



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
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SCHOOL ARTIFACTS AND MEMORABILIA

SECTION A

1. PURPOSE

York Catholic District School Board believes that artifacts and memorabilia are an essential part of a Catholic School's institutional historical narrative and, as such, have a unique value and status within our school board. Memorabilia and artifacts are significant historical imprints and cultural information resources for the school itself, as well as for the York Catholic District School Board. As such, all memorabilia and artifacts deserve to be ethically collected, properly maintained and preserved in each school within our board. This Policy is intended to make these collections available to students, faculty, staff and the school community. The archives support students, alumni, and the school community, celebrating their past and present within our York Catholic District School Board.

The purpose of this policy is also to provide schools within our board with parameters relating to the collection, cataloging and preservation of memorabilia and artifacts which illustrate and pertain to the historical development of the Catholic school since its' establishment within our board. In addition, this Policy sets parameters stipulating which works of memorabilia and artifacts are added, maintained within, or removed from the York Catholic District School Board school archives.

2. OBJECTIVE

York Catholic District School Board is committed to the efficient management of its archives and the preservation of its institutional memory. It is the policy of the York Catholic District School Board to preserve the rich history of each school through the collection, cataloging and maintenance of memorabilia, artifacts and archives related to the school's namesake, as well as monumental school events and/or activities.

3. PARAMETERS

CRITERIA FOR ACQUISITION

- 3.1 The Principal, in consultation with Staff and Catholic School Council, shall evaluate the relevance of artifacts for inclusion in the school's archives.
- 3.2 The display and/or reproduction of any archival artifacts shall be subject to the approval of the Principal and will adhere to relevant legislation within the Municipal Freedom of Information and Privacy of Information Act.
- 3.3 The selection of artifact(s) will be based on the following criteria:
 - 3.3.1 Historical merit and cultural value to the individual school;
 - 3.3.2 Relevance to the Gospel Values and Catholic Virtues reflected in the board's Mission;
 - 3.3.3 Relevance to the collections, of past and/or present, of the school's namesake and to the academic mission of the York Catholic School Board;
 - 3.3.4 Condition of the artifact.
- 3.4 The scope of each school's archival collection may include, but is not limited to:
 - 3.4.1 Religious Artifacts related to the namesake of the school;
 - 3.4.2 Commemorative plaques, letters and/or certificates (Board, Municipal, Provincial and/or Federal) presented at the time of the school's Solemn Blessing and Official Opening or for recognition of school accomplishments/achievements;
 - 3.4.3 Commemorative plaques denoting annual student awards/recognition;
 - 3.4.4 Yearbooks, agendas, school newsletters;
 - 3.4.5 Staff photographs, school event photographs;
 - 3.4.6 Graduation composites;
 - 3.4.7 School banners, mascot, pennants;
 - 3.4.8 School event photographs, programs, newspapers, audio, video publications; or,
 - 3.4.9 Other memorabilia which has a significant meaning to the school and has been approved for inclusion by the Principal as it relates to the school's origin, development, organization or activities;
 - 3.4.10 Time capsules.
 - 3.4.11 Digital publications (i.e.: recorded live stream events, web pages illustrating commemorative accomplishments and achievements)
- 3.5 Donations of artifacts deemed to be of an archival nature specific to the history of a school or received as a gift through school fundraising shall be accepted in accordance with Board policies and procedures.
- 3.6 Artifacts collected for archival purposes shall become permanent property of the York Catholic District School Board with appropriate acknowledgement for the donation of any artifact(s) to the school.

REGISTRATION OF ARCHIVES

- 3.7 The location for the storage of school archival artifacts and the complete list of items shall be recorded (i.e. digital and/or written) in the School Management Plan (see appendix 1).
- 3.8 The registration of the artifacts in the School Management Plan shall include:
 - 3.8.1 Serial registration number of the item;

- 3.8.2 A description of the historical, cultural and/or religious significance of the individual item to the York Catholic school;
- 3.8.3 The year of origin of the individual item within archival collection;
- 3.8.4 Condition status of the individual item;
- 3.8.5 Retention or deaccession status of the item within the archival collection.

PRESERVATION OF ARTIFACTS AND MEMORABILIA

- 3.9 The display and/or reproduction of any archival artifacts shall be subject to the approval of the Principal and will adhere to relevant legislation within the *Municipal Freedom of Information and Privacy of Information Act*.
- 3.10 The York Catholic School Board shall provide adequate and appropriate conditions for the dedicated space, storage, protection, and preservation of archival material.
- 3.11 A dedicated space for the storage of archival artifacts shall be:
 - 3.11.1 Determined by the Principal in consultation with school staff; and,
 - 3.11.2 Considered in the design of new schools.
- 3.12 Access to archival artifacts shall be upon the approval of the Principal.
- 3.13 Artifacts, memorabilia, and archives shall be stored; where are practical
 - 3.13.1 In a temperature regulated area with an appropriate heat/fire detection and suppression system;
 - 3.13.2 In a secured display case which shall contain significant items, and only be accessible to authorized personnel;
 - 3.13.3 In an area with an unobstructed view which is accessible and visible to school staff, students, and the school community.

DEACCESSIONING OF ARTIFACTS AND MEMORABILIA

- 3.14 The deaccession and removal of artifacts and memorabilia shall be approved by the school Superintendent, Principal and Catholic School Council and will take into consideration:
 - 3.14.1 The condition of the archival item;
 - 3.14.2 The historical, cultural, and religious relevance of the archival item to the individual school;
- 3.15 All proposals for deaccession and removal of artifacts and memorabilia shall be submitted to the school Superintendent and disclosed within the School Management Plan.
- 3.16 Items will be donated to the Board's central archives,
 - a) in the event of a school closure, or
 - b) if the school is unable to store the item due to the lack of space.
- 3.17 All artifacts and memorabilia which are damaged and/or in poor condition shall be:
 - 3.17.1 Removed from the archival collection at the discretion of the principal and Catholic School Council;
 - 3.17.2 Documented in the Registration of Archives and Memorabilia
 - 3.17.3 Photographed and submitted within the School Management Plan for inventory processing.

- 3.18 All artifacts and memorabilia which are permanently removed from the archival collection in the York Catholic School are deemed private property of the York Catholic District School Board and shall be donated to the central archive.
- 3.19 Upon request from the Director of Education, school administrators will provide the YCDSB with artifacts and memorabilia on a temporary basis in order to participate in special occasions such as theme events or board anniversaries.

4. RESPONSIBILITIES

4.1 Director of Education

- 4.1.1 To oversee compliance with the School Artifacts and Memorabilia policy.

4.2 Superintendent of Education: School Leadership

- 4.2.1 To support Principals with the implementation of the Artifacts and Memorabilia policy.

4.3 Senior Administration responsible for the construction of new Schools

- 4.3.1 To consult with the Principal and approved Architect to ensure that a dedicated space for the storage of archival artifacts is incorporated into a new school's architectural design.

4.4 Principal

- 4.4.1 To define, in consultation with Staff and Catholic School Council, the artifacts that will be preserved and maintained as school archives.
- 4.4.2 To consider the establishment of a school-based Archives Committee to assist with the collection and cataloguing of archival artifacts.
- 4.4.3 To determine which archival artifacts should be displayed or removed on an ongoing basis (i.e., commemorative plaques, Graduation composites, pennants, banners) and which should be stored until needed for display at significant milestone events pertinent to the school (i.e., Solemn School Blessing and Official Opening, School Anniversaries).
- 4.4.4 To identify the location for the storage of school archival artifacts and include the complete list of inventoried items in the School Management Plan.
- 4.4.5 To provide adequate and appropriate conditions for the storage, protection and preservation of archival artifacts.
- 4.4.6 To ensure all archival artifacts are clearly labeled in order to minimize the risk of damage, loss and/or disposal.
- 4.4.7 To define who will take responsibility for the collection, display, storage and inventory catalogue of the school's archival collection.

4.5 Staff

- 4.5.1 To support the establishment and maintenance of school archives.

4.6 Students

- 4.6.1 To demonstrate respect for all archival artifacts on display and/or in storage at the school.
- 4.6.2 To support the establishment and maintenance of school archives.

5. DEFINITIONS

5.1 Acquisition

The act of gaining possession of artifacts and memorabilia to add to the historical

and/or cultural archival collection of the school and York Catholic School Board.

5.2 Archives

The assembly and maintenance of a defined artifact or artifacts with enduring value relevant to the historical development of the school by a person or persons under the direction and guidance of the Principal.

5.3 Artifacts

Refers to physical items (e.g., photographs, certificates, plaques, banners, newspapers, newsletters) as well as electronic artifacts (e.g., videos, electronic montages) that have specific and significant relevance to the historical development of the school.

5.4 Deaccessioning

The act of permanently removing and/or disposing of an item from a collection within a school and York Catholic School Board when it is no longer deemed appropriate.

5.5 Memorabilia

Refers to historical items (e.g., photographs, certificates, plaques, banners, newspapers, newsletters) as well as electronic artifacts (e.g., videos, electronic montages) that provide recollection and remembrance to the school and York Catholic School Board.

5.6 Serial Registration

Refers to a number issue to and labeled on each physical item within the archival collection to ensure numerical tracking (i.e.: 001, 002)

CROSS REFERENCES

[*Municipal Freedom of Information and Privacy Information Act*](#)



YORK CATHOLIC DISTRICT SCHOOL BOARD
Registration of Archives & Memorabilia
(to be documented in the School Management Plan)

Serial Registration Number of Archival Item	Description of Item (i.e. historical, cultural and/or religious relevance)	Year of Origin	Condition Status of Item	Retention or Deaccession of Item

School Name: _____

Principal: _____

Date: _____