

## EAC SAMPLER REGISTRY POLICY

**Definition:** The EAC Sampler Registry is to be an authorized documentation of samplers of all types held in Canadian institutional and private collections.

**Purpose:** To record the location and pertinent characteristics of samplers of all types from as many Canadian collections as possible and to make this listing available as a research source.

**Policy:**

1. This project shall be called the Embroiderers' Association of Canada Sampler Registry and shall be owned by EAC.
2. The EAC Board of Directors shall appoint an EAC member in good standing to act as Sampler Registrar for the project for a two year term renewable, and who will respond to the EAC Board of Directors. The Sampler Registrar will submit a written report on activities to the Board of Directors twice annually.
3. The Sampler Information Collection Document is Appendix I of this Policy. Permission to Document, Record and Publish Form that an owner will sign is Appendix II of this Policy. The Permission to Record a Sampler owner's Personal Information Form is Appendix III.
4. Prior written permission to list, document and publish a sampler's details is to be obtained from the owner of the sampler.
5. The Sampler Registry will be kept on compact disk and paper copy in the EAC Leonida Leatherdale Needlearts Library. Changes and corrections to the Registry will be made only by the Sampler Registrar, which will be forwarded immediately to the Librarian.
6. A copy of the Sampler Registry, either on paper or compact disk, as requested, will be available for reference research to upon request to the Sampler Registrar for a cost payable to EAC.
7. The Board of Directors will approve a budget for the Sampler Registry annually.

8. The Sampler Registry will be recorded geographically in chronological order of sampler production. Within that format, the samplers will be listed in alphabetical order by the stitcher's surname or initials. Each chapter, national or international member that collects information will receive a compact disk containing the information gathered.
9. Private collectors' names will not be published unless prior written permission has been granted. A researcher will contact the Sampler Registrar with a research request and the Sampler Registrar will contact the owner, who may then, contact the researcher. Institutional owners' contact information will be recorded.
10. Representations of commercial designs will not be recorded unless historically important to EAC, i.e., seminar samplers.