How We Preserve Your Memories

Making material accessible to you

All material that comes to the Archives undergoes five steps before being "fully" available to researchers.

The Archives treats all materials equally, whether the material is donated (given to the Archives for long-term preservation) by an individual from the Annapolis Valley, deposited (loaned to the Archives for safe keeping) by a Baptist Church, or transferred from University departments for long-term storage.

The Five Steps of Processing

One: **Appraisal**

Material received is appraised for content and compatibility with the mission of the Archives. The Archives preserves records for Acadia University, the Convention of Atlantic Baptist Churches, and individuals and organizations in the Annapolis Valley.

Two: **Accessioning**

A special number is assigned to the material for tracking purposes; this is called the accession number. For legal purposes, copyright and ownership, all materials require signed agreements between donors and the Archives.

Three: **Preservation**

Each item is placed in an acid-free container to slow deterioration. These protected items are kept in a temperature and humidity controlled vault for long-term preservation.

Four: **Description**

Material is inventoried, complete with a brief description, and dated. If appropriate, it is digitized and later linked to the finding aid.

Five: **Finding Aid**

Once an inventory is completed, the material is grouped by format (i.e., minutes, diaries, etc.). In a finding aid, the Archivist provides the context to all of the materials.

A large collection

The Archives holds over 1700 linear meters (or 1.7kms) of preserved documents, photographs, maps, plans, film, drawings, and artefacts.

Our finding aids and digital materials are available online at Acadia University Digital Collections (http://openarchive.acadiau.ca/)

Processing takes time

On average, it takes one Archivist 10 days to fully process 1 linear meter of material.

A lot of work goes into the preservation and care of these materials to make them accessible to you.