

Congregation of the  
Sisters of St. Joseph  
in Canada Orientation  
Manual

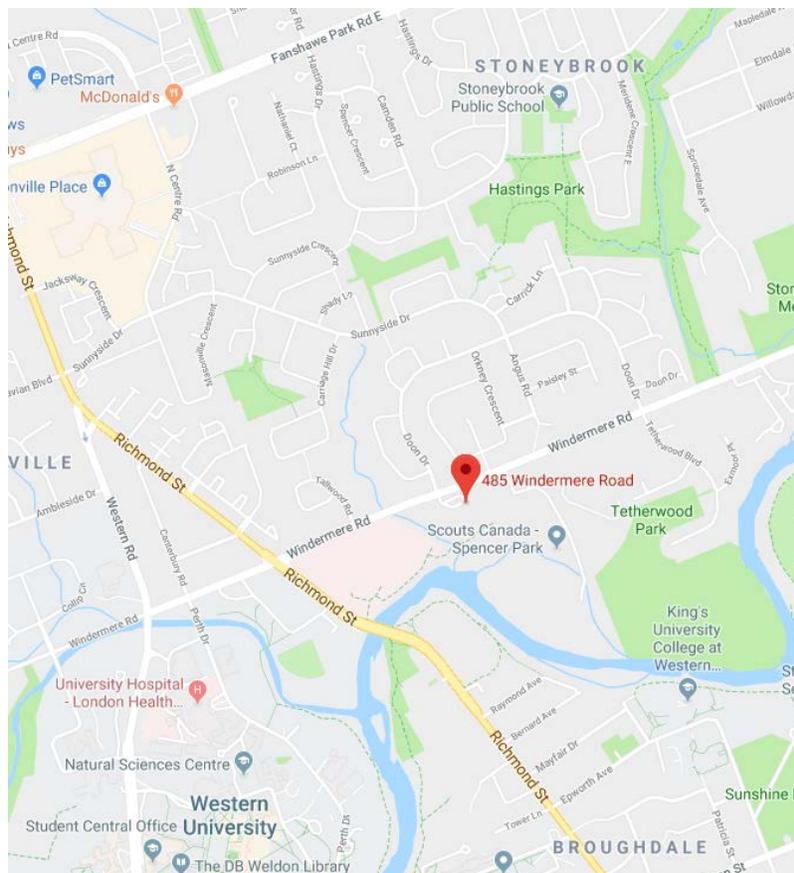
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## General Information

The archives practicum takes place at The Congregation of the Sisters of St. Joseph in Canada Archives, which is located at 485 Windermere Road, just up the hill from the Richmond Street and Windermere Road intersection. You can take the #32 Windermere Road bus from Alumni Hall to our building. The bus stops just across the street. There is also a bike rack in the front of the building.

If you drive a car, you must park in the Boy Scouts parking lot, which is the next turn on the right past our building.



When you arrive, you **must sign in** at the reception desk. There is a cloak room on the main floor where you can leave your coats and any large bags (like knapsacks). **Bring a pair of indoor shoes each time you come.** Please leave your coats and boots in the main floor cloak room. We don't want to track mud and snow throughout the residence where the Sisters live. You may also want to bring a sweater since the archives office and storage room are cool.

If you are taking part in the medical artifacts cataloguing project, you will attend an orientation session at the archives, and for several weeks after this, you will work either at the archives or at St. Joseph's Healthcare London. The address is 268 Grosvenor Street. If you are working at the hospital, please wait in the lounge area inside the Grosvenor entrance doors, until the Archivist arrives.

Please bring your signed and dated copies of the Volunteer Agreement and Volunteer Waiver with you on your first day. The forms must be witnessed, i.e., someone must watch you sign them and sign to attest to the fact that it is your signature.

Each day that you work, please remember to record your hours on the form in the archive office. We require this for tracking and reporting purposes. If you are on the medical artifacts cataloguing project, the Archivist will record your hours.

If you are working at the archives, and the Archivist is not in the office when you arrive, please wait in the office.

ABSOLUTELY NO food or drinks or gum allowed in the archives or medical cataloguing work areas.

Please remember that this is a working practicum. **Please limit chatting and socializing to the coffee breaks**, so that everyone can concentrate on their work. Archives and cataloguing work require careful attention to detail so distractions can result in mistakes.

It is important to try to read as much of the ***Archives Processing Manual*** or ***Medical Artifacts Cataloguing Manual*** as you are able before you begin your program.

The archive is closed on these days:

New Year's Day

Boxing Day

Labour Day

Canada Day

Family Day

Civic Day (1<sup>st</sup> Monday in August)

Thanksgiving Day

Easter Monday

Good Friday

Remembrance Day

Christmas Day

Victoria Day

**Missing time affects how much you are able to learn, the progress of group projects, and reduces the weeks counted when a reference check is given. If you miss more than three weeks in total, you will be asked to withdraw from the practicum.**

If you have to miss work, you must arrange with your supervisor to make up the hours another day.

Missing hours because you need to catch up on schoolwork, or want to take a trip, or attend another event, will negatively affect the reference your supervisor will be able to provide.

## Code of Ethics

This is the Association of Canadian Archivists *Code of Ethics*.

### Principles

Archivists appraise, select, acquire, preserve, and make available for use archival records, ensuring their intellectual integrity and promoting responsible physical custodianship of these records, for the benefit of present users and future generations.

Archivists have a responsibility to ensure that they and their colleagues are able to perform these and other professional activities in an environment free of discrimination and sexual or personal harassment.

Archivists encourage and promote the greatest possible use of the records in their care, giving due attention to personal privacy and confidentiality, and the preservation of records.

Archivists carry out their duties according to accepted archival principles and practices, to the best of their abilities, making every effort to promote and maintain the highest possible standards of conduct.

Archivists contribute to the advancement of archival studies by developing personal knowledge and skills, and by sharing this information and experience with members of archival and related professions.

Archivists use their specialized knowledge and experience for the benefit of society as a whole.

## Applications of Principles

### A. Appraisal, Selection, and Acquisition

A1. Archivists appraise, select, and acquire records in accordance with their institutions' mandates and resources. These activities should be guided by consideration for the integrity of the fonds. Archivists document the criteria which governed the appraisal, selection, and acquisition of records.

A2. Archivists do not compete for acquisitions when competition would endanger the safety of the records; they cooperate to ensure the preservation of records in repositories where they can be effectively managed and used.

A3. Archivists, in determining acquisition, take into full consideration such factors as authority to transfer, donate or sell; financial arrangements, implications, and benefits; plans for processing; copyright, and conditions of access. Archivists discourage unreasonable restrictions on access or use but may accept as a condition of acquisition clearly stated restrictions of limited duration and should suggest such restrictions to protect personal privacy. Archivists observe all agreements made at the time of transfer or acquisition.

A4. Archivists appraise the monetary value of records for purchase or tax benefit for donation based on fair market value of the records at the time of purchase or deposit and in keeping with the principles, guidelines, and regulations established by relevant appraisal bodies and the government.

### B. Preservation

B1. Archivists endeavour to protect the intellectual and physical integrity of the records in their care. Archivists document all actions which may alter the record.

B2. Archivists who find it necessary to deaccession archival records should make every effort to contact the donors or their representatives and inform them of the decision. Archivists

endeavour to offer the records to other repositories in preference to destruction. Archivists document all decisions and actions taken with regard to deaccessioning.

### C. Availability and Use

C1. Archivists arrange and describe all records in their custody in order to facilitate the fullest possible access to and use of their records.

C2. Archivists make every attempt possible to respect the privacy of the individuals who created or are the subjects of records, especially those who had no voice in the disposition of the records. Archivists should not reveal or profit from information gained through work with restricted records.

C3. Archivists inform users of any restrictions on access and use placed on records. Archivists should apply all restrictions equitably.

C4. Archivists should endeavour to inform users of copyright restrictions on records and inform users that it is their own responsibility to obtain copyright clearance from the copyright owners.

C5. Archivists protect each user's right to privacy with respect to information sought or received, and records consulted. Archivists may inform users of parallel research by others only with the prior agreement of the individuals concerned.

### D. Professional Conduct

D1. Archivists who use their institutions' records for personal research and/or publication must make these activities known to both their employers and to others using the same records. Archivists, when undertaking personal research, must not use their knowledge of other researchers' findings without first notifying those researchers about the use intended by the Archivist.

D2. Archivists who acquire records personally, should inform their employers of their acquisition activities, should not compete for acquisitions with their own repositories, should

not use privileged information obtained as a consequence of their employment to further these personal acquisition interests, and should maintain appropriate records of their acquisitions.

### E. Advancement of Knowledge

E1. Archivists share their knowledge and experience with other Archivists for their mutual professional development.

E2. Archivists share their specialized knowledge and experience with legislators and other policymakers to assist them in formulating policies and making decisions in matters affecting the record-keeping environment.

## Job Search

Your supervisor will be able to provide you with job references if you demonstrate good work habits. Your supervisor will also be happy to review your resume and provide you with feedback to help improve it. Here are some job sites that you may wish to use for your job search:

[Welcome | The Association of Canadian Archivists](#)

[SAA Online Career Center | Society of American Archivists](#)

Partnership Board <https://partnershipjobs.ca/>

Foothills Libraries [FLA Jobline](#)

[Archives Association of British Columbia Job Board.](#)

Archives Gig <https://archivesgig.wordpress.com/>

Canadian Museum Association <https://museums.ca/client/career/careers.html>

University of Toronto iSchool jobsite <https://ischool.utoronto.ca/job-site/>

Young Canada Works <https://young-canada-works.canada.ca/Account/Login>

American Library Association <http://joblist.ala.org/>

Library of Congress <http://www.loc.gov/hr/employment/index.php>

Australian Library and Information System <https://www.alia.org.au/jobs>

American Library Association

<http://www.ala.org/irrt/irrtcommittees/irrtintlexc/internationalemployment>

United Nations <https://careers.un.org/lbw/Home.aspx>

Federal Student Work Experience Program <https://www.canada.ca/en/public-service-commission/jobs/services/recruitment/students/federal-student-work-program.html>

Culture Works <http://www.cultureworks.ca/jobs/contractor/index.asp>

Work in Culture <http://www.workinculture.ca/The-Job-Board>

Jobs in the heritage sector <https://museums.ca/client/career/careers.html>

## Sample Job Interview Questions

### Interview Questions

Here is a link to a website with job interview questions:

[https://docs.google.com/spreadsheets/d/1N9segNyNeOssPYqfZ1pacKEHYDPpETKI00IHW\\_ppJF0/edit#gid=0](https://docs.google.com/spreadsheets/d/1N9segNyNeOssPYqfZ1pacKEHYDPpETKI00IHW_ppJF0/edit#gid=0)

## Listservs and Professional Organizations

Another way to improve your employability, contribute to the profession and enhance your skills is to join listservs and professional organizations.

It's a good idea to join a listserv, because this is where information about jobs and workshops is found. The three big archives/records management listservs are:

AAO Listserv <http://aao-Archivists.ca/aao-listserv>

Archives Canada Listserv

<http://www.mailman.srv.ualberta.ca/mailman/listinfo/arcan-l>

Also, it's a good idea to join as many professional organizations as you can while you are a student, because you get the reduced fee. The subscription is good for one year, until you graduate and have to pay a higher fee. By this point, you will have a good idea which organizations benefitted you over the past year and can renew only those memberships.

Here are some archives organizations you can join:

Archives Association of Ontario <http://aao-Archivists.ca/application>

Society of American Archivists <http://www2.Archivists.org/membership/student>

Association of Canadian Archivists <http://Archivists.ca/content/membership>

## Skills An Archivist Needs

It may help to know what skills an Archivist needs when planning your courses:

**-Technological** – including database design, website design, Photoshop, open-source software

**-Records management** – including understanding of classification, records inventory, records retention and disposal schedule

**-Administration** – including ability to develop policy and procedures and funding proposals

**-Appraisal and accessioning** – including how to differentiate between archival and non-archival materials

**-Arrangement and description** – including understanding of metadata and the RAD standard

**-Preservation** – including skills in digitization, understanding different materials and how to care for them, making enclosures

**-Knowledge of ethics and legislation**- including privacy and copyright law

**-Outreach** – including exhibit design

**-Reference** – including how to conduct a reference interview, evaluate source materials, and write business letters

You can get a good idea of what you need to learn from the SAA site:

<http://www2.Archivists.org/gpas/curriculum>

## Position Description and Workplan

Your position title is **Archives Practicum Student**. You may use this position title on your resume. This is the position title your supervisor will use in reference interviews.

**Position Description:** Archives Practicum Student

**Reports to:** Congregational Archivist

**Position Purpose:** To provide practical experience and limited training to students wishing to pursue a career in the field of archives.

**Duties May Include:**

- To assist the Archivist with preservation and arrangement of records
- To assist the Archivist with description of records
- To assist the Archivist with selecting and preparing materials for display
- To assist the Archivist with digitizing records
- To assist the Archivist with archival research in support of outreach projects and reference inquiries
- To catalogue artifacts
- To photograph artifacts
- To catalogue artifacts
- To safely store and record the location of artifacts
- To enter catalogue records into a database

**Qualifications:**

It is helpful to have completed courses in archival description, archives administration, and records management.

**Working Conditions:** May be required to use sharp knives. May be required to work in cool environments.

**Physical Requirements:** May be required to lift up to 35 pounds.

Your workplan will vary depending on the needs of the archives. Your supervisor will give you a workplan each term, but this may change depending on work requirements.

## Communication

We want you to feel comfortable, secure, and respected during your practicum. If you have a problem, please discuss this with your supervisor first. If your problem is not resolved, you may discuss it with the Leadership designate appointed to supervise the archives.

It is important to let your supervisor know in advance (by 4:00 p.m. the day before) if you will be unable to attend or have to leave early. It is also important to try to give your supervisor reasonable notice, (two weeks is courteous), if you will be leaving your practicum for any reason. You are encouraged to make up missed time if your supervisor can schedule you in.

Please feel free to let your supervisor know if you have any special interests or would like training in any special areas. Your supervisor may be able to connect you with other resources.

Post-practicum, we are always happy to provide you with ongoing mentorship. Feel free to stay in touch – we are glad to hear from you!

## Volunteer Policy

The Congregation of the Sisters of St. Joseph in Canada Archives accepts students and graduates from library and information science or archival studies programs to participate in both an archives practicum and medical artifacts cataloguing project. The practicums provide hands-on work experience to participants. Each archives practicum and medical artifacts cataloguing project is approximately fourteen weeks in duration, or one school term, and runs for three hours per week.

To be considered for either program, applicants must submit a resume and take part in an interview in advance of the start date. Eligible applicants are selected based on the resume and interview to determine suitability. If practicum spots are available to be filled, postings will be made to the University of Toronto iSchool job site.

All participants must complete and return a signed and witnessed copy of the Volunteer Agreement and Volunteer Waiver before beginning their program.

Successful participants will be given training on OHSA, WHMIS and AODA, and an orientation session. For the archives practicum, participants will be given a practicum syllabus, as well as the Archives Processing Manual. For the medical cataloguing project, participants will be given the Medical Artifacts Collection Cataloguing Manual.

Each participant will be supervised by the Congregational Archivist. Participants participate in an exit interview to be given an evaluation and provide feedback on their experience. The Congregational Archivist will be available to provide post-practicum support such as resume review, ongoing mentoring, letters of support, and references.

Participants who have to miss a session due to illness or a family commitment must arrange with the Congregational Archivist to make up the hours another day. Any participant who misses more than three weeks in total, will be asked to withdraw from the practicum.

Should the participant experience a problem, this should be discussed with the

Congregational Archivist. If the participant does not feel the problem is resolved, they may discuss it with the Leadership designate appointed to supervise the Congregational Archivist or decide to leave the practicum. If the Congregational Archivist feels the participant is not fulfilling their commitments, this will be discussed with the participant to find a solution, including more training, reassignment of tasks, or other remedies including terminating the practicum.

The Archives observes and upholds the Ontario Human Rights Code by prohibiting discrimination under the Code in accepting applicants for practicums and while at the workplace. We do not tolerate harassment or unwelcome comments or actions. We provide equal rights and opportunities for all volunteers.