



To / À

Memo to: Ad Hoc Committee for GSC Specimen Collections and Related Documents Policy

From / De

From: Iris A. Hardy, Chair, Ad Hoc Committee

Subject / Objet

Re: Itinerary and Outline of Tasks
POLICY October - December 31, 1992

Security Classification - Classification de sécurité
Collections and Related
Our File - Notre référence
Your File - Votre référence 20 September 1992
Date

Thank you for your committment to assist in the formulation of a written statement of policy for the Geological Survey of Canada specimen collections and their related documentation. The itinerary which has been quickly put together is as follows:

Ottawa October 14-15,1992 Hardy to Ottawa for debriefing with Scott; first discussion of proposed draft of collections policy as initiated by Scott with Herd, Hardy, Jackson and Scott (Meeting Harrison Hall, 601 Booth St ?).

October 19- Fax of 2nd Collections Policy Draft to all Committee members; Reply to draft from all Committee members by 30 October 1992;

November 4- Ottawa meeting with Herd, Snow, Jackson, Hardy and Scott as to changes proposed for Draft by committee members and initiation of 3rd Draft copy (Meeting Harrison Hall, 601 Booth St.).

November 16- Third Draft of Collections policy to Committee members for final approval and discussion within Division Curation Advisory Committees (if exist) and approval by Division Management Committees. If discrepancies still exist by 16 November re-scheduled to 23 November for final policy draft.

November 30- Final draft of GSC Collections policy sent to Committee for final acceptance by committee members and GSC Divisions.

December 7- Final draft Policy sent to Dr. R. Haworth, Director-General for presentation at Senior Management Meeting of 17 December 1992.

December 31, 1992 Acceptance of Policy by Sector Committee.

DRAFT

Status of the Ad Hoc Policy Drafting Committee for Specimen Collections and their Related Documentation

Because the Ad Hoc Committee for GSC Specimen Collections and their related Documentation has no status, we propose to the GSC Sector Management the following :

I. Role of the Ad Hoc GSC Specimen Collections Committee

The Ad Hoc GSC Specimen Collections Committee is an entity of the Geological Survey of Canada program which:

1. Responds to requests for advice from the Divisions having primary responsibility for related collections requiring culling or reduction prior to inclusion as part of a National Collection, or requiring discard or donation outside the Survey.
2. Brings to the attention of the Geological Survey issues and concerns of the geoscience community in Canada and related international bodies.
3. Promotes use of the GSC geoscience collections in Canada through the GSC and other bodies as appropriate.
4. Receives reports from its committee members on the use and accessions of specimens to the National Collections and on policies applied to these collections.

II. Membership

This committee will be composed of approximately eight representatives from management (Director level) (1), Curation (3), scientific (3) and and unbiased, reputable external researcher (1). The composition of the committee will be balanced in terms of sector and geographic representation. Membership will be for one year commencing October 1, 1992, with the possibility of renewal. The Chairperson will be initially appointed by the Director General GSC and thereafter, elected by the committee for a two-year term.

III. Meetings

The committee will meet when logistics permit, at least annually. Business will be conducted by fax and or phone, as required.

IV. Reporting

The Chairperson of the committee will report its meetings

IMPLEMENTATION PLANNING January to 31 March 1993

January 24-27, 1993 Ottawa, GSC Forum:- Ad Hoc Committee Members fortunate to attend the Forum to meet informally on 28 January 1993 to discuss planning of implementation of guidelines and/or criteria for archival and curation of specimens for the National and associated GSC Collections as per GSC Long Term Strategic Plan; set up of schedule for meetings, drafts and formalization of Sector Collections Committee.

February, 1993 Committee to review planning;

March 31, 1993 Commence Implementation of guidelines and procedures by all Divisions upon approval of plan; Official appointment of Sector Collections Committee.

Ad Hoc Committee as per breakdown proposed by Scott, pg. 73 item 2:

Management -Director Level (1) Grant Mossop Calgary (403)292-7049

Curation - (2)	Elspeth Snow	Calgary (403)299-3539
	Richard Herd	Ottawa (613)992-4042
Scientific Staff - (2)	Terry Poulton	Calgary (403)292-7096
	Garth Jackson	Ottawa (613)995-4731

Additional

Scientific Staff (1)	Carol Evenchick	Vancouver (604)666-7119
External (1)	Alec Aitken	(306)966-5672
	University of Saskatchewan	
	Background in geomorphology, paleontology	
	biology and geography; has professional	
	affiliation with GAC, CQA and SEPM; Has	
	worked at the Institut Maurice	
	Lamontagne (DFO) and Queen's University	

cc. Dr. R. Haworth, Director General, Geological Survey of Canada
Dr. D. Prior, Director, Atlantic Geoscience Centre

19/9/84
78.5

Copies BMC members .
Original PA
MEMORANDUM **NOTE DE SERVICE**

 Government of Canada Gouvernement du Canada

TO  Dr. R.A. Price
A Director General

FROM Terrain Sciences Division
DE

SECURITY - CLASSIFICATION - DE SÉCURITÉ
OUR FILE - N / RÉFÉRENCE <p style="text-align: center;">A.I.</p>
YOUR FILE - V / RÉFÉRENCE
DATE <p style="text-align: right;">13 September 1984</p>

SUBJECT Public Access to G.S.C. Collections —
OBJET Draft Policy (Revision 1)

1. Written comments on the draft policy were received from Cordilleran, Precambrian, Economic Geology, Resource Geophysics and Geochemistry, and A.G.C. Divisions. These comments ranged from specific suggestions for modification or alteration of points contained in the draft through a discussion of scenarios that bear upon the basis of a collections policy to doubt that other than previous or existing practice was necessary to adequately deal with matters concerning collections.
2. It is evident that some divisions, notably A.G.C., already have in existence written guidelines regarding access to collections under their jurisdiction.
3. I have redrafted the policy statement in the form of guidelines that can be used by those divisions that do not already have such guidelines or policy in place.
4. It is recommended that the Branch Management Committee agree that some form of written guidelines concerning access to collections are necessary either on a branch-wide basis or as appropriate to the needs of specific divisions. Following such concurrence the revised draft could then be circulated to divisions for specific comment regarding additions, modifications or deletions.


J.S. Scott,
Director.

DIRECTOR GENERAL DIRECTEUR GENERAL
SEP 14 1984
GEOLOGICAL SURVEY COMMISSION GEOLOGIQUE DU CANADA

JSS:lm

Guidelines for Public Access to Collections of the
Geological Survey of Canada

Introduction

Specimen collections of the Geological Survey of Canada, regardless of type or origin, constitute a fundamental resource for the geoscientific study of geology in Canada. Use of these materials for such study, therefore, is to be encouraged. However, for practical purposes many of these specimens can be considered as either unique or irreplaceable. In addition, analytical data to be derived from some specimens may have economic significance for mineral exploration. Consequently, discretion must be used in dealing with matters of access and use of materials in the collections.

Collections are of two main categories. The first category contains archived material such as rocks, minerals, fossils, drill, unconsolidated sediments and residual materials from laboratory analyses. These materials have been acquired through collection by officers of the Geological Survey, by purchase or from sources external to the Geological Survey. Responsibility for curation of these archived collections, and hence authority for access, has been assigned to various Divisions. The second category comprises specimens of various kinds that have been collected or acquired by and remain in the possession of individual project officers as part of the data for active scientific projects. Some of the specimens in the second category ultimately become transferred to collections of the first category. However, regardless of the category to which specimens are either assigned or considered to be by scientific staff these materials are crown property held by the Geological Survey.

Through promulgation of the Access to Information Act in July 1983 all specimens within collections of both categories constitute "records" of the Geological Survey. Therefore, these specimens can be accessed by the public subject to those provisions of the Act that may preclude such access. In the case of specimens held by an individual scientist as part of data for an active scientific project the provisions (Sec. 18c) of the Access to Information Act are sufficient to safeguard the right of the project officer to priority of publication of data derived from such specimens. However, in the event of a formal request under the Act for access to specimens held by a project officer the burden of proof that such access would cause "injury" to the project officer would be placed upon the Geological Survey.

It can be reasonably expected that most requests from the public for access to sample collections will be made directly to the Geological Survey without recourse to the formal procedures of request under the Access to Information Act.

In order to ensure that maximum benefit from these collections accrue both to the Geological Survey and to the public it is essential that guidelines regarding formal or informal public access to collections be established and known to staff of the Geological Survey and to the public.

The following guidelines are intended to be applied to those collections of the Branch for which written guidelines or policies have not been established.

Guidelines on public access to
Geological Survey of Canada collections

1. Collections to which public access may or should be granted are those for which the Branch has the decision-making responsibility for their maintenance, use and disposal, and when confidentiality of information and/or priority of use will not jeopardize the rights of a project officer or the interests of a third party.
2. In the case of sample material held by the Branch but obtained from sources external to the Branch permission for release of material to the public must have been obtained in writing from the donor at the time of acquisition of the material or be obtained from the donor prior to release of the material.
3. Visual examination only, of material defined in (1) above, will be allowed when it is considered by the Division that the nature, quantity or rarity of the material precludes the removal of any part of it for separate and destructive study. Permission for such examination can be given informally by the appropriate Divisional authority. However, the collection curator is to maintain a record of the examination.
4. Permission will be given for the removal of material from collections defined as in (1) above when, in the opinion of the Division, the nature, quantity and replaceability of the material is such as to countenance the loss of a part of it for the purpose of separate and destructive study.

5. Each request for the use of material from the collections defined in (1) above will be considered on its own merit, without regard to precedent, and subject to the considerations of (3) above, and the following operational restrictions:
 - (i) the request shall specifically identify in writing the material to be sampled, and shall state the purpose for which the sample is required (e.g. thin section, chemical analysis, preparation of mineral separate);
 - (ii) when permission to remove material is received, such material shall be examined in the presence of the curator of the collection, who alone will be responsible for the removal of the desired material in such quantity as the curator considers necessary for the stated purpose of the study;
 - (iii) cutting and slicing of specimens or other preparation of samples as may be necessary will be arranged by the Geological Survey of Canada with costs for such work to be covered by the individual requesting the material;
 - (iv) the individual making the request shall give an undertaking to provide the Branch with a copy of the information obtained as a result of the sample study. The Branch reserves the right to publish or otherwise release to the public analytical data from sample analyses.

6. Specimens within collections of the Geological Survey inevitably will have been or will be collected from land held under mineral exploration lease by companies or individuals. Since it is impractical for the Geological Survey to be aware in all cases of the identity of the previous or current lease holders the principle of accessibility to

specimens will prevail. At the discretion of the Division Director responsible for a specific collection refusal for access may be warranted if the Division Director can demonstrate that such release would cause potential injury to a third party or violate previously established confidentiality of sample materials.

7. Specimens from collections of the Geological Survey, regardless of category as noted above, are not to be released to the public, including non-continuing employees of the Geological Survey and non-GSC professional participants of scientific projects, without express written permission of the Division Director or designated curator of the collection.

statement of its aims and activities of which an acquisition policy is an integral part.

See copied sections from the Geol. Soc. London report for guidelines for collections.

Historical collections should be evaluated in contemporary rather than in current terms as circumstances change with time. Common sense and a rational flexibility in approach should be applied to the acquisition of materials.

DRAFT COLLECTIONS POLICY

The Geological Survey of Canada will maintain and develop collections of rocks, minerals, fossils (plants and invertebrate species) and unconsolidated materials that serve as reference for published descriptions or analyses, illustrate specific attributes of Canadian geology or serve as sources for comparative study and geoscientific research.

All specimens collected by officers of the Geological

Survey or otherwise acquired for accession to permanent collections of the Geological Survey must meet the criteria established specifically for the collection for which the specimen is intended.

It is the responsibility of field officers to provide all of the documentation required of specimens for accession to a permanent collection as an accompaniment to any or all specimens from a project collection that are to be transferred to a permanent collection.

VALUE OF SPECIMENS (based on Geol. Soc. London MR 17)

Based on function

- . specimen with specific research potential, such as a possible new species or variety, a rare species, or species with other research potential.
- . species from a particular location, horizon or geological situation of special interest.
- . specimen showing exceptional preservation, features or association of features.
- . specimen filling gap in collections, for reference purposes.
- . duplicate specimen that may be disposed of by exchange or sale.
- . specimen that may be used for education or display.

Value by association

- . from a particular locality, horizon, paleoecological situation, association etc.
- . from a borehole or temporary section.
- . from or associated with the collections of an important worker.



MEMORANDUM

NOTE DE SERVICE

TO / À Dr. John Scott

FROM / DE Elspeth Snow, Senior Collections Manager

SUBJECT / OBJET INFORMATION RE ISPG'S COLLECTIONS COMMITTEE

Form with fields: SECURITY - CLASSIFICATION - DE SÉCURITÉ, OUR FILE - N / RÉFÉRENCE, YOUR FILE - V / RÉFÉRENCE, DATE October 21, 1991

I apologize for not sending this material off to you in Ottawa as I said I would, but I got sick and was away from the office. Since you will be leaving Ottawa on Thursday and I'm not sure if this would reach you in time, I am leaving it with Joyce Andrechuk.

This should give you an idea of our Collections Committee and how it works. There have been two other meetings which were held just before I left for the U.K. I have not written them up yet and will not have time to do before I leave for Ottawa on Wednesday. I will forward those minutes to you when they are done. At those meetings there was further discussion of our proposed database and a report from our computer people indicating that they will proceed to purchase INGRES and use this software for our database. Our programmer expects to have the software and start to program early in 1992.

I have spoken to Allan Scott, who is acting as Head of Core and Sample Repository, and to Dale McInroy, who is acting as the Curator, and they will both be available to meet with you on Friday.

I have included some of our handouts which outline to our users our procedures and regulations. Hope these are of some use. I think I may have sent you the above before, but I'm not sure.

Sorry that I am not able to be there but maybe we will meet in Halifax next month. I will keep in touch.

Handwritten signature of Elspeth Snow

Elspeth Snow

John Scott



Government of Canada

Gouvernement du Canada

MEMORANDUM

NOTE DE SERVICE

TO
A Grant Smith
Assistant Director

FROM
DE Elspeth Snow
Senior Collections Manager

SUBJECT
OBJET PROPOSAL FOR THE CREATION OF A COLLECTIONS COMMITTEE

SECURITY - CLASSIFICATION - DE SÉCURITÉ
OUR FILE - N / RÉFÉRENCE G59960-1 G-89040-13
YOUR FILE - V / RÉFÉRENCE
DATE January 14, 1990

With the creation of a Sample Collections Unit comprising both Curation and Core and Sample Repository there are a number of issues which are of interest and concern to various areas within ISPG. These include items such as policies and guidelines relating to sampling of material held in the repository, methods of ensuring return of material and/or results after sampling, policies and guidelines for curation of incoming material and loan of material to outside agencies, culling of the collections, the setting up of a database to keep track of the collections etc.

I held a meeting with various interested parties in October last year dealing with sampling policies and guidelines for the repository which worked very well. I have already implemented most of the proposals put forth at that time. I believe that a more formalized committee would be of value at this time. I propose the creation of a Collections Committee which should comprise Allan Scott, Dale McInroy and myself plus some of all of the following people:

- Jean Dougherty proposed by Godfrey Nowlan
- Ashton Embry
- Ken Pratt
- Tony Hamblin proposed by Gerry Reinson

Dale Leckie and Lloyd Snowdon would be willing to serve on an *ad hoc* basis as required. Ken Nairn and/or Kathy Mottershead should be included as advisors and consultants when dealing with database matters.

This committee would replace the Curation Committee.

Elspeth Snow

EGS/egs

SEPT. 5, 1991

MEMBERS OF THE ISPG COLLECTIONS COMMITTEE

The committee comprises:

SNOW
McINROY
SCOTT
DOUGHERTY
EMBRY
HAMBLIN
SNOWDON
LECKIE
PRATT

PLUS MOTTERSHEAD (RE COLLECTIONS DATABASE)
AND NAIRN (RE COLLECTIONS DATABASE - ON OCCASION)

THE COMMITTEE MET IN APRIL AND AGAIN IN JUNE. NEXT MEETING WILL BE IN
SEPTEMBER.

PLEASE SEE ATTACHED AGENDAS, MEMOS AND MINUTES.

John Scott

ISPG COLLECTIONS COMMITTEE

MINUTES OF MEETING

APRIL 10, 1991

PRESENT: Jean Dougherty, Dale McInroy, Ken Pratt, Dale Leckie, Kathy Mottershead (guest), Lloyd Snowdon, Tony Hamblin, Allan Scott, Elspeth Snow

REGRETS: Ashton Embry

INTRODUCTION

This was first meeting of the newly formed Collections Committee. It was agreed that Elspeth Snow would write minutes and circulate them prior to next meeting. There was discussion whether having Elspeth Snow chair this committee is appropriate, as the other advisory committees have a chairman who is not directly involved in the work of the unit. However the consensus appeared to be that it would work this way.

There was some discussion about all the work that had been done in the past by members of the Curation Committee, with various problems being identified, in a recurring fashion over the years, but no action appearing to have been taken to correct these problems. There was a consensus that this committee should actually deal with various issues, and not merely identify them, otherwise we should disband. i.e. we should have the "teeth" to do something constructive about the problems that we identify, otherwise we are just spinning out wheels.

It was pointed out that here in Calgary we are very lucky in having management backing us in what we are trying to do, a very different situation from that in Ottawa.

AIR PHOTOS

Ashton Embry was unable to attend this first meeting. However he is concerned about the curation of air photos which are stored in the basement below Publications. The general feeling was that this is not the job of the Curation unit, but we will bring this item up again with Ashton present at which time he can explain his views and concerns.

CURATION

Most of the discussion was about curation. We need to

- 1) have all material curated prior to any in-house lab work, and
- 2) cull material that is in the basement but not yet curated by the collector

It was decided to focus on the first point about curation prior to lab analyses. There was considerable discussion on this topic. It was decided that a draft memo from the Collections Committee should be drawn up by Elspeth Snow and Dale McInroy and circulated to all members of the committee for their comments. When final version arrived at

this should be sent out with the acting director's signature to all staff.

Some points to make in the memo:

- nothing will be processed without properly completed C-slips. This should take the heat off the lab personnel, who feel awkward telling a research scientist that his samples will not be run until completed curation slips accompany the samples,
- copy of c-slip with important fields indicated should accompany memo,
- it is the scientist's responsibility to have the material curated, not the technical staff. Thus the lab staff should not be expected to fill out the slips for the scientists.

Dale McInroy explained what he would like to do re the second topic of culling material that has not been curated. His suggestion is to inform all staff in writing that anyone having uncurated material in the basement should curate it during the next 6 months. If this is not done the material will be deposited in the collector's office. This will be the main topic of our next meeting.

COLLECTIONS DATABASE

Discussion re database definition and the expected report from the consultant who was contracted to write this. It was pointed out that there are major concerns as to whether this consultant has spent enough time asking questions in order to fully understand the operation and come up with an acceptable report. It was felt that Kathy Mottershead, Dale McInroy, Elspeth Snow and Allan Scott will have to spend time going over the report and coming up with an acceptable definition if the consultant's report is not acceptable. We should have a report for the rest of the committee at the next meeting and hopefully a useful database definition will be ready by the summer and can be distributed to the committee for their perusal.

Next meeting to be sometime in early June.



Elspeth Snow



TO
A → All ISPG Laboratories
All Scientific Staff

FROM
DE Elspeth Snow
Senior Collections Manager



SECURITY - CLASSIFICATION - DE SÉCURITÉ
OUR FILE - N / RÉFÉRENCE GS9960-9 - 659040-13
YOUR FILE - V / RÉFÉRENCE
DATE April 24, 1991

SUBJECT
OBJET PROCESSING OF MATERIAL IN ISPG LABORATORIES

ISPG Division Management Committee has set up a Collections Committee, which acts in an advisory capacity to Sample Collections. It has come to the attention of the Collections Committee that a number of samples which have not been properly curated are being, or have been, processed by various laboratories.

The following action is being taken on the advice of the Collections Committee. Please be advised that, henceforth, no samples will be accepted for processing if they are not accompanied by a curation slip which has all the required fields completed (see below). **Uncurated material will not be processed under any circumstances.** The only exceptions will be service work for outside agencies where the material/residues are not to be retained as part of GSC collections.

The following information is to be provided prior to any analytical work being started:

SURFACE MATERIAL

- * year of collection
- * permanently-assigned GSC collector-identifier letters
- field assistant initials (if applicable)
- station number or section number
- sample number (specifies an individual specimen where more than one sample is collected)
- * location type
- * sample type
- * locality data (one of the following - lat./long., twp./range, UTM, NTS)
- field notebook and page number (where applicable)

SUBSURFACE MATERIAL

Check with Curation to verify that a C-number is **not** already assigned. Provide the above information marked by *, plus the following:

- sample interval or depth

Please note the following clarifications for subsurface material:

- year of collection = year material sent for processing, with Footnotes indicating original Rig Release date
- location name = complete well name

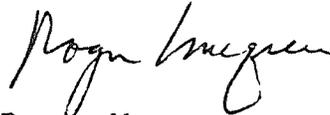
It is the responsibility of the collector to ensure that his/her samples are curated, not the technical or laboratory staff.

By following these procedures information about processed material can be retained in the database and records will be much more accurate. Information will be also much more readily available to scientific staff and clients. Due to rising costs and shrinking budgets, elimination of duplicate processing will be avoided.

Your cooperation is paramount for maintaining the integrity of the database. We realise there is some extra time involved in providing this information, but we believe that the benefits will apply to all staff in the long run.



Elspeth Snow
Senior Collections Manager



Roger Macqueen
Acting Director,
on behalf of the
Management Committee

COLLECTIONS COMMITTEE

JUNE 12, 1991 - 10 A.M.

SMALL BOARDROOM

AGENDA

1. Curation prior to in-house lab analyses - Snow
2. Database status report - Mottershead
3. Dealing with uncurated material in basement area - decide on how to proceed - McInroy
4. Proposed curation of air photos - Embry
5. Other business

ISPG COLLECTIONS COMMITTEE

MINUTES OF MEETING

JUNE 12, 1991

PRESENT: Ken Pratt, Lloyd Snowdon, Allan Scott, Elspeth Snow, Ashton Embry, Kathy Mottershead (guest)

REGRETS: Dale McInroy, Jean Dougherty, Tony Hamblin, Dale Leckie

CURATION PRIOR TO IN-HOUSE LABORATORY WORK - UPDATE

Elspeth Snow reported that the proposed memo concerning Curation of samples prior to lab analyses was circulated to all members of the committee for feedback, and subsequent discussion were held with a couple of committee members re their specific comments. Godfrey Nowlan, Acting Director at that time, advised that the memo should come from Elspeth as Senior Collections Manager rather than the committee. He also suggested that Elspeth make a presentation to the Management Committee so that they could be brought on side at the outset. These steps were followed and the memo (copy attached) was circulated to all scientific and laboratory staff. To date there has been no negative feedback to committee members. Ken Pratt outlined the steps he has taken - a memo to Coal subdivision staff outlining the problem and advising them of specific steps that the lab staff will be taking. He also explained that his summer student is working on production of a computerized pellet book, with all information from 1990 to date. They will be checking the pellet book every week and will keep the database current. They are using dBase and have modelled it after the transact system. If problem persists (they have had few new items for processing since the memo), they think they may institute a procedure that a pellet number is only issued after C-slip information is received.

COLLECTIONS DATABASE

Kathy Mottershead outlined the current status of the Collections database. CSR and Curation staff (Elspeth Snow, Allan Scott and Dale McInroy) met many times with Kathy to arrive at our own database definition.

She informed the committee of the joint discussions with Cambridge Arctic Shelf Programme (CASP) and the 'Georecords' database package that Marla Weston has written for the Vancouver office. The possibility exists that this may be useful to ISPG scientific staff on their own PCs. CASP is going to be working up prototypes of this in a network environment in both Oracle and Ingres this summer. Comparative study results from this will be useful to us in making an informed decision as to which database package ISPG will use for the Collections database.

Kathy and Marla will keep in touch and try and ensure that the schema for their respective databases are compatible to both, as this could be of benefit in the future. CASP has almost completed work on an automated C-slip as part of the 'Georecords' database, and we will be able to customize this for ISPG use and possibly be up and running with this for field season 1992.

There was some general discussion about various aspects of implementation of the Collections Database when the time comes.

RETURN OF UNCURATED MATERIAL TO OFFICES

It was pointed out that if this step is carried out in a few months as planned the JOSH committee may become involved, since there may be a potential hazard due to increased weight on some office floors.

It was suggested that a copy of the memo to each scientist who has uncurated material stored in the basement be sent to their supervisor and a list of the "offenders" be given to Management Committee.

If there is any material with no admitted owner, a list should be circulated to see if anyone claims the material.

Wording for the memo to the scientist could perhaps include the following: "Our intention is to create 25% vacant space this year to allow for future field season collections. Your material will be discarded unless it is curated."

Suggested timing: After memo sent to scientists, allow several months for voluntary curation. Then a reminder should be sent December 31, 1991 stating that all uncurated material will be discarded March 31, 1992.

AIR PHOTOS

Ashton Embry explained his ideas about curation of the air photos stored in the basement below Publications. There are uninterpreted and interpreted air photos and the latter especially are valuable resource material for future study. Since there is no record of what is down there, people possibly order duplicate air photos for their field work. If someone did an inventory of what is there, then this resource could be checked first before more money is spent.

Curation was suggested as a possible unit to be responsible for this. However, the consensus was that Publications would be better, especially since they are right there. Also, with the likelihood of the topographic maps no longer being carried here at ISPG, they would have some time and space to deal with this.

Ashton will take this suggestion to Management Committee.

OTHER BUSINESS

Discussion of unwashed cuttings held in Core and Sample. For outside people who sample these we receive results back which are then available for all to use. However, for consultants such as Art Bleakney, who has done considerable work on contract for Ashton Embry, we have no results, no "Record of Examination and Loan forms" and no information of depths etc. Allan Scott informed us that when he first worked in CSR, he asked Wally Banning how to deal with this for the contractors and he was told not to worry about it. Consequently we have no information or results for any work done on contract for our own staff.

Ashton will see that we get details for Art Bleakney and other contractors. From now on CSR will need details on loan forms.

A handwritten signature in cursive script, appearing to read 'Elspeth Snow', written in black ink.

Elspeth Snow

ISPG COLLECTIONS COMMITTEE

SEPT. 17, 1991 - 10 A.M.

SMALL BOARDROOM

AGENDA

1. COLLECTIONS DATABASE STATUS REPORT - MOTTERSHEAD
2. DEMONSTRATION RE GEORECORDS DATABASE - WESTON
3. UNCURATED MATERIAL IN BASEMENT STATUS REPORT - McINROY
4. AIR PHOTOS STATUS REPORT - EMBRY
5. UNWASHED CUTTINGS STATUS REPORT - SNOW
6. OTHER BUSINESS



TO
A Memo to File

FROM
DE J.S. Scott

SECURITY - CLASSIFICATION - DE SÉCURITÉ	
GS1620-2	
OUR FILE - N / RÉFÉRENCE	
YOUR FILE - V / RÉFÉRENCE	
DATE	1 September, 1992

SUBJECT
OBJET **Development of a Catalogue of Collections**

1. Information obtained as part of the 1992 review of specimen collections is contained in Word Perfect files held by Ms. K.L. Gareau. This information contains the basis for developing a collections catalogue in either hard copy or on line form.
2. A collections catalogue should reflect the formally recognized collections of the Survey as well as the organizational units assigned responsibility for management of specific collections. At the present time formal designation of collections and Divisional responsibility have been recommended as part of the Collections Review but remain to be implemented.
3. Following acceptance of Divisional responsibility for management of collections and the establishment of a series of National collections, a catalogue based upon the attached outline, or some modification thereof, can be undertaken.
4. Geoscience Information and Communications Division can assist in the compilation of a collections catalogue through providing Divisions with the information provided by questionnaires for their collections. Following integration and editing of this information by Divisions, GIC Division could then assemble the returns from Divisions into a collections catalogue.

J.S. Scott
Senior Science Advisor

JSS/klg

Attachment

COLLECTIONS CATALOGUE - OUTLINE

1. INTRODUCTION:

- Purpose of catalogue - internal and external source of information on collections held by the Geological Survey and how to obtain access to these collections.
- Statement of collections policy of the Geological Survey of Canada.

2. NATIONAL COLLECTIONS:

FOSSILS

A. Type Collection of Fossil Invertebrates and Plants

- Type Collection of Fossil Invertebrates and Plants (005)

B. Reference Fossil Collection

- Ottawa Collection (006)
- Cordilleran Collection (019)
- PGC Collection (021)
- ISPG Collection (026 part of)

C. Quaternary Paleontology/Palynology Collection (new)

N.B. Designation of main collection remains to be determined between TSD and AGC. Collection may consist only of decentralized collections as listed below.

- Paleo organic Materials (007)
- Molluscan Index Collection (011)
- Foraminiferal Index Collection (012)
- Working Foram Collection (013)
- Palynology Rock Specimens (015)
- Palynology Type Collection (016)
- Palynology Slide Reference Collection (017)
- Organic Sediments/Palynology (029)
- Modern Wood Slides (032)
- Modern Pollen Slides (033)
- Paleoecological Macrofossil Type Collection (037)

ROCKS

A. Reference Rock Collection

N.B. The Archival Rock Collection is likely to form the basis for the national collection. Current rock collections will become "working" collections and thus not be included as part of the Reference Collection except through formal accession of specimens.

- Archival Rock Collection (041)
- Current Rock Collections (036)
- Petrology Samples (001)
- Paleomag. Samples (002)
- Paleomag. Samples (020)
- Onshore Boreholes (014)
- Cordilleran Collections (018)
- CGQ Collections (022a)
- ISPG Collections (026 part of)
- Crater Collection (023)
- Rock Density Collection (024)

B. Meteorite Collection

- National Meteorite Collection (039)

C. Subsurface Cores and Samples

- Core and Sample Repository (025)
- Processed Subsurface Collection (027)

MINERALS

A. Systematic Reference Series

- Systematic Reference Series (003)
- Lead Isotopes (004)
- Iron Formation (034)
- Copper/Moly Ores (035)
- Ore Commodities (038)
- Lead/Zinc Ores (042)
- Ore Reference Collection (043)

UNCONSOLIDATED MATERIALS

A. Marine Geoscience Collection

- Marine Geoscience Collection (010)
- Soft Sediment Cores (040)
- PGC Collections (no info)
- Great Lakes Cores (030)
- Champlain Sea Cores (031)

B. Surficial Materials (new)

N.B. Introductory statement may be required.

- Regional Geochemical Reconnaissance (028)
- Surficial Sediments (008)
- Surficial Sediments (022b)
- Reference Heavy Minerals (009)

INFORMATION ON COLLECTIONS - GUIDE-TO.CAT

A. DESCRIPTION OF COLLECTION

- A.1 Name of Collection
- A.2 Year established (*optional*)
- A.3 Purpose and significance of collection (*include extent of geographic coverage*)
- A.4 Nature of materials (*hand specimens, drill cores, thin sections, etc.*)
- A.5 Approximate size of collection (*no. of specimens, items, etc.*)

B. LOCATION(S) OF COLLECTION(S)

- B.1 Responsible Division
- B.2 Location(s) (*mailing address, phone no., Fax no.*)
- B.3 Curator (*name, address, phone no., Fax no.*)

C. MANAGEMENT/CURATION PRACTICES

- C.1 Policy and procedures for specimen accession/discard {C.1; C.2; C.3; C.4}
- C.2 Standards for collections (*reference any published national or international standards used in curation of the collection*) {C.6}
- C.3 Specimen documentation (*state documentation policy, types of documents for specimen description and analytical data*) {C.7}
- C.4 Location/accessibility of specimen documentation {C.8; C.9}

D. ACCESS TO THE COLLECTION(S)

- D.1 Policy/procedures for loan and return of specimens (*state extent of availability of specimens to GSC and external users for examination and/or destructive analysis, procedures for return of loaned materials and acquisition of analytical data*) {D.1; D.2; D.3; D.4; D.5; D.6; D.7; D.8}
- D.2 Loan records (*state type and location of loan records*) {D.9; possibly D.10}
- D.3 Database (*describe type of database and procedure for access*)

E. RELATED COLLECTIONS

- E.1 Identify any complementary provincial, national or international collections related to this collection and provide information on the location of such collection(s) {H.1; possibly H.2}

F. PUBLICITY

- F.1 Publications (*List any formal or informal publicly available documents describing the collection and state the location where such documents can be obtained*) {F.1}

{...} *information sources in Collections Review questionnaire*