

### Policy and Procedures for Artefacts

The Esther Clark Wright Archives at Acadia University does not accept artefacts (objects) that are not associated with or accompanied by a fonds or collection.

1. Newly offered objects:
  - A. associated with or accompanied by a fonds or collection will be assessed for retention, described, preserved separately, controlled by a digital inventory, and written into the donor agreement that specifies the terms of disposal.
  - B. not associated with or accompanied by a fonds or collection will not be accessioned by the Archives.
  
2. Objects accessioned before this policy:
  - A. and associated with or accompanied by a fonds or collection will be assessed for retention and (if retained) described, preserved separately, and controlled by a digital inventory. *For example, objects accessioned with the Elizabeth Bishop collection will be retained.*
    - i. Objects assessed for disposal will be offered to a more appropriate campus department, museum, or relevant institution.
  - B. and not associated with or accompanied by a fonds or collection will be reassessed and deaccessioned by the Archives.
    - i. Acadia-related objects of significance will be documented and referred to a more relevant department on campus (i.e., Alumni Office, Sports Hall of Fame, Nutrition, Theology) or, when necessary, associated with a fonds or collection. *Examples of these objects of significance include alumni pins and buttons or sport clothes, which may be offered to another department; but the wooden, scale tidal power model will accompany the Cape Split Development fonds.*
    - ii. non-Acadia-related objects of significance will be referred to an appropriate museum. *Examples of these objects of significance include military cap badges or buttons.*