

ATHABASCA ARCHIVES

PROCEDURE MANUAL

Revised: Spring 2019

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Introduction

Athabasca Archives (AA) is a not-for-profit community archives attached to the Alice B. Donahue Library and Archives (ABDLA) which is located in the Brick School complex in Athabasca, Alberta. The Library and Archives are in the Stucco School portion of the complex with the Archives housed in two rooms; the File Room and the Work Room. The Archives also has a foyer with local artifacts on display and a storage closet. The Archives holdings include but are not limited to textual records, homestead records and newspapers on microfilm, newspapers, photographs, and a good collection of local artifacts including paintings, homesteading tools, business items, and Athabasca Clay Products pottery and ceramics. Volunteers manage photograph scanning and the database, and maintain the newspaper clippings file. Holdings include over 5 metres of photographs donated by local families. They are stored in archival-quality binders. Homestead records are kept on microfilm. Newspapers are archived by year in boxes and, from the year 1909, on microfilm. Microfilm is backed up offsite in the vault at the Town of Athabasca building. Textual and Audiovisual records are stored in fireproof filing cabinets. Artifacts, artwork and ceramics are displayed in the foyer and on the walls of the Archives. Athabasca Archives is funded by grants from the Town of Athabasca, Athabasca County, the Archives Society of Alberta, and by donation. The archivist is an employee of the Town of Athabasca.

The holdings are recorded and accessed through a variety of paper-based finding aids stored in binders which include, but are not limited to, **Fonds Level Descriptions and Inventories, Index, Donor Index, Artifact Index, and Historical Book List***. Some records can also be searched through Archive Society of Alberta's [Alberta on Record](#), and the [Athabasca University digitization portal](#). Athabasca Archives is a member of the [Archives Society of Alberta](#) (ASA).

Athabasca Archives is open Tuesday and Thursday afternoons from 12 noon to 5 pm, or by appointment.

* Athabasca Archives finding aids are paper based for the most part and have been scanned and saved as PDFs to capture a backup of the print records. A long-term goal is to research and create digital finding aids as part of the Archives electronic files for both accessibility and backups.

Policy

Policy guiding the operation of the Athabasca Archives is set out in the Alice B. Donahue Library and Archives Policy Manual as follows:

Policy No. 420: Archives Policy and Administrative Statement

Date approved: April 8, 2010

Replaces: March 2, 1995

A. POLICY STATEMENT

The Athabasca Archives has been established for the purpose of preserving, acquiring and making available for research materials containing historical information about the Town of Athabasca, the County of Athabasca, and other related regions. This material may consist of official records, unofficial records, documents, microfilm, sound and moving images, audio and video tapes, machine readable records, photographs, drawings, plans, maps, artifacts, and so on.

All material donated to the Archives becomes the property of the Town of Athabasca.

The Archives reserves the right to refuse material it cannot properly house.

B. ADMINISTRATION

The Alice B. Donahue Library and Archives Board shall be responsible for the administration and maintenance of all archives material.

C. LOCATION AND ARRANGEMENT

The Archives will be located in quarters provided by the Board and will be accessible to researchers and members of the public at designated times.

The arrangement of archival material will follow the principle of provenance, with collections kept together and original order maintained if possible.

D. FUNCTIONS AND RESPONSIBILITIES OF THE ARCHIVIST

The Archivist shall be responsible for the acquisition, preservation and making available for reference, of all material deposited in the Archives.

The Archivist shall have the authority to accept and make arrangements for deposits of all archival material.

The Archivist shall be responsible for training, coordinating, and supervising Archives staff and volunteers.

The Archivist shall liaise with other provincial archival agencies in a common endeavour to preserve the cultural heritage of Alberta.

The Archivist shall provide regular reports on archival activities to the Library Board.

Related Policy: Policy 430: Access and Acquisition Policy

Policy No. 430: Access and Acquisition Policy

Date Approved: March 11, 2010

Replaces: June 4, 1998

- A. The Archivist will appraise, acquire, preserve, and make available for use archival records, ensuring their intellectual integrity and promoting responsible physical custodianship of these records, for the benefit of present users and future generations, in accordance with the mandate and resources the Alice B. Donahue Library and Archives.
- B. The Archivist will perform these activities without discrimination.
- C. The Archivist will encourage and promote the greatest possible use of the archives, records, giving due attention to personal privacy and confidentiality, and the preservation of the records.
- D. The Archivist will carry out his or her duties according to accepted archival principles and practices.
- E. The Archivist will contribute to the advancement of archival studies by developing personal knowledge and skills, and by sharing this information and experience with members of archival and related professions.

--Based on the Association of Canadian Archivists, "Archivist's Code of Ethics," 1999.

Related Policy: Policy 420: Archives Policy and Administrative Statement

Administration

Athabasca Archives is administered, described and organized on paper-based **Forms** which acquire, gift, log and permit, among other things, the acquisitions and activities of the Archives. The forms are stored in their relevant binders or they are filed in the **Archives Administration Files** filing cabinet. A completed **Accession File**, including completion of data entry in Alberta on Record database, is filed in the **Completed Accessions** filing cabinet in the **File Room**.

Archivist's Monthly Report

The archivist writes a Monthly Report for the Library Board, referencing the **Monthly Report** form which has fields to record the number of visitors, researchers requests, staff/volunteers' hours and anything of interest which occurred during the month. Staff/volunteer hours are recorded daily in the **Hours** log. The **Daily Log** is another reference for the monthly report. The archivist fills out the Daily Log noting anything of interest that occurs during the day. These forms are the basis for writing the monthly report.

Artifacts/Artwork/Athabasca Clay Products

Donations of artifacts, artwork, pottery or ceramics created by local residents are not the usual items acquired by an archives, but these kinds of historic items have come to the Archives through the years. Paintings, pottery, ceramics, drawings, framed photos and heritage items are on display in the foyer, file room, work room and in the hallway where the storage closet is accessed. Information about the creator, or artisan/artist, and context of the items can be found on file or attached to the pieces. When an item is donated, the **Artifacts Master List** form is filled out. Descriptions of artifacts/artwork/Athabasca Clay Products can be found in the **Artifact Index and Map Index** binder.

Audiovisual Recordings (formerly Sound & Moving Images)

Recorded audiovisual materials, including but not limited to, vinyl records, cassette tapes, audio tapes, VHS tapes, Betamax tapes, films, DVDs and CDs are stored in a fireproof filing cabinet in the File Room. They are accessioned and processed in the same manner as textual records. If an item is included in a textual accession, the media item(s) will be included in the **Accession Register** and **Accession Record** but will be stored separately. Update the **Audiovisual Recordings Master List** and label the items before storage.

The **Audiovisual Recording Synopsis** form is completed in detail for each item. One copy is filed in the **Accession File** and a second copy is filed in alphabetical order in the **Audiovisual Recordings** binder. The Audiovisual Recording Synopsis provides a detailed description of the content of the media.

Buildings Inventory

To fulfill one of the 2001 Athabasca Municipal Development Plans goals, the preservation of historic resources, the Town of Athabasca completed a heritage survey in 2005 of 250 buildings built before 1964. Heritage Collaboratives Inc. was hired to evaluate the survey and identify buildings deemed significant. The Athabasca Heritage Advisory Board, consisting of members of the community at large, was convened in March 2006 to work with Heritage Collaboratives Inc. to produce the Athabasca Heritage Management Plan.

The fonds consists of 3 CDs of photographs and the building survey catalogue (Accession No. 09.52 in Photograph Binders) with sheets produced between October 2004 and March 2005 by Hilary Tarrant,

and a site form entry for each building completed by local volunteers. Heritage Collaboratives Inc. produced the Athabasca Municipal Heritage Inventory and the Athabasca Heritage Management Plan. The file is kept up to date with significant new building projects, demolitions and relocated businesses.

Correspondence

When corresponding with rights holders, donors, or corporate bodies, make two copies; one for the correspondence file, one for the accession file. The correspondence files are found in the **Archives Administration Files** filing cabinet. Correspondence with archival organizations or groups should be filed in the Archives working files under the name of the organization or group, e.g., Archives Society of Alberta.

Daily Log

The archivist records daily occurrences on a form in the **Daily Log** binder as a quick reference for visitors and activities.

Displays

From time to time, primary school classes and other visitors come to the archives. To facilitate discussion, a physical display of artifacts can be found in the foyer of the Archives' entrance including the Anglican Church printing press and Athabasca Clay Products ceramics. Items to display also include printed pieces like newspapers or magazines which are stored in large plastic sleeves in the file room.

Donation Box

The **Donation Box** is by the **Guestbook**. Sale of Archives Society of Alberta calendars go to **Petty Cash**. Don't allow too much cash to accumulate; move it to the Petty Cash folder (hidden in the **Reference Library**) and record the transactions in the register in the folder. Donations to Athabasca Heritage Society, generated from the sales of books like *Why Athabasca*, should be kept separate from AA donations and given to the AHS treasurer from time to time.

Equipment

Camera: Alice B. Donahue Library and Archives' Canon PowerShot digital camera, new 2018

Computers: Two Dell Optiplex 7010s; AATH-ARCHIVES 1 and 2 and iMac

External Hard Drive for backups: Vantec

Label maker: Dymo Labelwriter 450; software on both computers

Microfilm reader: ScanPro 2000: Software on AATH-ARCHIVES 1 computer

Photocopier/Printer/Scanner: Ricoh Aficio MP C2050 PCL 6 in Alice B. Donahue Library and Archives

Printer/Scanner: HP OfficeJet Pro 6968 in Athabasca Archives

Scanner: Epson Expressions 11000XL (property of Athabasca University) and Epson Perfection V100 Photo

Shredders: Two; Royal (Work Room) and Staples (File Room)

Forms

The paper **Forms** used to administrate Athabasca Archives can be found in the archivist's desk drawer and also stored digitally on; AATH-ARCHIVES 2 computer under Archives > Forms . Descriptions of Athabasca Archives forms and their uses, as well as sample copies, can be found in the **Appendix**. Forms related to the sections of this manual that require documentation are listed at the end of each section.

- Accession Record
- Accession Register
- Archivist's Monthly Report
- Archivist's Working Sheet
- Artifacts/Artwork/Athabasca Clay Products Master List
- Audiovisual Recording Synopsis
- Audiovisual Recordings forms, pp 1 and 2
- Certificate of Gift
- Daily Log
- Donor List
- Loans
- Inventory forms, pp 1 and 2
- Map Master List
- Monthly Report
- Photograph Master List
- Recording Consent and Release
- Reference Library
- Request for Reproductions
- Researcher Request
- Restricted Material

Guestbook

Ask visitors to sign the **Guestbook** before they leave the Archives. It is a record of people who visited, where they came from, and any comments they had.

Holdings

Descriptions of Athabasca Archives' various **Holdings** are expanded upon in this **Administration** section. This is a quick-reference list:

- Artifacts/Artwork/Athabasca Clay Products
- Audiovisual (Sound & Moving Images)
- Buildings Inventory (Athabasca Municipal Heritage Inventory)
- Homestead Records
- Maps, Blueprints, and Plans
- Newspaper Clippings
- Photograph Collection
- Reference Library
- Textual Records

Homestead Records

The Athabasca Archives has on microfilm **Homestead Records** from the area dating from 1880 to 1931. Microfilm is stored in the metal drawers to the left of the computers and can be viewed using the ScanPro 2000 reader. There are six rolls of film:

- 1880-1920 (2 rolls)
- 1920- 1931 (2 rolls)
- 1910-1929 (1 roll L-Z)
- “Old Edmonton Index” (1 roll undated).

There are nine microfilms of homestead record books. They cover Ranges 17 to 25 and varying Townships – mostly within the County of Athabasca.

When homestead records are requested, the best case is that the person asking has the legal land description. In that instance, there is no need to use an index. Failing that, you will require the approximate date of the homestead application and the name of the applicant. The index rolls are **loosely** alphabetical. That is, names are sorted by the first two letters in the surname. Some names, however, may appear in the incorrect section. Remember that this is microfilm recording handwritten logs from previous centuries. Patience is necessary to find the homestead record using the name and it may be helpful to have the requestor come in and do the search themselves.

The records use such abbreviations as “M. & M. Res” which indicates mines and minerals reserved and “Pat’d” which means the title was granted. The application may also indicate that the land was South African Script which was land granted to widows of Boer War casualties.

Print the whole page including the heading for the researcher. You can then highlight and print the requested section to make it easier to read. Save the scans to computer and email the results if requested.

Researchers can also be referred to the [Alberta Genealogical Society](#) website which can provide them with more detailed information including such things as the actual application file, correspondence from the applicant, lists of actual improvements to the land, and much more.

Hours

The archivist records her/his hours, and volunteer hours, in the **Hours** binder as a reference for compiling the monthly report. The Archives are open from 12 noon to 5 pm on Tuesday and Thursdays, or by appointment.

Keys

A metal box of labeled keys for the display cabinets, fireproof filing cabinets, and the glass-front wooden bookcase can be found on the shelf beside the archivist’s desk. Return the keys to the box when the relevant case or cabinet has been locked after use.

Loans

Athabasca Archives holdings are not normally loaned. However, at the discretion of the archivist, some items might be loaned to individuals or organizations. An example is an extra copy of one of the local history books. The archivist should use her/his discretion. The borrower must understand that loans are the exception and not the rule.

When materials are loaned, a **Loans** form must be completed including the borrower’s detailed contact information. Make a note in the “Remarks” section of the form of the day the item will be returned. The Loans form could be filed in the Daily Log binder or by the archivist’s desk as a reminder.

Maps, Blueprints and Plans

Maps, blueprints and plans are accessioned in the same manner as other archived records and materials. However, maps, blueprints and plans are stored separately in the large **Map Case** in the file room.

The **Map Master List** is a running list which keeps track of the exact number of maps, blueprints and plans in the Archives' holdings. It is a finding aid for Archives staff and should be updated in the **Artifact Index and Map Index** binder when a new item is acquired.

Memberships/Subscriptions

Archives Society of Alberta
Alberta History Magazine
Edmonton and District Historical Society
Town Life: expires June 2019

Newspapers

Local newspapers, the *Athabasca Advocate* and *Town & Country*, are clipped and/or stored in three formats:

- Clippings file
- Hard copy
- Microfilm

The *Athabasca Advocate* makes copies of the newspaper available every week free of charge. It is usually the task of the volunteer in charge of the clipping files to pick up four copies at the Advocate office each week. Two copies are used to populate the clipping files. One copy is saved as a hard copy to be microfilmed at the end of December each year. A fourth is taken in case of mistakes.

Inserts, such as graduation booklets are filed with the clippings. Other inserts are dealt with according to use so, tourism brochures would be displayed, but community directories would be filed with the phone books.

Clippings

Clippings are sometimes the first information accessed by researchers on a subject. Both the local *Advocate* and regional *Town & Country* sections are clipped. Items are included in the clippings file from other newspapers or magazines when Athabasca and area is mentioned. Clippings relating to Calling Lake and the Athabasca River are also collected. Mark up the clipping to include the name and date of the source. In addition to news items, watch for other newsworthy items such as announcements of new businesses, businesses changing locations, etc. Clippings are filed in the set of not-fireproof filing cabinets in the File Room according to the conventions stated in *Provincial Archives of Alberta Subject Headings*, (PAASH) 1989. The PAASH binder is located by the archivist's desk.

Local news clippings are processed as follows:

- The simplest method is to slit two copies of the papers down the back, placing one copy face-down and one face-up. Work through the resulting stack, clipping odd-numbered pages (those face-up)

then even pages (face-down). Match up the items that continue over two pages and clip them together.

- Ensure that the date is included on every item using the day-month-year format (e.g. 12 Sept 2018). Mark each clipping “Advocate” or “T&C” next to the date.
- Clippings are sorted by topic according to PAASH. There are two sets of file cards to guide you. One is a subject set and one holds a card for each existing file. Sports are filed separately in the last two drawers of the clipping file cabinets.
- Files matching your items are generally pulled prior to photocopying to allow for the most efficient use of paper, i.e. double-sided copying. Small brown envelopes are provided to mark where files are pulled to speed re-filing. A cart can be borrowed from the Library to transport the files and provide more working surface.
- Items are photocopied onto legal-size paper. Set the copier to 8½ x 14 and reduce to 85%. This way a complete page can be put on legal paper. Lay a sheet of paper on top of the clippings on the photocopier glass. This prevents the copier from scanning for the edge of the clippings, resulting in parts of the clippings being cut off. To copy the second side, insert the paper into tray 2 face-down with the top of the page facing right.
- Place the items in the folders with the newest items to the back and refile. Discard the original clippings.

Hard Copy

Once the clipping process is complete, write “complete” on the top of one hard copy of the newspaper and place it under protective paper in the newspaper bookcase. At the end of June and December, set up an archival storage box [top of the newspaper bookcase] and store the previous six months of newspapers – *Advocate* and *Town & Country* – in order of date in the new box. Label the box.

When boxing the papers, make sure that all copies are there. If a copy is missing, the *Advocate* staff is very good about finding or printing a replacement.

Microfilm

The microfilm collection of local papers – ACC # 89.02 – is stored in a six-drawer cabinet designed for this purpose near the microfilm reader. The collection includes:

- The *Northern Light* from 28 November 1908 to December 1908
- The *Athabasca Northern News* from 07 January 1909 to 31 December 1915
- The *Athabasca Times* from 14 May 1913 to 04 September 1914
- The *Athabasca Herald* from 12 October 1916 to 13 December 1917 and 30 April 1920 to 19 March 1921
- The *Athabasca Echo* from 12 July 1928 to 30 December 1981
- The *Athabasca Advance* from 03 January 1956 to 05 June 1957
- The *Athabasca Call* from 07 April 1976 to 21 May 1977
- The *Athabasca Advertiser* from 09 November 1987 to 30 October 1989
- The *Athabaskan* from 06 November 1989 to 12 June 1993
- The *Athabasca Advocate* from 05 October to the present

There were several time periods when no newspapers were produced in Athabasca – in the 1900’s, from 1917 to 1928 (with the exception of the *Herald* in ’20-21) and during World War II for about six-months.

There are microfilm copies of the *Colinton Clipper* from 09 January 1952 to 21 December 1955.

Each year, the newspapers are physically taken to Edmonton at the end of December or early January to be microfilmed. The *Town & Country* section of the paper is NOT microfilmed. Therefore they must be removed prior to taking the papers in for filming. When the newspapers come back from microfilming, re-insert the *Town & Country* sections.

Two copies of microfilm are produced. The positive copy is stored in the microfilm cabinet near the microfilm reader. The negative (or master) copy is taken to the Town of Athabasca vault. It is recommended that the archivist impress upon town office staff each year the importance that these films be retained to prevent new staff members from “cleaning house”. Because of staff turnover, they need to be made aware that these are the only backup in the event of a disaster at the Archives. When depositing the film, the archivist should make sure that none have been removed.

Passwords

There is a form in the **Appendix** of this Procedures Manual that can be updated to record usernames and passwords for Archives’ computers, email, Dropbox, Google Drive, Wi-Fi and other protected hardware, software or data access.

Petty Cash

Petty cash is used for small purchases like stamps or envelopes. Top up the balance by either asking for cash from the Library Board Treasurer or by selling Archives cards or calendars. Keep receipts and a tally of expenses and credits on the accounting paperwork found in the Petty Cash folder. The folder is hidden in the **Reference Library**. Record the sale of *Why Athabasca* and *Athabasca Historical Walking Tour* booklets for Athabasca Heritage Society donations and put the money aside for the AHS Chair or Treasurer.

Photographs, Slides, Negatives, Transparencies and Digital Images

Athabasca Archives has acquired, preserves and makes available photographs, negatives, transparencies, and postcards which depict various aspects of Athabasca and area. They provide a widely-accepted and constantly-expanding resource for research and reference. Update the **Photograph Master List** when new items are donated with an individual running number in addition to its accession number. If the items are part of a larger collection, they will already have been assigned an accession number and removed from the larger collection. An individual photograph or a group of images without additional material is accessioned the same as any collection. The individual image number, or series of numbers, is then recorded in the **Donor List, Accession Register, and Accession Record**.

These items often arrive at the Archives as part of a collection but may arrive as individual items. They are accessioned and processed following the steps used for textual collections but are stored separately. The number of the item is printed **in pencil** on the back of the print. The prints are kept in the **Photo Binders** in numerical order. For quick reference, the binders are individually labeled with the names or subjects of various collections. Trail North Foundation images are filed in the fire-proof filing cabinets.

Labels are placed near the print on the **outside** of the plastic sleeve covering the print – never on the print itself. The label should bear the print number and a description and date, when possible, of the people, places or location of the print. Prior to each collection being added to a binder, a label should be placed on the plastic sleeve indicating the series of numbers in the collection, the accession number, and the name of the donor or collection.

Points to consider when deciding which images to acquire:

- Does the image fit the collection mandate of the Archives? Does it relate to the locale? If it is outside the area, does it depict something relating to a prominent person who resided in the mandated area, e.g. birthplace, marriage, military service, employment, etc.? A photograph, negative, transparency or postcard which does not fit the collection might be worth transferring to another archive. Use the *ASA Guide* to locate an archives which might be interested.
- Is the photograph of good quality? The most desirable photographs are clear and well-focused. Blurry photographs should be discarded unless the subject is historically significant and no other photograph of the subject exists.
- Are there several similar images? Remember that photographs of the same view may be important if they are taken over a period of time. Study the background, also signage, buildings, and vehicles. These are factors that may make similar photographs worth keeping.
- Is the image identified or identifiable? Portraits of unidentified persons might be worthless or they may be identifiable in future using social media or visitors. Groups of persons are often easier to identify. Photographs of buildings that no longer exist are usually worth keeping even if the buildings are not identified. Often their surroundings give good clues as to the identity of the building and more information may come at a later date to help with context.
- Does the physical quality of the image make it worth keeping? If it is very fragile or torn, perhaps a scan can be made and a copy printed. The original can then be placed in a Mylar envelope and stored with the fonds.
- It is almost impossible to avoid duplication. If a duplicate image is unwittingly saved, note on the label that the image is a duplicate and give the number of the matching image.

Images not usable by the Archives should either be returned to the donor or destroyed. It is important to clarify with the donor what he or she would like done with those photographs not accepted for accessioning.

Negatives and Transparencies

When one exists, the negative is considered the original image. If a print is made of the negative or transparency, it is assigned the same number as the original. Negatives must be handled with care, preferably with white cotton gloves to prevent damage. Negatives are stored in Mylar envelopes in a fireproof filing cabinet.

Promotion

The Athabasca Archives is supported by donations. To this end, the Archivist is largely responsible for promoting the Archives at every opportunity.

- Researchers will often ask to use images or documents in published works. Always ask that the Archives be credited “Courtesy of the Athabasca Archives” and cite the image number. Generally, there is no fee for the use of information from the Archives. There is no charge for scanning but 25¢ per page goes to the Library for photocopies. If a researcher requires significant amounts of the Archivist’s time, particularly in cases where the researcher has a budget (professionals), it is not unfair to ask for payment. Significant amounts might include the photocopying or scanning of entire clipping files or fonds or multiple files. Base the fee on the amount of time required. There is space on the **Hour Log** form to track hours spent on projects. Also be sure to request a copy of the publication (preferably gratis).
- At Library Board meetings, have ready the **Archivist’s Report** with statistics of Archives visitors, researchers and activities. Mention any interesting submissions or visitations that have occurred in the previous month as well as any social or print media coverage. Have questions regarding the Archives ready.
- Apply to go before both Town and County Councils in January each year to present an annual report to the Town of Athabasca and Athabasca County. Both of these governments give annual grants to the Archives so keep them apprised of activities and expenditures.
- If asked to speak (e.g. Rotary, Lions Club), do so. Do not hesitate to ask for donations or financial assistance. It is often helpful to have a specific goal such as the microfilming of the newspaper, clearing of backlog, special project, etc. A significant project might also warrant attendance at a Town or County council meeting requesting funding, e.g. digitization of photos or fonds.
- In June, the grade two classes visit the Archives. They will phone for dates. Try to accommodate them on days when the Archives are not open to the public. Describe Athabasca’s beginnings but do not go into too much detail. They are young. There is a selection of laminated photographs that can be handled safely. One suggestion for a topic is a major event that occurred locally the year they were born. This helps to demonstrate to them that history is always occurring – it’s not just “olden times.” The school tour often results in return visits when they bring in their families.
- Archives Week takes place every year in October. Start planning an event in August or early September and get an article in the *Advocate*.
- Interesting submissions or occurrences rate an article in the local paper at any time so contact the *Advocate*. They are usually willing to send a reporter.
- Collect any article mentioning the Archives. As well as a copy in the clipping files, make a copy for the “Archives Binder” to use as proof of promotion.
- Every November the ASA prints a calendar. During the summer the Archivist will get a request for submissions – usually five photographs on a designated theme. Be sure to submit clear, landscape oriented photos. The calendars can be ordered and resold as gifts, usually for \$10.
- The Archives has other items for sale and it is good to keep an attractive display on hand. These items include note cards, magnets, *Athabasca Historical Walking Tour* booklets, and *Why Athabasca?* written by Greg Johnson. Proceeds from Greg’s book go to Athabasca Heritage Society (www.athabascaheritage.ca). Consider having an Archives table at trade fairs or craft sales, keeping in mind the cost of a table. Try to have one donated.

- Social media is a good promotion tool when used regularly. Volunteer Linda Doroshenko is the administrator. The best reactions to date have been to “who is in this photo?” posts. Use the Archives Facebook portal to promote events for the Library Board when appropriate.

Every visitor to the Archives should be treated as a potential donor. Keep the **Donations Box** near the **Guest Book**.

Obituaries

An alphabetical file of newspaper clipping **Obituaries** can be found in the File Room in a bookcase by the door to the hallway. Volunteers keep the information in the labeled binders up to date.

Reference Library

The three metal bookcases in the Work Room that are filled with books comprise the Archives’ **Reference Library**. Books are added to it if there is mention in the publication of people, places or things related to the Town of Athabasca or surrounding area. Mark up publications with annotated notes as finding aids.

The largest section of the reference library includes books of local history or interest, and local authors’ fiction, memoirs, and biographies. (Some of these publications can also be found in the Alice B. Donahue Library.) They are arranged alphabetically by author. A second section contains reference books of a general nature, e.g., Athabasca or Alberta history, place names, reports, and statutes, etc.

Large, family-history collections specific to local districts, i.e., those created by local historical societies, are in a separate section, the third bookcase. Duplicate editions of these hard-to-find books are housed in the large, two-door, wooden cabinet beside the computers. A complete list of historical books can be found in the **Appendix** and is updated when new books are acquired.

Researchers

Researchers contact the Archives in person, by mail or email, or by phone call. Use a **Daily Log** entry or the **Researcher’s Request** form to jot down the particulars of a researcher’s request, including, as required, the name/s of their ancestor/s, legal land description of property, and dates of activity. Include as applicable the researcher’s name, telephone number, address and email address for follow up. Log this form in the **Daily Log** binder adjacent to the relevant log page. Encourage walk-in researchers to read the **Information for Researchers** form. Keep pencils and paper ready for taking notes. Have researchers and visitors sign the guest book before leaving the Archives.

Regarding copyright, from time-to-time, researchers will ask permission to use photos or other documents in the collection. The Athabasca Archives does not own copyright of all of its holdings. Check to see who the copyright holder is for a specific item. It is the researcher’s responsibility to secure copyright permission because Athabasca Archives cannot provide permission for use of items not under AA’s copyright.

If required, fill out the **Request for Reproductions** form and ask the researcher to sign it. The form states the correct form of AA acknowledgement, records the item number and includes the Copyright statement. Researchers publishing items from the AA collection must credit Athabasca Archives. If there is a budget for the project, an honorarium for AA is welcome. Items should include the item number and be credited: Courtesy Athabasca Archives, AAXXXXX.

Security

The Athabasca Regional Multiplex Society, which manages ABDLA, have recently contracted Chubb Security, Edmonton, to install a security system. Protocol will be recorded when it is available. Close the blinds of the three east-facing windows and make sure the windows are closed when leaving. Ensure the internal door to the Library and the east door is locked when leaving and that the lights are turned off.

Stationary

Archives letterhead and business cards are PDF files on AATH-ARCHIVES2 computer under Archives > Stationary and can be printed as required. Thank-You cards are obtained by using one of the stock pile of 6" x 4" pre-packaged heritage cards on display in the Work Room.

Storage/Supplies

Textual records are stored in the fireproof filing cabinets in the File Room. The File Room also holds boxes of Advocate newspapers, the map case, an oversized cabinet and other large shelves to store artifacts and administrative supplies. A display of old typewriters is on top of one wall of fireproof filing cabinets and other artifacts and printed pieces are in the shelving unit. Archival-quality storage files, sleeves or folders, and administrative supplies, greeting cards and refrigerator magnets can be found in the storage closet. The work room holds the Reference Library bookcases, photograph binders, the computers and scanner, a conference table and chairs, yearbooks, and artifacts. Artwork and photographs are displayed on the walls and administrative records are stored in binders behind the archivist's desk.

Archival-quality storage files, folders, holders and plastic sleeves can be purchased through the Library from the Carr McLean or Gaylord catalogues. Get a quote and the librarian will get a cheque from the Library Board treasurer. Small items can be purchased with petty cash. If the archivist pays for something, keep the receipt and get reimbursed by the treasurer.

Annually, leftover items from the ABDLA book and rummage sale end up in the Archives file room. Don't allow this to happen; move things along so they don't create clutter and take up space.

Telephone/Telephone Books

Don't answer the phone; Library staff will answer the call and if it is for Archives, someone will come back to ask you to pick up the phone. Phone books are useful for looking up the spelling of local names and can sometimes be used to cross reference whether/when someone was a resident of Athabasca and area during a particular time period. Back-dated issues are stored in the large two-door wooden cabinet to the right of the computers in the work room.

Volunteers

Athabasca Archives could not function without the time and dedication of its volunteers. They look after scanning photographs, updating the database, keeping the newspaper clipping file up to date. Volunteers are also a wealth of area-, family-, and local-history knowledge and are as valuable to the Archives as any item in the collection.

Websites

- **Alberta Genealogical Society:** <https://www.abgenealogy.ca/>

- **Athabasca Heritage Society:** www.athabascaheritage.ca
- **Alberta on Record:** <https://edit.albertaonrecord.ca/informationobject/browse>
Create Authority Records and Archival Descriptions at the online database.
- **Archives Society of Alberta:** <http://archivesalberta.org/programs-and-services/grants-archival-projects/>
Look at new grant or professional development information.
- **Alice B. Donahue Library and Archives:** <http://www.athabascalibrary.ab.ca/>
- **Athabasca University Digitization Portal:**
<http://digicon.athabascau.ca/cdm/search/searchterm/Lennie/field/all/mode/all/conn/and> Contact Athabasca University Library to add information to the portal.
- **Town Life:** <http://www.athabascaarchives.ca/> managed by the archivist.
- **Facebook:** <https://www.facebook.com/athabascaarchives/> managed by the archivist or a volunteer.

Yearbooks

Yearbooks and Josten's Memories booklets have been donated to the Archives through the years. Also, Edwin Parr Composite School administration has Athabasca Archives on its list for purchase of annual school yearbooks. The cost is \$40.00 and can be paid from **Petty Cash**. Donations come in from time to time so there may be duplicate copies of some books. They date back to 1942 and are listed on cards on the bookshelves. The collection includes yearbooks from Calling Lake School. Yearbooks are stored in the wooden, glass-front bookcase beside the archivist's desk, under lock and key, as they tend to disappear if not monitored carefully.

Acquisition

Athabasca Archives' policy states that the Archives acquire only materials which have historical relevance pertaining to the Town of Athabasca, Athabasca County and area. This acquisition policy is important to keep in mind because resources to manage the collection are limited, including human resources and archival-quality storage materials and space. Donations not falling under the acquisition policy are declined, however, if a donation is considered of value outside the purview of Athabasca Archives, the archivist will follow up with a related archives to see if it may be of interest and, if so, make arrangement to transfer the item. Use the *ASA Guide* or the internet to locate alternative archives.

When a donor comes to the Archives with items or textual records to donate determine the value of the records by:

- Reviewing the materials with the donor
- Learn what the donor's expectations are
- Get as much information, or provenance, about the item/s as possible
- If the donor is reluctant to release original documents, offer to make copies. Make a note of where the original records reside.
- Return to the donor all non-archival materials or discuss how they can be disposed of.

If a donation is deemed suitable for the collection, a number of forms will be filled out with the donor, including the **Certificate of Gift**. The forms are listed in the next section, Accession Process. Write an **Acquisition Report** to document an accession which may be considered controversial or for some reason, problematic. File the report with the accession in its file folder.

The following sections, **Accession Process** and **Arrangement**, expand on acquisitions and fully describe the related forms.

Accession Process

Begin the accession process by checking the **Donor Index** binder to determine if the donor has previously made a donation. If so, add their information to the index and if not, create a new **Donor List** form and log it alphabetically in the Donor Index binder. Ascertain the accession number of the item by looking up the next number in the **Accession Register** binder.

Artifacts, including photographs, recordings, homesteading items, artwork and Athabasca Clay Products, are assigned a unique item number. Find the next available number by looking it up in the **Artifacts/Maps Index** binder. Photographs are assigned unique item numbers by looking up the next available number in the **Photographs Master List**. Audiovisual tapes, CDs or DVDs are assigned unique numbers that can be found in the **Audiovisual** binder. Record new information on the relevant forms in the binders.

When items are donated, there is a good amount of information to record with the donor:

- Fill out the **Accession Register** and **Accession Record**
- Fill out and get the donor to read and sign the **Certificate of Gift** form. Once the Certificate of Gift form is complete, the item is the property of Athabasca Archives including copyright unless explicitly stated otherwise.
- Fill out the **Restricted Material** form if there are any restrictions on access to a donation. Determine if it is in the Archive's best interest to maintain such items because there should be few fonds that are restricted. Decline donations with indefinite or unworkable restrictions on them. Why would you take records into the collection if they can't be accessed?
- The **Accession Record** and the **Certificate of Gift** are filed in the Completed Accession Records Files filing cabinet in the File Room.

Accession Register form

The Accession Register and Accession Record forms should be filled out with the donor as soon as possible. Completion of these forms is the first step in accessioning a donation.

Accession Number: The unique number assigned to materials or items.

Date Received: The date the materials or Items were acquired in the holdings.

Location: The location of the archived item in the Archives. Use these AA location codes:

- **FC** Filing Cabinet
- **FFC** Fireproof Filing Cabinet
- **DC** Display Case
- **MC** Map Case
- **Album** Photo Albums
- **LIB** Reference Library Bookcase
- **OS** Oversized Case
- **Shelf** Open Shelves
- **Per** Periodical

Type: Enter the type of accession of the materials received:

- **Donation:** Materials received from an individual, organization or business
- **Purchase:** Materials purchased by AA
- **Copy Loan:** The original is loaned to AA to be reproduced, the original returned to the owner
- **Permanent Loan:** Owner deposits material in AA but does not relinquish ownership

Donor: Record the donor's name or the name of the government body, corporation or organization.

Extent: Record the extent of the unit being described by giving the number of physical units in Arabic numerals and the specific material designation from the broad classes of material to which the item being described belongs. Include dimensions recorded in metric units.

- 2 film reels
- ca. 1000 photographs
- 50 technical drawings
- ca. 8 maps
- 4 microfilms

When the unit being described contains parts that fall into more than three special classes of material, give the physical extent plus the specific material designation of the most predominant special class of material followed by the phrase "and other material" and describe the remaining material in a note. Omit other physical details and dimensions in this area.

- 21 m of textual records and other material. *Note* : Includes 1500 B&W photographs, 19 post cards, 9 posters, 41 maps and 1 microfilm reel (35 mm)

Restricted Yes/No: Record any restrictions to access as dictated by the donor

Description: Record any additional details not included in Extent.

[Accession Record form](#)

Accession Number: You will have determined this by finding the next available number in the Accession Register binder. Numbers are determined by the year the donation was made, in the order the donation arrived, e.g., 85.03 would be 1985, the third donation of the year. Accession numbers function as both control and retrieval tools.

Date Received: This is the date when AA assumed custodial responsibility for the accession. If this date is unknown, the date of accessioning is used.

Donor Name & Address: A good reference to have in case there are follow up questions or comments. Include a telephone number or email address.

Provenance: What is the corporate authority or previous ownership of the donation?

Type of Accession: Transfer, Private Donation, Permanent Loan, Purchase or Other.

Location: The location of the archived item in the Archives. Use these AA location codes:

- **FC** Filing Cabinet
- **FFC** Fireproof Filing Cabinet
- **DC** Display Case
- **MC** Map Case

- **Album** Photo Albums
- **LIB** Reference Library Bookcase
- **OS** Oversized Case
- **Shelf** Open Shelves
- **Per** Periodicals

Extent: Record the extent of the unit being described by giving the number of physical units in Arabic numerals and the specific material designation from the broad class/s of material to which the item being described belongs. Include dimensions recorded in metric units.

- 2 film reels
- ca. 1000 photographs
- 50 technical drawings
- ca. 800 maps
- 4 microfiches

When the unit being described contains parts that fall into more than three special classes of material, give the physical extent plus the specific material designation of the most predominant special class of material followed by the phrase "and other material" and describe the remaining material in a note. Omit other physical details and dimensions in this area.

- 21 m of textual records and other material. *Note* : Includes 1500 b&w photographs, 19 post cards, 9 posters, 41 maps and 1 microfilm reel (35 mm)

Dates: Record the time period, or specific dates of the donation.

Restrictions: Take note of any restrictions to accessing the materials and fill out the **Restricted Material** form if necessary.

Physical Form: Audio Cassettes, Video Cassettes, Audio Tapes, Microfilm, Photocopies, Originals, Photographs, Maps, Negatives, Blueprints, Films, Transparencies, Imprint Materials, Transcripts, Other. Check the appropriate box.

Condition: Poor, Fair, Good, Other. Check the appropriate box and describe anything of note concerning the condition of the donation.

Conservation Requirements: Describe any special conservation requirements.

Remarks: Describe details of provenance, historical significance, organizational structure, significant time period or anything of interest about the donation to help researchers understand its context and as much as possible about it. This information forms the basis for elements needed for Rules of Archival Description (RAD).

Checklist: Certificate of Gift, Donor List, Inventory, Accession Register, Restrictions, Date Completed, and Archivist. Use this checklist to tick off tasks as they are completed.

Certificate of Gift form

Record the Accession No. and have the donor sign the form. Include a description of the donation according to RAD criteria.

Inventory form (now Alberta on Record, AoR, database entry)

This finding aid is logged in the **Fonds Level Descriptions and Inventories** binders. It describes in detail the contents of a fonds, enabling materials to be located quickly. In recent years, the Inventory form seems to have been replaced by prints of the related Archives Network of Alberta or Alberta on Record webpages once an accession has been recorded in the database. See below all the elements that should be included for an accurate record. There are four Inventory binders arranged alphabetically by title that record descriptions of all donations. The accession elements from Alberta on Record:

Identity area

Type of entity: Individual, corporate, etc.

Authorized form of name: The title of the individual, organization or society

Parallel form(s) of name: E.g., Oddfellows vs. Odd Fellows

Description area

Dates of existence

History: Useful information for researchers sometimes gleaned from Wikipedia or other sources

Places: The entry in AoR restricts the detail to Alberta only

Function, occupations and activities: Details which premise the donation

General context

Control area

Authority record identifier: ATH + accession number

Maintain by: Athabasca Archives

Institution identifier: ATH

Rules and/or conventions used: RAD

Status: Draft or final (if no more accessions are expected)

Dates of creation, revision and deletion

Languages

Maintenance notes: Archivist's name

Related Forms

- Accession Register
- Accession Record
- Certificate of Gift
- Donor list
- Audiovisual master list (formerly Sound and Moving Images)
- Map master list
- Artifact master list
- Photograph master list

Arrangement

After an item has been accessioned, its intellectual and then physical arrangement is determined. This is fundamental to a properly-run archives: *respect des fonds* is a principle in archival theory and practice to group collections of records, the fonds, in the order in which they are received into the Archives.

The theory posits that ordering groups of records by creatorship provides authenticity and context by evidencing the relationships between records and better manifesting the environment of their creation.

Wikipedia, "Respect des fonds." Retrieved 2018.

Respect des fonds is a French term which refers to the records of a particular individual, institution or organization. In her book *Archives Principles and Practice*, Laura Millar, 2010, defines fonds as "The whole body of documents, regardless of form or medium, created or accumulated by a particular individual, family, corporate body or other agency as part of life and work, and retained because those materials have ongoing archival value as evidence of those functions and activities." Millar, p. 264. Fonds are the basic, essential means of organizing archival documents and records.

Arrangement involves the organization of records in accordance with archival principles, notably provenance and original order. The process of arrangement includes the intellectual exercise of writing an arrangement plan when required, as well as physically sorting, packing in file folders and/or boxes, labelling and shelving. When arranging a collection, respect the original order the donation was received in. And consider the principle of provenance; records should be arranged according to their origin. Only arrange collections alphabetically or chronologically if the original order is not known.

When creating fonds, the content and evidential value of the material is considered. Evidential value refers to the evidence found in a file which defines how the creating institution or entity was organized and how it functioned.

Functional Categories of Records Grouped by Relative Importance

This list is adapted from Maynard J. Brichford, *Archives & Manuscripts: Appraisal & Accessioning* (Chicago: Society of American Archivists, 1977), pp. 22-23, courtesy of the Society of American Archivists.

Usually Valuable	Often Valuable
Academic record cards	Abstracts
Acts, legislative	Agendas
Addresses	Agreements
Albums	Announcements
Autobiographies	Awards
Briefs	Books
Broadsides	Cables

Brochures	Certificates
Budgets	Charts
Bulletins	Circulars
Bylaws	Collections
Cadasters	Contracts
Calendars	Correspondence
Catalogues	Course outlines
Census rolls	Despatches
Constitutions	Diagrams
Diaries	Disk recordings
Digests	Documents
Directions	Drawings
Directives	Field notes
Directories	Files
Dockets	Files, personnel
Elections, certificates and returns	Files, research
Guides	Film strips
Handbooks	Financial statements
Histories	Issuances
Indexes	Journals
Interviews	Kinescopes
Journals, research	Ledgers
Laws	Letters, personal
Legal opinions	Lists
Logs	Maps
Manuals, policy	Memoranda
Manuals, procedure	Monographs
Memoirs	Motion picture films
Memorials	Music

Messages, official	Negatives, photographic
Militia lists	Order books papers, personal
Minutes	Pardons
Muster rolls	Payroll summary cards
Newsletters	Petitions
Orders	Photographs
Organizational charts	Plans
Platforms	Poems
Poll lists	Posters
Proceedings	Publications
Proclamations	Recommendations
Recollections	Registers
Regulations	Reports, progress
Report, annual	Schedules
Reports, audit	Scrapbooks
Reports, research	Specifications, building
Resolutions	Subject files
Rolls	Tape recordings
Roster	Tariffs
Rules	Telegrams
Speeches	Videotapes
Statues	
Studies	Occasionally Valuable
Summaries	Assessment records
Surveys	Bonds cards
Synopses	Case files
Tax returns	Catalogues
Testimonials	Clippings
Wills	Committee files

Often Without Value	Course materials
Account books	Examination questions
Accounting statements	Folders
Addresses, manuscript version of published	Instructions
Applications	Inventories
Appointments	Jackets
Authorizations of actions posted to permanent records	Lectures
Ballots	Lists
Bank statements	Materials
Bills, financial	Nominations
Budget work papers	Notebooks
Cash books	Notices
Cheques, cancelled	Oaths
Claims	Payrolls
Class books	Press releases
Day books	Programme documentation, ADP
Invoices	Property control listings
Leases	Recommendations
Licences	Reprints or separates
Manuscripts	Returns
Mortgages	Schedules
Notes, lecture	Scrapbooks
Notes, research	Sketches
Orders, financial	Statements
Outlines	Statistical tables
Payroll deductions, authorizations, and notices	Tabulations
Property inventories	Tapes, transcribed
Purchase orders	Transcripts
Reading files	

Receipts	Usually Without Value
Releases	Duplicate copies
Requests	Stencils
Requisitions	Supplies
Sales literature	
Slips	
Shorthand notes	
Speeches, manuscript version of published	
Tickets	
Tickler files	
Time books and records	
Trial balances	
Vouchers	
Warrants	
Work orders	
Work papers	
Worksheets	

Appendix: Forms

- Accession Record
- Accession Register
- Archivist's Monthly Report
- Archivist's Working Sheet
- Artifacts/Artwork/Athabasca Clay Products Master List
- Audiovisual Recordings Master List
- Audiovisual Recordings forms, pp. 1 and 2
- Certificate of Gift
- Day-by Day Log
- Donor List
- Information for Researchers
- Inventory forms, pp 1 and 2
- Loans
- Map Master List
- Monthly Report
- Passwords
- Photograph Master List
- Processing Checklist
- Recording Consent and Release
- Request for Reproductions
- Researcher Request
- Restricted Material

Athabasca Archives
Accession Record

Accession Number: _____ Date Received: _____

Donor: _____

Name _____ Phone Number _____

Address _____ E-mail _____

Provenance: _____

Type of accession: Private donation _____ Purchase _____ Permanent Loan _____

Transfer _____ Corporate _____ Other _____

Location: _____ Extent on receipt _____ Final extent _____

Date(s) of creation: _____

Conservation requirements: _____

Restrictions: _____

Physical Form: Audio cassettes ___ Video cassettes ___ Audio Tapes ___ Films ___ Microfilm _____

Photocopies ___ Manuscripts ___ Documents ___ Photographs ___ Maps _____

Negatives ___ Blueprints ___ Artifacts ___ Other _____

Condition: Poor ___ Fair ___ Good ___ Other: _____

Remarks:

Checklist:

Certificate of Gift _____ Donor List _____ Inventory _____ Accession Register _____ Restrictions _____

Date Completed: _____ Archivist: _____

Athabasca Archives
Archivist's Monthly Report

Hours	Volunteers	Staff				Date
	32	50				
Number of Requests for Information			Phone	E-mail	Walk-in	Total
			5	7	3	15

Athabasca Archives
Archivist's Working Sheet

Date

Accession processed:
(List accession number/s)

General enquiries: Telephone, mail, in person, email

Activities: Tours, events, extra activities, special projects, etc.:

Athabasca Archives
Audiovisual Recording Synopsis

Accession number: _____ Interviewer: _____

Name/Title: _____

_____ Recording date: _____

Restrictions: _____ Release signed: _____

Subjects: _____

Length: _____ Type of media: _____

Remarks: _____

Footage Time	Summary

Athabasca Archives
Certificate of Gift

Accession No. _____

I, _____ am the legal and rightful owner of the property described below and have full power and authority to enter into this agreement. I hereby give, donate, bestow, transfer and assign, absolutely and forever my entire rights clear deed, and universal copyright, ownership, estate and interests in the documents described below, to the Alice B. Donahue Library and Archives (ABDLA) as an unrestricted and unconditional gift, excepting only such condition as described and agreed below.

The donor warrants that s/he has complied with all the laws of the Government of Canada and the Province of Alberta. If any charge is made against ABDLA by reason of the donor failing to observe the requirements of any provincial or federal law or regulation, the donor shall indemnify and save harmless ABDLA against such charge and any costs, claims, demands or expenses to such charge.

Permission is also granted to share any personal information that may be included in the gift with researchers in the Archives.

Description of Property

Description of Conditions

None _____, or:

I hereby execute this gift at Athabasca, Alberta on this _____ day of _____, 20_____.

Signature of donor

Signature of witness

Name of donor

Name of organization, if applicable

Address of donor

Email address

Archivist, or accepted by

Athabasca Archives
Daily Log

Date	Guests	Researchers
Details		
Date	Guests	Researchers
Details		
Date	Guests	Researchers
Details		
Date	Guests	Researchers
Details		

Athabasca Archives
Donor List

Donor name: _____ Phone no.: _____

Donor address: _____

Date	Donation no.	Accession no.	Description	Location

Athabasca Archives Information for Researchers

Welcome to Athabasca Archives

Established in 1985, the Athabasca Archives acquires, preserves and makes available materials containing historical evidence of the Town and County of Athabasca and area. Materials include, but are not limited to, historic records, photographs, audio/video, microfilm, maps, plans and artifacts.

Hours: Tuesday and Thursdays from noon to 5:00 p.m. To arrange a visit by appointment, please call 780-675-2735 during regular office hours.

Researchers may be asked to register and complete a **Research Request** form or a **Request for Reproductions** form.

Facility Use Expectations:

- Please handle all materials carefully. White cotton gloves will be provided to prevent soiling documents or photos.
- Be sure to keep archival materials in the same order, in the same file folders or boxes that you received them in.
- Use pencils when working with archival material; pencils are provided for your use.
- No archival material is to be removed from the Archives.
- Archives staff will retrieve material for you so please ask archives staff for assistance. Please do not open filing cabinets and boxes.
- Archives staff will photocopy materials at your request. The cost per black and white copy is 25¢ per page, 50¢ per colour page.
- Please be aware that some archival material might have access or use restrictions. Consult the Archivist for more information. It is the researcher's responsibility to obtain permission to reproduce items that are not copyright Athabasca Archives.
- If publishing materials owns by Athabasca Archives, please use the following credit: "Courtesy of Athabasca Archives" and cite the item number.

Athabasca Archives
Loans

Date: _____

Name of borrower: _____ Name of organization, if applicable: _____

Address: of borrower: _____

Email address: _____ Phone number: _____

Purpose of loan:

Remarks:

Date to be returned: _____

Signature of borrower

Signature of archivist

Athabasca Archives
Processing Checklist

Fonds name: _____

Fonds number/s: _____

Please initial and date as completed and make notes as necessary. File this form in the Archives Completed Accession Files filing cabinet.

Set up Fonds case file: (check off V and record dates as completed)

Include: Accession form _____ Available biographical info _____ Provenance _____

Print of current database record _____ Other relevant information _____

Proposal approved by: _____

Arrangement completed by: _____

Outline: _____

Fonds description in AoR database: _____

Fonds record sheet: _____

Inventory: _____

Oversize list updated as necessary: _____

Physical storage completed and location noted: _____

Conservation needs: Record in database _____

Inventory copy in binder _____

Disposition of material not retained: Database _____ Case file _____

Work history documented in case file _____

Case file finalized _____

Electronic backup completed _____

Processing completed:

Name _____ Date _____

Notes:

Athabasca Archives
Photograph Master List

Photo #	ACC #	Description (include size)	Form	Donor/Collection Name	Negative Yes/No	Remarks

Athabasca Archives
Passwords

Device / Site	Password	Date
Computers AATH-Archives1 AATHARCHIVES2020-S1	NLLS@dm1n	
Dropbox	atharchives@athabascalibrary.ab.ca @rch1v3s	
Google Drive	Username: athabascarchivist Password: @rch1v1st	December, 2018
Office 365 Outlook Mail and other app	@rch1v3sATH789	January 2019
Town Life Athabasca Archives webpage	atharchives@athabascalibrary.ab.ca F2uLY8Fwvv	January 2019
email	atharchives@athabascalibrary.ab.ca @rch1v3sATH789 librarian@athabascalibrary.ab.ca Communication2020	
Alberta on Record	atharchives@athabascalibrary.ab.ca archives https.edit.albertaonrecord.ca	
Weebly	atharchives@athabascalibrary.ab.ca @rch1ves	October 2019
Provincial Archives of Alberta Archives Store	atharchives@athabascalibrary.ab.ca @ch1ves	December 2019
TechSoup Canada	https://www.techsoupcanada.ca/en/user/173999 username: Alice B. Donahue Library and Archives password: @Rch1ves Cynthia Graefe	May 2020
Microsoft Office	business account = librarian@athabascalibrary.ab.ca = Communication2020	June 2020
Adobe Acrobat Pro	atharchives@athabascalibrary.ab.ca @Rch1ves	July 2020
Athabasca Advocate	Online = atharchives@athabascalibrary.ab.ca @rch1ves Esubscription = atharchives@athabascalibrary.ab.ca kJGyQ9v	August 2020
Zoom	atharchives@athabascalibrary.ab.ca Arch1ves	December 2020

Athabasca Archives
Recording Consent and Release

I hereby give my consent and release to Athabasca Archives to:

Record audio, video or photographs of me and use this recording in Athabasca Archives educational materials, publications and websites. These uses may include print, digital or any other form deemed appropriate by Athabasca Archives.

I hereby assign and transfer to Athabasca Archives all rights I may have to audio, video or photographic recording and any finished product containing reproduction of me in audio, video or photographic recording, as well as all benefits and advantages that may be derived from the use of the recording.

I waive the right to inspect or approve the recording or uses made of the recording.

My identity will be included in the use of the recordings referred to above.

By providing my consent herein, I understand that:

- I will not receive an honorarium or any other fee for the recordings or the use of the recordings or my identity, as defined.
- The recordings and my identity, as defined, will be used for the sole purpose of promoting the educational programs and services at Athabasca Archives, and are collected and used in compliance with the *Alberta Freedom of Information and Protection of Privacy Act*.
- Editing, publication, distribution, broadcast and use of this material shall be at the sole discretion of Athabasca Archives worldwide.
- This consent has no expiry date due to the nature and use of the recording and my identity, as defined.
- I may cancel my consent at any time and understand that Athabasca Archives will use its best efforts to remove any material from use, but also understand that the recording and my identity, as defined, that are already distributed, printed, broadcast, or otherwise actively being used shall continue until new materials are substituted. Cancellation of my consent will only affect the use of the recording and my identity, as defined, after the date of my cancellation.
- I agree to release and hold harmless Members of Alice B. Donahue Library and Archives Board, Athabasca Archives and its employees, officers, and agents from any claims, damages, or liability arising from or related to the use of the recording or identity, as defined, including but not limited to any reuse, distortion, blurring, alteration, optical illusion, or use in composite form of the recording either intentional or otherwise, that may occur or be produced in production of the finished product. It is in the sole discretion of Athabasca Archives to decide whether to use the recording.

I confirm that I am 18 years of age or over, and have read and understood the consent and release form before signing it. I agree that this consent and release will be binding upon me, my heirs, next of kin, executors, administrators, and successors.

Date

Print full name

Signature

Telephone number

Address

The information that you provide to Athabasca Archives is collected under the authority of and is protected by the *Alberta Freedom of Information and Protection Privacy Act* Section 33 (c). The information will be used for contact purposes by Athabasca Archives only. If you have any questions about the collection or use of this information, please contact the Archivist, Athabasca Archives, 4716 – 48 Street, Athabasca AB T9S 1R2. Telephone (780) 675 2735. This form will be kept on file in the Archives and retained in accordance with approved records retention schedule.

Athabasca Archives
Request for Reproductions

Requestor name: _____

Address: _____

Cell or phone no. _____ Email address: _____

Description:

Name of collection: _____ Item no.: _____

The requestor agrees that any and all responsibility for questions of copyright which may arise from the preparation of these reproductions or their use will be assumed by the requestor.

Any use of the reproductions will make acknowledgement of Athabasca Archives and will include the name of the collection and/or the number of the image as applicable.

Signed: _____

Date: _____

Note: In accordance with the regulation of the Copyright Act, persons requesting a copy of a work(s) from Athabasca Archives are hereby notified that:

- a) Any copy is to be used solely for the purpose of research or private study.
- b) Any use of a copy for a purpose other than research or private study may require the authorization of the copyright holder of the work, if applicable.

If the requestor intends to use the materials requested on this form for purposes other than research or private study, they must notify the archivist when the request is submitted.

The following information will be made available, upon request in writing, to the author of the work, the copyright holder of the work, or the representative of the author of the copyright holder:

- a) The name of the archivist making the copy,
- b) The name of the person requesting the copy or, if the request for a copy is made by an institution on behalf of a requestor, the name of the requestor and the name of institution making the request;
- c) The date of the request, and
- d) Information that is sufficient and specific enough to identify the work copied.

Athabasca Archives
Researcher Request

Requestor name: _____

Address: _____

Cell or phone no.: _____ Email address: _____

Date: _____

Request made: In person _____ By phone: _____ By email: _____ By letter: _____

Request:

Archives use only

Materials used:

Remarks:

Athabasca Archives
Restricted Material

Accession no.: _____

Date of restriction: _____

Type of restriction: _____

Person requesting restriction: _____ Phone no.: _____

Address: _____

Reason / comments:

Length of restriction: _____ Date to be opened: _____

Archivist: _____