



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

Heritage Collection Policies and Procedures

Purpose

The purpose of this policy and procedures is to ensure how each artifact, textile, or other textile, 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.

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

In addition, 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 are encouraged (See Loan Policy).

General Policy

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

A database inventory listing the acquisitions is to be maintained in EAC/ACB's online document management system.

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

All donations to the collection are an outright gift to EAC/ACB. Deaccession of items is the right of the Board upon recommendation of the Heritage Committee.

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

The Heritage Appointee will report to the Board through the Vice President quarterly.

Acquisition Policy & Procedures

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

The Heritage Committee will acknowledge receipt of items donated and accepted into the collection by letter or email on behalf of EAC/ACB, thanking the donor and stating that the **donation(s) become the unconditional property of EAC/ACB**. If the donor wishes, an acknowledgment may be published in *Embroidery Canada*.

If a tax receipt is requested, the donor must obtain an assessment of the monetary value of the donation prior to EAC/ACB accepting it. The assessment must be carried out by someone knowledgeable about the type of item being assessed and can provide a fair market value assessment. The board will retain a copy of the assessment for the donated item for any future requirements.

- 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.
- Items may be purchased on recommendation of the Heritage Committee and upon approval of the Board of Directors. In the instance of purchase, the bill of sale and payment information and all other documents will be placed in the Accession file. The funds for the purchase will come from the Heritage Fund.

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 the 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 and further digital pictures may be taken as necessary to update records. 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 records, one to go to the Leonida Leatherdale Library and the other stays with the collection. A complete listing of the collection should periodically be sent electronically to Archives.

A periodic inventory with current value should be made for EAC/ACB financial and insurance purposes.

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

Procedures 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 review 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

Complete, signed loan agreements must be made in writing to the Heritage Appointee and will include the dates of the display and other information pertinent to the loan agreement.

Care and Preservation: The Borrower agrees to the proper care of all borrowed items to protect them from loss, damage, deterioration or negligence. The Borrower agrees to maintain all items in the condition in which they are received. They shall not be unframed, altered or repaired in any manner unless written permission from EAC/ACB is received or when the safety of the items makes such action imperative.

The Borrower agrees to check that all the listed items are present on receiving and shipping the collection and will contact the Heritage Appointee concerning any change in the item(s) condition.

Insurance: 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. The items borrowed must be covered by insurance at all times.

Exhibition and Reproduction: EAC/ACB grants the Borrower the right to exhibit the items borrowed.

EAC/ACB allows the Borrower to photograph, televise, or reproduce the items in the collection for archival, catalogue, educational and publicity purposes, providing that the Borrower maintains conservation practices. Full documentation and ownership credit, as noted by EAC/ACB will appear with the reproduction.

Transportation and Shipping: Delivery is paid by EAC/ACB to send the display. Return shipping is the responsibility of the borrower.

EAC/ACB will ensure that all items are securely packaged for the type of shipment agreement upon. Special instructions for unpacking and repackaging will be included. All items are to be returned packaged in the same or similar materials as received unless otherwise authorized by EAC/ACB.

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 must be examined carefully before they are placed on loan and when 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.

Upon return, the item(s) must be verified that it is in the same condition as when they were shipped from EAC/ACB.