

AMBROSE



ARCHIVES ACQUISITION POLICY

Policy Type	Academic	Initially Approved	Not known
Policy Sponsor	Vice President, Academic Affairs	Last Revised	October 2024
Administrative Responsibility	University Librarian	Review Scheduled	October 2029
Approver	General Faculties Council		

A. PURPOSE

This policy is intended to ensure that guidelines, as established and practiced by the community of professional archivists in Canada, are followed for the acquisition of materials for the Ambrose Archives.

B. SCOPE

This policy applies to all materials acquired for the Ambrose Archives. It identifies the scope of materials, criteria for selection, and describes the methods and general processes involved.

C. RESPONSIBILITY

It is the responsibility of the University Librarian to ensure these policies and procedures are implemented and maintained.

D. POLICY DETAILS

Scope of Acquisitions

As stated in the Operational Mandate, the Ambrose Archives serves as a repository for:

- The institutional records of Ambrose University and its predecessors
- The Christian and Missionary Alliance in Canada
- The Church of the Nazarene Canada

The Archives also collects:

- Published materials relevant to the study of the history and thought of the Christian and Missionary Alliance (CMA) for the Archives' Special Collections that support the teaching of courses in Alliance doctrine, history, and polity at Ambrose University
- Records relating to prominent individuals or organizations associated with the CMA worldwide as would complement the Special Collections

- Materials relating to the history of evangelicalism as determined by the University Librarian

Material Types and Formats

Ambrose Archives collects both printed and non-printed material, which includes, but is not restricted to: textual records, images (e.g. photos, slides, negatives), sound & video recordings, graphic materials (e.g. illustrations, posters, maps), and microforms. In exceptional circumstances, artifacts which relate to archival holdings will be accepted. Published materials in the form of monographs, serials, pamphlets, theses, dissertations, and microforms are acquired for Special Collections.

Acquisition Methods

Ambrose Archives acquires material via the following methods:

- Transfer: process of moving records from the creating or sponsoring organization to the archives as part of their regular disposition
- Gift: mode of acquisition by which an individual or corporate body transfers, freely and without charge, the full ownership of records
- Purchase: use of budgeted library funds to acquire published materials for Special Collections

Donations of publications meeting the criteria outlined below will generally be accepted for Special Collections.

Selection Criteria

Criteria for the selection of published materials for Special Collections include:

- All publications bearing an Alliance imprint, regardless of language or material type, with the exception of Sunday school materials and those deemed to have no connection to the history or thought of the Christian and Missionary Alliance.
- Theses on the Christian and Missionary Alliance, with the exception of D.Min. projects dealing with individual Alliance churches in the United States.
- All publications that treat the history or thought of the Christian and Missionary Alliance in some significant way.
- All publications relevant to the fourfold Gospel by authors closely associated with the Christian and Missionary Alliance.
- All works known to have exerted a formative influence on A. B. Simpson.
- Selected works by contemporaries of A. B. Simpson.
- Any materials lying beyond the scope of the above guidelines which are germane to the study of Alliance history and thought.
- Any library materials that, in the opinion of the University Librarian, require such a degree of physical protection as to make it inadvisable to permit patrons to have unrestricted access to them.

Multiple copies of materials are not acquired or kept except for the following: the University Librarian will make every reasonable attempt to acquire a duplicate copy for the Library's circulating collection of all items in Special Collections.

Appraisal and Accession

For archival materials, a written record is maintained throughout the acquisition process, to track material and its creator and/or donor.

Before any material is accepted for incorporation into the Ambrose Archives, it must be appraised to determine if it falls within the mandate and scope of materials described in this document. The University Librarian will examine the material and decide upon the action to be taken, considering: the relationship of the material to the acquisition mandate, and the value of the material to the institution, its supporting organizations, and the research community.

Acquisition decisions are also made with regard to staffing capacities and available resources to manage newly-acquired material, and takes into consideration the type, volume, and condition of the material. Once materials have been selected for incorporation into the Ambrose Archives they are formally accessioned.

All material deposited in the Ambrose Archives becomes the property of Ambrose University and must include a written agreement specifying the rights and obligations of each party. A donor may, under agreement with the University Librarian, request restricted public access to an item or a group of items for a designated period of time. The University Librarian may also designate restricted access to some materials.