the disaster, how it can be prevented in the future, and what improvements can be made to the disaster response plan. The Congregational Archivist should provide a written report to the Congregational Leadership.

INITIAL RESPONSE FOR FIRE DISASTER

1. Follow procedures for water disasters in case of materials damaged by water sprinklers or fire hoses.
2. Contact the insurance broker.
3. Contact First on Site Restoration to move damaged archival records to temporary storage.
4. Bring back materials from storage as time permits and continue in-house salvage work.
5. Clean smoke damaged items in-house with dry cleaning sponges and rehouse in new enclosures and boxes.
6. Contact conservator to assess fire and smoke damaged items that cannot be salvaged in-house.
7. Deaccession and securely seal materials that cannot be salvaged in heavy duty bags and discard.
8. Before reshelving collections, thoroughly clean storage area.

9. Replace file folders and boxes and reshelve collections.
10. Update finding aids and inventory lists to remove lost or deaccessioned materials.
11. Conduct a post-disaster assessment to determine what caused the disaster, how it can be prevented in the future, and what improvements can be made to the disaster response plan. The Congregational Archivist should provide a written report to the Congregational Leadership.

Review

This policy will be reviewed every three years.

Benchmarks:

This policy is effective if records of enduring value are saved in case of disaster, but if not, the congregation risks losing irreplaceable records of its history and charism through action.

Responsibility

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. The Congregational Archivist, Archives staff, and Maintenance and Housekeeping staff are responsible for implementing the disaster action plan.

Documentation

Environment and Security Policy

Condition Report



Archives Disaster Management Policy

References

Elgin County Archives, (2008). Emergency Preparedness And Disaster Response Plan.

Walsh, Betty. (2003). Salvage operations for water damaged archival collections: a second glance. Canadian Council of Archives.

APPENDIX 1 - SALVAGE PRIORITIES

Highest priority will be given to:

1. Council Meeting minutes, Congregational Leadership Meeting minutes
2. Chapter records
3. Corporate Meeting minutes
4. Deceased Sisters' personal files
5. Orphanage records
6. Hospital records
7. Wet paper records especially artworks, material with water soluble media such as inks and watercolors, coated papers, photographs
8. Materials in map cabinets
9. Textiles
10. Magnetic media (audiocassettes, reel to reel tapes, videotapes)
11. Motion picture film
12. Moldy records

These records are identified with red labels in the Archives storage room.



Archives Disaster Management Policy

APPENDIX 2 - CONTACT LISTS

Emergency Responders

Police

911

519-661-5670

Fire Department

911

519-661-8419

Water – City of London

519-661-4739

Staff

Mary Kosta, Congregational Archivist

ext. 404

519-858-0871 (home)

Brian Darling

ext. 513

(home/pager)

Jason Sutherland

ext. 532

(home/pager)



Archives Disaster Management Policy

Guerino Antolini

ext. 532

(home/pager)

Building Contractors

Plumbing

Besterd Mechanical

1070 Wilton Grove Rd, London

519-672-8454

Electrical

Johnson Electric

661 Fanshawe Park Rd E, London

519- 667-9669

HVAC

Air Design Services Heating and Cooling

39 Enterprise Dr, London

519-963-0572

Insurance

Gallagher (Pearson Dunn) Insurance Inc.

435 McNeilly Rd., Suite 103

Stoney Creek, ON

905-575-1122



Archives Disaster Management Policy

Conservation and Restoration Services

Jennifer Robertson

Book and Paper Conservation Services

519-495-3402

First on Site Restoration

Melissa McDowell

124 Newbold Court, London

519-451-6789

1-877-778-6731

(vacuum freeze drying, document recovery, fire and flood restoration, mold remediation)

Canadian Conservation Institute

1030 Innes Rd., Ottawa

1-866-998-3721

Dan Mezza, Bookbinding

45 Belgrave Ave., London

519-434-0964

Frame Discreet

(film company)

Justin Lovell

901 Yonge St., Lower Level, Toronto

416-901-5332 / 416-803-1101



Archives Disaster Management Policy

Christina Stewart

Assistant Media Archivist

Media Commons Archives

University of Toronto Libraries

Toronto, ON M5S 1A5

416-978-4601

Suppliers

Harris Home Hardware

Unit 1 – 1080 Adelaide St., London

519-434-0981

Canadian Tire

1875 Hyde Park Rd., London

519-660-6222

Uline

1-800-295-5510

Moving and Storage

Ryder Truck Rental Canada Ltd.

1459 Sise Rd., London

519-681-0585

(refrigerated trucks)



Archives Disaster Management Policy

Erb Refrigerated Transport Ltd.

1473 Gingerich Road, Baden, ON

519-634-8080

(refrigerated trucks and cold storage)

Archives Emergency Response Network

County of Oxford Archives, Liz Mayville

519-539-9800 ext. 3071

Elgin County Archives, Gina Dewaele

519-631-1460 ext. 154

Grey Roots Museum & Archives, Karin Noble

519-376-3690 ext. 6113

Region of Waterloo Archives, Charlotte Woodley

519-575-4400 ext. 3511

Oxford County Museum School, Jennifer Beauchamp

519-926-0206

Huron County Museum & Historic Gaol, Jenna Leifso

519-524-2686 ext. 201

Mennonite Archives of Ontario, Laureen Harder-Gissing

519-885-0202 ext. 24238



Archives Disaster Management Policy

Bruce County Museum & Cultural Centre, Ann-Marie Collins

519-797-2080 ext. 114

Lambton County Archives, Nicole Aszalos

519-845-5426 ext. 5426

St. Jerome's University Library & Archives, Deborah Adesso

519-884-8111 ext.28240

Stratford-Perth Archives, Betty Jo Belton

519-271-0531 ext. 250

APPENDIX 3 – SUPPLIES AND LOCATION

SUPPLIES	QUANTITY NEEDED	LOCATION	QUANTITY PRESENT	DATE CHECKED
Clipboards	2	Archives	2	
Notepad	2	Archives	2	
Pencils	1 box	Archives	2 boxes	
Waterproof markers	1 box	Archives	1 box	
Tape (duct, masking)	3 rolls each	Archives	4 , 12	
Scissors	3	Archives	3	
Olfa knives	3	Archives	3	
Paper towels	1 carton	Housekeeping		
Heavy duty garbage bags	1 box	Archives	1 box	
Flashlight and batteries	1	Archives	1	
50 ft. grounded extension cord	1	Archives	1	
First Aid Kit	1	Archives	1	
Nitrile gloves	4 boxes	Archives	2	
Goggles	2	Archives	1	
N95 masks	1 box	Archives		
Polyethylene sheeting	4 rolls	Archives	4	
Boxes	50	Archives		
Labels	3 packs	Archives		
Dry cleaning sponges	2	Archives	1	

Archives Disaster Management Policy

Soft brushes	2	Archives	2
HEPA filter vacuum	1	Archives	1
Blotter paper	50 sheets	Archives	
Interleaving paper	500 sheets	Archives	500
Reemay	1 roll	Archives	1
Mylar	1 roll	Archives	1
Ziplock bags	100	Archives	
File folders	100	Archives	100
Wax paper	3 rolls		
Plastic (milk) crates	25	Archives	3
Cart	1	Archives	1
Plastic garbage can	3	Housekeeping	
Bucket	3	Housekeeping	
Sponges	5	Archives	10
Fan	1	Maintenance	2
Dehumidifier	1	Maintenance	1
Mop	3	Housekeeping	
Wet/dry vacuum	1	Maintenance	1
Broom and dustpan	3	Housekeeping	
Bleach	1 bottle		
Spray bottle	2 bottles	Archives	2
Environmental monitor	1	Archives	1
Camera	1	Archives	1
Weight bags	10	Archives	



Archives Disaster Management Policy

Distilled water	1 bottle	Archives	1
Plastic trays	2	Archives	2
Dishrack	1		
Permalife paper	500 sheets	Archives	500
Lint free cloths	2 boxes	Archives	2
Datalogger	1	Archives	1
Universal sorbent pads	1 carton		
Super absorbent socks	1 carton		
Freezer paper	1 roll	Archives	
Ethafoam	1 block	Archives	1
Tyvek tags	1 pack	Archives	1
1" x 2" wood strips	40 strips		

APPENDIX 4 - SPECIFIC SALVAGE TECHNIQUES FOR COLLECTION MEDIA

PAPER	TIME	HANDLING	PACKING	DRYING
Manuscripts	48 hours	Do not separate sheets. Pick up files by folders.	Interleave folders and pack in crates or boxes	Air, vacuum or freeze dry
Watercolors, soluble media (inks)	Immediate	Do not blot	Interleave folders and pack in crates or boxes	Air or freeze dry
Oversize materials	48 hours	Do not separate sheets	Pack in map drawers	Air or freeze dry
Coated paper, including books and periodicals	Immediately pack, freeze in 48 hours		Keep wet in containers lined with garbage bags	Freeze dry
Framed items	48 hours		Unframe, interleave between folders or pack in map drawers	Air or freeze dry
Books, pamphlets	48 hours	Do not open	Separate with freezer paper, pack spine down in crate one layer deep	Air, vacuum or freeze dry
Leather, vellum bindings	Immediate	Do not open	Separate with freezer paper, pack spine down in crate one layer deep	Air or freeze dry
Parchment, vellum	Immediate		Interleave folders, pack oversize items flat	Air or freeze dry, but only air dry gilded or illuminated items

Archives Disaster Management Policy

RECORDINGS AND PHOTOGRAPHS	TIME	HANDLING	PACKING	DRYING
Compact disks, CD-ROMs	48 hours	Wear gloves and hold by edges	Dry immediately. Pack vertically in ethafoam padded crates	Air dry
Audiotapes, videotapes	48 hours – 1 week	Wear gloves and handle by hub or reel	Keep wet in Ziplock bags. Pack vertically into plastic crates	Air dry. Do not freeze.
Vinyl discs	48 hours	Hold by edges	Pack vertically in ethafoam padded crates	
Motion pictures	72 hours		Fill film cans with cold water and pack in boxes lined with garbage bags	Have film company rewash and dry
Photographs: prints, negatives, slides	48 hours	Wear gloves	Keep in cold water and pack in boxes lined with garbage bags	Air dry or freeze and air dry. Do not vacuum dry.

APPENDIX 5 – ASSESSMENT OF RISKS TO ARCHIVES

Topographical Risks

- Building situated on a hill near a river
- Risk of falling branches and tree roots

Environmental Risks

- Temperature and relative humidity changes
- Rain, freezing rain, snow, sleet, and hail
- Lightening, high winds, tornado

Building Risks

- Flat membrane roof
- Roof drainage (eavestrough, conduits)
- Electrical, plumbing and HVAC systems
- Lack of fire-resistant insulation in Archives

Activities Risks

- Visitors and volunteers

Safety and Security Risks

- Lack of smoke detectors in Archives
- Lack of fire extinguisher in Archives
- Water sprinkler system
- Key control for Archives



Archives Forms

Contents

Deed of Gift

Records Transfer to Archives

Research Agreement

Request for Reproduction

Practicum Agreement

Practicum Waiver

Condition Report

Release Form

Withdrawal Sheet

Assignment of Copyright by Photographer



DEED OF GIFT

The Congregation of the Sisters of St. Joseph in Canada (the Archives) is grateful for the donation to the archives described below:

Donor information

Name _____

Address _____

Telephone _____

Description of gift:

Conditions

1. The donor agrees that the materials in this donation are original, that the donor has right, title, and interest to give these materials, and that the materials are free of all liens, claims and encumbrances.
2. The donor agrees that the material has not been imported or exported into or out of another country contrary to its laws.
3. The donor waives the right to monetary compensation or tax credits for the donation.
4. Physical ownership and all copyrights in which the donor has a legal right are transferred to the Archives. The donor's moral rights are extinguished. The Archives may use and dispose of the material as it sees fit.
5. If deemed non-archival, the material may be: returned to the owner, or transferred to another repository, or sold at public auction for fair market value, or destroyed.
6. The donor agrees to transfer any accruals to these archival records on a regular basis under the same terms and conditions listed above unless otherwise negotiated.
7. Personal information is collected only for the purposes of communication with the donor and will not be shared with others without permission. Please contact the Archivist if you have any questions.
8. This agreement is binding upon the heirs, executors, administrators, successors and assigns of the donor.
9. The Archives has the right to use, display or dispose of the material as it sees fit, and the material shall be made available for public research.

Signature of donor

Date

Witness

Date



RECORDS TRANSFER TO ARCHIVES

I authorize the transfer of the records described below to the Archives. I understand that the Archives will appraise the records and select some, or all, for permanent retention, and may securely dispose of records determined to be non-archival.

Archives Use (check if received)	Box Number	Contents	Date range

BOX TOTAL _____

Office name (print)

Name of person transferring records (print)

Signature of person transferring records

Date

Signature of person receiving records

Date



RESEARCH AGREEMENT

Name _____
Address _____
Telephone _____
Email _____

I understand that:

There is a \$25.00 fee for each reference inquiry, payable by cheque to the "Congregation of the Sisters of St. Joseph in Canada." This fee covers the costs associated with records retrieval from off-site storage, copying, and staff time. No more than 10 pages will be copied by the archivist for any research inquiry.

Researchers who are unable to visit the Archives in person will have their reference inquiry researched by Archives staff or volunteers.

The use of certain materials may be restricted if unprocessed, for privacy reasons, by the donor, or due to physical condition. Making single copies is permitted under this agreement. Copies of any materials are provided to me for research purposes or private study only.

It is my responsibility to respect copyright, privacy, and libel laws in my use of archival materials. It is my responsibility to obtain copyright clearance from copyright holders. I will give credit to the "Congregation of the Sisters of St. Joseph in Canada Archives" in any publications once I have received any necessary permissions.

Personal information I provide will only be used for security, communication and statistical analysis and will not be shared with others. Please contact the archivist if you have any questions.

Information concerning a person who resided in an orphanage will only be released with the permission of that person, or if deceased, only to his/her next of kin.

I agree with the conditions specified in this Research Agreement. I will abide by the on-site regulations when I attend the Archives in person. This agreement is in effect from the date of signature until it expires six months from the date of signing.

Name

Date

1. The researcher will not use the information in the records for any purpose other than the indicated research purpose, unless the researcher has the Congregation of the Sisters of St. Joseph in Canada Archives' written authorization to do so. The purpose of research is (please give full details and attach a separate sheet if necessary):

1. The researcher will keep the information in a physically secure location to which only the researcher has access.
2. The researcher will not contact any individual to whom personal information relates directly or indirectly without the prior written authority of the Congregation of the Sisters of St. Joseph in Canada Archives.
3. The researcher may encounter records that contain private or restricted information about individuals or organizations and this information may not be transmitted by the researcher to others by any means. The researcher will ensure that no personal information will be used or disclosed in a form in which the individual to whom it relates can be identified without the written authority of the Congregation of the Sisters of St. Joseph in Canada Archives.
4. The researcher will not quote, paraphrase, or use any document written by a person still living without the consent of the author.
5. The researcher will notify the Congregation of the Sisters of St. Joseph in Canada Archives in writing immediately upon becoming aware that any of the conditions set out in this agreement have been breached.
6. The researcher will, if requested, provide the Congregation of the Sisters of St. Joseph in Canada Archives an opportunity to review any part of a manuscript containing the results of the research conducted using this personal information prior to publication.
7. The researcher agrees to supply one copy of any publication including a thesis or dissertation resulting from this research free of charge to the Archives.

8. The researcher should use this citation in acknowledging the Archives: *The Congregation of the Sisters of St. Joseph in Canada Archives*.
9. The researcher agrees to indemnify and hold harmless the Congregation of the Sisters of St. Joseph in Canada and its officers, agents, and employees from and against all claims and actions or loss or damage to them, including attorney's fees, arising out of the researcher's use of archival materials.

On-site Regulations for Archives Visits

Researchers will be requested to follow the rules during visits to the archives:

- Only pencils, not pens, may be used. No marking or erasure of materials is allowed.
- Post-it or other sticky type notes may not be used, and pages must not be folded or dog-eared.
- Items must be kept in their existing order within folders. Folders must be kept in their existing order within a box. The researcher should handle only one archival record at a time, and only one file at a time, not removing items from folders.
- The researcher must not write on anything that has items below it, such as a folder containing papers, or trace anything.
- Cotton or nitrile gloves must be worn when handling photographs or artifacts.
- Food and drink including chewing gum and candy are prohibited in the archives.
- Researchers must leave personal belongings such as coats, briefcases, backpacks, folders, and oversize purses in a closet outside the Archives.
- Researchers should wash and dry hands before handling archival materials and avoid applying hand lotion before working with archival materials.

Researchers will be held responsible for any damage to archival materials. Researchers who do not exercise care in handling archival materials will not be permitted to return to the Archives.

Please return this form, along with the *Request for Reproduction* form and the required fee, payable by cheque or money order to "The Congregation of the Sisters of St. Joseph in Canada." The address is:

Congregational Archivist
The Congregation of the Sisters of St. Joseph in Canada Archives
Box 487, 485 Windermere Road
London, Ontario N6A 4X3



REQUEST FOR REPRODUCTION

1. Reproductions are made solely for the purpose of research and study and in lieu of loan of the material. Any further reproduction is only allowed with the written consent of the Congregation of the Sisters of St. Joseph in Canada (the Archives). The researcher must not make copies of any reproductions or distribute them to other people.
2. The Archives reserves the right to refuse a request to reproduce any material if we believe doing so would violate copyright law. The Archives assumes no responsibility for infringement of copyright law.
3. Materials are reproduced for private study, scholarship, or research purposes only, and not for publication, display, or any other purpose without the written consent of the Archives.
4. Responsibility regarding questions of copyright and privacy that may arise in the use of copied material is assumed by the recipient. The Archives does not make the representation that it owns copyright in the materials it provides for research use. It is the responsibility of the researcher to determine the nature of any rights and ownership or interest therein, obtain permission to publish or use, and determine the nature of any liabilities that may result from publication or use.
5. The researcher must request consent to use the materials for publication, display, or any other purpose in writing. When permission to publish or display has been granted, the Archives retains the right to publish and grant permission to others to publish. In giving permission to publish or display any archival materials, the Archives does not surrender its own rights to publish, display or give permission to others to do the same, nor does it assume any responsibility for copyright infringement.
6. Any publication, display, or other public use of material from the Archives must have credit given to *The Congregation of the Sisters of St. Joseph in Canada Archives*.
7. Rights will never be given to reproduce any of the collections of the Archives in their entirety.

8. The Archives may refuse to make copies because of the physical condition of the materials, special restrictions imposed by the donor, protection of privacy, if the materials are oversized, or if the materials fall outside the fair use provisions of this agreement.
9. Only Archives staff may make copies using a photocopier or scanner. Only a single copy of each item will be provided. The archivist will only copy up to ten pages for a reference inquiry.
10. No digital copies will be provided.
11. With permission of the Archives, the researcher is permitted to make copies for private use and study only, using a camera but not using flash photography. In this case, the items must be placed flat on a table and removed and returned to folders one at a time. Researchers are not to press down on the documents or bindings or to fold items.
12. The researcher will not use any materials or reproductions thereof for any commercial or revenue-generating purposes.
13. The researcher understands that ownership of any reproductions including photographs and photocopies remains with the Archives.
14. If permission is given for the reproduction of material for publication, one copy of the publication must be donated to the Archives.

I have read and understood the conditions under which I may receive a copy of material from the Archives.

Name

Date

Please return this form, along with the *Research Agreement* to:

Congregational Archivist

The Congregation of the Sisters of St. Joseph in Canada Archives

Box 487, 485 Windermere Road

London, Ontario N6A 4X3



PRACTICUM AGREEMENT

This agreement applies to all sites at which I may work on behalf of the Sisters of St. Joseph. I understand that as a volunteer, services will be performed without monetary compensation.

I understand that I may become aware of confidential, sensitive, and private information during my volunteer service with the Congregation of the Sisters of St. Joseph in Canada. I understand that I must not disclose this information or use it without the consent of the party concerned. I further understand that I am expected to have a respectful attitude toward the Sisters as I am volunteering in their home, which extends to sharing information about my volunteer experience with others.

I understand that the ownership and copyright on all material created as a result of my work as a volunteer, including photographs and published materials, belongs to the Congregation of the Sisters of St. Joseph in Canada.

I understand that I am expected to wear appropriate business workplace clothes and closed toe shoes which provide safe and secure footing and protection against workplace hazards. I understand that the use of fragrances will be kept to a minimum for the comfort of others. I understand that I should not attend for work if I am ill. I further understand that I may be requested to get a flu shot if I am working with vulnerable or elderly people.

I understand that I may be asked to get a criminal records check.

I understand that the Congregation of the Sisters of St. Joseph in Canada will provide the necessary supplies and equipment needed for my volunteer tasks.

I understand that I may stop volunteering when I choose, but will try to give as much notice as possible. I understand that I may expect to work only the hours which are arranged in advance, and to receive supervision, support, training, and employment references in return. I understand that if I have any problems, concerns or grievances, these should be addressed to my supervisor.

Signature of Volunteer

Date

Signature of Witness

Date



PRACTICUM WAIVER

This waiver applies to all sites at which I may work on behalf of the Sisters of St. Joseph. I _____ acknowledge that I will provide services to the Congregation of the Sisters of St. Joseph in Canada on a volunteer basis. I will report to the Archivist.

I understand that in performing my volunteer duties, I will not be required to supervise anyone or operate any machinery or equipment I have not been trained to do.

I understand that I will not be paid for my services nor entitled to any benefits, and that I am responsible for my own health insurance.

I understand that during my participation in these volunteer activities, certain risks and hazards may arise, including hazards or dangers, which result from human error and negligence on the part of other persons employed or providing services to the Congregation of the Sisters of St. Joseph in Canada. I agree that I am voluntarily participating in these activities with knowledge of the dangers and hazards in these activities and agree that I freely and voluntarily assume any and all risks of injury, illness and death. In particular, I understand the risks associated with the use of knives and lifting.

I agree to release and discharge the Congregation of the Sisters of St. Joseph in Canada, including all past and present directors, officers, agents, representatives, employees and insurers, from and against all claims, demands, actions and proceedings, in respect of any damages or injuries sustained by myself arising by reason of my provision of these services. I agree that the foregoing waiver and release shall be binding upon me personally, as well as, my heirs, next of kin, executors, administrators and assigns.

I have carefully read the above waiver and release of liability prior to signing and fully understand and agree with its contents. I am waiving certain legal rights which I or my heirs, next of kin, executors, administrators and assigns may have against the Congregation of the Sisters of St. Joseph in Canada.

Signature of Volunteer

Date

Signature of Witness

Date



CONDITION REPORT

Assessment Date: _____

Object Name: _____

Identifier (Accession Number): _____

Purpose of assessment:

Accession Exhibition Loan Inventory

Inspection Results:

Excellent condition Good condition Fair condition Poor condition

Materials (check all that apply):

Leather, parchment, vellum, fur Textile Ceramic Metal Plastic
 Wood Glass Paper Stone Other material

Conditions Noted:

- Alterations
- Breaks
- Burns
- Chips/dents/flakes
- Corrosion
- Cracks
- Creases/wrinkles
- Discoloration/fading
- Fraying
- Holes
- Loose/missing parts
- Mold Active mold Mold stains
- Pests Active pests Pest damage or residue
- Scratches
- Stains
- Tears/ rips
- Warping/buckling
- Dirty/dusty
- Other, specify under Notes on reverse

Notes:

Recommendations for Treatment

- No treatment needed
- Treatment needed by conservator
- In-house treatment

Recommendations for Exhibition and Storage

Signature

Date



RELEASE FORM

I _____ grant to the Congregation of the Sisters of St. Joseph in Canada (the Archives) the right and permission in respect of the photographs, or videotape or sound recordings and their captions and transcripts, that it has taken or has had taken of me, or in which I may be included with others, to copyright the same and use it in whole or in part in any media for publication, display, education, research, promotion, or any other purpose that befits the mandate of the Archives, and to use my name if it so chooses in connection with this.

I release the Archives from any and all claims and agree that the Archives may assign and transfer these rights. I understand that I will not be compensated. I am of full age of consent and have read this and agree to it. This release is binding on me and my heirs, executors, administrators, successors, and assigns.

Name

Date

Witness

Date



WITHDRAWAL SHEET

In the review of this file, the item(s) identified below are restricted to access:

Fonds and series

number: _____

Title: _____

What is restricted (list all series and files. If single items only, list them):

Who is allowed access: _____

Authority for the restriction:

_____(1) Protection of the privacy of living persons

_____(2) Information restricted by statute or court order

_____(3) confidential business and financial information

_____(4) confidential decision making

_____(5) request made in deed of gift or by transferring office

Date: _____



ASSIGNMENT OF COPYRIGHT BY PHOTOGRAPHER

The photographer, (print name) _____, grants non-exclusive copyright to the Congregation of the Sisters of St. Joseph in Canada Archives, on all photographs taken by the photographer which have been donated to, or are in, the holdings of the Archives. This agreement also covers "work for hire." The Congregation may reproduce, distribute copies, display, and adapt these photographs.

Description of the work:

Photographer:

Name of photographer _____

Signature _____

Date _____