



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

Sampler Registry Procedure for New Records

The purpose and aim of the Sampler Registry is to document the location and pertinent characteristics of samplers of all types from as many Canadian collections and individuals as possible to make this listing available in a database for EAC/ACB members. The EAC/ACB Sampler Registry contains authorized documentation of samplers held in Canadian institutional and private collections.

The EAC/ACB Sampler Registrar will administer this program.

The EAC/ACB Sampler Registry Committee, in consultation with other knowledgeable EAC/ACB members, recommends a two-step process to ensure that EAC/ACB has all the information it requires about a sampler by assisting the owner in providing that information.

It was also felt that an owner would not like to fill in numerous long forms, and, as often is the case, if they do fill out the form, a lot of information is overlooked.

Photographs

While digital images are preferred, we will accept photographs, have them scanned and work with the resultant digital image. The originals will be kept with the Sampler Registry. If digital images are unavailable, copies of the photographs will be made themselves. If photographs must be sent via mail, they will be registered.

Private Collections

The procedure for accessing new samplers from private collections to the Registry is as follows:

1. The owner of the Sampler will fill out and sign the short form and permission sheet. The completed form will then be sent to the EAC/ACB Sampler Registrar, and the sampler's accession number will be assigned. The accession number is EAC-SR-Year-Number Issued.
2. A person from the People Pool (PP Person) will then be assigned to assist the owner of the sampler in gathering as much information about the sampler as possible. They will be responsible for collecting all the data that EAC/ACB requires. A thank you letter, along with care instructions, certificate, and EAC/ACB researcher's name, will be mailed to the donor.

3. The PP Person assigned will contact the owner of the sampler and collect the additional information using the more detailed long form.
4. If better pictures are required, this issue can be addressed during this process.
5. When the PP Person is satisfied that they have all the available information, they will then send it to the EAC/ACB Sampler Registrar at samplers@eac-acb.ca. If the submission must be sent by post, a confirmatory email must be sent to samplers@eac-acb.ca advising of this.
6. The Sampler Registrar will then record the information into the database and have the sampler added to the EAC/ACB website.

Public Institutions

A detailed instruction will be forthcoming by May 2015.