



PRESERVATION MANAGEMENT POLICY

Approval Date: 26 March 1999
Approved By: Provincial Archivist
Effective Date: [Approval Date]

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1.0 POLICY STATEMENT

It is Nova Scotia Archives and Records Management (NSARM) policy to preserve its archival and library holdings through a commitment to the principle of preservation management and the adoption of an ongoing Preservation Management Program.

2.0 POLICY OBJECTIVES

The objectives of this policy are:

- (1) To provide a comprehensive scheme for the preservation of archival and library materials held by NSARM.
- (2) To provide a framework for policies on specific aspects of preservation management.

3.0 POLICY SCOPE

This policy establishes NSARM's commitment to preservation management and provides a framework for specific preservation management policies.

4.0 POLICY DIRECTIVES

- 4.1 The responsible Division Managers shall ensure that the preservation function is integrated into all the major archival and library functions (appraisal, acquisition, accession, arrangement, description or cataloguing, and public service).
- 4.2 The responsible Division Managers shall ensure that all conservation treatments of archival and library materials are carried out or supervised by a trained conservation professional and that records of all treatments are kept.
- 4.3 The responsible Division Managers shall ensure that, in the absence of trained conservation staff, only the most basic of conservation treatments are carried out by archives staff.
- 4.4 NSARM shall maintain proper environmental and storage conditions for its holdings.
- 4.5 Temperature and humidity readings shall be taken and recorded daily (Monday-Friday) in designated vaults and in reference and research areas on a regular basis.
- 4.6 NSARM shall train staff in care and handling procedures and the basic principles of

preservation management as provided for in the Care and Handling Policy.

- 4.7 NSARM shall maintain a systematic reformatting program as provided for in the Preservation Reformatting Policy.
- 4.8 NSARM shall maintain a pest- and mould-free environment as provided for in the Integrated Pest and Mould Management Policy.
- 4.9 NSARM shall make every effort to prevent disasters and shall be prepared for any disasters that may arise as provided for in the Emergency Preparedness and Response Plan.
- 4.10 NSARM shall ensure the security of its holdings as provided for in the Security Policy.

5.0 RESPONSIBILITIES

- 5.1 **Senior management** of NSARM is responsible for the provision of staff and financial resources to ensure the maintenance of the institution's Preservation Management Program.
- 5.2 **Division Managers** are responsible for ensuring that their staff adhere to institutional preservation management policies; integrating the preservation function into all major archival and library functions; and ensuring that conservation treatments are carried out or supervised by a trained conservator.
- 5.3 **Staff at the Public Archives of Nova Scotia (PANS) site** are responsible for adhering to all preservation management policies and procedures and for notifying the relevant Division Managers of any preservation concerns not covered by existing policy and/or procedures.
- 5.4 The **Archivist, Preservation Management Section**, is responsible for the oversight of the institutional preservation reformatting program; monitoring environmental conditions; arranging for periodic staff training in care and handling and the basic principles of preservation management; and the provision of advice on the care and handling of NSARM archival and library holdings, and on environmental and storage conditions.
- 5.5 The **Head, Administrative Services**, is responsible for overseeing and monitoring all aspects of the operation and maintenance of NSARM physical plants and facilities and for ensuring that the Department of Transportation and Public Works addresses and rectifies any problems or deficiencies in them.
- 5.6 **Contractors responsible for the PANS site physical plant** are responsible for ensuring

that the physical plant operates at optimum performance at all times and for responding speedily to all emergencies with the physical plant.

6.0 REFERENCES

Care and Handling Policy

Integrated Pest and Mould Management Policy

Preservation Reformatting Policy

Security Policy

Emergency Preparedness and Response Plan

7.0 MONITORING AND REVIEW

This policy will be reviewed annually.

8.0 ENQUIRIES

Enquiries concerning this policy should be directed, in the first instance, to the Archivist, Preservation Management Section, and then to the Manager, Archival Holdings Management Division.

9.0 GLOSSARY

Archival holdings Non-library holdings in the custody or control of NSARM; does not include departmental semi-active records housed at the Provincial Records Centre which are deemed to be under the custody or control of the departments.

Conservation The component of preservation that deals with the physical or chemical treatment of documents. See also **Preservation**.

Holdings maintenance A preservation activity that includes unfolding or unrolling documents, removing or replacing harmful fasteners, reproducing unstable documents, placing material in acid-free folders and boxes, and shelving them in environmentally controlled and secure storage.

Preservation The totality of processes and operations involved in the physical protection of records against damage or deterioration and in the restoration/repair of damaged or deteriorated documents. See also **Conservation**.

Preservation management A tool used by archivists to manage the physical condition of holdings, ensuring present and future access. It is based on the principle of preventive conservation and integrates preservation into all other archival functions.