Kule Folklore Centre

Bohdan Medwidsky Ukrainian Folklore Archives

Policy Manual

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1. INTRODUCTION

This manual contains operational policies of the Bohdan Medwidsky Ukrainian Folklore Archives (the Archives). It documents the rules and processes that guide operations and the associated management of archival holdings.

This manual is a reference guide for current and new employees of the Archives. It supports the importance of consistency, clarity and adherence to standards. Activities of the Archives should comply with governing authorities for operation, access and privacy.

Updating

This manual is a dynamic document and a master copy is updated as required. It is reviewed annually and critical updates are incorporated on an ongoing basis. Changes are written in the same style as the original text to preserve uniformity of presentation and clarity of content. Users are advised that components of this manual may be under review at any given time.

The Director of the Kule Folklore Centre is responsible for approving changes and assessing their urgency and importance. The Archivist is responsible for the master copy of this manual and for coordinating its maintenance. A copy of each former version is retained.

Distribution

This manual is routinely available to staff and the public on the Archives' website http://bmufa.ukrfolk.ca

2. OVERVIEW

The Bohdan Medwidsky Ukrainian Folklore Archives studies, documents, acquires, and preserves Ukrainian folklore in Ukraine, Canada, and around the world as it changes over time, and makes it available to researchers and the public. The Archives boasts a concentration on Ukrainian culture in Canada.

The Archives originated in 1977 through the initiative of Dr. Bohdan Medwidsky as a collection of student manuscripts. The Archives was renamed the "Bohdan Medwidsky Ukrainian Folklore Archives" in 2003, to honour Dr. Medwidsky.

Folklore is understood to be "unofficial knowledge" that people learn informally from one another, or "expressive culture in small group settings." Alternatively, it can be described as "vernacular culture" - local lived experience, with some distance from official elite culture and commercial pop culture - in past and contemporary contexts.

Folklorists tend to engage in "fieldwork," engaging directly with people who live(d) the culture in question. Folklorists tend to work in the tradition of ethnography, and value archival collections.

Ethnographic collections are at the core of the Archives. They are multi-format unpublished groups of materials gathered and organized by a folklorist or other cultural researcher to document human life and traditions. The Archives also houses non-current records of people, organizations and corporate bodies that document Ukrainian culture and have archival and research value.

Mission

The Bohdan Medwidsky Ukrainian Folklore Archives studies, documents, acquires, and preserves Ukrainian folklore in Ukraine, Canada, and around the world as it changes over time, and makes it available to researchers and the public.

Vision

The Bohdan Medwidsky Ukrainian Folklore Archives strives to become the premier resource that documents cultural experiences of Ukrainians in Ukraine, Canada and other diaspora communities,

accessible to all and integral to the understanding of Ukrainian diaspora culture in general, and with an emphasis on Ukrainian culture in Canada.

Organization

The Archives is part of the Peter and Doris Kule Centre for Ukrainian and Canadian Folklore (Kule Folklore Centre) at the Faculty of Arts, University of Alberta. The Director of the Kule Folklore Centre provides leadership and direction concerning Archives' staff, archival holdings, and programming. The Director is supported by the Archivist who is responsible for overall management and workflows at the Archives. They work collaboratively to fulfill the Archives' mission and administer its programs. The Archivist appraises, acquires, describes and preserves records in a manner consistent with professional archival principles and practices, provides access to archival holdings, maintains a balance between access and essential preservation activities, coordinates work of Research Assistants and contract employees, and provides reference services.

The Director and Coordinator of the Kule Folklore Centre support the ongoing operation of the Archives with budgetary planning and control. The Coordinator of the Kule Folklore Centre assists the Archivist in purchasing and receipt of archival supplies and services, provides reception services, and coordinates the management of current administrative and operational records.

Summary of holdings

The Archives acquires, preserves and provides access to records that have enduring value and are related to Ukrainian folk culture, such as:

- traditional songs, tales, sayings, beliefs, calendar customs, life cycle rituals, material culture, folk arts, performance traditions, community life
- studies of Ukrainian ethnic culture such as Ukrainian dance, choral activity, drama, embroidery, foodlore, ceramics
- studies of vernacular and popular culture that relate to Ukrainian identity.

The Archives acquires and preserves records from individuals, communities and non-governmental organizations. The Archives also

promotes documentation of contemporary events, accessioning materials generated from these projects. The Archives collects materials from around the world, but with a focus on Ukrainian culture in Canada and other Ukrainian diaspora communities. These records support research of Ukrainian folk culture, and teaching of Ukrainian folklore courses. They are also used as a resource for continuing community outreach projects and publications by the Kule Folklore Centre.

Holdings include: audiovisual recordings, manuscripts, correspondence, diaries, journals, photographs, negatives, maps, posters, and printed ephemera. The Archives maintains a Research Library of publications on topics of Ukrainian folklore, general folklore theory, history and culture of Ukrainian Canadians and other Ukrainian diaspora communities. The Archives also houses a small collection of artifacts that is used for teaching, research, as well as for exhibits and other outreach activities.

The Archives is responsible for acquiring and preserving archival records of its parent body, the Kule Folklore Centre.

Access

The Archives is open to students, scholars, and the general public. Archival records, library materials and artifact collection objects do not circulate. Researchers work with them in the Archives.

Facility

The Archives is located in the Old Arts & Convocation Hall, Room 250, of the University of Alberta. Archives facilities include:

- Library & Researcher area/Central area (250),
- A/V Room (241-A),
- Special Collections Room (241-E),
- Digital Lab (239-E),
- Processing/working areas (250-A, C),
- Archival Collections Room (250-E),
- Storage space (Arts Recourse Centre Library) (134).

The Archives engages off-site storage facilities as necessary for duplicate publications and materials awaiting to be processed.

3. ADMINISTRATION

Financial Resources

The operating budget for the Archives is provided through the Medwidsky Archives Endowment as well as from other resources of the Kule Folklore Centre. The budget includes the salary of the Archivist, purchase of archival supplies and acquisitions, additional storage space, and other operational expenses. Archival space and operational expenses are provided by the Faculty of Arts at the University of Alberta.

Supplies and Services

The Archivist, with assistance of the Coordinator of the Kule Folklore Centre, coordinates the ordering, purchase and receipt of supplies, equipment and services. All purchasing is recorded. The Archivist maintains, monitors, and organizes an inventory of supplies.

Reception Services

The Archivist provides visitors with access to archival materials. The Coordinator of the Kule Folklore Centre assists the Archivist in providing access to the Research Library materials, as well as to reserved archival material to returning users.

4. ACQUISITION

General Policy

The Archives acquires and collects archival records, library materials and artifacts that together constitute a unique and contextualized research resource for the study of Ukrainian culture in Ukraine, Canada and around the world. Acquisition of archival records, library material and artifacts are different and therefore are approached differently.

4.1. Archival Records Acquisition

The Archives acquires and collects textual, audiovisual records of enduring and research value documenting Ukrainian and Ukrainian Canadian culture in analogue and digital formats. The Archives assumes custody and control of these records through transfers and donations.

Archival Appraisal

Archival appraisal is the process of assessing value(s) of records in an effort to determine whether they, in their entirety or in part, should be acquired by the Archives and permanently preserved. The Appraisal Committee carries out the appraisal process in adherence to established professional archival practices. The Appraisal Committee is usually composed of the Archivist and a subject specialist. In special cases, additional members may be appointed when the nature of the material requires particular expertise.

Each incoming body of records is appraised for acquisition on an individual basis. The Archivist evaluates records for their archival value and considers factors such as:

- completeness
- authenticity
- representativeness/uniqueness of the record and/or information
- volume
- time-span covered
- format, usability and accessibility
- research needs of present and future users
- access restrictions

Additional considerations for audiovisual materials include:

- format (originals, duplicates or versions)
- uniqueness and fragility
- availability of copies in other institutions
- availability of donor copies
- equipment required to access material
- applicable licensing fees

In addition to evaluating records for their archival value, incoming records are assessed for:

- the physical condition of records and probability of being able to preserve them for a reasonable period
- the availability of appropriate storage facilities
- the resources required to make the material available for research purposes in a reasonable period
- the records' relations to existing Archives holdings
- the extent and terms of any restrictions, legal rights and/or requests of a donor
- the authorized mandates of other archival institutions
- the ability of another locale to keep its records in a suitable repository and publicly accessible

Based on the appraisal, the Archivist:

- documents the appraisal decision, the rationale and disposition recommendation in the Accession form:
    - o Archives – records will be acquired in their entirety
    - o Selection – acquisition of only a portion of the donation
    - o Destroy – records will be securely destroyed
    - o Return – records will be returned to the donor perhaps with a recommendation of another repository
- documents associated communications
- prepares a Donation Agreement Form (see Appendix) which transfers ownership of the donation to the Archives and details any special conditions relating to access
- prepares a Letter of Acknowledgement/Thank You Letter.

4.2. Research Library Acquisition

The Bohdan Medwidsky Ukrainian Folklore Archives Research Library acquires published non-archival material that documents and provides context for the study of Ukrainian and Ukrainian Canadian culture for researcher use. The library collects textual and audiovisual items to support and complement the Archives records holdings.

Research Library Acquisition Criteria

The Research Library acquires:

- English and non-English publications and audiovisual material that relate to Ukrainian folk culture in Ukraine, Canada and other diaspora communities
- material concerning Ukrainian history, culture and community life with a focus on Ukrainian Canadians
- material on Ukrainian elite and commercial cultures that help understand Ukrainian folk culture
- reference materials
- local and family histories
- theoretical folklore studies works
- rare books
- professional development materials requested by the staff of the Archives and the Kule Folklore Centre
- photocopies/reproductions of original records not held by the Archives

The Research Library generally acquires no more than two copies of an item. If the Archivist deems the publication useful for classroom activities, more than two copies can be acquired and retained.

Research Library Acquisition Process

The Research Library acquires material through donation, purchase and transfer. The Archives assumes the right to determine the location, cataloguing, retention and conditions of use of accepted donations.

Acquisition by Donation

Donations are accepted through consultation with the Curator or the Archivist. The Archivist guides the donation process:

- The Archivist obtains a complete list of bibliographic citations for the proposed donation and assesses the donation in accordance with the Research Library acquisition criteria to determine final disposition.

- When material is deemed to comply with the Research Library acquisition criteria, the Archivist creates an Accession File. The donor signs a "Gift Form - Library Material Donation".

- When material does not meet the Research Library acquisition criteria, in accordance with the donor's wishes the material is:
   - returned to the donor
   - offered to the University of Alberta Libraries or other repositories
   - in the case of family histories, offered to the Alberta Genealogical Society or other relevant collections
- After cataloguing the material, the Archivist sends the donor a Letter of Acknowledgement/Thank You Letter.

Acquisition by Purchase

The Archivist identifies items for purchase and considers recommendations and requests from the Director of the Kule Folklore Centre and graduate students studying Ukrainian Folklore. Purchases are prioritized in consideration of the scope and nature of donated materials, existing library holdings and item availability.

The Archivist orders materials. Processing, payment and receipt of library purchases are handled by the Archivist or the Coordinator of the Kule Folklore Centre.

Acquisition by Transfer

Occasionally, publications are transferred to the Research Library from other repositories that are deaccessioning their materials. The Archivist evaluates the transfer of publications in accordance with acquisition criteria, determines final disposition and acknowledges the transfer accordingly through correspondence with the transferring body.

Research Library Deaccessioning

Occasionally, such as when more than two copies of a publication exist in the library, they are transferred from the Research Library to other repositories. The Archivist identifies items for deaccessioning, creates a Library Deaccession File, and submits it to the Director of the Kule Folklore Centre for approval.

4.3. Artifacts Acquisition

The Bohdan Medwidsky Ukrainian Folklore Archives acquires artifacts that represent Ukrainian culture in Ukraine, Canada and around the world. The Artifacts Collection is used for research, teaching and outreach activities of the Archives and the Kule Folklore Centre.

Artifacts Acquisition Criteria

The Archives acquires a limited number of artifacts that support and complement the archival holdings and support teaching. Artifacts are acquired if they are offered together with a larger group of archival materials, if they provide context and add to understanding of a certain cultural event or phenomenon.

Artifacts Acquisition Process

The Archives acquires artifacts through donation or purchase. The Archives assumes the right to determine the location, cataloguing, retention and conditions of use of accepted donations.

Acquisition by Donation

Donations are accepted through consultation with the Archivist who provides the donor with information. The Archivist guides the donation process:

- The Archivist obtains a complete list of objects for the proposed donation and assesses the donation in accordance with the artifacts acquisition criteria to determine final disposition.

- When material is deemed to comply with the artifacts acquisition criteria, the Archivist creates an Accession File.

- When material does not meet the artifacts acquisition criteria, in accordance with the donor's wishes the material is either:
    o returned to the donor, or
    o offered to one of the Ukrainian museums in Edmonton
- After cataloguing the material, the Archivist sends the donor a Letter of Acknowledgement/Thank You Letter

Acquisition by Purchase

Occasionally, the staff of the Archives and the Kule Folklore Centre may decide to purchase items while documenting a cultural event (e.g. a festival). Purchases must meet Artifacts Acquisition Criteria. They are prioritized in consideration of the scope and nature of existing archival and library holdings. The Archivist or the Coordinator of the Kule Folklore Centre process the payment and receipt of artifact purchases.

Artifacts Deaccessioning

On a rare occasion, it is necessary to deaccession items from the Artifacts Collection to maintain the integrity of the collection. The deaccessioning process should follow the UofA Museums and Collections Services Deaccession and Disposition of Museum Objects and Collections Procedure.

5. ARCHIVAL ARRANGEMENT AND DESCRIPTION

General Policy

The Bohdan Medwidsky Ukrainian Folklore Archives arranges and describes archival records in many formats and media, using established archival principles and descriptive standards. This process is based on the principles of provenance and original order, and the Rules for Archival Description (RAD). These measures support the goal of preservation by fostering intellectual and physical control of records, and facilitate access by providing mechanisms that allow researchers to find relevant holdings.

The Archivist uses RAD as the standard for description of archival records on the fonds and collection level. For lower level descriptions as well as for artifact collection, other description standards such as Dublin Core (DC) or Metadata Objects Description Schema (MODS) can be used. The Ethnographic Thesaurus (ET), Thesaurus for Graphic Material (TGM), Art & Architecture Thesaurus (AAT), and Library of Congress Subject Headings (LCSH) are used for subject taxonomies. An internally developed taxonomy of terms/topics relevant to the Archives' mandate and not covered by the aforementioned thesauri is maintained to enhance discoverability of the holdings. Completed descriptions are entered into the AtoM database by the Archivists and Research Assistants. A paper copy is added to the Accession File.

Arrangement and Description Process

The Archivist arranges and describes records by becoming familiar with the material, which involves:

- identifying biographical, administrative or historical information about the creator or source of the records
- identifying the reason, timeframe, extent and purpose for which records were created
- describing the physical arrangement and characteristics of the material
- identifying relationships of records to other holdings of the Archives

The Archivist reviews and updates any existing descriptions to account for any changes. The Archivist adds new or revised descriptions to the Accession File. Previous versions of the description remain in associated accession files to document the evolution of the fonds and collections.

In accordance with RAD, the Archivists arranges and describes records using hierarchical levels of description: fonds/collection, series, file, item.

6. RESEARCH LIBRARY CATALOGUING

The Bohdan Medwidsky Ukrainian Folklore Archives organizes materials in the Research Library in a consistent manner, using established classification and storage standards. The Archivist catalogues library holdings using the Library of Congress Classification and assigning LCSH and/or ET terms. Catalogue records are produced using the Latin alphabet. Resources in Cyrillic are transliterated using the Library of Congress transliteration tables (see Appendix). Whenever possible the Archivist does copy-cataloging locating a respective item in the WorldCat database. When resources are not available in WorldCat, the Archivist does original cataloguing in consultation with the University of Alberta Libraries Cataloguing Librarian.

The Research Library holdings are currently catalogued in Mimsy, the database used by the Archives. The catalogue will be migrated to a Content Management System/database that will provide online public access to it.

The Research Library catalogue will be added to the UAlberta Library discovery system and will be periodically updated. The Research Library holdings will become searchable through the main UofA library catalogue. To search/browse the Research Library holdings one will need to choose "Kule Folklore Centre" in the dropdown menu of the "Library" field in the catalogue.

7. ARTIFACTS CATALOGUING

The Bohdan Medwidsky Ukrainian Folklore Archives organizes materials in the artifacts collection in a consistent manner, using established classification and storage standards. The Archivist catalogues objects into Mimsy database based on the specifics of the items and recommendations from the Museum and Collection Services (MACS) at the University of Alberta. AAT and ET terms are normally used for subject taxonomies, unless other thesauri are preferable due to the nature of the objects.

8. PROCESSING

General Policy

The Bohdan Medwidsky Ukrainian Folklore Archives strives to process archival records, library materials and artifacts in a timely and consistent manner. It acknowledges and documents the acceptance of material into its custody and control. It physically rehouses archival records using recognized practices, materials and containers that meet archival standards for permanent storage.

Acquisition Process Workflow

	Process	Status of records
1	Records received	Accession pending
2	Donation Offer form signed (unless records received via mail)	Accession pending
3	Accession number assigned and Accession file created	Accession pending
4	Appraisal Report and Preservation Assessment form created	Acquisition accepted or rejected *
5	Donation Agreement form signed	Accessioned
6	Accession file updated Fonds/collection number assigned	Accessioned
7	Letter of Acknowledgement issued to donor	Accessioned
8	Physical processing (boxing, rehousing, file listing)	Accessioned
9	Material placed in the storage room, Location updated in Accession file	Accessioned
10	Description/catalog record prepared	Processed
11	Description uploaded to the online database	Processed

* In the case acquisition is rejected:
    - the Accession file is updated,
    - material returned to donor/ destroyed/ other as per Donation Offer.

Accessioning

Accessioning is the activity of documenting and acknowledging the acceptance of material into the custody and control of the Archives.

Accession Number. An accession number is assigned when records are received. Each accession number starts with the year the accession is received and the next sequential number available from the Accession Database.

Accession File. An Accession File is created. It contains Accession Form and associated documentation including donor information and the location of records and is updated when required.

Acknowledgement of Receipt. A Letter of Acknowledgement/Thank You Letter is issued to the donor when records are selected for acquisition and after the Donation Agreement has been signed.

Deaccessioning

Deaccessioning is the process of removing records from the care, custody and control of the Archives. The decision to deaccession records involves careful consideration. Individual reasons are considered and based on numerous factors. The Archives may deny a request to deaccession material.

Physical Processing

Physical Processing of material is handled by the Archivist and Assistants using approved material, equipment and techniques. To maintain the standard of care required, archival storage materials are acid-free, lignin-free, PVC-free and/or inert composition.

Processing of textual records may include the removal of paperclips, unfolding and flattening of papers, and photocopying. Processing of audiovisual materials may involve removal of fasteners, dismantling of framed photographs and albums, and reproduction onto more stable media.

Storage Location

Processed archival material is stored in archival boxes in the Archival Collections Room (250-E), or according to the medium:

textual records (in boxes)	Archival Collections Room	250-E
photographs, slides	Archival Collections Room	250-E
audio recordings	A/V Room	241-A
video recordings	A/V Room	241-A
maps	Special Collections Room	241-E
posters	Special Collections Room	241-E
art, artifacts & textiles	Special Collections Room	241-E

Digital Records Storage

The Archives uses virtual space on WestGrid server provided by Compute Canada. Both archival and user copies are stored on the server. The Archivist transfers data from various carriers to WestGrid and organizes it according to the established Data Structure.

9. PRESERVATION

General Policy

The Bohdan Medwidsky Ukrainian Folklore Archives preserves records in many formats and media to extend the usable lifespan of material. The Archives uses the Canadian Council of Archives *Basic Conservation of Archival Materials: A Guide* (see Appendix).

Hazard Identification

The Archivist identifies threats that pose a risk to its records holdings. Potential hazards such as mould or pest contamination are detected, and if material has been contaminated, it is isolated and treated accordingly. For more information, please refer to Procedures for Handling Mould and Pest-Infested Records and Standards for Preservation Processing Supplies in the Appendix.

Environmental Control & Monitoring

Audiovisual and textual records are housed in designated secure storage areas as determined by Archivist. Storage rooms conditions are monitored through data loggers for temperature and relative humidity, the Archivist downloads information periodically.

Disaster Kit

The Archives has a disaster kit in the Central Area (big red box close to the entrance). It was supplied to the Archives by the Museum and Collection Services at the University of Alberta. The kit contains materials that are useful for low level incidents such as a flood or a leak (absorbent pads, personal protective equipment).

10. ACCESS

General Policy

The Bohdan Medwidsky Ukrainian Folklore Archives is open to students, scholars, and the general public. Access to materials is provided in accordance with University of Alberta applicable policies, donor agreements and retrieval and preservation considerations. The Archives is the custodian of its holdings and ensures the safety and security of records through enforcement of document handling procedures and access conditions.

Central Area

Archival records, library materials and artifact collection objects do not circulate. Researchers consult them onsite. The Central Area of the Archives (250 Old Arts) is the primary public access point. The Archives has public hours 1:00 – 4:00 pm Monday through Friday, or by appointment. It is strongly recommended to make an appointment before visiting the Archives for the purpose of research or to arrange a tour. Please contact the Archivist via email ukrfolk@ualberta.ca.

The Archivist assists visitors and provides them with information on access conditions and use of the Central Area. Users must complete a User Agreement Form (see Appendix) before undertaking research at the Archives. They provide their name, contact information, show valid identification, and agree to abide by the terms and conditions of access and use of records. Completed forms are retained by the Archivist, and information gathered is protected under the Freedom of Information and Protection of Privacy Act (FOIP).

Record Retrieval

The Research Library including its Reference section, but excluding Special collection, is accessible on a self-serve basis. The Special Collections, audiovisual materials, archival holdings and artifact collection are housed in secure storage accessible only to Archives staff. Visitors must request the material using a User Agreement Form (see Appendix). Archives staff bring the requested items directly to the Central Area.

Access Restriction

Access to archival records is based on the public's right to access records, respect for donor agreements, and the Archives' responsibility to preserve records.

Records donated to the Archives may have access restrictions. These limitations are negotiated between the donor and the Archives during the acquisition process. Terms and conditions of access are recorded in corresponding accession file and archival descriptions. Access limitations may be imposed at the discretion of the Archivist on records that do not have donor-imposed restrictions.

Records may be too fragile to be handled and therefore have conservation restrictions for access. In such cases every effort is made to provide a duplicate.

If a researcher requests access to records that have been accessioned but have not been arranged and described, access is permitted and arranged through consultation with the Archivist.

Inventories, File Lists and Accession Files

Inventories and file lists are available to researchers. When those are unavailable, the Archivist may consult an Accession File. Accession Files contain personal information, and therefore cannot be given to users in their entirety.

Inventory or file lists may not be available for unprocessed records. In these cases, a rough file or box list, usually generated by the records' donor, may be provided to the researcher.

11. SERVICES

Reference Services

The Bohdan Medwidsky Ukrainian Folklore Archives offers reference services to assist researchers' access to its holdings. Researchers are made to feel welcome and receive courteous and well-informed assistance. Archives staff ensure that users are familiar with registration procedures, Central Area rules, retrieval procedures, and reproduction services.

The Archivist responds to researcher inquiries in person, via email, telephone, and regular mail. The Archivist assists and enables users to conduct their own research.

Reproduction Services

The Archives makes records available for reproduction. Reproductions are subject to copyright law, donor agreements and other restrictions. Permissions may be required. Reproductions of original records are handled by the Archivist or Research Assistants. The Archives reserves the right to limit quantities and to withhold any records from reproduction. To ensure all users have adequate access to the services of the Archives, the Archivist provides up to 30 min research assistance for one written, phone or in-person inquiry.

Reproductions are provided for research or private purposes only, unless permission for publication or commercial use is obtained.

Copyright

In accordance with the Copyright Act (Canada) any copy of work provided by the Archives, for any purpose, may require authorization of the copyright owner. Generally, material reproduced for the purposes of research and private study is exempt. However, reproduction of material for publication, public exhibition or commercial use requires authorization of the copyright owner of the work in question.

For information regarding reproduction options and fees, please refer to the Reproduction Services list in the Appendix.

12. OUTREACH

General Policy

Together with the Kule Folklore Centre, the Archives undertakes outreach activities to increase user access to the Archives and reach new audiences. It showcases the content of its holdings and highlights the resources and services it offers. The Archives strives to increase public understanding of Ukrainian and Ukrainian Canadian folklore studies and the importance of folklore collections.

Online Resources

The Archives is committed to make its holdings available through the internet. It offers access to various resources through the website of the Kule Folklore Centre and Archives' online database http://archives.ukrfolk.ca, such as information about holdings, direct access to some materials, online exhibits, and reference services.

Public Events

The Archives and the Kule Folklore Centre offers public programs including:

- Folklore Lunch Series
- School group visits
- Other special events and presentations

Tours of the Archives

Upon request the Archives provides tours of its facilities to groups and individuals wishing to learn more about the Archives, the Kule Folklore Centre and its activities, and folklore courses at the University of Alberta. Tour requests should be sent to the Archivist via email.

Exhibits

The Archives showcases the content of its collections and supports research of the Kule Folklore Centre staff and students of Ukrainian Folklore courses through mini-exhibits in the small display area outside

of the entrance to the Kule Folklore Centre. The exhibits can be initiated by the Kule Folklore Centre staff and Ukrainian Folklore graduate students. Exhibit proposals should be submitted for evaluation to the Director of the Kule Folklore Centre.

The Archives may also create online exhibits to be displayed on the Kule Folklore Centre website. The Archivist and Research Assistants contribute to larger exhibit projects undertaken by the Kule Folklore Centre through research, translation, reproduction, or other services.

Loan of Material

The Archives may loan material for external exhibits. Loan and display of archival records and artifacts is undertaken with consideration for the safety and security of the material at the discretion of the Director of the Kule Folklore Centre. After approval by the Director of the Kule Folklore Centre, Loan Agreement and Condition Report are signed by the KuFC Director or the Archivist and the borrower.

Volunteer Program

The Archives offers volunteering opportunities to individuals interested in archival work and in Ukrainian and Ukrainian Canadian culture. The Archives asks for a commitment of at least 3 hours a week for a minimum of four months. Volunteers work on projects that match their skills and interests and Archives needs. The Archivist provides orientation, training and support to volunteers, and supervises their work. For more information, please refer to the Volunteer Application Form in the Appendix.

13. APPENDIX

Forms

Accession Form
Donation Agreement
Gift Form - Library Material Donation
Exhibit Loan Agreement
User Agreement
Volunteer Application

Resources

Alberta Local and Oral Histories

Canada's Local Histories Online

Canadian Council of Archives Basic Conservation of Archival Materials:
A Guide

Library of Congress Transliteration Tables

Procedures for Handling Mould and Pest-Infested Records

Reproduction Services

Researcher Area Rules

Rules for Archival Description

Standards for Preservation Processing Supplies