

Acquisition Policy of the Shambhala Archives

16 May 2006

PURPOSE

This document is designed to articulate the acquisition policy of the Shambhala Archives, to outline its principles, goals, and areas of specialization and to define the roles and responsibilities of those involved in the acquisition process.

DEFINITION OF TERMS

Acquisition -- An addition to the holdings of the Shambhala Archives. The most common modes of acquisition are through deposit, gift, bequest, loan, purchase and/or transfer.

Bequest -- Transfer of custody and title to documents by last will and testament.

Deposit -- The mode of acquisition by which an individual or corporate body temporarily places records in the custody of the Archives without transfer of ownership rights and titles. A deposit may become a loan or a gift.

Gift -- The mode of acquisition by which an individual or corporate body transfers, freely and without charge, the full ownership of records to the Archives.

Loan -- Temporary acquisition that can be renewed or converted into a gift.

Transfer -- Transfer of custody and responsibility for records generated within or belonging to the organization Shambhala or its affiliates. Transfers are made when active records become archival.

Provenance -- Archival principles which stipulate that the records of a person or corporate body should be kept together in their original order in the fonds in which they were created.

Territoriality -- Archival principle which stipulates that archives should be preserved within the territory in which they were created.

MANDATE

The mandate of the Shambhala Archives is attached. The Acquisition Policy of the Archives has been formulated on the basis of the policy and its application.

The Archives may also acquire and provides access to records deemed by recognized officials of Shambhala to be necessary for the organization to preserve, whether or not these are covered in the Mandate. In an instance where the Archives is asked to retain such records, the decision to do

so will be made by the Director of the Archives, or in the absence of a Director, by the head of the department under which the Archives falls.

SCOPE OF THE MANDATE

The Archives acquires records in the following forms:

- ❖ textual
- ❖ photographs
- ❖ graphic materials, including original artwork, posters, stationery, and brochures
- ❖ moving images, including film and video
- ❖ cartographic
- ❖ sound recordings
- ❖ architectural records
- ❖ electronic records
- ❖ books that accompany or complement acquired archival records or that document persons, events and activities relevant to the mandate.
- ❖ Newspapers and newspaper clippings that accompany or complement acquired archival records or that document persons, events and activities relevant to the mandate.
- ❖ Artefacts documenting the person, events and activities relevant to the mandate.

The archives does not acquire:

- ❖ Copies of any of the above, unless originals are not available or are damaged.

GOALS

In order to achieve its mandate, the Shambhala Archives has set the following goals, relevant to acquisition:

1. To systematically contact all of the Shambhala centers to: a) work with them on developing their own programs for archival preservation, b) to acquire documentation of the archival materials in their centers, and c) to arrange for transfer of important records they are unable to preserve or which are central to the mandate of the Archives.
2. To review and improve the accessioning procedures and forms of the Archives.
3. Development of a records management program for Shambhala International and its affiliates.
4. To review the records in the Shambhala Archives and to make a plan to preserve significant records as well as to determine what records should be deaccessioned.
5. Please also see the Goals listed on the website of the Archives:
www.shambhalashop.com/archives

PRINCIPLES

1. As stated in the mandate: The acquisition, arrangement, description and preservation of the records in any media pertaining to the life and teachings of the Vidyadhara the Venerable Chögyam Trungpa, Rinpoche, takes precedence over any other activities. Notwithstanding this, preservation shall be given the highest priority of the activities of the Shambhala Archives. Funding and staff are allocated to reflect the mandate and the priorities of the Shambhala Archives.
2. An accession record of all archival acquisitions will be kept and made available to archival staff, donors, depositors and other users of the Archives.
3. The Archives will re-evaluate periodically all acquisitions in order to either preserve or deaccession them as the case may be. Deaccessioned material may be returned to its owner or to other repositories. Records of deaccessioned materials will be kept by the administration of the Archives.
4. All material is acquired in conformity with recognized archival principles such as provenance and territoriality in order to avoid the mutilation of fonds.
5. All material is acquired with consideration for the acquisition mandates and best practices of other institutions and archival repositories, namely those mentioned in the mandate of the Archives and archival institutions within Nova Scotia and Canada as a whole.
6. Acquisitions are made in conformity with the capabilities of the Shambhala Archives to manage acquired material; these capabilities depend on the physical condition and volume of documents under consideration, the mode of acquisition and the financial, human, and material resources available for arrangement, description, preservation, and access.

AREAS OF SPECIALIZATION AND PRIORITIES

Sound and Moving Image Recordings for documenting Dharma Talks. These are described in the Shambhala International Policy Handbook for Documenting Dharma Talks, attached.

Records relevant to the mandate generated from sources other than those already mentioned, such as oral history interviews related to the Archives mandate, conducted by researchers, journalists, historians, and others.

Photographs and other archival materials created by private individuals, relevant to the mandate of the Archives and its priorities.

The Shambhala Archives needs to establish procedures and forms for regular transfers of published materials, relevant to its mandate, from Kalapa Recordings, Vajradhatu Publications, and published and unpublished materials from the Nalanda Translation Committee, all of whom acquire, preserve and produce materials relevant to the mandate of the Archives.

Records related to the functions of the departments of Shambhala International and its affiliates.

Priorities: In particular, the Archives wishes to acquire records related to the life and teachings of Chogyam Trungpa Rinpoche, his family, heirs and successors as outlined in the mandate.

MODES AND MECHANISMS OF ACQUISITION

The preferred modes of acquisition are by:

- ❖ Transfer of original recordings, administrative records, and other records from Kalapa Recordings, Shambhala International, its centers and other affiliates
- ❖ Gift/donation

All acquisitions, other than the transfer of sound and video recordings from Kalapa Recordings, must include a written legal agreement or an exchange of correspondence specifying the rights and obligations of each party.

At the request of a donor, a monetary appraisal of the fonds or collection may be obtained for material donated. The cost of the monetary appraisal is the responsibility of the donor. The appraisal and any accompanying receipt cannot be issued prior to the signing of a written agreement respecting the gift.

IMPLEMENTATION AND REVIEW OF THE POLICY

The Shambhala Archives will develop and document specific practices to implement the acquisition policy. The forms that support implementation of this policy will be reviewed for conformity with the policy and also to help in revising the policy as necessary. The policy will be reviewed on a regular basis, at least once every three years, to update it and to update practices that arise from the policy.

STATEMENT OF RESPONSIBILITY

This policy has been created in consultation with the staff of the Shambhala Archives and the Department of Media and Communications of Shambhala International. The staff of the Shambhala Archives are responsible for implementing the policy and enforcing it.

First approved on May 16, 2006.

All documentation relative to the acquisition will be placed in an acquisition file.

Procedures, standards, criteria and other records relative to acquisition

1. Acquisition activities will occur in accordance with the principles outlined in the Council of Nova Scotia Archives' Cooperative Acquisition Strategy.
- 2.

Roles and responsibilities

Archivist:

Archives/Acquisitions Committee:

Supervisors:

Conflict of interest guidelines

Members of the staff of _____ wishing to acquire archival material which falls within the acquisition policy through trade or purchase for their own personal use, enjoyment or profit, require permission from _____.

Approval of policy

This policy was approved on _____ by _____.

Distribution of policy

This policy will be distributed to:

- staff
- members of the Council of Nova Scotia Archives
- Public Archives of Nova Scotia
- to other interested organizations and individuals

Review of policy

This policy will be reviewed every _____ years.