BC Forest Service Centenary Society

Guidelines for Collections

Updated: April 18, 2010

This document is a guide for current and past staff of the BC Forest Service who wish to collect physical artifacts associated with the history of the organization. Collections include the identification, written and photographic documentation, transportation, storage, display and disposal of artifacts.

Our goal is to identify, catalogue, publish and, in some cases, take physical ownership of items related to our past 100 years.

Artifacts include paper documents, maps, printed publications, memorabilia, clothing, photographs, equipment, and other items that help to demonstrate the historical progress at the time they were in use by the BC Forest Service. There are many artifacts around BC that came from the forest and ranching industries, but our focus is on artifacts that are directly associated with the BC Forest Service and its operations, including range.

Random 'drive by dumping' of boxes of 'old stuff we found in the storeroom' is of little use to the Society and storage and disposal become an unnecessary burden on limited resources. Just because something is old does not necessarily make it rare or of interest. Items need to tell a story and have some documentation about their age, their purpose, where they originated and how they were used, who created and used them.

Including the human dynamic helps to put context and interest to their use. For example, a piece of firefighting equipment used in the 1940's is even more interesting if there are period photos of it being used. In turn, photos are more interesting if they include where and when they were taken and the names of the people in the photo. Addition of a story that tells about the person that invented the item or used it enhances it even more. Conversely, a piece of equipment or an old photograph that doesn't include any "who, where, when, what and why" information is of lesser interest to us.

Collections have distinct phases associated with them:

1. First is the discovery phase where people go about looking and identifying potential artifacts that are in their possession or that they are aware of. Artifacts may be around the office already on display, in storage or in personal collections of current or past employees.

2. Next there is the investigation of who legally owns the item, what associated information is available about it, what's its condition, and how rare is it. Is it complete? Does it require restoration or preservation? Is the owner willing to donate or loan out the item or just allow it to be photographed or scanned?

3. Documentation includes recording physical descriptions and photographing the artifact. What size is it? How much does it weigh? What category and era would the item fall under?

   To assist in this phase the Society has created an 'Artifact Nomination Form' that should be used to capture as much information as is available. The form and photographs can then be submitted to the BCFS100 collections sub-committee who will consider each item on its merits.

4. Items that are judged to be of interest will be catalogued and the photos displayed on the BCFS100.ca web site.

5. In some cases a request to have an artifact turned over or loaned to the Society for use in its displays or for it to be transferred to the Royal BC Museum or other such organization will be sent out. All transfers of physical artifacts need to include a plan for short and long term disposal and the assignment of right of ownership to the organization they are sent or loaned to.

BC Forest Service Centenary Society
Artifact Nomination Form

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Instructions:

- Use a separate form for each artifact.
- Complete as much information as possible about each artifact you wish to nominate.
- Please include digital photographs of each item, including views from different angles and showing special features. Photo files should be JPG format at 75dpi resolution. Paper prints are also acceptable.
- For documents please include a scanned copy of the item if it is possible to do so without damaging it. Photocopies are also acceptable.
- Email your nomination form(s) and digital photographs/scans to BCFS100@gov.bc.ca with the word "Nomination Form" in the subject line. Nominations may also be mailed via Canada Post to BC Forest Service Centenary Society, 923 Arden Road, Victoria BC V9C 4G3
- Please do not ship any artifacts to the Society until requested to do so.
- The BC Forest Service Centenary Society is not allowed to issue income tax receipts for donations but we may forward your nomination to a library, museum or archive that is authorized to issue tax receipts.

Nomination Reference Number:	Office Use
Date Submitted: yyyymmdd	
Submitted by:	
Name	
Email	
Telephone	
Address	
Description:	
What category is it in?	❑ Equipment ❑ Document ❑ Photograph ❑ Clothing ❑ Memorabilia
What is it?	
Why is it of historical interest?	
What was it used for?	
Who used it?	
When was it used/created?	
Size and Condition:	
How much does it weigh? in kgs	
How big is it? W x L x H in cms	
What is it made of?	
What condition is it in?	❑ Good ❑ Fair ❑ Poor ❑ Requires Restoration
Is it complete?	
Ownership and Availability:	
Who legally owns it?	
Where is the item located now?	
Restriction(s) on availability?	❑ Only a photo of item may be published on BCFS100.ca web site ❑ Available for local/provincial display during 2012 then to be returned ❑ Available for long-term loan or donation to a museum or archive ❑ Only available if a tax receipt can be obtained for fair market value ❑ Other:
Photographs/Scans of Artifact:	Please send in photographs of the artifact to help us evaluate it.
Image file name	**Description**