

Why would I want to donate private papers and put them in a public place?

Because its the best way to preserve them. Sunlight, humidity and acid in paper are the deadly enemies of such records. Lacking proper care paper will disintegrate. However, there are other considerations; protection from floods and fire as well as for security purposes. We all have a part to play in our faith community and we owe future generations an opportunity to understand our role. Donating papers is a way of documenting the past and we should all help do that. Naturally, items of a sensitive nature may be closed for a specific period, if necessary.

How is an archives different from a library?

An archives deals primarily with unpublished materials rather than with books and magazines. Since these are one-of-a-kind items, they are never circulated, but used in the archives under careful supervision. There are a few publications in the Diocesan Archives but they are unique and are treated as archival material. While library collections change continually, specially treated enclosures and labels are used to preserve and organize an archival collection in a permanent arrangement that reflects the original manner of creation.

What happens when I make a donation?

Papers are given a special accession number and entered in an inventory record that describes the nature, scope, quantity and arrangement of the materials. The name of the donor and the date of the gift are then recorded. This procedure ensures that important papers and documents will be carefully protected and accessible to both donors and researchers.

How do I go about making a donation?

Contact the Archives through the Diocesan Synod office at the Diocesan Centre.
Call and ask for the
Diocesan Archivist, Lorraine Slopek:

Phone (902) 420-0717 Ext 231

Or EMAIL:

archives@nspeidiocese.ca

The Archivist is available on
weekday afternoons
BY APPOINTMENT ONLY;

Please call ahead of time.

*See the “Diocesan Archives”
link on the Diocesan website for
more detailed Archives policies
and guidelines:

<http://www.nspeidiocese.ca>

Anglican Diocesan Archives



Diocese of Nova Scotia and
Prince Edward Island

Anglican Church of Canada

Address:
Diocesan Archives
Anglican Diocesan Centre
5732 College Street,
Halifax, N.S.
B3H 1X3

History of the Archives

The first reference to the establishment of a Diocesan Archives may be found in the *Synod Journal of the Diocese of Nova Scotia, 1916*. In that year Reginald V. Harris placed before the Synod a proposal that "a standing Committee, including the Bishop of the Diocese, be appointed and charged with the collection and preservation of documents and manuscripts relative to the history of the Diocese of Nova Scotia". It was not until 1960 that a room was set aside in the new Diocesan Centre for use as an Archives. An Archives Committee was established and Mr. Inglis Wainwright was appointed first Archivist.

The Chancellor of the Diocese, R. V. Harris, presented the core of the Archives' Reference Library as well as a quantity of archival material to the Archives. In recognition of his gifts to and interest in the Diocesan Archives, Bishop Waterman presented a brass plaque inscribed "R. V. Harris Room" on June 1962. The main Archives room is called by that name today and is located on the first floor of the Diocesan Centre.

The room next to it houses the Reference Library collection, and is named "Archives Research and Reading Room, The Church of England Institute". It is furnished with some of the original furniture from the Church of England Institute, as a memorial to Leonard Weldon Mosher, who had also been known for his contribution to education and historical knowledge of the Diocese.

Archives Mandate

The purpose of the Archives of the Diocese of Nova Scotia and Prince Edward Island is to collect, arrange, describe and preserve the permanent records and related papers of the Diocese, at the termination of their active life, and make them available as required. This includes all records, which were created within the Diocese of Nova Scotia and Prince Edward Island by any person while performing official or quasi-official duties. Where a schedule for deposit or disposal has been established, this should be adhered to, any queries being directed to the Records Manager and/or the Diocesan Archivist.

NOTE: Because of limited space the Archives reserves the right to decline material that does not fit its mandate.

Acquisitions Policy*

Archival materials are generally acquired through donations and deposit required by Canon Law. Normally the Archives does not purchase archival material.

Canon 40 states that baptisms, confirmations, marriages, burials and service registers must be kept, and if they cannot be protected in the parish by a vault or fire and flood proof room, should be "sent to the Registrar of the Diocese for safekeeping". Today the Archives' vault serves this purpose.

The Diocesan Archives collects:

- ◆ Records of the Diocese, its Ecclesiastical Regions and Parishes; Minutes, ledgers, documents and registers, specifically;
- ◆ Parish Records: registers, vestry books (registers of services), minute books, and ledgers, documents, specifically;
- ◆ Parish documents: deeds, mortgages, boundary descriptions, petitions and sentences of consecration, decrees of formation and division.
- ◆ Church related photographs, maps and plans;
- ◆ The personal papers, diaries, letters, manuscripts, etc. of Diocesan Bishops, clergy, laypersons, institutions and societies;
- ◆ Parish histories, published, collected, or manuscript;
- ◆ Clerical biographies and significant publications by Diocesan clergy and lay people;
- ◆ Records of institutions, societies, organizations and clubs;
- ◆ Diocesan publications;
- ◆ Oral histories.