

### *May I borrow and return items in the archives if I donated it?*

Unfortunately not. Archives may be examined on-site however. Accepted practice in any archives is to control over-handling and therefore potential damage to the original record. That being said, controlled access does not mean no access. Quite the opposite. With the help of the archivist, clients now and in the future will have access to a wider range of records and, if required, be provided with a high-quality copy for their use that will not harm the original.

### *What is the best way of preparing the items to be donated for pick-up by the Society?*

There are only a few key points to keep in mind when handling items you are considering for donation, but the most important is to actually “handle” the items as little as possible for the well-being of yourself and the items.

**DO** - Put on gloves and, if possible, cover your mouth and nose with a mask or kerchief before examining items. Depending on how and where the item was stored, mold spores, insects and their larvae and damage caused by vermin could present a hazard for yourself.

Not only will wearing cotton or disposable gloves keep your hands and any documents cleaner, it is particularly important for photographs, negatives and any type of film. The oils on our skin react with the chemicals on these and can cause marks and other damage to them.

**DO** - Make a complete list of all items in each container or envelope for your own records.

**DO NOT** - Attempt to repair or restore items. As satisfying as it may be to straighten and fix torn pages and loose bindings please do not apply adhesives of any kind. Do not attempt to remove any staples or clips nor to secure loose pages with staples, clips or elastic bands. Do not restore or retouch the originals of photo negatives, prints or slides.

**DO NOT** - Rearrange items found in a container or envelope. Of course you have every right to go through the items before deciding if and what you may choose to donate. However, please try not to disturb the order of the items by sorting them according to date or topic for example. Part of the archival integrity of a collection lies in the way it was put away and how items relate to each other, so re-organizing materials prior to donation is discouraged.

## CONTACT

If you have any other questions about The Manitoba Teachers' Society Archives or the 100th Anniversary of the MTS in 2019, please contact:

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# THE MANITOBA TEACHERS' SOCIETY ARCHIVES



Guidelines to donating to  
The Manitoba Teachers'  
Society Archives



# MAKING A DONATION TO THE MANITOBA TEACHERS' SOCIETY ARCHIVES

The role of The Manitoba Teachers' Society (MTS) Archives is to identify, preserve and make accessible the records of the Society and associated organizations and individuals that document its operations, history and impact on the teaching profession in Manitoba. Associated organizations include the *Éducatrices et éducateurs francophones du Manitoba*, the Council of School Leaders and the Special Area Groups of Educators. The Archives may also acquire records of individuals or organizations that document the teaching profession in Manitoba or have had a significant impact on the profession. This may include educators, activists, and politicians.



## THE DONATION PROCESS

An inquiry begins with a phone call, letter or email exchange with our archivist to discuss the nature of the potential donation. The acquisition priorities of the society are:

1. *records related to the history and administration of The Manitoba Teachers' Society.*
2. *records from a Manitoba teacher closely related to their career and relationship with the Society and*
3. *other historical documents and artifacts related to school days here in Manitoba such as textbooks, classroom and school supplies and teaching tools and equipment.*

Archival records go beyond written documents such as personal and professional letters and include photos, publications, maps, scrapbooks, video and audio recordings or artifacts.

Once the archivist has determined that the items are of interest, the Society will arrange a mutually convenient time and process to review and complete the *Donation Agreement* and safely take possession of the items.

The *Donation Agreement* is a legal document that specifies that the individual offering the items is the owner and has the right to make the donation. Once the agreement is signed, the items become the permanent property of the Society. Copyright is also transferred to The Manitoba Teachers' Society.

All items accepted into the archives of the MTS are placed in an environment most suitable to ensuring its long-term physical integrity while providing for reasonable access such as for research or genealogical purposes. A detailed description of the items as well as salient details of its origins and donation are entered into the MTS Archival computer system so that the "person behind the pictures" is never lost.

## COMMON QUESTIONS

*Why should I consider making a donation to the archives?*

Many donations are made in memory of a friend or relative and carries their name. Each collection represents a unique experience of the teaching profession that can be passed on to future educators. Aside from relieving yourself of the responsibility and space for storing the items, donating them will ensure their long-term protection and accessibility. The archivist at the Society is trained to ensure the proper handling and storage of items in archival-quality containers in a secure and climate-controlled space.

*Can I choose to make a partial donation from a family or organization's larger collection?*

Yes, absolutely. The extent of your donation is entirely up to you. Donations may also be made in stages and will be added to the "fonds" or collection under that person's or organization's name as they arrive later. This may be the case if you are not ready to part with the items for any number of reasons. The only thing that may speed up the decision is the safety of the collection in its present location.

*Why can't I keep the originals and donate a good quality copy?*

Copies are not acceptable for archival holdings. Ideally, the archivist should be able to attest as to the origins of a record and that it has not been altered in any way. A copy makes it impossible to verify this and calls into question the validity and genuineness of the item.

As an extra note, exposing a document or photograph to the bright light when making a photocopy or scan will cause the original to fade a bit more every time. We ask that you leave any copying process to us as we have access to professional equipment for the best results with the least amount of stress to the item.