



Preservation¹

Introduction

The Guelph Public Library holds records that documents the activities of businesses, organizations and individuals including records created and or accumulated by the City of Guelph. Collectively these records date from the 19th century to the present day. This policy provides a framework for preserving these items in the best possible physical condition. Archival materials are intended to serve current and future use for their evidential and informational value.

1 Preservation Guidelines

- 1.1 Guelph Public Library will carry out the following preservation principles as outlined below:
 - a. Archival materials will be preserved in their original format for as long as possible with the aim to maintain such material in perpetuity.
 - b. Preservation measures will aim to protect all materials as effectively as possible within the library's available resources.
 - c. Most conservation work will be limited to minimal treatments to stabilize items or collections to allow for use and or digitization. Remedial preservation or conservation work will be done as needed and or required.
 - d. Any conservation and or preservation work that is identified and required will be tasked to trained professionals.
 - e. Original materials will be made available if they are stable enough and are not fragile and or badly damaged. Access to original materials is subject to supervision and relevant policies around handling, use and access.

¹ This policy is used with the author's permission. See works cited at the end of this policy for the relevant citation.

2 Treatment Guidelines

- 2.1 Guelph Public Library will carry out conservation and or restoration treatments on items as needed. These treatments will be carried out using the following guidelines:
- a. Treatments will be documented and maintained in perpetuity.
 - b. Treatments will be carried out to stabilize the item(s). Stabilizing the item(s) is the library first responsibility even if additional treatments could be performed.
 - c. Treatments will aim to preserve the integrity of the item.
 - d. All treatments will be removable. In other words, the treatment can be easily undone. This will allow the library to consider future treatments that may become available.

3 Preservation Functions

- 3.1 Guelph Public Library commits to the following activities in support of this document:
- a. The Archives will regularly assess the conditions of the facilities, holdings, policies and procedures. Conditions will be amended as needed and or required to ensure the care of archival material in any media format.
 - b. The Archives will monitor, record and maintain best practices for temperature, relative humidity, lighting, and air quality.
 - c. The Archives will protect the archival materials from fire, floods, pests, vandalism, thefts, and poor handling.
 - d. The Archives will ensure that staff receive the necessary training in conservation work and handling.
 - e. The Archives will devote resources that aim to extend the lifespan of materials in the care of the archives. These activities can include digitization, reformatting, and or specific treatments that may be required.
 - f. The Archives will provide ongoing resources to protect digital materials acquired from private donors or municipal government.
 - g. The Archives will review this policy regularly and update it as required.

Works Cited

Millar, Laura A. *Archives Principles and Practices 2nd Edition*. Chicago, Neal-Schuman, 2017.