

## POLICY ON THE ACQUISITION OF NON-INSTITUTIONAL ARCHIVES

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**Effective Date:** May 26, 2009

**Originating Office:** Office of the Vice-President,  
Institutional Relations and Secretary-General

**Supersedes /Amends:** n/a

**Policy Number:** VPIRSG-8

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### SCOPE

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

All the provisions of the *Policy Concerning Gift Acceptance and Receipting* ([VPAAR-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 non-institutional archival materials to 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.
3. The Director of Records Management and University Archives will review the proposed acquisition with the Chair of the appropriate academic department(s) or his/her delegate, and with the appropriate Associate-Dean(s), Research ("the Acquisition Team").

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4. As appropriate, the Acquisition Team may visit the vendor/donor or arrange for a review of the materials under consideration.
5. Ordinarily, the Acquisition Team will reach a decision by consensus.
6. If consensus is not possible, the Director of Records Management and University Archives will refer the matter to the Secretary-General who shall, together with the Provost and Vice-President, Academic Affairs and the Vice-President, Research and Graduate Studies, make a binding decision.
7. The Secretary-General has the overall responsibility for the implementation of this policy.