



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

Sampler Registry Procedures for New Records

The purpose and aim of the Sampler Registry is to document and incorporate into a database, the location and pertinent characteristics of samplers of all types from as many Canadian collections and individuals as possible in order to make this listing available to 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 Sampler Registry Committee in consultation with other knowledgeable EAC/ACB members recommends that a two-step process is needed in order to ensure that EAC/ACB has all the information it requires about a sampler by providing assistance to 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 the resultant digital image. The originals will be kept with the Sampler Registry. If digital images are not available, copies will be made of the photographs 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 an accession number for the sampler will be assigned. The accession number is EAC/ACB-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.