

POLICY ON THE ACQUISITION OF ARCHIVES

Effective Date: August 13, 2013

Originating Office: Office of the Secretary-General and the Libraries

Supersedes /Amends: VPIRSG-8/May 26, 2009

Policy Number: SG-8

SCOPE

This policy governs the purchase or the acceptance of gifts of archival materials by the Records Management and Archives Department and the Libraries.

All the provisions of the *Policy Concerning Gift Acceptance and Receipting* ([VPAER-1](#)) apply to gifts in kind made to the University.

PURPOSE

The purpose of this policy is to ensure that there is a consistent and appropriate procedure to consider the acquisition of archival materials by the University.

POLICY

1. The University will acquire archival materials:
 - that are consistent with the University's teaching, research and public service mandate; and
 - for which the required expertise, facilities and services are available; and
 - when mutually acceptable terms and conditions can be negotiated.
2. When archival materials are offered to the University for purchase or as a gift, the matter will be referred to the Director of Records Management and University Archives or the Associate University Librarian, Collections Services based upon their respective area of responsibility.
3. The Records Management and Archives Department is responsible for acquiring university-related archives produced by faculty, staff, students, alumni, and research centres, as well as all archives documenting the history of Concordia and its two founding institutions.

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4. The Libraries are responsible for acquiring archives supporting research within the scope of the Libraries' Collection Development Policy.
5. The Director of Records Management and University Archives or the Associate University Librarian, Collections Services will review the proposed acquisition with the relevant academic or administrative unit to ensure that there is a need for the acquisition of the archival materials.
6. If required, the matter shall be referred to the Secretary-General and the University Librarian who shall make a binding decision following consultation with the Provost and Vice-President, Academic and Vice-President, Research and Graduate Studies, if appropriate.
7. The Secretary-General and the University Librarian have the overall responsibility for the implementation of this policy.