

# **EAC - ARCHIVES POLICY**

## **PURPOSE AND AIM OF EAC ARCHIVES**

1. To collect the history and “operations” of EAC and its chapters.
2. To categorize, catalogue, and file material received.
3. To sort over material received and select what should be donated to the Manitoba Provincial Archives as the primary depository. (They will catalogue, store in acid-free containers, and keep it safe from water, fire or theft. They will give us a list of what has been donated. They will receive no artefacts.) These papers will then become the permanent possession of the Provincial Archives (PAM), and they will loan them to us for special celebrations, but we must give them at least one week’s notice. Any person wanting information must view them in the PAM viewing room or write in for information.
4. Material may be either in paper/hard copy or electronic format. Electronic format items must use either one of the Microsoft Office programs or Adobe Acrobat (.pdf).

## **ALL SUBMISSIONS TO EAC MUST HAVE:**

1. TITLES
2. DATES
3. PAGE NUMBERS on each sheet on any papers presented, in case the pages become separated.
4. DATES ON POLICIES AND MEETINGS are so important, making the job of archivist easier.
5. NAME OF PERSON submitting paper.

## **WHERE EAC ARCHIVES SHOULD BE STORED**

As Winnipeg is the home of the founding of EAC and is its official address, then our archives should be kept in this province and in Winnipeg, which is also the centre of Canada. Every two years, or as required, papers should be reviewed by the EAC archivist who decides what materials should be donated to PAM. All other materials of the EAC Archives should be stored in a dry secure location.

## **WHAT SHOULD BE COLLECTED IN THE ARCHIVES FOR POSTERITY**

1. The Embroiderers’ Association of Canada, Inc.:
  - a) History of EAC beginnings
  - b) EAC magazine *Embroidery Canada* (2 copies of each issue.)
  - c) Minutes of the EAC Executive meetings including Motion Books (two copies)
  - d) Minutes of the Prairie Pacific and Atlantic Central Meetings (2 copies)
  - e) Important correspondence regarding EAC.
  - f) Complete membership list which is published twice annually by the Membership Director. (two copies) Only one copy is to be kept in the Archives. Due to

stipulations outlined in the EAC Privacy Policy no copy of membership lists will be forwarded to PAM.

- g) EAC Policies and any changes of the same (2 copies)
- h) By-laws and by-laws changes (2 copies)
- i) EAC brochures (2 copies)
- j) EAC Correspondence Courses, Teacher Rosters and Resumes (one copy) and Education Committee minutes and correspondence (2 copies)
- k) Leonnida Leatherdale Needlearts Library (LLNL) holdings and Slide Library List(2 copies)
- l) Heritage Collection Listing (2 copies)
- m) Youth newsletter (2 copies)
- n) Sampler Registry listing (2 copies)

2. EAC Chapters:

- a) History of their beginnings including a copy of their EAC Charter.
- b) Newsletters (2 copies each issue)
- c) By-laws and by-law changes (2 copies)
- d) Policies (2 copies)

3. Seminars:

- a) Seminar brochure (2 copies)
- b) All information given in the Information folder at registration at Seminar.(Included in Seminar Binder)
- c) List of teachers and participants in each class (1 copy)
- d) One of each of the favours
- e) Photographs, slides or visual documentation of any EAC sponsored awards.
- f) A copy of the speech given by the guest speaker and any other speaker at seminar, if available. (Should be included in Seminar Binder)

4. Newspaper clippings:

Of any event of EAC or its chapters or of members and their embroideries.