

**The Executive of the Square and Round Dance Federation of Nova Scotia,  
at its meeting held 26 January 2013, adopted the Archives Policy  
as herein written, to become effective 28 January 2013.**

**Archivist Duties**

The essential task of the SRDFNS Archivist is to receive, arrange and catalogue, preserve and secure the material forming the archive collection of the SRDFNS according to policy and practice set out by the Federation Executive on behalf of all its members. Prepare an informational newsletter on Archives' activity twice during the dance season, October and April annually for distribution through SRDFNS publications and/or e-mail.

**SRDFNS Archives Management Policy**

**I. Accepting/Assessing Donations**

In accepting/retaining appropriate fonds, an objective assessment must be made as to its -

- 1) significance to the organization;
- 2) potential use, future need;
- 3) size of accession;
- 4) storage and retrieval.

**II. Criteria for Potential Archive Material**

Donors shall be required to prepare material for assessment and/or acceptance into the SRDFNS Archives.

- 1) Material shall be clean—free of water staining, mold, or odours
- 2) No material with doodles or scribbles will be accepted
- 3) One copy documents only – no duplicates
- 4) No envelopes or blank paper
- 5) All photos must be dated, identify all persons, state occasion/event.  
Disbanded clubs may donate their albums provided they are prepared as above.
- 6) 2 maximum club badges accompanied by club profiles, ribbons, pins, dangles will be accepted.
- 7) Banners will not be accepted—rather, a photograph of the banner to be accompanied by a short profile about the club and significance of banner depiction.
- 8) Attire should be of significance to the SRDFNS, clean, wrapped in tissue accompanied by a narrative on its history.
- 9) Recordings must be fully identified—music, dance program, caller/cuer/prompter.

## II. Deed of Gift Form

A “deed of gift form”, per attached, shall be completed for all donations accepted into SRDFNS Archives. Completion of this document transfers ownership (legal control) over the holding by documenting the transaction; provides intellectual control by knowing what material is in the archives and where it came from (source).

## III. Organizing the Collection

To organize this collection, an order will have to be imposed, such as a Subject/Chronological arrangement, grouped into:

- Administrative documents
- Artifacts and Attire
- Correspondence
- Financial documents
- Legal documents
- Minutes
- Photographs, CD’s, videotapes
- Posters
- Printed or published material (books, pamphlets, other printed material)
- Scrapbooks
- Sound recordings (records, CD’s, cassette tapes)
- Special events (Festivals, Conventions);

catalogued, filed in archival storage boxes labeled by consecutive number and stored on shelves.

## III. Physical Control

Maintain physical control over the holdings of the SRDFNS Archives by cataloging, orderly and proper storage, and securing them against theft, damage—environmental or human hazards.

## IV. Access to Users

Archival materials shall be made available for use by the SRDFNS members, donors, Dance Nova Scotia and the general public. The attached Loan Form shall be completed on each occasion material is temporarily removed and re-stored into the collection upon its return.

## V. Promulgate Policy and Updates to SRDFNS Members

Promulgate the SRDFNS’s Archives Policy and any subsequent updates to the general membership of the SRDFNS through established communication media, such publications as Between Tips and/or The Phantom; e-mail distribution. Prepare a newsletter for general distribution twice during the dancing season; i.e., October and April annually.