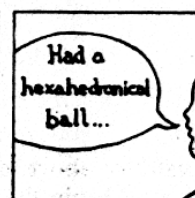
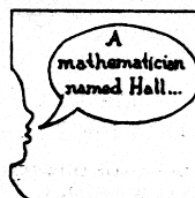
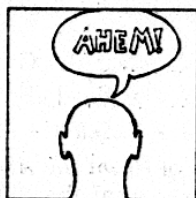
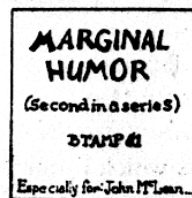


THESE PROPOSALS LISTED IN BCSFAZINE #94,
PROPOSALS CONCERNING BCSFA ARCHIVES April 1981,

THE ARCHIVIST SHALL:

- A. Safely store and maintain all items and materials designated for the Archives by BCSFA.
- B. Sort, catalog, file and otherwise put in order the material accepted into the archives. E.G., present categories are: BCSFAZINE, Fanzines, Fan Clubs & Organizations, Pro Zines, Vancouver Comic Book Club, UBC SF Club, Star Trek, Society for Creative Anachronism, Correspondence, Addresses, Buying Information (catalogs, etc.), Badges & Cards, Conventions, Financial Receipts & Papers, and Secret.
- C. Change and modify the categories in "B" above as the Archives grows and expands. E.G., If Harlan Ellison decides to donate all his original manuscripts to BCSFA then room will be made for these.
- D. Make available to members in good standing all appropriate items in the Archives. In this context the word "appropriate" indicates any item the Executive does not deem to be of an antique quality or confidential nature would be appropriate and thus available to the general membership. Anything deemed confidential would be placed in a separate file and not made available without the consensus of the Executive. E.G., Items of a sensitive nature to some people in the present but of historical significance for the future could then be saved.
- E. Use his or her discretion to decide which appropriate items may be loaned out and which can be viewed only at the Archives.
- F. Require borrowers to sign for items lent out. Non-BCSFA members require Executive approval.
- G. Actively pursue ways to improve and expand the Archives. In this regard the Archivist will submit proposals to the Executive. If the Archivist thinks a decision to improve the Archives cannot wait till the next Executive meeting then he or she shall contact the President to decide on a course of action. E.G., If a special collection became available for purchase but must be bought immediately or be sold to someone else.
- H. Donations will be listed on a separate paper. A copy will be given to the donor and to each Executive member. Donations can be permanent or on indefinite loan. E.G., Fans who want to share what they have with other fans but don't really want to part with items permanently can donate these on indefinite loan and get the items back whenever they want.
- I. Once a year write a "State of the Archives" report. This will be published in BCSFAZINE, or as a supplement to BCSFAZINE, or whatever other form is decided upon from consultation with the Executive.



THESE PROPOSALS ADOPTED IN APRIL 81 EXEC MEETING.

ARCHIVES EXPENSES

- A. MINOR EXPENSES: Archivist will keep records and receipts for minor expenditures. Whenever this totals \$10.00 or thereabouts, the Archivist will apply to the Executive for reimbursement. E.G., For tape, marking pen, index cards, etc.
- B. MAJOR EXPENSES: Proposals will be submitted to Executive. The Executive will decide if proposals are important enough to warrant presentation to the general membership. E.G., For possible relocation of Archives in the future BCSFA should consider buying file cabinets. The present file cabinets are on loan from the present Archivist.

ANNUAL REVIEW OF ARCHIVES

- A. Every February the Executive will review organization of the Archives and decide on what changes and amendments to make. The meeting at which this will take place will be publicized in advance in BCSFAZINE, with notice given that anyone interested in applying for Archivist should attend to learn what the duties are and to suggest changes.
- B. Executive will ratify the new paper of Archives duties and related matters, then call for applicants for position of Archivist.
- C. Executive will hold a closed meeting to choose the Archivist for the next term. If no one else has applied for the position the Executive will do one of the following:
- i - Announce there is no suitable applicant who is willing to be Archivist, and put the Archives in storage;
 - ii - Present the problem at the next general meeting to find a solution;
 - iii - Reaffirm the present Archivist as holder of that position for another term.

OTHER CONSIDERATIONS

- A. The electronic segment of the Archives (audio and visual tapes) are the possession of Al Betz. As Al has equipment and expertise in this area it might be a good idea to have him Archivist of Electronic Segments, if Al will consent to this. BCSFA may wish to purchase copies of Al's tapes.
- B. Material from V-Cons and Rain cons are gathered on a haphazard basis. The Executive might want to make a formal request that every convention connected with BCSFA save one copy of everything for the Archives; also that after a con committee disbands, all of its records, papers and correspondence be donated to BCSFA.

