



To
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Division Directors
Geological Survey of Canada

From
De

Iris A. Hardy
Chair, Ad Hoc Committee
Policy for Collections of the GSC

Subject
Objet

Proposed GSC COLLECTION POLICY and Collection Representative Appointments

Security Classification - Classification de sécurité
Our File - Notre référence GS 16220 -2
Your File - Votre référence GS 7045-21
Date 30 November 1992

Dr. J.S.Scott presented the findings of his August 1992 "Review of Specimen Collections of the Geological Survey of Canada " to you at the Sector Program Committee on 15 September 1992. In accordance with his recommendations, an ad hoc policy drafting committee was assembled under the auspices of Iris A. Hardy, AGC (list of committee members attached). An overall umbrella policy for the GSC Collections as addressed by Scott, is attached for your reference and final approval.

The next phase is the establishment of guidelines for all individual collections that will be consistent with the policy as presented. It is understood that each collection may have its own unique problems, but that there are also many similarities between GSC Collections. These elements will form the corporate policy and therefore will be amended to this policy as they are developed over the next four (4) months. Early into the next phase scheduled to commence January 22, 1993, the work of the ad hoc committee will be absorbed by the new proposed GSC Collections Management Committee (CMC). After the implementation planning stage, a final step commencing 1 April 1993 will be the implementation of this policy under the guidance of the CMC.

We are therefore requesting the following:

1. Comments on the attached policy and signature that you have read and approve this policy before our submission to Dr. Richard Haworth, DG Geophysics and Marine Geoscience Branch; he will present it for approval at the GMC meeting scheduled for 17 December 1993. Your comments would be appreciated upon receipt of this memo before 7 December 1993 (fax 902-426-4465).

2. Designation of Curators and Divisional representatives to draft a set of guidelines for those collections for which your Division has responsibility (see attached under "Guidelines" GSC Collections policy). It is envisaged that meetings for this purpose will officially commence upon approval of the GSC Collections Policy on 17 December 1992. The ad hoc Committee members will act as facilitators in this process. Designated representatives to draft these guidelines must also meet the criteria for membership of the CMC (refer to policy), as it is likely these representatives will constitute this Committee. Your list of representatives must be received by the Chair before 31 December 1992.
3. A review of the sections of the Scott report, specifically listed as under your Divisional care. We request comments, modifications, updates or changes necessary to more accurately reflect your present situation as the CMC develops and amends the corporate GSC Collection policy in the next phase. Please send comments etc. as above under section 2.

I thank you in advance and may be reached at (902) 426-6217;
Internet : hardy@agcrr.bio.ns.ca



cc. ad hoc GSC Collections Committee

LIST OF AD HOC COMMITTEE MEMBERS

Iris Hardy (Chair)	GSC, Halifax	(902) 426-6127
Richard Herd	GSC, Ottawa	(613) 998-0381
Garth Jackson	GSC, Ottawa	(613) 995-4731
Alec Aitken	Univ. Saskatchewan, Saskatoon	(306) 966-5672
Grant Mossop	GSC, Calgary	(403) 292-7049
Elspeth Snow	GSC, Calgary	(403) 299-3539
Terry Poulton	GSC, Calgary	(403) 292-7096
Carol Evenchick	GSC, Vancouver	(604) 666-7119

Canada



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Commission géologique du Canada
Au service de la nation depuis 150 ans

Collections Management Policy

Date of Policy: 17 December 1992

HAVE READ AND RECOMMEND APPROVAL:

J.M. (MURRAY) DUKE
Mineral Resources Division

M.E. (MEL) BEST
Pacific Geoscience Centre

A.C. (SANDY) COLVINE
Continental Geoscience Division

D.B. (DAVE) PRIOR
Atlantic Geoscience Centre

D.J. (DIRK) TEMPLEMAN-KLUIT
Cordilleran Division

A. (ANNETTE) BOURGEOIS
Information and Communications

A. (AICHA) ACHAB
Centre Geoscientifique du Quebec

A.G. (GEORGE) PLANT
Coordination and Planning

J.S. (JEAN-SERGE) VINCENT
Terrain Sciences Division

B. (BONNIE) HRYCYK
Polar Continental Shelf Project

M.J. (MIKE) BERRY
Geophysics Division

G.D. (GRANT) MOSSOP
Institute of Sedimentary and
Petroleum Geology

APPROVED:

E.A. (KEN) Babcock
Assistant Deputy Minister

GEOLOGICAL SURVEY OF CANADA - COLLECTIONS POLICY

INTRODUCTION

The mandate of the Geological Survey of Canada originates from the needs of geoscientific programs. This is derived from legislation, Order in Council and other types of Cabinet decisions.¹

A fundamental and integral part of the Geological Survey of Canada's scientific mandate is to acquire and maintain collections of geological materials² illustrating attributes of Canadian geology or materials obtained from non-Canadian sources, for reference or comparative purposes, scientific research, display or public education, or to meet regulatory requirements.

Together these materials constitute a significant component of the National Geoscience Database for which the GSC has primary responsibility.

CURATION POLICY

Two major kinds of collections are maintained: working and archival. Working collections are required by the collector(s) to support the scientific integrity of ongoing individual or group research projects, while archival collections, generally derived from working collections, are maintained and held in trust for future use.

Working collections are normally initiated by the project leader(s). During the term of a project, the project leader has primary responsibility for, and access to, the working collections. Most **archival collections** are derived from working collections during the terms of projects, or within one year of their termination. At this time, the project leader(s) must relinquish responsibility for the materials to the appropriate curator(s).

Curation begins in the field. Documentation of certain basic information such as collection site (s) (specific location data), storage site(s), collector(s), project leader(s), initiating agencies, and general sample information is a **mandatory** part of the ongoing curation process for both working and archival collections. This information is required for compilation into a general index of collections, in

¹ Act to continue GSC mandate, 1845; National Archives of Canada Act, 1987 and Canada Oil and Gas Drilling Regulations, 1988.

² Refer to the Appendix for definitions of terminology.

a suitable form, for annual distribution to the scientific community and to the public.

MANAGEMENT RESPONSIBILITY

Responsibility for collections is delegated to the Division Directors that have primary program and/or regional responsibility for collections assigned to them by Branch Directorate. This management team under the guidance of the GSC GMC has responsibility for:

- 1) appointing representatives to the GSC Collections Management Committee and providing of appropriate resources;
- 2) establishing and adhering to guidelines for the maintenance of their collections;
- 3) providing appropriate resources for curation of their collections;
- 4) promoting the use of their GSC collections, recognizing the value of these collections, and fostering an awareness of these collections to the geoscientific community at large;

Operational concerns for the Divisions will include:

- 1) immediately updating and communicating any pertinent information which may affect curatorial resources;
- 2) providing collection information to the Geoscience Information and Communications Division who are responsible for issuing up-to-date catalogues to the geoscientific community; and
- 3) responsibility for providing scientific and technical information on their collections.

GSC COLLECTIONS MANAGEMENT COMMITTEE

The GSC Collections Management Committee will meet at least once a year to advise, liaise and otherwise ensure effective communication amongst Branches and Divisions, and to co-ordinate curation of GSC collections.

The Committee will:

- 1) receive reports from its Committee members on the use and accession of specimens to GSC collections and on policies applied to these collections;
- 2) promote the knowledge and proper use of GSC collections in Canada, and internationally, through GSC and other agencies, as and when appropriate;
- 3) bring to the attention of the GSC GMC team, issues and concerns of the geoscience community in Canada related to collections, as well as issues and concerns of related international bodies; and
- 4) respond to requests from Divisions for advice on curation.

This Committee will consist of representatives from the following constituencies : GSC management (Director level or equivalent), curation, scientific research, informatics, publications; and an unbiased external advisor appointed by GSC GMC. The composition of the Committee will be balanced in terms of Division representation between the two (2) Branches. The size of the Committee may vary but its ordinary membership should not exceed eight (8); associate members may be appointed for short, temporary terms to accomplish specific tasks. Ordinary membership will be for a maximum of two (2) years, with the possibility of renewal.

Upon approval of the Collections Policy, GSC GMC will address the appointment of the first Committee members on or before 22 January 1993, from lists of curators and other representatives provided by Divisions.

A Chairperson and Secretary will be selected by the Committee at its first meeting, and the normal Rules of Order will apply to the conduct of its business. Business will also be conducted by phone, fax or electronic mail as required. The Chairperson will submit reports of all meetings to GSC GMC, and minutes of all formal and informal meetings will be maintained on file.

GUIDELINES

A set of guidelines will be developed by those representatives responsible for or delegated for each GSC collection, and appended to this section of the GSC Collections Policy. Each collection will be represented by its own set of guidelines or amalgamated within an overall set of guidelines for collections having common similarities. herein. New collections will also be represented, as and when they come into being. Guidelines for collections will be amended to this policy herein, as they are developed or as collections become consolidated, discontinued, or transferred to other agencies ie. National Archives, or discarded.

Each set of guidelines will identify those individuals responsible for its development, its date of acceptance by the GSC Collections Management Committee, and the date it becomes effective. Guidelines for each collection must designate the following: managerial and curatorial authority; summarize the collection contents and location; list normal levels of activity; resource expenditure(s) of the Divisional budget for maintenance; and set out rules for the curation of the collection, identifying the level of curatorial expertise required, as well as rules for retention and disposal of samples.

The development and maintenance of these guidelines will be coordinated and facilitated by the GSC Collections Management Committee.

Tables (I.A, I.B, I.C, I.D, II.A, II.B, II.C, and II.D) from current GSC Collections as identified within the Dr. J. Scott report " Review of Specimen Collections of the Geological Survey of Canada" are attached.

APPENDIX

INHERENT TERMINOLOGY

A. Collections:

Collections are systematic assemblages of related geological materials.

1. Working collections are the materials collected in the field, and other geological materials and data derived from them, during the course of a geoscientific program.
2. Archival collections are reference materials held in trust when geoscientific programs demand, for future use. They are selected from the working collections, or otherwise acquired e.g. from industry.

The necessary criteria for determining when and how working collections become archival collections, are specific to each working/archival collection pair, and are determined by the guidelines of the GSC Collections Management Policy.

National collections are specifically designated as having national significance, not just by the GSC, but according to criteria which are applied to collections maintained by institutions across Canada. They may have a legal status, such as the National Mineral Collection of Canada.

B. Geological Materials:

Geological materials are samples of the natural environment, associated processed samples, analytical data, associated curation documentation, manuscripts, published works, maps, plans, drawings, prints, photographs, field notebooks, geophysical records, magnetic tape media etc.

C. Curation:

Curation is the systematic process whereby collections of geological materials are acquired, labelled, identified, catalogued, researched, organized, maintained, or selected for discard according to discipline-specific literature and expertise.

D. Samples:

Samples are representative parts of naturally occurring materials.

E. Acquisition of Collections:

Geological materials may enter the collections as follows:

- acquired during GSC field projects
- received for identification
- other donations and bequests
- purchases
- loans
- exchanges

F. Maintenance of Collections:

Routine actions that support the goals of the GSC with respect to its collections, such as organization and conservation, accessibility, monitoring activity, general housekeeping, and provision of appropriate storage materials

as well as appropriate storage, preparation and examination areas.

G. Conservation:

Actions required to retard deterioration of, or to prevent damage to, geological materials in a collection, either working or archival, to preserve them for present or future use.

CURRENT GSC COLLECTIONS AS IDENTIFIED IN REPORT BY
DR. J. SCOTT
"REVIEW OF SPECIMEN COLLECTIONS OF THE
GEOLOGICAL SURVEY OF CANADA"
August, 1992

TABLE I.A
NATIONAL COLLECTIONS

PART 1 OF

- FOSSILS -

Collection		Description		Storage			Annual Use	Resources	
No.	Name	No. Specimens	Annual Increment	Current	Annual Increment	Time to Full Capacity	No. Requests	P.Y.'s	O&M
005	National Type Collection of Fossil Invertebrates and Plants	104,000	2,000 to 4,000 specimens	927 ft ²	16 ft ²	3 to 5 years	24 individual requests; 260 specimens loaned	1.5	not specified
006	Reference Invertebrate Fossils	1,150,000	5,000	8,605 ft ² (including aisles)	450 ft ²	about 5 years	No record of staff use; Material from 148 localities loaned	0.5	\$4K
021	Reference Invertebrate Fossils	4,000 to 8,000 samples, microfossils, (15,000-20,000 slides)	50 samples	320 ft ² (outdoors)	2 to 4 ft ²	Existing storage is full	4 (estimate)	0.5	N/A
019	Reference Invertebrate Fossils	150,000+ microfossil specimens; 5,000 conodont collections	100 to 200 macrofossils; 100 to 200 microfossils	1,000 ft ²	not specified	1 to 2 years	not specified	0.3	not specified
026	Reference Invertebrate Fossils and Rocks	205,000	6,500 to 9,000	13,000 ft ²	500 ft ²	3 years	Staff use frequent; Materials from 2,500 localities loaned	2.2	not specified
Subtotals		1,642,000	18,500	23,852 ft ²	1,000 ft ²	< 3 to 5 years	300 (estimate)	5.0	not specified

TABLE 1A
NATIONAL COLLECTIONS

PART 2

- FOSSILS -

Collection		Access			Curation		Publicity	Issues
No.	(a) Name (b) Division/Location (c) Curator	Loan/Return Policy/Procedures	Loan Records	Accession/Discard Policy & Procedures	Records Management			
005	a. National Type Collection of Fossil Invertebrates and Plants b. ISPG, Ottawa, Ont. c. T.E. Bolton	Curator permission, established procedures not documented	Written records maintained	conforms with Int. Code Zool. & Botan. nomenclature	Ledgers, published catalogues	G.S.C./outside publications	Resources for database development; Specimen backlog; Storage space	
006	a. Reference Invertebrate Fossils b. ISPG, Ottawa, Ont. c. G.P. Martin	Informal for staff; External requests to Collections Manager	Written records retained; Recent in EDP form	procedures established conforms with Int. Code Zool. & Botan. nomenclature	Index cards maintained; Limited input to R-base	G.S.C./outside publications	Approximately \$14 needed for database management	
021	a. Reference Invertebrate Fossils b. PGC, Sidney, B.C. c. M.J. Johns	None documented	nil	none documented	Field note books; EDP database	nil	Approximately \$12 needed for curation/database development	
019	a. Reference Invertebrate Fossils b. CD, Vancouver, B.C. c. S.E.B. Irwin	nil	nil	Specimen documentation required	Field note books; Accession slips; Some info in database	nil	Resources required for database development	
026	a. Reference Invertebrate Fossils and Rocks b. ISPG, Calgary, Alta. c. D. McInroy	Informal request to collector or curator	loan forms retained	unpublished documentation	Index cards; 5% in MINISIS database	G.S.C./outside publications	Resources required for database development	

TABLE I.B
NATIONAL COLLECTIONS

PART 10

- ROCKS -									
Collection		Description			Storage		Annual Use	Resources	
No.	Name	No. Specimens	Annual Increment	Current	Annual Increment	Time to Full Capacity	No. Requests	P.Y.'s	Q&M
041	Archival Rock Collection	> 1,000,000	5,000	12,050 ft ²	250 ft ²	2 to 5 years	300 rock specimens	1.5	\$12K
039	National Meteorite Collection	700	2 (average) 1991 - 40	200 ft ²	N/A	N/A	5	not specified	not specified
Subtotals		> 1,000,000	5,000	12,250 ft ²	250 ft ²	< 3 to 5 years	35	1.5	\$12K

TABLE I.B
NATIONAL COLLECTIONS

PART 20

- ROCKS -									
Collection		Access		Curation			Publicity	Issues	
No.	(a) Name (b) Division/Location (c) Curator	Loan/Return Policy/Procedures	Loan Records	Accession/Discard Policy & Procedures	Records Management				
041	a. Archival Rock Collections b. MRD, Ottawa, Ont. c. R.K. Herd	Not published; Access only through curator	Q&A database; paper records	Not published; Transfer of current materials 7 to 10 years; All materials from hardrock studies accepted	Q&A database maintained by curator		None	Database requires update; Cutting, culling to reduce volume desirable	
039	a. National Meteorite Collection b. MRD, Ottawa, Ont. c. R.K. Herd	Not published; Requests to curator	Recorded in Q&A database	Accession policy described in brochure Geol. Soc. London; Curation guidelines followed	Computer database; Paper records		Published brochure	Update of computer records of descriptions and analyses	

TABLE 1.C
NATIONAL COLLECTIONS

PART 1 OF

- MINERALS -									
Collection		Description			Storage		Annual Use	Resources	
No.	Name	No. Specimens	Annual Increment	Current	Annual Increment	Time to Full Capacity	No. Requests	P.Y.'s	Q&M
003	National Mineral Collection (Systematic Reference Series)	17,000 specimens	275	2,900 ft ²	20ft ²	5 years	50 to 60	1.5	\$15K
Subtotals		17,000	275	2,900 ft ²	20 ft ²	5 years	60	1.5	\$15K

TABLE 1.C
NATIONAL COLLECTIONS

PART 2 OF

- MINERALS -									
Collection		Access			Curation		Publicity	Issues	
No.	(a) Name (b) Division/Location (c) Curator	Loan/Return Policy/Procedures	Loan Records	Accession/Discard Policy & Procedures	Records Management	Annual Use	No. Requests	P.Y.'s	Q&M
003	a. National Mineral Collection (Systematic Reference Series) b. MRD, Ottawa, Ont. c. G. Ansell	Unpublished procedures in place	Records in database	No formal publications; Collection, exchange, purchase, donation Int. Min. Assoc. class. standards	Database part of CIIN network MOFILE under development	5 years	50 to 60	1.5	\$15K

TABLE I.D
NATIONAL COLLECTIONS

PART 1 OF 2

- UNCONSOLIDATED MATERIALS -										
Collection			Description		Storage			Annual Use	Resources	
No.	Name	No. Specimens	Annual Increment	Current	Annual Increment	Time to Full Capacity	No. Requests	P.Y.'s	O&M	
010	National Marine Geoscience Collection	9,000 cores, 800 grab samples; 200,000 processed samples	2,200 m	10,000 ft ²	2,000 m. core	8 years	40	3	\$64K	
040	Marine Soft Sediment Cores (NO INFORMATION)	not specified	not specified	not specified	not specified	not specified	not specified	not specified	not specified	
028	Geochemical Reconnaissance Samples	205,000 specimens; 15,000 water specimens	5,000 specimens; 2,500 water samples	6,000 ft ²	500 ft ²	3 years	7,000 (average); Up to 20,000 for re-analyses	0.8	\$80K	
008	Surficial Sediments	Approximately 100,000 samples	4,000 samples	6,000 ft ²	30 ft ²	1 year	4	1.2	\$10K	
022b	CGQ Surficial Sediments	not specified	500 to 600 50-lb. bulk containers	3,300 ft ²	500 to 600 ft ²	5 to 10 years	not specified	not specified	not specified	
Subtotals		> 530,000	24,000 (estimate)	25,300 ft ²	1,200 ft ²	8 years or less	50 (estimate)	5	\$150K	

TABLE 1.D
NATIONAL COLLECTIONS

PART 2 OF 2

- UNCONSOLIDATED MATERIALS -								
No.	Collection		Access		Curation		Publicity	Issues
	(a) Name (b) Division/Location (c) Curator		Loan/Return Policy/Procedures	Loan Records	Accession/Discard Policy & Procedures	Records Management		
010	a. National Marine Geoscience Collection b. AGC, Dartmouth, N.S. c. I.A. Hardy		2 years restricted access; Curator approval required	Managed in database; Hard copy available	Internal guidelines established	Records contained in Sample Information Database (SID)	G.S.C./outside publications	Space for collection expansion
040	a. Marine Soft Sediment Cores (NO INFORMATION) b. PGC, Sidney, B.C. c. blank		not specified	not specified	not specified	not specified	not specified	not specified
028	a. Geochemical Reconnaissance Samples b. MRD, Ottawa, Ont. c. P.W.B. Friske		Limited	Written records retained	Internal procedures; Not published	Field notes; Computer files	nil	Limited curation, Potential for loss of rented storage space
008	a. Surficial Sediments b. TSD, Ottawa, Ont.; Hull, Québec c. L. Gagnon; J.R. Bélanger		Informal publication	not specified	Informal; Not published	Records maintained in R-base database	Informal publications	Curation backlog, Space
022b	a. CGQ Surficial Sediments b. CGQ, Sainte-Foy, Québec c. comité de gestion des entrepôts		not specified	not specified	nil - new collection	not specified	not specified	Curation/management policies, procedures to be established

TABLE II.A: REGIONAL AND THEMATIC COLLECTIONS

PART 2 OF 2

- FOSSILS -								
Collection		Access		Curation			Publicity	Issues
No.	(a) Name (b) Division/Location (c) Curator	Loan/Return Policy/Procedures	Loan Records	Accession/Discard Policy & Procedures	Records Management			
007	a. Quaternary Organic Materials b. TSD, Ottawa, Ont.; Hull, Québec c. L. Gagnon	Contact curator	Contained in database	Not published; Contact curator	Field notes		nil	nil
011	a. Mollusc Index Collection b. AGC, Dartmouth, N.S. c. I.A. Hardy; T. Cole	Internal use only	N/A	Contact curator; No external loans	Data cards on file		Published catalogue	Future space constraint
012	a. Foraminiferal Index Collection b. AGC, Dartmouth, N.S. c. T. Cole	No loans; Internal supervised viewing only	N/A	Internal procedures established	Data cards with specimens		nil	Future space constraints
013	a. Working Foram Collection b. AGC, Dartmouth, N.S. c. F. Cole; F. Thomas	Loans not permitted	N/A	Not published; Curator or Collector permission required	Specimen locations in Sample Information Database (SID)		nil	Storage cabinet; New location required
016	a. Palynology Type Collection b. AGC, Dartmouth, N.S. c. B. MacMillan	contact curator	nil	Unpublished	Retained in database		not specified	nil
017	a. Palynology Reference Slides b. AGC, Dartmouth, N.S. c. B. MacMillan	Contact curator	nil	Not published	Retained in computer database		not specified	nil
033	a. Palynology Reference Slides b. TSD, Ottawa, Ont. c. H. Jetté	Unpublished procedures; On site examination only	nil	Diversity of specimens desired; Procedures unpublished	nil		nil	Collection should remain with paleoecology laboratory
015	a. Palynology Rock Specimens b. AGC, Dartmouth, N.S. c. not specified	nil	nil	nil	nil		nil	nil
029	a. Palynological Specimens b. TSD, Ottawa, Ont. c. R.J. Mott; T.W. Anderson; H. Jetté	nil	nil	Informal; Not published	Field notes; Card index		None	nil

TABLE II.A
REGIONAL AND THEMATIC COLLECTIONS

- FOSSILS -									
Collection		Access			Curation			Publicity	Issues
No.	(a) Name (b) Division/Location (c) Curator	Loan/Return Policy/Procedures	Loan Records	Accession/Discard Policy & Procedures	Records Management				
007	a. Quaternary Organic Materials b. TSD, Ottawa, Ont.; Hull, Québec c. L. Gagnon	Contact curator	Contained in database	Not published; Contact curator	Field notes	nil	nil	nil	nil
011	a. Mollusc Index Collection b. AGC, Dartmouth, N.S. c. I.A. Hardy; T. Cole	Internal use only	N/A	Contact curator; No external loans	Data cards on file	Published catalogue	Future space constraint		
012	a. Foraminiferal Index Collection b. AGC, Dartmouth, N.S. c. T. Cole	No loans; Internal supervised viewing only	N/A	Internal procedures established	Data cards with specimens	nil	Future space constraints		
013	a. Working Foram Collection b. AGC, Dartmouth, N.S. c. F. Cole; F. Thomas	Loans not permitted	N/A	Not published; Curator or Collector permission required	Specimen locations in Sample Information Database (SID)	nil	Storage cabinet; New location required		
016	a. Palynology Type Collection b. AGC, Dartmouth, N.S. c. B. MacMillan	contact curator	nil	Unpublished	Retained in database	not specified	nil		
017	a. Palynology Reference Slides b. AGC, Dartmouth, N.S. c. B. MacMillan	Contact curator	nil	Not published	Retained in computer database	not specified	nil		
033	a. Palynology Reference Slides b. TSD, Ottawa, Ont. c. H. Jetté	Unpublished procedures; On site examination only	nil	Diversity of specimens desired; Procedures unpublished	nil	nil	Collection should remain with paleoecology laboratory		
015	a. Palynology Rock Specimens b. AGC, Dartmouth, N.S. c. not specified	nil	nil	nil	nil	nil	nil		
029	a. Palynological Specimens b. TSD, Ottawa, Ont. c. R.J. Mott; T.W. Anderson; H. Jetté	nil	nil	Informal; Not published	Field notes; Card index	None	nil		

- FOSSILS -

Collection		Access		Curation		Publicity	Issues
No.	(a) Name (b) Division/Location (c) Curator	Loan/Return Policy/Procedures	Loan Records	Accession/Discard Policy & Procedures	Records Management		
032	a. Modern Wood Thin Sections b. TSD, Ottawa, Ont. c. H. Jetté	nil	nil	Informal; Not published	nil	nil	Collection should remain with paleoecology laboratory
037	a. Paleoeological Macrofossil Type Collection b. TSD, Ottawa, Ont. c. A. Telka	nil	nil	nil	nil	Reference to specimens in external publications	minimal

TABLE II.B
REGIONAL AND THEMATIC COLLECTIONS

PART 1 OF

- ROCKS -									
Collection		Description		Storage			Annual Use	Resources	
No.	Name	No. Specimens	Annual Increment	Current	Annual Increment	Time to Full Capacity	No. Requests	P.Y.'s	O&M
001	Petrology Samples	Approximately 4,000 specimens	Approximately 225	275 ft²	11 ft²	3 years	24	0.1	\$20K
025	Subsurface cores and samples	Over 14,000,000 well samples, 30,000 core boxes	150 to 200 boxes	58,000 ft²	Approximately 100 ft² per year	5 to 10 years	1,500	3.25	\$114K
027	Subsurface Samples	Over 100,000	2,000 samples per year	200 ft²	not specified	5 to 10 years	250	2.5	nil
014	Onshore Boreholes	3,500 sample vials; 400 pieces of sidewall core	None	230 ft²	None	N/A	2	0.05	not specified
002	Paleomagnetism Samples	Approximately 2,700	225 per year	100 ft²	not specified	3 years	24	1.0	\$20K
020	Palaeomagnetic Rock Specimens	31,500 specimens	500 to 1,000 specimens	375 ft²	6 ft²	5 years	2	0.6	\$10K
023	Impact Crater Specimens	8,500 samples; 11 km drill core	50 samples	500 ft²	5 to 10 ft²	N/A	20	0.2	\$2K
024	Rock Density Specimens	5,000 (estimate)	Variable 0 to 300	not specified	not specified	Ten+ years	nil	not specified	not specified
036	Current CSC Rock Collections	200,000 specimens	40,000 specimens	7,600 ft²	250 ft²	Current holding area full	400 specimens loaned	1.5	\$12K
018	CSC Rock Collections (Vancouver)	unknown	1,000 to 2,000 specimens	6,000 ft²	500 ft² (estimate)	2 to 3 years	not specified	0.3	not specified
022a	CCQ Rock Collections (Québec City)	To be evaluated	15 to 18,000 specimens	3,300 ft²	500 to 600 ft²	adequate for next 5 to 10 years	nil	not specified	not specified
Subtotals		~ 15,000,000	64,000	76,580 ft²	1,500	< 3 to 5 years	~ 2,200	9.5	\$180K

TABLE II.B: REGIONAL AND THEMATIC COLLECTIONS

PART 2 OF 2

- ROCKS -									
No.	Collection		Access			Curation		Publicity	Issues
	(a) Name (b) Division/Location (c) Curator		Loan/Return Policy/Procedures	Loan Records	Accession/Discard Policy & Procedures	Records Management			
001	a. Petrology Samples b. CGD, Ottawa, Ont. c. K. Currie; R. Emslie		Informal	not specified	nil	Field note books; Laboratory data	N/A		not specified
025	a. Subsurface cores and samples b. ISPG, Calgary, Alta. c. A.J. Scott; E.G. Snow		Published; Record of examination and loan form	Completed loan records on file	Canada Lands regulations	Records on file; Partial list in database	Published GSC paper		Increasing costs for accessing washed samples; Sample rack costs; Future storage space
027	a. Subsurface Samples b. ISPG, Calgary, Alta. c. D. McInroy		Contact curator	Written loan records retained	Guidelines in preparation	Records on file; Open File 490	G.S.C. Open File 490		Possible need for collection integration with core and sample repository holdings
014	a. Onshore Boreholes b. AGC, Dartmouth, N.S. c. I.A. Hardy		on-site viewing only	N/A	In place	Computerized index; Card file	Published GSC reports		Transfer of collection to provincial agencies
002	a. Paleomagnetism Samples b. CGD, Ottawa, Ont. c. K. Buchan; G. Freda		Informal	not specified	nil	Field notes; Laboratory data	N/A		not specified
020	a. Palaeomagnetic rock specimens b. PGC, Sidney, B.C. c. P.J. Wynne		Informal	written records	In place; Unpublished	Field note books; Analytical data computerized	N/A		N/A
023	a. Impact Crater Specimens b. GD, Hull, Québec c. R.A.F. Grieve		nil	nil	nil	Field notes; Database	nil		Needs curation personnel
024	a. Rock Density Specimens b. GD, Hull, Québec c. R.A. Gibb		No loans	N/A	Open access	On-line ORACLE database	nil		Curation personnel required

- ROCKS -

Collection		Access		Curation		Publicity	Issues
No.	(a) Name (b) Division/Location (c) Curator	Loan/Return Policy/Procedures	Loan Records	Accession/Discard Policy & Procedures	Records Management		
036	a. Current GSC Rock Collections b. MRD, Ottawa, Ont. c. R.K. Herd	Not published	Transaction records maintained	Not published; All collected labelled materials accepted	Q&A database maintained by curator; Collectors hold field notes; Labs hold analytical data files	None	Improved information from collectors; Curation policy/procedures needed; Curation supplies and assistance
018	a. GSC Rock Collections (Vancouver) b. CD, Vancouver, B.C. c. S.E.B. Irwin	nil	nil	None documented	Field notes; Database for some suites	not specified	Accession/disposal policy; Storage space
022a	a. CCGQ Rock Collections (Québec City) b. CCGQ, Québec c. comité de gestion des entrepôts	nil	nil	nil, new collection	nil	not specified	Policy, procedures for accession/discard

3. The absence of Sector and/or Divisional guidelines to foster the orderly development of collections has led to uncertainty as to responsibility for interim and long term curation of collections arising from specific research activities.

TABLE II.C
REGIONAL AND THEMATIC COLLECTIONS

PART 1 OF

- MINERALS -										
Collection		Description		Storage			Annual Use	Resources		
No.	Name	No. Specimens	Annual Increment	Current	Annual Increment	Time to Full Capacity	No. Requests	P.Y's	O&M	
004	Lead Isotope Specimens	> 1,200	50 to 150 specimens	5 ft ²	not specified	5 to 10 years	1	not specified	not specified	
004	Iron Formation Specimens	6,000 to 10,000	200 specimens	250 ft ²	not specified	0 years	100	0.5	nil	
005	Copper/molybdenum Ore Specimens	10,000 to 15,000	500 specimens per year; 30 lineal feet drill core	300 ft ²	30ft ²	0 years	< 1	nil	nil	
009	Reference Heavy Minerals	Approximately 100	blank	N/A	N/A	N/A	5	0.01	not specified	
008	Ore Commodities	200,000	10,000 (estimate)	11,000 ft ²	100 ft ²	0 years	Unknown; Probably Infrequent	not specified	not specified	
042	Lead/Zinc Ore Specimens	~ 4,500	30-50 specimens	50 ft ²	2 ft ²	Not specified	8	nil	nil	
043	Ore Reference Collection (Historic Ore Collection)	~ 3,000	nil	600 ft ²	—	0 years	Few - nil	—	—	
Subtotals		~ 233,500	10,500	~ 12,000 ft ²	> 130 ft ²	> 1 per year	110	0.5	not specified	

TABLE II.C
REGIONAL AND THEMATIC COLLECTIONS

PART 2 OF

Collection		Access		Curation		Publicity	Issues
No.	(a) Name (b) Division/Location (c) Curator	Loan/Return Policy/Procedures	Loan Records	Accession/Discard Policy & Procedures	Records Management		
004	a. Lead Isotope Specimens b. MRD, Ottawa, Ont. c. R. Thorpe	nil	N/A	In place; Informal	R-Base computer file	nil	Curation support required; Analytical data file linkage required
034	a. Iron Formation Specimens b. MRD, Ottawa, Ont. c. G.A. Gross	nil	nil	nil	Field notes; Accession records; Laboratory data; Database	Referenced in CSC reports	Access to collection; Storage space
035	a. Copper/molybdenum Ore Specimens b. MRD, Ottawa, Ont. c. R.V. Kirkham	nil; Informal	nil	nil	Manuscript accession records	nil	2.5 P.Y's for curation; Layout and storage space; Curation equipment
009	a. Reference Heavy Minerals b. TSD, Ottawa, Ont. c. P.J. Lindsay	On site viewing only; No loans	N/A	nil	nil	nil	promotion required
038	a. Ore Commodities b. MRD, Ottawa, Ont. c. R.K. Herd; R.D. Lancaster	Not published; Transaction records used by some collectors	Partial records on Q&A database	Not published	Collector's field notes; Partial Q&A database	nil	Curator not designated; Potential for linkage with National Mineral Collection
042	a. Lead/Zinc Ore Specimens b. MRD, Ottawa, Ont. c. D.F. Sangster; R. Lancaster	nil	nil	nil	Field notes; Accession records; Lab. analytical database	nil	Fate of collection following collector's retirement
043	a. Ore Reference Collection (Historic Ore Collection) b. MRD, Ottawa, Ont. c. R.K. Herd	Not published; Application to curator	Paper records retained	nil	Linked with National Mineral Collection Files	nil	Completion of cataloguing; Integration with other mineral collections

TABLE II.D: REGIONAL AND THEMATIC COLLECTIONS

PART 1 OF 2

- UNCONSOLIDATED MATERIALS -										
Collection		Description			Storage			Annual Use	Resources	
No.	Name	No. Specimens	Annual Increment	Current	Annual Increment	Time to Full Capacity	No. Requests	P.Y.'s	O&M	
030	Great Lakes Sediment Cores	not specified	4	not specified	not specified	not specified	Limited staff use	not specified	not specified	
031	Champlain Sea Sediment Cores	not specified	not specified	not specified	not specified	not specified	Limited staff use	not specified	not specified	
Subtotals		not specified	not specified	not specified	not specified	not specified	not specified	not specified	not specified	

TABLE II.D
REGIONAL AND THEMATIC COLLECTIONS

PART 2 OF 2

- UNCONSOLIDATED MATERIALS -									
Collection		Access			Curation		Publicity	Issues	
No.	(a) Name (b) Division/Location (c) Curator	Loan/Return Policy/Procedures	Loan Records	Accession/Discard Policy & Procedures	Records Management	Field notes; Card index	Field notes; Card index	Field notes; Card index	
030	a. Great Lakes Sediment Cores b. TSD, Ottawa, Ont. c. R.J. Mott; T.W. Anderson; H. Jetté	nil	nil	Collector dependent	Field notes; Card index	Field notes; Card index	nil	nil	
031	a. Champlain Sea Sediment Cores b. TSD, Ottawa, Ont. c. R.J. Mott; T.W. Anderson; H. Jetté	nil	nil	Collector dependent	Field notes; Card index	Field notes; Card index	nil	nil	