

CGUC: Policy #504
Effective: March 11, 2011
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Mennonite Archives of Ontario

Mission and Foundational Policies

MISSION

The Mennonite Archives of Ontario collects and preserves archival materials that reflect the Mennonite experience in Ontario and makes them available to anyone with a legitimate research interest.

POLICIES

1. The Mennonite Archives of Ontario provides specialized services in cooperation with, and complementary to, other Mennonite, community, and public (government) archives. The Mennonite Archives of Ontario is an institutional member of the Archives Association of Ontario.
2. The Mennonite Archives of Ontario provides reference services and reading room space to researchers. Mennonite Archives of Ontario materials are used only within the Library and Archives; access policies for these materials are described under Policy #507.
3. Mennonite Archives of Ontario cataloguing practice will strive to meet the Rules for Archival Description (RAD) as much as is practical with available staff resources. Mennonite Archives of Ontario acquisitions policies are addressed in Policy #503.
4. The Conrad Grebel University College (CGUC) Library and Mennonite Archives of Ontario are administratively integrated. The Archivist-Librarian's job description defines this position's duties and qualifications. The Archivist-Librarian is accountable to the Academic Dean. Further details on the relationship between the Mennonite Archives of Ontario and CGUC are described in a Memo of Understanding (MOU) dated 2 December 2010. The MOU also describes the relationship between the Mennonite Archives of Ontario and Mennonite Church Eastern Canada, Mennonite Central Committee Ontario and the Mennonite Historical Society of Ontario. The Archives is the official archival repository for CGUC, Mennonite Church Eastern Canada, and Mennonite Central Committee Ontario.

Mennonite Archives of Ontario Access Policy

The Mennonite Archives of Ontario (the "Mennonite Archives") is committed to making materials available to researchers on equal terms of access. All persons eighteen years of age and over have equal access to the Archives for academic, historical and genealogical research. Special arrangements may need to be made for persons who are physically challenged. Equal access does not mean that all materials are open to research use. It is the responsibility of the Mennonite Archives of Ontario to balance the researcher's need for access with the needs for confidentiality of persons and institutions whose activities are reflected in the material. Consequently, the use of some materials in the Mennonite Archives of Ontario, especially those of recent date, is subject to restrictions. Normally unprocessed materials are not available to researchers. While the Archives tries to process acquisitions as expeditiously as possible, it reserves the right to establish processing priorities.

The Mennonite Archives will not grant privileged or exclusive use of materials to any researcher, or conceal the existence of any body of material from any researcher unless required to do so by law, donor or purchase stipulations. Where such restrictions exist, every effort will be made to place a time limit on their application.

Access to research materials in the Mennonite Archives of Ontario is monitored by Archives staff. Researchers must apply for and receive authorization to use materials, and must agree to abide by such regulations as the Mennonite Archives may from time to time establish. Mennonite Archives staff may refuse or revoke access to any researcher who refuses or fails to comply with such regulations. The Mennonite Archives may also refuse access to any researcher who has a legal claim against the Mennonite Archives of Ontario or its parent body, Conrad Grebel University College, or whom the Archivist believes is seeking evidence for such a claim.

Archival material must be used within the Mennonite Archives jurisdiction under the supervision of its staff. In some cases loans of materials may be made for depositors or other archival institutions. Any costs associated with such loans (e.g. insurance, security, etc.) will be paid by the requesting body.

Two types of restrictions exist. Restrictions on access that apply to more than one group of materials are termed "General Restrictions." General Restrictions are applicable to particular kinds of information or designated classes of materials, wherever found among the Archives' holdings. "Specific Restrictions" are specified by the transferring agency or donor and apply to a specific body of material, most often for a specific length of time. Information about Specific Restrictions will be found in the finding aid which covers the archival material to which the restriction applies.

Any materials to which general or specific restrictions apply may be disclosed:

- a. to employees of the Mennonite Archives in the performance of normal archival work on such materials.
- b. to officers and employees of the agency of origin or its successor in function who have a need for the materials in the performance of their official duties.

- c. to the Donor of the materials or to the Donor's authorized representative, pursuant to the provisions of the Donor's deed of gift.
- d. to researchers who agree to abide by the terms of access outlined in their research agreements.
- e. and in the sole discretion of the Mennonite Archives.

The decision of the Archivist on access restrictions may be appealed in writing to the Academic Dean of Conrad Grebel University College, who shall review the matter and make such decision as in his or her opinion is appropriate in the circumstances. The decision of the Academic Dean shall be final.

General Restrictions

1. The researcher has the sole responsibility for securing permission to publish beyond fair dealing from unpublished manuscripts, photographs, sound or video recordings in which literary property rights are retained or from materials protected by statutory copyright, or to publish extensive quotation (beyond fair dealing) from copyrighted works. Copies of archival materials for private study will only be made under the fair dealing provisions of copyright legislation; costs associated with such copies are met by the researcher. Copies are not to be sold, transferred to another archives, further reproduced or published without permission of the Mennonite Archives and the copyright holder. The researcher is responsible for obtaining the permission of the copyright holder.
2. Access to fragile and unusually valuable material may be restricted. However, every effort will be made to provide copies for research use. Archives staff may refuse or revoke access to an individual researcher who has demonstrated carelessness or deliberate destructiveness as to endanger the safety of archival material, e.g. defacing or marking any research materials.
3. Materials containing information, the disclosure of which would constitute a clearly unwarranted invasion of privacy or a libel of a living person will knowingly be disclosed only to the Donor, the Donor's representative, or the officers of the agency of origin.
4. Materials containing confidential business and financial information will be knowingly disclosed only if the researcher creates statistical totals or summaries and does not disclose the source of information or identify individual parties, if the party which created or donated the records agrees to its release, or if in the judgment of the Archivist the passage of time is such that release of the information would not result in substantial harm to the parties identified in the materials.
5. Materials containing confidential or personal information will be knowingly disclosed only if summary in nature without identifying individuals, if the individual named agrees to its

release, or if the individual is deceased or the passage of time is such that the individual may be presumed to be deceased.

6. Materials restricted by statute, regulation, executive order or court order will be knowingly disclosed only in accordance with the provisions of such statute, regulation, executive order or court order.
7. The Archivist may impose a General Restriction on records during the course of a researcher's usage of materials if the Archivist becomes aware of issues related to 1-6 above. This will not necessarily result in withdrawing access to the relevant records, but the researcher must agree to abide by the terms of access imposed by the Archivist.
8. The Archivist may impose a condition on generally restricted records that would limit the results of research to production in anonymous form only.
9. Without limiting the generality of the foregoing provisions, no access shall be allowed to restricted materials or information without the researcher first agreeing to execute and be bound by a non-disclosure agreement that in the sole opinion of the Archivist is appropriate in the given circumstances.

**Conrad Grebel University College
Mennonite Archives of Ontario
Acquisitions Policy**

Introduction

The Mennonite Archives of Ontario collects institutional archives from Mennonite religious, educational and cultural organizations based in the Province of Ontario, and the personal papers of leaders in the Ontario Mennonite community, or whose collection contributes to greater understanding of Ontario Mennonite history and culture.

Official Repository

The Mennonite Archives of Ontario is the official repository for Mennonite Church Eastern Canada (and its predecessor conferences and organizations) and its member congregations, Mennonite Central Committee Ontario (and its predecessor organizations), Conrad Grebel University College and the Mennonite Historical Society of Ontario.

The Archives also holds the records of the Ontario Mennonite Bible School (closed 1969) and Rockway Mennonite School for the years it was operated by the Mennonite Conference of Ontario (1945-1972).

Collection Priorities

1. Archives of organizations for which it is the official repository. [It has not been possible to fulfill this mandate because of space limitations in the present Archives. MCEC records have been deposited, and MCC Ontario records after 1978 have not been received because of space limitations.]
2. At the discretion of the Archivist, the Mennonite Archives of Ontario collects the personal papers of leaders in the Ontario Mennonite community, with particular emphasis on leaders within Mennonite Church Eastern Canada and its predecessor conferences and organizations.
3. At the discretion of the Archivist, the Mennonite Archives of Ontario collects institutional archives of Ontario-based Mennonite agencies, conferences and congregations when made available. These include Old Order Mennonite and Amish groups, and other conferences which resulted from divisions within Mennonite Church Eastern Canada and its predecessor conferences.
4. At the discretion of the Archivist, the Mennonite Archives of Ontario collects the personal papers of individuals that contribute to greater understanding of Ontario Mennonite history and culture. (e.g. Nancy Lou Patterson, Blodwen Davies, or authors/musicians/artists of Mennonite heritage).
5. Inter-Mennonite organizations based in Ontario are also a collecting interest for the Archives, including choral, historical and cultural groups.

The Archives does not normally collect the records of separately incorporated Ontario Mennonite-related institutions with their own head offices, except for the period they were under conference control or for which a formal relationship exists as noted above. (e.g. records are not sought from Mennonite Savings and Credit Union, House of Friendship, Fairview Mennonite Homes, Tri-County Homes, etc.).

6. At the discretion of the Archivist the Mennonite Archives of Ontario collects “basic” archival records (annual reports, financial reports, public releases) for national and international organizations that relate to Ontario Mennonites. Examples include Mennonite World Conference, Mennonite Church Canada (and its predecessor organizations), Mennonite Central Committee Canada, Mennonite Central Committee. Records may include the papers of Ontario-based board members of these organizations.

Media Acquired

1. The Mennonite Archives of Ontario collects archival records in the form of published and unpublished textual documents, still images (photographs, slides, digital), maps, microforms, architectural drawings, sound recordings (tapes, cassettes, CDs), moving image recordings (tape, DVD), electronic data files, and works of art. Published books, periodicals and pamphlets are normally transferred to the Conrad Grebel University College Library.
2. In some cases photocopied microform copies of original documents are obtained when the originals are otherwise unavailable, or in cooperation with other archival centres (as in copies of documents from Europe or the former Soviet Union).
3. Normally artifacts (clothing, furniture, quilts, etc.) are not collected but may be referred to other local heritage agencies as appropriate (e.g. Brubacher House, Schneider Haus, Doon Heritage Crossroads). Exceptions to this policy have been examples of congregational communion ware, head coverings and bonnets.

Methods of Acquisition

1. The Mennonite Archives of Ontario normally receives institutional archival records by permanent deposit and personal collections by gift. Permanent deposit is understood to mean the records remain under the full control of the Mennonite Archives of Ontario, and are returned to the institution only in the event the Archives is disbanded.
2. Institutional depositors will be asked to do a preliminary weeding of non-archival records prior to deposit, and to deposit archival records on a mutually acceptable schedule. The Mennonite Archives of Ontario will advise institutions and individuals on deposit guidelines upon request.
3. Normally gifts to the Mennonite Archives of Ontario are not receipted. In exceptional cases an external appraiser will be used to determine the value of gifts of cultural property within the regulations of the Canada Revenue Agency.
4. Reasonable and mutually acceptable restriction (usually a fixed period of time or death of the donor) will be placed on archival records at the request of the organization or individual the deposited the records. Otherwise access policies are covered in CGUC Policy #507.

Cooperation with other Archives

1. The Mennonite Archives of Ontario cooperates with other Mennonite archives in the acquisition of archival and manuscript materials – most particularly with the Mennonite Heritage Centre (Winnipeg), Centre for Mennonite Brethren Studies (Winnipeg) and the Archives of Mennonite Church USA (Goshen). Every effort is made to reduce competition over collections, and to encourage the unity of an archival or manuscript collection at one archival location.

The Mennonite Archives of Ontario recognizes the Mennonite Heritage Centre as the official repository for Mennonite Church Canada and its predecessor organizations, as well as Mennonite Central Committee Canada and its predecessor national organizations. The MCC Canada understandings are within the context of a 1975 agreement which makes microform copies of certain records available to the Mennonite Archives of Ontario.

The Mennonite Archives of Ontario encourages MCEC congregations that deposited significant amounts of archival records at the Mennonite Heritage Centre prior to the formation of MCEC to continue using the Heritage Centre as their primary depository.

The Mennonite Archives of Ontario recognizes the Centre for Mennonite Brethren Studies as the official repository for the Ontario Conference of Mennonite Brethren Churches and its member congregations.

The Mennonite Archives of Ontario recognizes the Archives of Mennonite Church USA as the official repository for Mennonite World Conference, Mennonite Central Committee (International), and the former agencies and denominational structures of the Mennonite Church and the General Conference Mennonite Church.

**Conrad Grebel University College
Guidelines For Donations to the Library
and Mennonite Archives of Ontario**

A. Donation Categories

a. Undesignated monetary gifts

Undesignated monetary gifts to the Library are applied to the Library's Acquisitions budget.

b. Designated monetary gifts

Monetary gifts clearly designated for a specific purpose are treated as restricted donations that must be used for the purpose designated.

c. In Kind Gifts

Donations in kind to the Library or Archives involve gifts of actual artifacts, monographs, journals, visual or sound materials. The acceptance and receipting for this material is addressed below.

B. Acceptance of Gifts In Kind

Before a gift in kind is formally accepted, its desirability will be established by checking the individual items against acquisition policies and existing holdings. If it is not possible for the gift to be delivered to the Library prior to its formal acceptance, an attempt will be made to determine its value to the Library or Archives collections by checking standard bibliographies or by personal inspection. Surplus or duplicate materials will be disposed of to the mutual satisfaction of the donor and the Library or Archives.

The College will at all times have sole authority in determining what items will be accepted.

C. Acknowledgement of Gifts in Kind

All gifts in kind to the Library or Archives with an appraised value in excess of \$100.00 will be acknowledged by the librarian. Gifts valued at less than \$100.00 will only be acknowledged if, in the opinion of the librarian, the gift constitutes material of out-standing intrinsic merit to the Library or Archives.

D. Valuation of Gifts in Kind

Documentary evidence in writing providing the appraised value of gifts exceeding \$100.00 is required prior to issuing a receipt for income tax purposes. Where such valuation cannot be documented by use of rare books catalogues or a web-based resource like Abebooks, or when the valuation exceeds \$1,000.00, the appraisal must be based on the evaluation by a qualified independent expert. In such cases documentary evidence should be retained showing:

- qualifications of the valuator(s)
- independence of the valuator(s)
- basis of the valuation

Where costs are incurred for such valuation of gifts in kind the cost will be borne as much as possible by Conrad Grebel University College.

E. Provision of Tax Receipts

If requested, tax receipts will be issued for gifts valued in excess of \$100.00 based on the valuation procedures outlined above.

Tax receipts will usually not be issued for gifts valued at less than \$100.00. An exception would be gifts that are part of a larger collection donated over time.