

AMBROSE



ARCHIVES OPERATIONAL MANDATE

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 articulate the history and purpose of the Ambrose Archives.

B. SCOPE

This policy applies to the mechanisms for collecting and making usable all materials acquired for the Ambrose Archives.

C. RESPONSIBILITY

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

D. POLICY DETAILS

The Canadian Bible College and Canadian Theological Seminary (CBC/CTS) Archives became the official repository for the records of the Christian and Missionary Alliance in Canada (CMAC) in 1980, when the CMAC separated from its American parent. However, steps were not taken until May 2001 to transfer to the CBC/CTS Archives the relevant documents from CMAC headquarters.

The CBC/CTS Archives, and the records of the CMAC, became part of the Archibald-Thomson Archives in July 2003 and subsequently the Ambrose Archives in September 2007. Canadian Nazarene College (CNC) did not maintain an archives but did have records related to the history of the institution as well as the Church of the Nazarene Canada (CONC). After CBC/CTS and CNC began their joint venture, institutional and denominational records owned by CNC were incorporated into the Ambrose Archives, and a concerted effort was then made to collect records related to the CONC constituency.

The Special Collection, which is housed with archival materials, has been established to provide an exhaustive collection of published materials relevant to the study of the history and thought of the Christian and Missionary Alliance, and to provide a secure repository for rare or endangered library materials.

It should be noted that the Ambrose Archives' collection of worldwide Christian and Missionary Alliance materials necessarily duplicates some of the holdings of the archival collections of the A. B. Simpson Memorial Library in Colorado Springs. The latter collection is simply too inaccessible to allow proper support for the courses relative to the Christian and Missionary Alliance that are taught at Ambrose University.

The mandate of the Ambrose Archives is to:

1. Collect, describe, arrange, preserve, and store selected administrative and historical records of Ambrose University and its predecessors and successors.
2. Serve as the official repository for the records of the Christian and Missionary Alliance in Canada (CMAC), and to collect, describe, arrange, preserve, and store materials relative to the history of the CMAC.
3. Serve as a repository for the records of the Church of the Nazarene Canada (CONC), and to collect, describe, arrange, preserve, and store materials relative to the history of the CONC.

Note: *For the purpose of transfer to the Archives of records from Ambrose University, the CMAC, and the CONC, official records will be deemed to consist of all records—regardless of media type—made, received, or accumulated by the officials and governing bodies of said organizations.*

4. Collect, catalogue, organize, preserve, and store published materials relevant to the study of the history and thought of the Christian and Missionary Alliance.
5. Collect, describe, arrange, preserve, and store records relating to prominent individuals or organizations associated with the Christian and Missionary Alliance worldwide.
6. Collect describe, arrange, preserve, and store records relating to the history of evangelicalism in Canada according to the criteria articulated in the Ambrose Archives Acquisition Policy.
7. Make available for discovery and research all records and materials named in this document according to the Ambrose Archives Access Policy.

Restrictions on Access: *The Archives will make available for reference such official records of the aforementioned organizations as have been transferred to it, but only with the authorization of the depositing office, until those records are 50 years old. Subsequently, unless an office has placed a restriction on the records, they will be available to research.*