

# Children's Design International Collection

## Collection Internationale Dessains d'enfants

### ASSESSMENT AND ACQUISITION POLICY

GOVERNING BODY: Acquisitions Committee

DATE APPROVED: November 3, 2018

APPROVED BY: Board of Directors

Number: 006–18

Effective date: November 3, 2018

Review cycle: 5 years

#### GOAL

This policy outlines the principles, objectives and criteria that guides the decision to accept or decline additional artefacts for the collection. It also describes the role of participants in the development of the collection. The policy is an extension of and supplements the mission statement of the collection.

#### SCOPE

Directors, committees, employees, volunteers.

#### POLICY

##### Principles

- When children express themselves, what they express has an intention and shows how they perceive the world around them. Preserving this expression enriches the culture that fosters it.
- When children express themselves, what they express is a statement about themselves and the world. Preserving this expression enriches the rhetoric about culture.

##### Objectives

- To regulate the decision-making process for additions to the collection.
- To assure the diversity and plurality of voices as well as the geographical and temporal scope of the collection.
- To promote the growth of the collection in conjunction with the policies.

##### Operations, strategies and acquisition criteria

- The collection applies the principle of provenance when acquiring artefacts, collections and fonds.
- The acquisition through other repositories or organizations requires close analysis about any applicable access restrictions.

- The collection may accept textual, pictorial, audible and digital documents submitted on paper, film, discs, or any other format. Three-dimensional items are subject to a case study.
- Only original textual or illustrated pieces are allowed into the collection.
- Artefacts submitted with the completed contribution form will be given priority; originality and authenticity are the basic requirements for their acquisition.
- When acquiring collections, a case history is required and the criteria of rarity applies first and foremost.
- When acquiring fonds, the period, duration, volume and origin are determining factors.
- The collection favours the acquisition of artefacts created without prior knowledge of the collection, that is, conceived independently from the collection.
- The preferred method of acquisition is the transfer of property and rights with minimum access restrictions for research and education.
- If a contributor wishes to only grant licence, exclusive or not, on an image or an object, rather than transferring their intellectual property rights, the CDIC-CIDE may choose to accept the offer but only after having estimated the administration and conservation costs included in the contribution. The CDIC-CIDE will only accept an offer after having obtained equivalent funding, either by the contributor or by a third party for the duration of the licence.
- The CDIC-CIDE accepts contributions from all around the world, firstly, older objects, objects originating from signatory countries of the Berne Convention and the WIPO [World Intellectual Property Organization] Copyright Treaty. Contributions originating from non-signatory countries may be accepted, but the CDIC-CIDE will restrict access to people from those states, territories or regions.
- Any deficiency or non-compliance to any one of the criteria would be sufficient grounds for the rejection of a contribution or could delay the acceptance up to a maximum period of 90 days.

#### Acquisition Method

- The collection receives artefacts or archival holdings either directly, provided voluntarily or by way of a bequest.
- A file is created for each contribution under the contributor's name. It is recorded in a documentary system subject to the policies on privacy, conservation, access and education.
- Each contribution shall be accompanied by a contribution agreement confirming the transfer of property.
- The collection's *Contribution Form* and the *Contribution Agreement* form part of this policy and can be issued with the policy upon request to any current or potential contributor.
- The shipping of artefacts must be made at the expense of the contributor, but expenses for collections and archival holdings are to be predetermined on a case-by-case basis.
- The collection does not purchase artefacts, but to encourage contributions, can issue licences to rights holders for royalties, in exceptional cases (for example renowned artists or celebrities).

- The Board of Directors may delegate the study of contributions to an acquisition committee made up of two users and a member of the Board of Directors, or a member of staff who coordinates the committee.
- The Board of Directors receives a report of all contributions at least once a year.
- The collection may, after having requested an assessment by an independent curator and upon the recommendation of said curator, remove an artefact from the collection. The artefact may be returned to the original contributor, destroyed or given to another charitable organization if it is deemed to be in a state of advanced deterioration or if preservation requirements exceed available resources.
- The collection will not trade or sell artefacts in order to acquire others.

## RESPONSIBILITY

Board of Directors

## EXPECTED OUTCOME

This policy should enable the anticipation of the documentary needs of professionals and researchers that would be interested in the collection. Although the collection is growing passively, that is, without actively soliciting artefacts, it will be possible to promote awareness-raising measures, the networking of possible partners, and the organization of data and artefacts. This will allow the collection to remain useful for clients and the public.

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