



## Archives and Special Collections

Policy No.:	6702
Category:	Student Services
Approving Body:	Leadership Team
Executive Division:	Student Services
Department Responsible:	Records Management and Privacy
Current Approved Date:	2008 Jun 24

### Policy Statement

BCIT is committed to collecting and maintaining its historical records and special collections of interest. These collections will function as the historical memory of the Institute. BCIT has designated the Archives and Special Collections, a department situated in the Library, to collect materials in all media formats originating from or relating to the Institute, its employees and its students, which are deemed of permanent worth based on their administrative, fiscal, legal, research, or historical value. The BCIT Archives and Special Collections supports research and scholarship by making these records available to researchers, Institute employees and students, and the general public.

### Purpose of This Policy

The purpose of this policy is to define the scope, roles, and access to the BCIT Archives and Special Collections.

### Table of Contents

Policy Statement	1
Purpose of This Policy	1
Application of This Policy	1
Related Documents and Legislation	2
Definitions	2
Scope of Archives	2
Duties and Responsibilities	2
Procedures and Guidelines Associated With This Policy	3
Forms Associated With This Policy	3
Special Situations	3
Amendment History	3
Scheduled Review Date	3

### Application of This Policy

BCIT employees and students  
Industry partners.

## Related Documents and Legislation

BCIT Policy:

- Policy 6701, Records Management.

Legislation:

- *Canadian Copyright Act*
- *BC Freedom of Information and Protection of Privacy Act.*

## Definitions

### Archives

The BCIT Archives is the repository of historically significant Institute records, including those created by the Institute and its employees in the course of activities and functions. These records may include reports, policy and procedure manuals, strategic planning statements, surveys, architectural drawings, minutes of Board of Governors meetings, minutes of committees and departments, financial statements, and other records of enduring value.

### Special Collections

The BCIT Special Collections is the repository of research collections, including special thematic or media-based collections that include archival, published, and unpublished material. These records may include BCIT theses, faculty publications, and private records of individuals or entities connected to the Institute, maps, photographs, and architectural plans.

## Scope of Archives

The scope of materials collected by the BCIT Archives and Special Collections includes:

- Textual records, printed materials (e.g., BCIT department and association newspapers, news bulletins, newsletters)
- Photographs, documentary art, maps, architectural plans, audio-visual materials
- Electronic records and artifacts transferred on a permanent basis, and
- Books and other printed materials (e.g., posters, flyers) relating directly to the Institute's history and activities.

## Duties and Responsibilities

### BCIT Employees

BCIT employees may encounter historical materials as they work at BCIT. Employees are expected to contact the Archives and Special Collection department to discuss having the materials reviewed by the Archivist.

### BCIT Archives and Special Collections

The BCIT Archives and Special Collections unit is staffed by a professional Archivist. The roles of the BCIT Archives and Special Collections department are:

- To acquire archival materials relating to the history of the Institute since its inception and to the activities of the various departments and administrative bodies

**Duties and Responsibilities**

- To acquire special thematic research or media-based collections from individuals or entities associated with the Institute
- To arrange and describe materials in accordance with accepted archival principles
- To store and preserve materials in conditions appropriate to records of enduring value
- To provide access for research purposes both to the BCIT community and to the general public while at the same time respecting copyright and any legislative restrictions placed on the records by donors
- To liaise with BCIT schools and departments to obtain historical records after the records life cycle has expired.
- To promote use of the records through public relations initiatives.

**Procedures and Guidelines Associated With This Policy**

Procedure 6701-PR1, Records Management

- Disposition of Paper, Electronic and Film Records.

**Forms Associated With This Policy**

BCIT Archives Box Inventory List (Transfer form).

**Special Situations**

None.

**Amendment History**

- |                   |              |
|-------------------|--------------|
| 1. Creation Date: | 2003 July 15 |
| 2. Revision 1     | 2006 Apr 5   |
| 3. Revision 2     | 2008 Jun 24  |

**Scheduled Review Date**

2013 Jun 01