

**1.0 Purpose**

- 1.1 To outline the University of new Brunswick's policy on the Avis Kinloch Collection.

**2.0 Applicability**

- 2.1 University-wide

**3.0 Definitions**

- 3.1 None applicable

**4.0 Implementation**

4.1 THE BOARD SHALL:

- 4.1.1 recognize the Avis-Kinloch Collection in its present and future forms as belonging to the University;
- 4.1.2 instruct the Director of Audio Visual Services to make from time to time provisions suitable for the continued housing of the master tapes of the Collection;
- 4.1.3 instruct the University Librarian and the Director of Audio Visual Services to make any items in the Collection accessible to any user approved by the Curator of the Collection;
- 4.1.4 instruct the Chairman Linguistics Committee of the Faculty of Arts of the faculty of arts to appoint from time to time a Curator of the Avis Collection; this Curator, who need not be a member of the Department of English, shall perform (without additional pay) the Duties of the Curator of the Avis Collection;
- 4.1.5 approve the duties of the Curator as follows:
  - 4.1.5.1 The Curator shall bear the overall responsibility for the administration of the Collection;
  - 4.1.5.2 The Curator shall be responsible for accepting material to be added to the Collection;
  - 4.1.5.3 The Curator may add material of his own, subject to the approval of the Linguistics Committee;
  - 4.1.5.4 The Curator shall be responsible for controlling the access of the public to the Collection. He or she shall ensure that these materials are available on reasonable terms to bona fide scholars and to any others of whose purpose in consulting the Collection he approves;

- 4.1.5.5 The Curator shall be responsible for the preparation and, once it is prepared, for the updating of a catalogue of the Collection;
- 4.1.5.6 The Curator shall be responsible for the conduct of all correspondence having to do with the Collection;
- 4.1.5.7 The Curator may delegate any of these duties to any person or persons whom he thinks fit; but the responsibility for the performance of the duties shall remain that of the Curator;
- 4.1.5.8 The Curator shall receive no pay for performing his duties as Curator;
- 4.1.5.9 The Curator shall retire from his office if required to do so by a motion passed at a meeting of the Department of English.

## **5.0 Interpretation and Questions**

- 5.1 University Secretariat Office is located in Sir Howard Douglas Hall, Room 110. Questions concerning this policy may be directed to (506) 453-4613 [sjd@unb.ca](mailto:sjd@unb.ca).