

Collection Policy for the Autism Spectrum Disorder Collection

Objectives and Content:

The main objectives for developing the Autism Spectrum Disorder (ASD) Collection are to preserve the unique, at risk and vital materials on this subject; to make these resources accessible to the academic and broader research communities; and to have Brock University stand out as a major institution for the study of autism.

The ASD Collection consists primarily of records created or received by an individual, family, or organization in the course of their affairs and preserved for their enduring informational value or as evidence of the functions and responsibilities of their creators. Secondly, the Collection also includes published and assembled works on ASD that are identified as historic or rare.

Categories:

Currently, there are five major categories for collection. These are not necessarily exhaustive categories, but are areas that are actively developed and/or represent research interests of a significant portion of our users / supporters. Details of the scope of these collections within these categories are as follows:

- a. Private records – This category is comprised mainly of primary documents such as correspondence, diaries, artwork, film, photographs, digital records and ephemera that chronicle the daily lives of individuals who live with ASD or work with those with ASD. The range of potential donors is limited to Canada and the United States and any other stipulation outlined within this policy.
- b. Businesses and Organizations – This subject area focuses on the records of larger organizations whose mandate or purpose is principally to research, advocate for, or support people with ASD. Records can include correspondence, meeting minutes, reports, photographs, data, websites, digital records, promotional items, and the like. Financial records (excluding summaries) and employee / health records will not be collected without the Archivist's approval. This collection is reserved for inactive records that can be made available to all potential researchers. The Archives will not become an active storage space for operating groups and businesses. The Archivist must have the authority to retain / discard records as deemed appropriate. Due to the potential size of such collections, the primary range for potential donors will be organizations within Canada. Interested donors from the United States will be considered on a case by case basis.
- c. ASD in Popular Culture – In instances where the subject of ASD is part of an artistic work such as a television show, film, play, book, or documentary, the records of the creator(s) of these works may be acquired with particular interest in any materials involving ASD. The range of potential donors is limited to Canada and the United States and any other stipulation outlined within this policy.

- d. Scientific Research – This category encompasses records that document the study, experimentation and findings of scientific research involving ASD. Records can include field notes, correspondence, background research, images, audio / video, raw data, reports, publications, and related materials. Brock University will not accept duplicate materials already stored in other repositories. The range of potential donors is limited to Canada, the United States, and any other stipulations outlined in this policy. Stipulations for the collection of such research include: that research deposited in the archive meet recognized standards for privacy and confidentiality of subjects studied; we prefer to acquire data that can reside in the public domain; we require that data intended for public use be formatted so that identifiers inadvertently included in the data can be removed using standard practices without reducing the research value of the original data; and any access limitations that Brock might apply to specific research collections should be legally justified and manageable given the Brock University Library's resources, goals, and mission.
- e. Historic and Rare secondary source materials – The Archives & Special Collections will also consider the retention of published works or collections about or including ASD that are considered historic, unique or rare.

Any fonds offered that would initiate a new collection category within the Archives must either complement an existing subject or offer substantial research potential in itself. Decisions on creating a new collection category will be made by the Special Collections Librarian / Archivist with the assistance of the University Librarian, the Associate University Librarian – Collections & Liaison Services and possibly a representative from the appropriate Brock University Faculty / Department.

Acquisition / Donation Criteria and Process:

Archives & Special Collections will acquire records designated in the collection policy in the following manner:

- a. Donation: Records arriving via donations from groups or individuals will be subject to the terms agreed upon in the Special Collections & Archives Deed of Gift Agreement and must meet the criteria outlined in the Collection Policy (4.0 Private Archives). All donated materials become the property of Brock University. Priority will be given to collections that are donated.
- b. Loan: Loaned records will be accepted on a case-by-case basis when a formal donation is not immediately possible. The expectation will be that the records will eventually be donated to Brock University. Until a formal donation is achieved, the amount of professional work on the loaned materials may be limited. The records may be reproduced for reference purposes or be used in a public display. Materials will be returned to the original owner at a mutually agreed upon time. Long term loans will be handled according to the Long Term Loan Policy (below).

- c. Purchase: Purchases for Special Collections will be handled through the acquisitions budget provided from the Library and through various endowments to Archives & Special Collections. Some endowments have a specific collection mandate to comply with. Purchases are subject to the availability of funds and/or budget approval. Expensive items / collections may require additional funds that must be approved and secured through the University Librarian and the Associate University Librarian – Collections & Liaison Services. Acquisitions may be purchased through book dealers, retailers, organizations, auctions (including those online), authors and private individuals.

The title / ownership of the materials must be clear. Donors may be asked to produce proof of title or sign a release absolving Brock University of liability resulting from any irregularities of title.

Records that are transferred over to the Archives and do not fall within the collection policy will be referred to other appropriate institutions for possible deposit or be disposed of through other means deemed appropriate by the Archivist.

In the event of a refusal of a donation, the donor will be notified and will have a period of up to thirty days or a mutually agreed-upon time to retrieve the materials. Brock University is not responsible for any records left beyond the agreed-upon timeframe. Following the established time after notification, the records may be disposed of in any manner deemed suitable by the University Archivist.

A majority of the transferred materials must be original / primary records. Secondary materials may be kept if they add to the Archives & Special Collections. Copies of records will not be accepted unless they are the only surviving record or their research value is substantial.

Records must be in an accessible format or be accompanied by the appropriate hardware / software to read them. Some media formats and ephemera with historical value may be considered.

Artifacts (ie, three-dimensional, museum-quality objects) are collected on a very limited basis. These items must support the use and understanding of a subject area of the Archives & Special Collections to be acquired and maintained.

Printed materials that are available in microform (either at Brock or through Inter Library Loan) or in digital media will not usually be purchased for the Archives & Special Collections, but will be accepted by donation.

If a collection size is too large or has large aspects that divert too far from the subject of ASD, it may not be accepted. One collection cannot compromise the Archives & Special Collections' other obligations.

Materials must be in reasonable physical condition. If too much time and resources have to be spent on the conservation of a single collection, it may not be accepted. Such records may also be a hazard to other resources in the Archives.

Donors have a right to place certain restrictions on the access and use of the records for an agreed-upon period of time. If these stipulations are too limiting, however, the donation may not be accepted.

Materials that come to Archives & Special Collections without the proper paperwork may not be accepted. The University Archivist will contact the owner and request that the materials be returned until the transfer documentation is complete. Archives & Special Collections will hold the materials for 30 days from the date contact is made with the owner. After those thirty days, the University Archivist will dispose of the materials. In the University Archivist's absence, a Temporary Receipt Form must be signed by all potential donors.

Materials that have been illegally obtained, recovered under conditions deemed unethical by professional standards, or salvaged at the expense of another individual, group or organization will not be accepted.

Collections that come with financial support from the donor to help subsidize preservation and processing costs will be considered.

Materials must have the potential to hold long-term research value for future users. Collections that suit the interests of a single individual or a limited few may not be accepted.

Brock University follows the regulations set out by the Canada Revenue Agency (CRA) governing the valuation of donations / gifts-in-kind. A charitable tax receipt can be issued for the fair market value of the gift at the date the ownership is transferred to the University. For gifts valued at \$1000 or less, the University Archivist can appraise the materials. If the value of the gift is greater than \$1000, a third party (i.e. arm's length from both the donor and the University) is required from a qualified appraiser. To ensure independent appraisal integrity, the James A. Gibson Library will bear the costs of the appraisal, not the donor. Brock University also adheres to the Cultural Property Export and Import Act (CPEIA) on cultural items from outside Canada.