

## **Archive Policy**

The People's History Project archive exists to:

- 1) Acquire and preserve all materials related to social justice movements and social activism in Kingston's history. This includes interview transcripts, sound clips, video, posters, communiqué's, meeting minutes, leaflets, pamphlets, magazines and any other related publications.
- 2) Construct a meticulous catalogue system to keep a record of all materials in the archive, for easy reference purposes as well as tracking purposes.
- 3) Provide proper space and appropriate storage for the preservation of all archival material.
- 4) Research extensively and prepare written reports on groups, movements, organizations for inclusion in the project and archive, giving a frame of reference and background information on the other archival materials.
- 5) Provide an invaluable reference to all people, students and townspeople. Provide a framework for activism and research for those wishing to know the often un-documented history of Kingston and Queen's.

All material acquired by the People's History Project Archives will become the property of said archive as well as the property of OPIRG-Kingston, until such time that it is deemed by the archivist or OPIRG-Kingston, unusable or no longer required for inclusion in the People's History Project. At this time, this material may be de-accessioned, however de-accession will not occur without proper written approval from the archivist and OPIRG-Kingston.

The People's History Project Archive retains the right to reproduce materials using mechanical, electronic, photographic or manual means for the purpose of collection, cataloguing and preservation.

The People's History Project Archive will accept any materials that are relevant to the project being conducted. These materials include but are not exclusive to; posters, pamphlets, leaflets, books, magazines, meeting minutes, communiqués, sound clips, videos. The materials should be in a suitable condition for storage and preservation. Any materials that are deemed not relevant to the project may not be used and are eligible for de-accession.

The People's History Project Archive will accept materials on a permanent basis or on a temporary loan basis. This will be indicated by the appropriate paperwork and will be catalogued as such.

The People's History Archive is open and accessible to all individuals and groups. OPIRG-Kingston retains the right to revoke access to the Archive if it can be demonstrated that materials have been intentionally damaged, defaced, or stolen.