



Embroiderers' Association of Canada, Inc.
Association canadienne de broderie, Inc.

Heritage Collection Policy

Purpose

The purpose of this policy and guidelines is to ensure that each artifact, textile, or other, added to the Embroiderers' Association of Canada, Inc./Association Canadienne de broderie, Inc. (EAC/ACB) Heritage Collection, is properly accessioned, stored, and maintained in accordance with the highest standards possible and to provide a process for possible deaccessioning.

General Policy

The collection is to preserve embroidered articles or items related to such articles that have historical, contemporary or unique value to the association.

The collection will serve as a source of research material, for information and display/exhibit material and as educational material for the association's members. Access and loans to members should be encouraged (See Loan Policy).

Accurate records will be kept of all items. These will include accession number, description (including visual identification where possible), historical information and donor's name.

All donations are an outright gift to EAC/ACB.

Deaccession of items is the right of the Board upon recommendation of the Heritage Committee.

The Appointee of the Heritage Committee will be appointed by the EAC/ACB Board of Directors. A committee will be chosen by the chair with the approval of the Board.

The Appointee of the Heritage Committee will report to the Board annually or as requested by the Board.

Duplicate records of acquisitions will be kept, one staying with the Collections and one with the Leonida Leatherdale Library.

Acquisition Policy & Procedures

Articles will be accepted by the Heritage Appointee or Committee if they follow at least two out of three criteria: worked by members of the association, of unique historical or contemporary significance, or exceptional quality.

Receipt of items donated and accepted into the collection will be acknowledged by the Heritage Committee on behalf of EAC/ACB by letter or email thanking the donator and stating that the donation(s) become the unconditional property of EAC/ACB. (A tax receipt may be given at the discretion of the Board and upon appraisal of the item.) Acknowledgment in *Embroidery Canada* may be given if the donor wishes.

- The donor shall be requested to include all known history of the gifts, including ownership (when and where purchased/inherited, etc.), techniques used, threads and fabrics, dyes, artist, and personal history, dates of construction and any other pertinent information available.
- Upon request, a tax receipt may be given at the discretion of the Board of Directors upon appraisal of the item.
- The purchase of items may be at the discretion of the Heritage Collection Committee and upon approval of the Board of Directors. In the instance of purchase, the bill of sale and a copy of the cancelled cheque and all other documents will be placed in the Accession file.

Procedures for Acquisitions

All articles coming into the collection will be assigned an accession number based on the name of the association, year of donation, numerical sequence, number of individual items in the sequence and the collection name if applicable.

Example: EAC/ACB – 91 –1 (a.b.c.) – LL

EAC/ACB	initials of association
91	the year of acquisition
1	represents the first item acquired in that year
a.b.c.	represents individual items that form a group, such as pieces of lace
LL	represents the specific collection, in this case, Leonida Leatherdale

A conditions report will be made.

A label with the accession number will be attached to the article.

A visual representation of the article will be obtained where possible. This may be in the form of a digital picture or a photocopy of such items as lace samples or fabric fragments.

Conservation and/or restoration work, if needed, will be done and recorded plus further digital pictures may be taken. This could include washing and stabilization.

Collections are to be housed in suitable storage for retrieval, preservation and conservation. Currently stored at Saskatchewan Government House, 4697 Dewdney Avenue, Regina, Saskatchewan S4T 1B4

There will be two copies of accession record, one to go the Leonida Leatherdale Library and the other stays with the collection.

A database listing the acquisitions is to be maintained.

A periodical inventory should be made.

Deaccession Policy & Procedures

Donations are the property of EAC/ACB and EAC/ACB may use any item as the Board of Directors approves or to deaccession any item on the advice of the Heritage Collection Committee with the approval of the Board of Directors. This policy asserts the rights of the Board of Directors to loan and dispose of objects in its keeping but also provides a framework for making such decisions and procedures to follow. While we do not acquire items with the intention of eventual deaccession, it may be necessary to dispose of some items in order to develop or maintain the strength of the collection as a whole. There are also limits to storage and resources in working on a collection.

These are the circumstances where deaccessioning an article would be considered.

- No longer fit the mandate of the collection
- Untenable restrictions placed by a donor
- Insufficient documentation or uncertain provenance or questionable origin or loss of authenticity
- Such poor condition it cannot be restored/conserved or is not worth storing
- A size or condition or value which may pose a threat to other elements in the collection
- Redundancy or surplus
- Stolen, lost, missing, vandalized, or otherwise damaged

Procedure for Deaccessioning

An artifact may be deaccessioned on the recommendation of the Heritage Collection Appointee and upon approval of the Board of Directors. When an article is deaccessioned, these procedures will be followed:

- A period of mourning should be determined for each item before its fate is enacted. This time will allow for
- further contemplation before a final decision. EAC/ACB chapters, other stitchery associations or museums may be approached for transfer. On acceptance, all documentation will accompany the article.
- Under no circumstances should an article be given to a member of the Board of Directors, the Heritage Committee, or a member associated with EAC/ACB, unless the member was the donor.
- Any article may be sold at public auction if an outside appraisal has been made. All money from a sale will be applied directly to the Heritage Collection for purchasing more artifacts, improved storage, or conservation.
- Only as a last resort will an object be destroyed. The Heritage Collection Committee shall determine the method of disposal and shall witness the disposal. Documentation

will be maintained on the permanent file of the article(s), and its accession number will not be reused.

Loan Policy & Procedures

Loans of articles from the Heritage Collection may be made to EAC/ACB chapters and members upon request and at the discretion of the Heritage Collection Committee.

Loans will be considered as requests are presented. If more than one request is made at the same time, priority will be as follows:

1. Seminars displays
2. Chapters of EAC/ACB
3. EAC/ACB members doing research for EAC/ACB
4. Museums and/or art galleries at the request of an EAC/ACB member
5. Museums and/or art galleries at their request

Requests are to be made in writing to the Heritage Appointee and will include the dates of the display and other information pertinent to the loan agreement.

The collection is insured under a general transit policy carried by the Embroiderers' Association of Canada. This policy covers the collection in transit and while on display, but the borrower must insure the package back to EAC/ACB.

Delivery is paid by EAC/ACB to send the display. Return delivery is the responsibility of the borrower.

Procedures for Loans

When a loan request is made, the Heritage Appointee will determine the feasibility of the request and answer in a prompt manner.

A loan agreement is to be completed and signed before artifacts are released.

All items are to be examined carefully before they are placed on loan and when they are returned.

A checklist of items with accession numbers must accompany the shipment.

All items are to be wrapped in a conservation-wise method: acid-free tissue paper, boxes, etc. clean white gloves are to be used to handle items and should be included with the shipment. (Extra acid-free paper will be included)

Shipping shall be by insured mail or insured courier with a tracking number.

A set of care instructions for the borrower shall be enclosed with the artifacts.

On return of the items, they must be checked for returning condition against the checklist.