

*M. Goodell*  
*Pres. Please*

*Geological Survey*

*D. P. ...*  
*Fick*

P  
Y DS

MINISTER  
OF  
NORTHERN AFFAIRS AND NATIONAL RESOURCES

Ottawa, June 26, 1961.

The Honourable Paul Comtois,  
Minister of Mines and Technical Surveys,  
Ottawa, Ontario.

My dear Colleague:

*pm*

I am pleased to learn from your letter of June 12th that the Geological Survey is prepared to co-operate with, and to assist, the National Museum in assembling a collection of minerals which will be the Display series of the National Mineral Collection, the Systematic Reference series to be retained, along with the general catalogue, by the Geological Survey.

The proposal, as set forth in the statement accompanying your letter, is acceptable to me, and this statement may be taken as the basis on which the National Museum will operate within the field of mineralogy. I understand from officials of the Museum that the Director and staff of the Geological Survey have been most helpful in working out an acceptable basis for co-operation, and I am sure that this happy relationship will continue, with mutually beneficial results.

Yours sincerely,

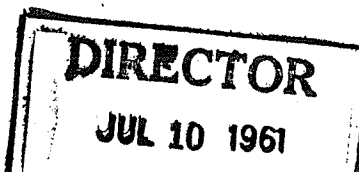
Chief Geologist

(sgd.)

JUL 7 1961

Walter Dinsdale.

Geological Survey



*D. J. M. Harrison*

(F)

Ottawa, June 12, 1961

The Honourable Walter Dinsdale,  
Minister of Northern Affairs  
and National Resources,  
Ottawa, Ontario.

My dear Colleague:-

For some time now I understand that Dr. Russell, Director of the National Museum, and Dr. Harrison, Director of the Geological Survey of Canada, have been considering ways and means of effectively utilizing and augmenting a National Mineral collection. As a result of their deliberations it has been suggested that the enclosed statement should be used as a basis for responsibility of our respective departments in relation to the National Mineral collection.

This proposal seems logical and satisfactory to me. If you concur, I will be pleased to accept it as an official agreement between our two departments. Such an agreement, of course, would not alter the terms of the Acts by which our two departments were established in so far as they concern minerals.

Yours sincerely,

ORIGINAL SIGNED BY  
PAUL COMTOIS

Paul Comtois

JMH/MDA

c: Dr. L.S. Russell



Dr. Marc Boyer,  
Deputy Minister

JUN 14 1961

Co-operation between the National Museum  
and the Geological Survey of Canada.

June 12, 1961

Over the past several months Dr. L.S. Russell, Director of the National Museum, and I have been discussing the activities to be followed by the Geological Survey and by the Museum in the fields of mineralogy. We have now come to the point where we think there should be an exchange between our respective Ministers. Presumably Mr. Comtois should initiate the exchange.

Attached is a copy of a letter which our Minister could sign and which I think will serve as an excellent basis for co-operation between our respective organizations.

I further suggest that, should this proposal be agreeable to the Ministers concerned, that a press release or some sort of formal statement should be made to the public at large concerning the National Mineral collection. In this way the public will realize the significance of the collection and will, we hope, be induced to donate specimens, or at least to be more receptive to requests for specimens.

JMH/MMA

12/6  
J.M. Harrison,  
Director.

c. Dr. L.S. Russell

June 12, 1961

THE NATIONAL MINERAL COLLECTION

1. There be one "National Mineral Collection".
2. The National Mineral Collection to consist of a Systematic Reference Series and a Display Series.
3. The Systematic Reference Series to be housed in the Geological Survey Building and to be used for the advancement of the geological sciences. The Geological Survey to be responsible for the curatorial staff and financial arrangements to foster this portion of the National Collection.
4. The Display Series to be housed at the National Museum and displayed to the public to the fullest practicable extent. The National Museum to be responsible for the curatorial staff and financial arrangements to foster this portion of the National Collection.
5. The National Museum to assist in the growth and improvement of the Systematic Reference Series by contributing specimens and by co-operating with the Geological Survey staff.
6. The Geological Survey to assist in the growth and improvement of the Display Series by contributing specimens and by co-operating with the Museum staff and assisting in research problems relating to the Display Series.
7. The Geological Survey to have full power to sell or exchange any specimen from the Systematic Reference Series; it being understood that this will always be done in the best interests of the collection.
8. The Museum staff to have full power to sell or exchange any specimen from the Display Series; it being understood that this will always be done in the best interests of the collection.
9. The Geological Survey to keep and maintain the catalogue of the National Mineral Collection and to supply the Museum with a duplicate of that part dealing with the Display Series. The Museum to inform the Geological Survey of all mineral acquisitions with complete data thereon so that the catalogue may be up-to-date at all times.
10. Applications for material for research purposes from other Government departments or from outside agencies to be met, wherever possible, by the Geological Survey from the Systematic Reference Series. If the requested material is not available there, it may be made available from the Display Series with the approval of the Director of the Museum.
11. The Minister of Mines and Technical Surveys and the Minister of

Ottawa, June 12, 1961

The Honourable Walter Dinsdale,  
Minister of Northern Affairs  
and National Resources,  
Ottawa, Ontario.

My dear Colleague:-

For some time now I understand that Dr. Russell, Director of the National Museum, and Dr. Harrison, Director of the Geological Survey of Canada, have been considering ways and means of effectively utilizing and augmenting a National Mineral collection. As a result of their deliberations it has been suggested that the enclosed statement should be used as a basis for responsibility of our respective departments in relation to the National Mineral collection.

This proposal seems logical and satisfactory to me. If you concur, I will be pleased to accept it as an official agreement between our two departments. Such an agreement, of course, would not alter the terms of the Acts by which our two departments were established in so far as they concern minerals.

Yours sincerely,

JMH/MMA

Paul Comtois

cc Dr. L.S. Russell

14-2

Ottawa, March 29, 1961

Dr. L.S. Russell,  
Director, National  
Museum of Canada,  
Ottawa, Ontario.

Dear Boris:-

Re: National Mineral Collection.

Herewith is a slightly amended version of the statement concerning "The National Mineral Collection" as prepared by Colonel Taylor. Most of the amendments and corrections have been made in order to shorten the text somewhat and to avoid tying down too closely the responsibilities and duties of individuals.

Also included is a draft letter which, I think, could probably be sent by our Minister to yours, and which, if agreed to by the respective parties, could be used as a basis for submission to Treasury Board on behalf of the National Museum at the next Establishment Review. If you agree to this procedure I would be quite happy to put the appropriate wheels in motion as soon as possible.

Yours very truly,

29/3/61

J.M. Harrison,  
Director.

jmh/ama

Orig & 1cc - Dr Russell  
1cc - Dr Robinson

### THE NATIONAL MINERAL COLLECTION

1. There be one "National Mineral Collection".
2. The National Mineral Collection to consist, in part, of a Display Collection, the specimens of which are to be clearly marked as such in the catalogue of the National Collection.
3. The criteria for inclusion of a specimen in the Display Collection will be exceptional form, beauty, rarity or historical interest. In general the Display Collection will consist of Canadian and foreign material coming within these categories and not specifically needed for current research.
4. The Geological Survey to keep the catalogue of the National Mineral Collection and to supply the Museum with a duplicate of that part dealing with the Display Collection. The Museum to advise the Geological Survey of all mineral acquisitions so that the catalogue may be up to date at all times.
5. The Display Collection to be housed at the National Museum and displayed to the public to the fullest practicable extent.
6. The National Museum to be responsible for the curatorial staff and the financial arrangements to foster this portion of the National Collection.
7. The Geological Survey to assist in the growth and improvement of the Display Collection by co-operating with Museum staff and their field personnel, and by assisting in research problems relating to the Display Collection.
8. The Museum staff to have full power to sell or exchange any specimen from the Display Collection; it being understood that this will always be done in the best interests of the collection.
9. Applications for material for research purposes from other Government departments or from outside agencies to be met, wherever possible, by the Geological Survey from the working or reference collections in their keeping. If the requested material is not available there, it may be made available from the Display Collection with the approval of the Director of the Museum.
10. The Minister of Northern Affairs and National Resources and the Minister of Mines and Technical Surveys to exchange letters to this effect and include in the correspondence the conclusion that this agreement in no way alters the terms of the Museum's charter as it concerns minerals.

DRAFT

Ottawa, March 29, 1961

The Honourable W. Dinsdale,  
Minister, Northern Affairs and  
National Resources Department,  
Ottawa, Ontario.

My dear Colleague:-

I am enclosing some copies of a statement that clearly outlines the respective responsibilities of our two departments in relation to a National Mineral Collection. I understand it has been discussed at some length by Dr. Russell, Director of the National Museum and Dr. Harrison of the Geological Survey of Canada, and that both agree with the proposals contained in it. It seems logical and satisfactory to me. If you concur, I would be pleased to accept it as an official arrangement between our two departments. Such an agreement, of course, does not alter the terms of charter of either department so far as it concerns minerals.

Yours sincerely,

Paul Comtois.



3 amendments

THE NATIONAL MINERAL COLLECTION

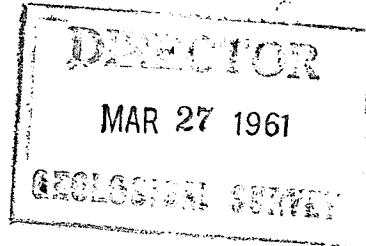
1. There be one "National Mineral Collection" (~~to be known as the "National Collection",~~)
2. The National <sup>Mineral</sup> Collection to consist, in part, of a Display Collection, the specimens of which are to be clearly marked as such in the catalogue of the National Collection.
3. The criteria for inclusion of a specimen in the Display collection will be exceptional form, beauty, rarity or historical interest. In general the display collection will consist of Canadian material coming within these categories and ~~(all foreign material)~~ <sup>and foreign</sup> not specifically needed for current research.
4. The Geological Survey to keep the catalogue of the National <sup>Mineral</sup> Collection and to supply the Museum with a duplicate of that part dealing with the display collection. The Museum to advise the Geological Survey of all mineral acquisitions so that the catalogue may be up to date at all times.
5. The display collection to be housed at the National Museum and displayed to the public to the fullest practicable extent.
6. The National Museum to be responsible for the curatorial staff and the financial arrangements to foster this portion of the National Collection.
7. The Geological Survey to assist in the growth and improvement of the Display Collection by allowing cooperation <sup>with</sup> between Museum staff and their field personnel, and ~~to assist in research problems to whatever extent is possible during the formative stages of the Museum facilities,~~ <sup>by</sup> ~~relating to the Display Collection~~
8. The Museum staff to have full power to sell or exchange any specimen from the display collection; it being understood that this will always be done in the best interests of the collection.
9. Applications for material for research purposes from other Government departments or from outside agencies to be met, wherever possible, by the Geological Survey from the working or reference collections in their keeping. If the requested material is not available there, ~~the request to be considered with reference to the display collection by a group of three consisting of the Director of the Museum and the head curators of the Survey and the Museum.~~ <sup>It may be made available from the Display Collection with the approval of the Director of the Museum.</sup>
10. The Minister of Northern Affairs & National Resources and the Minister of Mines & Technical Surveys to exchange letters to this effect and include in the correspondence the conclusion that this agreement in no way alters the terms of the Museum's charter as it concerns minerals.

MEMORANDUM • GOVERNMENT OF CANADA

TO : Dr. S.C. Robinson

FROM : H.R. Steacy

SUBJECT: Comments on the attached papers relating to the  
National Mineral Collection.



YOUR FILE No:

OUR FILE No:

DATE:

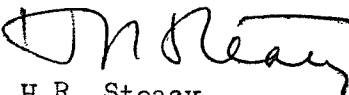
1. Attached draft of Dr. Harrison's letter:

In allocating display specimens to the National Museum are  
we then giving them the right to sell or exchange the specimens?  
( see item 8 on attached sheet entitled 'National Mineral Collection')

2. Attached Sheet entitled 'National Mineral Collection':

Item 1. I would suggest that the collection be known as the  
'National Mineral Collection' .

Item 3. Suggest re-wording the last sentence as follows:  
" In general the display collection will consist of  
all Canadian and foreign material coming within these  
categories and not specifically needed for current  
research"

  
H.R. Steacy.

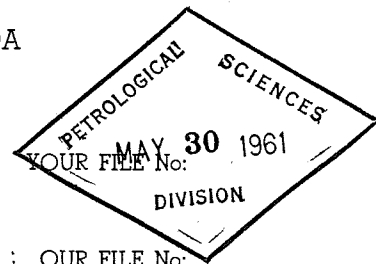
*G.S.C. requires a complete collection of  
all minerals and all varieties. Very many  
of these do not occur in Canada but are  
necessary to us for reference X-ray  
analysis.*

MEMORANDUM • GOVERNMENT OF CANADA

TO : Dr. S.C. Robinson,  
Chief, Petrological Sciences Division.

FROM :

SUBJECT: National Mineral Collection



OUR FILE No:

DATE: May 30, 1961.

1. Reference is made to item (2) of your memorandum of May 26th to the Director in which you mention that the Museum plans to write mining companies to seek their co-operation in building up the National Mineral Collection with specimens suitable for display.
2. I believe the National Mineral Collection is of sufficient importance to be introduced to the mining industry and to the public at large by a formal statement, and suggest that before any broad correspondence is entered into by either the National Museum or the Geological Survey that a formal statement outlining the scope and objectives of the Collection be prepared and sent to all mining companies, universities, etc., as well as being issued to the press. After such a statement has been issued, it would then be up to the initiative and aggressiveness of the National Museum and the Geological Survey to build up the Collection.

H.R. Steacy

cc: Dr. R.J. Traill

DRAFT

Ottawa,  
May 31, 1961

The Honourable W. Dinsdale,  
Minister, Northern Affairs and  
National Resources Department,  
Ottawa, Ontario.

My Dear Colleague:-

I enclose ten copies of a statement that outlines the responsibilities proposed for our two departments in relation to a National Mineral Collection. I understand that this statement has been discussed by Dr. Russell, Director of the National Museum and Dr. Harrison, Director of the Geological Survey of Canada, and that both agree to its contents. It seems clear, logical and satisfactory to me. If you concur, I would be pleased to accept it as an official agreement between our two departments. Such an agreement of course, does not alter the terms of the Acts by which the two departments were established, insofar as they concern minerals.

Yours sincerely,

Paul Comtois.



CANADA

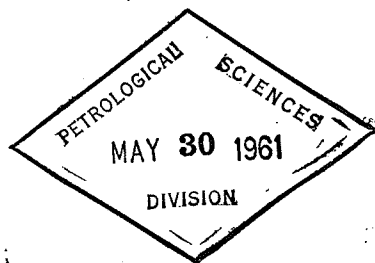
DEPARTMENT OF NORTHERN AFFAIRS AND NATIONAL RESOURCES

NATIONAL MUSEUM OF CANADA

NATURAL HISTORY BRANCH

Ottawa, May 24, 1961.

Dr. J. M. Harrison,  
Director,  
Geological Survey of Canada,  
601 Booth Street,  
Ottawa, Ont.



Dear Jim:

I have read the version of the proposed division of labour on the National Mineral Collection, as revised by Messrs. Traill and Steacy. From the Museum point of view this seems to be quite satisfactory, and I am prepared to accept it in this form. I suppose the next step is for this to be sent by the Minister of Mines and Technical Surveys to the Minister of Northern Affairs and National Resources. I trust that the matter will go through with no queries at the higher levels. It will be nice to get this principle established before we try to spend more money on our Museum activities in mineralogy.

Thanking you for your co-operative attitude in this matter,  
I remain,

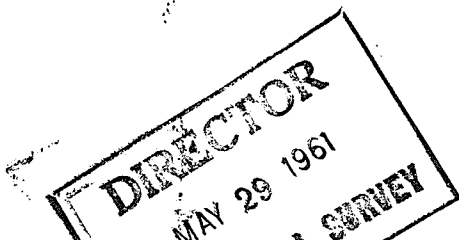
Sincerely yours,

*C. P. Wilson*

*for*

L. S. Russell,  
Director.

MAY 26 1961



14-2  
MAY 17 1961

Ottawa, May 15, 1961

Dr. L.S. Russell,  
Director, National Museum of Canada,  
Ottawa, Ontario.

Dear Boris:-

Apropos of the various draft proposals that have been put forward on the division of labour with respect to a National Mineral Collection, I enclose the latest effort prepared by R.J. Traill and H.R. Steacy. This seems to me to express things very simply, indicate very clearly the relative responsibilities, and, at the same time not to be too restrictive in activity. We would appreciate your comments on this draft.

Sincerely,

J.M. Harrison,  
Director.

jmh/maa

SCR/mgb

MEMORANDUM • GOVERNMENT OF CANADA

TO : Dr. J. M. Harrison  
Director

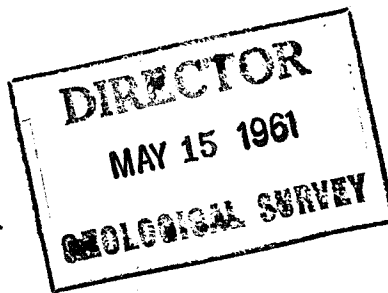
FROM : S. C. Robinson

SUBJECT: Agreement on Mineral Collections

YOUR FILE No:

OUR FILE No:

DATE: 10 May, 1961



Dr. Russell called me yesterday to say that Mr. Cote had suggested three changes to the wording of the agreement that you drafted. These changes are incorporated in the revised draft which is attached. They are:

1. "Display Series" for "Display Collection".
2. Addition of the words "or because so designated by the donor" to your first sentence in para 3 stating criteria for inclusion of specimens in the Display Series.
3. Also in para 3 a change in your second sentence terminating it at the word 'categories' and adding a third more positive sentence.

I have no objection to the first two changes but I told Dr. Russell that I felt that the third change could be interpreted as conferring too sweeping a right to Survey specimens and that I preferred your original wording. He says that he would be happy to retain your original wording but would like a statement from you as to your preference.

In reading the agreement again I am left with the feeling that the rights of the Museum are clearly defined but that those of the Survey are indicated by inference only. For example, it is stated that there will be a Display Series and that this Series will be housed in the National Museum, but it is not stated that the balance of the National Collection shall be housed in the Geological Survey. Similarly it is not stated that the terms of the Survey's charter as it concerns minerals is in no way altered by the agreement.

Possibly these points are not sufficiently important to require changes but I have in mind the possibility that at a later date we may have a less co-operative Director in the Museum.

A second sentence in para 5 could read: "The remainder of the National Collection is to be housed in the Geological Survey of Canada".

*Superseded by later draft  
(below)*

THE NATIONAL MINERAL COLLECTION

1. There be one "National Mineral Collection".
2. The National Mineral Collection to consist, in part, of a Display Series, the specimens of which are to be clearly marked as such in the catalogue of the National Collection.
3. The criteria for inclusion of a specimen in the Display Series will be exceptional form, beauty, rarity, historical interest or because so designated by the donor. In general the Display Series will consist of Canadian and foreign material coming within these categories. Those specimens not specifically needed for current research which meet the Display Series criteria will be shown in the Display Series catalogue and kept at the National Museum.
4. The Geological Survey to keep the catalogue of the National Mineral Collection and to supply the Museum with a duplicate of that part dealing with the Display Series. The Museum to advise the Geological Survey of all mineral acquisitions so that the catalogue may be up to date at all times.
5. The Display Series to be housed at the National Museum and displayed to the public to the fullest practicable extent.
6. The National Museum to be responsible for the curatorial staff and the financial arrangements to foster this portion of the National Collection.
7. The Geological Survey to assist in the growth and improvement of the Display Series by co-operating with Museum staff and their field personnel, and by assisting in research problems relating to the Display Series.
8. The Museum staff to have full power to sell or exchange any specimen from the Display Series; it being understood that this will always be done in the best interests of the collection.
9. Applications for material for research purposes from other Government departments or from outside agencies to be met, wherever possible, by the Geological Survey from the working or reference collections in their keeping. If the requested material is not available there, it may be made available from the Display Series with the approval of the Director of the Museum.
10. The Minister of Northern Affairs and National Resources and the Minister of Mines and Technical Surveys to exchange letters to this effect and include in the correspondence the conclusion that this agreement in no way alters the terms of the Museum's charter as it concerns minerals.

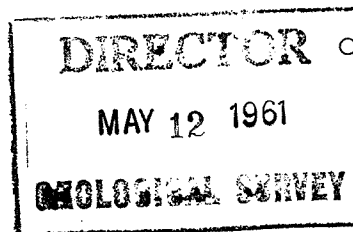


MEMORANDUM • GOVERNMENT OF CANADA

TO : Dr. S. C. Robinson

YOUR FILE No:

FROM : R. J. Traill  
H. R. Steacy



OUR FILE No:

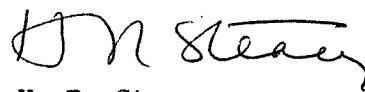
SUBJECT: National Mineral Collection -  
Terms of Reference

DATE: 11 May, 1961

1. Since receiving a copy of your memorandum of 10 May to the Director, we have reviewed again the terms of reference of the National Mineral Collection as appended thereto.

2. We believe that many changes are desirable and submit herewith a revision of the terms of reference which we feel more clearly and fairly defines the scope of the National Mineral Collection and the roles of the Geological Survey and the National Museum.

  
R. J. Traill

  
H. R. Steacy.

*Final Draft.*

THE NATIONAL MINERAL COLLECTION

1. There be one "National Mineral Collection".
2. The National Mineral Collection to consist of a Systematic Reference Series and a Display Series.
3. The Systematic Reference Series to be housed in the Geological Survey Building and to be used for the advancement of the geological sciences. The Geological Survey to be responsible for the curatorial staff and financial arrangements to foster this portion of the National Collection.
4. The Display Series to be housed at the National Museum and displayed to the public to the fullest practicable extent. The National Museum to be responsible for the curatorial staff and financial arrangements to foster this portion of the National Collection.
5. The National Museum to assist in the growth and improvement of the Systematic Reference Series by contributing specimens and by co-operating with the Geological Survey staff.
6. The Geological Survey to assist in the growth and improvement of the Display Series by contributing specimens and by co-operating with the Museum staff and assisting in research problems relating to the Display Series.
7. The Geological Survey to have full power to sell or exchange any specimen from the Systematic Reference Series; it being understood that this will always be done in the best interests of the collection.
8. The Museum staff to have full power to sell or exchange any specimen from the Display Series; it being understood that this will always be done in the best interests of the collection.
9. The Geological Survey to keep and maintain the catalogue of the National Mineral Collection and to supply the Museum with a duplicate of that part dealing with the Display Series. The Museum to inform the Geological Survey of all mineral acquisitions with complete data thereon so that the catalogue may be up-to-date at all times.
10. Applications for material for research purposes from other Government departments or from outside agencies to be met, wherever possible, by the Geological Survey from the Systematic Reference Series. If the requested material is not available there, it may be made available from the Display Series with the approval of the Director of the Museum.
11. The Minister of Mines and Technical Surveys and the Minister of Northern Affairs and National Resources to exchange letters to this effect and to include in the correspondence the conclusion that this agreement in no way alters the charters of the two Departments as concerning minerals.

SCR/mgb

Dr. J. M. Harrison  
Director

S. C. Robinson

Agreement on Mineral Collections

10 May, 1961

Dr. Russell called me yesterday to say that Mr. Cote had suggested three changes to the wording of the agreement that you drafted. These changes are incorporated in the revised draft which is attached. They are:

1. "Display Series" for "Display Collection".
2. Addition of the words "or because so designated by the donor" to your first sentence in para 3 stating criteria for inclusion of specimens in the Display Series.
3. Also in para 3 a change in your second sentence terminating it at the word 'categories' and adding a third more positive sentence.

I have no objection to the first two changes but I told Dr. Russell that I felt that the third change could be interpreted as conferring too sweeping a right to Survey specimens and that I preferred your original wording. He says that he would be happy to retain your original wording but would like a statement from you as to your preference.

In reading the agreement again I am left with the feeling that the rights of the Museum are clearly defined but that those of the Survey are indicated by inference only. For example, it is stated that there will be a Display Series and that this Series will be housed in the National Museum, but it is not stated that the balance of the National Collection shall be housed in the Geological Survey. Similarly it is not stated that the terms of the Survey's charter as it concerns minerals is in no way altered by the agreement.

Possibly these points are not sufficiently important to require changes but I have in mind the possibility that at a later date we may have a less co-operative Director in the Museum.

A second sentence in para 5 could read: "The remainder of the National Collection is to be housed in the Geological Survey of Canada".

Mr. Steacy *MS*  
Files

14-2  
MAY - 4 1961

Ottawa, May 2, 1961

Dr. L.S. Russell,  
Director,  
National Museum of Canada,  
Department of Northern  
Affairs and National Resources,  
Ottawa, Ontario.

Dear Loris:-

Mr. Steacy has told me of Dr. Robert Bell's specimens that he recently brought over from the National Museum for our collection. He has also shown me some of the labradorite that was included. It is certainly beautiful material.

We are glad to have these specimens and appreciate your thoughtfulness in offering them to us. We appreciate also the assistance given to Mr. Steacy by Mr. Pfeiffer.

Kind regards,

Yours very truly,

*2/5/61*

jmh/zma

J.M. Harrison,  
Director.

*specimens of labradorite sent to the*

MEMORANDUM • GOVERNMENT OF CANADA

TO :

YOUR FILE No:

FROM :

OUR FILE No:

SUBJECT:

DATE:

D R A F T

Dr. L.S. Russell,  
Director,  
National Museum of Canada,  
Department of Northern Affairs and National Resources,  
Ottawa, Ontario.

Dear Loris:

Mr. Steacy has told me of Dr. Robert Bell's specimens that he recently brought over from the National Museum for our collections. He has also shown me some of the labradorite that was included. It is certainly beautiful material.

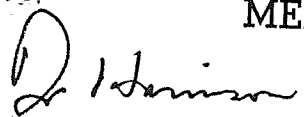
We are ~~very~~ glad to have these specimens and appreciate your thoughtfulness in ~~bringing them to our attention~~ and offering them to us. We appreciate also the assistance given to Mr. Steacy by Mr. Pfeiffer.

~~With~~ kind regards, ~~I am~~

~~Yours sincerely,~~

J.M. Harrison,  
Director.

MEMORANDUM • GOVERNMENT OF CANADA

TO :   
Dr. S.C. Robinson

YOUR FILE No:

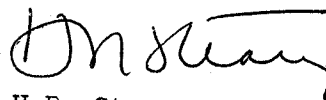
FROM : H.R. Steacy

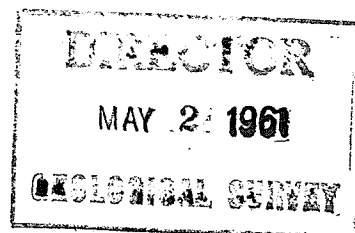
OUR FILE No:

SUBJECT: Specimens donated by Dr. Loris Russell

DATE: May 1, 1961.

1. You will recall informing me about some specimens that had been collected by Dr. Robert Bell and that were offered to us by the National Museum. The specimens had been included among some material given to the Museum by Dr. Bell's daughter, Mrs. J. Outram.
2. I have since brought the specimens over from the Museum and placed them in our collections. There are five traysfull in all.
3. Various materials are represented, but among them is some very fine labradorite. I took the opportunity of showing you this labradorite last Friday.
4. Dr. Russell would appreciate a note of acknowledgement for these specimens. I believe this should be sent over the Director's signature and I am therefore attaching a draft of a letter that he might use.
5. I also attach a few small pieces of the labradorite which the Director might like to see.

  
H.R. Steacy.





OUR FILE NO.  
YOUR FILE NO.

DEPARTMENT OF NORTHERN AFFAIRS AND NATIONAL RESOURCES

NATIONAL MUSEUM OF CANADA

NATURAL HISTORY BRANCH

Ottawa, February 28, 1961.

Dr. S.C. Robinson,  
Geological Survey of Canada,  
601 Booth Street,  
Ottawa, Ont.

Chief Geologist

MAR 2 1961

Geological Survey

Dear Binks:

Sorry not to have been able to reach you by telephone. I'm off to N.Y.C. for the meeting of the G.S.A. Projects Committee.

What I wanted to tell you was that the Minister of Northern Affairs and National Resources has authorized the National Museum to proceed with the development of a mineral collection, within the National Museum. This decision was influenced, I believe, by the knowledge that two important collections for which we are now negotiating would only be available to the Canadian Government if deposited in the National Museum.

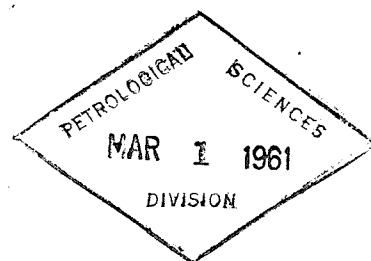
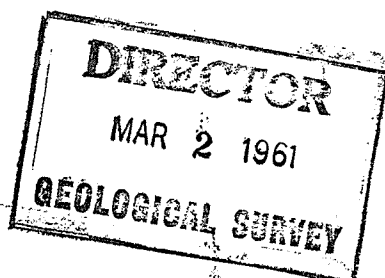
*Jim  
SL*  
Colonel Taylor, who is very interested in seeing the Museum collection of minerals developed, has offered his services part time to catalogue and arrange the material now on hand. To facilitate this work he has been given the title of Honorary Assistant Curator of Mineralogy.

Next week, when I am back from New York, I hope that we three might get together and consider how best to carry out this programme.

All the best,

*Loris*

L. S. Russell,  
Director.



SCR/mgb

MEMORANDUM • GOVERNMENT OF CANADA

14-2

TO : Dr. J. M. Harrison,  
Director.

FROM : S. C. Robinson

SUBJECT: National Mineral Collection

YOUR FILE No: JAN 27 1961

OUR FILE No:

DATE: 9 Jan. 1961.

I received a telephone call today from Dr. Loris Russell concerning the disposition of mineral collections between the National Museum and the Geological Survey. Some indication of our feeling as expressed to you in memoranda dated 13 December 1960 had reached Dr. Russell via Colonel Taylor and Asst. Deputy Minister Cote.

Undoubtedly Dr. Russell is concerned by what in his view must be a change in our policy of which he was not informed. He further stated that the Museum is entitled to its own mineral collection and intends to establish one.

I did my best to explain to Dr. Russell that we had no intention of proceeding unilaterally and that it was your intention to discuss the matter with him. I further pointed out that this was postponed by your trip to Russia but said that I felt you would take up the matter with him as soon as possible after your return.



S. C. Robinson.

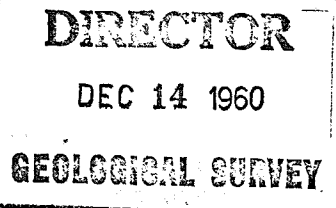
*Talked with LSR on  
20-1-61. Concluded that  
major trouble lies in fact that  
T.B. app. not willing to grant  
a portion on basis of work is G.S.C.  
Perhaps joint letter to T.B.?*

*JRM*



MEMORANDUM • GOVERNMENT OF CANADA

Dr. J. M. Harrison,  
Director



YOUR FILE No:

FROM : S. C. Robinson

OUR FILE No:

SUBJECT: Mineral Collections

DATE: 13 Dec. 1960

1. In view of your proposed discussions with Dr. Russell on this subject, I asked Steacy and Traill for their opinions and memoranda from them are attached. They state that there should be only one national collection in order to avoid duplication and possible competition for specimens. I agree that the National Collection should be a unit at least insofar as a single catalogue is concerned, but like the proposal that all books be part of one national library, it is probable that the Public will best be served by a considerable degree of inter-Branch co-operation.

2. The minerals currently on display in the National Museum are part of the Geological Survey collections. To my knowledge the only minerals acquired by the National Museum are \$2,000.00 worth purchased from Ward's and a few odd specimens. I have been surprised by the rather meagre space assigned to display of minerals both as an interim measure (in which space presently used is to be decreased) and in plans for the new building. Col. Taylor's report of his interviews with Dr. Russell and Mr. Cote also suggest a lack of enthusiasm for acquisition of a national collection. In view of this attitude, perhaps we should offer to acquire and maintain the national collection here, to include display specimens as well as material for our working collections. If this were done, our curator would be seconded on a part time basis to work with Museum officials on preparation of mineral exhibits to be provided from our collections.

3. In considering the proposition that the Geological Survey should be the custodian of the National Mineral Collections the following points are pertinent:

(a) The Department of Mines and Technical Surveys is the Federal agency responsible for "Earth Sciences" and as such is more directly concerned with mineral and ore collections for professional use and reference than any other Department.

(b) The Geological Survey is the Branch best equipped to:

- (i) collect specimens in the field due to the ubiquity of its field parties,
- (ii) to prepare, house and catalogue the collections,
- (iii) to study, identify and analyse specimens of all kinds.

It is also the Branch responsible for study of the origin of minerals and rocks, the processes by which they are formed, the natural

4. The facts that we have now disinterred the collections and have a keen and competent curatorial staff will permit us to enhance their usefulness to studies of

- (a) processes resulting in mineral formation, anamorphism and katamorphism
- (b) trace element distribution
- (c) variations in composition (solid solution)
- (d) isotopic abundance of various component elements
- (e) geochemical affinities in different beological environments.
- (f) studies of atomic structures and geological interpretations based on these.
- (g) association of minerals and elements in ores and many related topics.

The concept in petrology of the use of quantitative mineralogy as developed by Hess and others, and as illustrated by the paper given by Smith at Denver requires complete collections of all varieties of each species. One corollary is that the collections should contain specimens representing the widest possible sampling of Canadian occurrences. The academic adage that a mineral is the basic unit of geology is becoming increasingly recognized in many of our fundamental problems and is reviving interest in our collections.

In the past year we have supplied minerals in bulk or in specimens to various divisions of the Mines Branch, to D.R.B. and to N.R.C. In most cases the material was required for purposes that ended in its destruction.

5. The present arrangements that invertebrate fossil and petrological collections are maintained by the Survey are precedents that might well be extended to the mineral collections as well.

6. The ultimate possibility of having a National Mineral Gallery is unlikely to be realized as a Branch project. It might well be developed as a Departmental show place in the proposed cultural centre downtown.



S. C. Robinson.

MEMORANDUM • GOVERNMENT OF CANADA

TO : Dr. S. C. Robinson  
Chief, Petrological Sciences Division

FROM : Comments on memo from H. R. Steacy (Dec. 6, 1960)  
entitled "National Mineral Collection - its  
continued preservation as a single unit".

SUBJECT:

YOUR FILE No:

OUR FILE No:

DATE: 8 Dec. 1960

I agree in principle with Mr. Steacy's contention that ownership and responsibility for Canada's national mineral collection remain vested in the Geological Survey of Canada.

In the interests of the advancement of the geological sciences in Canada it is important that the mineral and ore collections of the Geological Survey of Canada be made as comprehensive as possible with the emphasis on the scientific value rather than display features. Mr. Steacy and Mr. Gauthier have been assigned the task of reorganization and assessment of our present collections. Much of this preliminary work will be completed in 1961 and a major program of expansion of the collections by collecting in the field, exchange of specimens and purchase will be started in 1962.

A large amount of scientific work is required in the development and maintenance of a large mineral collection. For example, all mineral specimens within a collection must be checked mineralogically to ensure that they are identified correctly because incorrect labelling of specimens in personal and museum collections has long been a source of trouble to mineralogists. The Geological Survey of Canada is obviously better equipped than the National Museum in terms of laboratories, trained personnel and contacts with university scientists and curators of mineral collections to maintain and extend a major mineral collection.

I do not agree that a separate National Mineral Gallery would be required or desirable in the future. I would prefer to have the main collections housed in the Geological Survey of Canada building with display specimens exhibited in the National Museum. In the interests of the national economy and avoidance of competitive interests within the Government, the National Museum should be discouraged from developing a separate mineral collection.

  
R. J. Traill.

Department of Mines & Technical Surveys

HRS/1

Dr. R.J. Traill.

Geological Survey of Canada.

...to house and exhibit the collection, ...  
...it available for reference by Canadian geologists and others ...  
...provide increased facilities for research. I believe that it ...

National Mineral Collection - its continued preservation as a single unit.

...and therefore there is as much justification in establishing a building for it as there has been for the art collection and as is ...  
I believe, for the library. A National Mineral Gallery would be a ...  
...to the Capital City of Canada, both as a tourist attraction ...  
I am becoming increasingly disturbed by persistent reports that the National Museum is planning, and in fact has already taken steps, to establish a mineral collection under its own ownership. This, if it should be true, apparently represents a new policy on their part because it is my understanding that the collections displayed at the Museum have always been provided on a long loan basis by the Geological Survey of Canada.

2. For more than a century the Geological Survey of Canada has been diligently building up a collection of minerals and ores from Canadian and foreign localities, and today this is an outstanding collection of national importance. Parts of the collection have been displayed at foreign expositions, and this aspect of it shall be carried on. But I believe the collection's greatest value continues to lie in its use for fundamental mineralogical and geological research, to contribute to a better understanding of minerals and therefore to the development of Canada's mineral industry. I believe, too, that there should be one and only one national collection, and that it should remain in the ownership and under the jurisdiction of the Geological Survey. This is to say that the Geological Survey should be the sole repository of minerals within the federal government.

3. The development of a separate collection for display and educational purposes, as is apparently being planned by the National Museum, destroys the concept of one large national collection. It also means that there would be much duplication of material, and thereby probably additional expense to the taxpayer, because it is inconceivable to believe that a sharp division can be made between a research collection and a display collection.

4. Our collection will continue to expand, and I hope at an accelerated rate. Because of its importance in mineral research it will undoubtedly receive the support and material assistance of the provinces and Canadian mining companies, as these will ultimately benefit from its use; probably, too, all should be permitted access to it for reference. Eventually, the collection will outgrow its present quarters and I am convinced that in time we shall have to, and in fact should, consider the establishment of a separate building for it, an appropriate name for which would be the National Mineral Gallery. This building would be desirable not only to

MEMORANDUM - 2 -

M. Harrison,  
Director.

S. C. Robinson

SUBJECT

provide adequate space to house and exhibit the collection, but also to make it available for reference by Canadian geologists and others and to provide increased facilities for research. I believe that it can be argued that a national mineral collection is as much a treasure and certainly of as much importance to Canada as a national art collection, and that therefore there is as much justification in establishing a separate building for it as there has been for the art collection and as is planned, I believe, for the library. A National Mineral Gallery would be a most welcome addition to the Capital City of Canada, both as a tourist attraction and for the reasons already cited. Some indication of our feelings as expressed to you in memoranda dated 13 December 1960 had been.

5. Dr. However, to return to my original apprehension, I believe we should do our utmost to avoid the establishment within the government of any splinter collections, because there is no saying where this will stop and the government could conceivably be faced with several collections having no continuity or overall direction. I believe it is an excellent idea for the Museum to expand their mineral gallery, for the present. But to preserve the concept of one large national mineral collection of which every Canadian may be justifiably proud, and bearing in mind the thought that eventually it may be housed as a national treasure in its own building, let us for the present volunteer to assist the National Museum by providing them with specimens and, if necessary, a member of our staff to serve as part-time curator when and as required.

H.R. Steacy.

S. C. Robinson.

*Talked with LSR on 26-1-61. Concluded that we agree. Possible decision for the B. app. not meeting to grant specimen on basis of work in C.S.I. (which) just with T.B.?*

5/11

John - for your information - This  
 mission is going to Committee  
 members Monday. Any comments

## GEOLOGICAL SURVEY OF CANADA - COLLECTIONS POLICY *appreciated*

(THIRD DRAFT)

*For  
 902 426 446's  
 This*

### INTRODUCTION

A fundamental and integral part of the Geological Survey of Canada's scientific program is to acquire and maintain collections of geological materials\* 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.

This mandate originates from the needs of geoscientific programs as well as to meet the legislative requirements of the Government of Canada ( Act to continue GSC mandate, 1845; National Archives of Canada Act, 1987 and Canada Oil and Gas Drilling Regulations, 1988).

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 individual or ongoing 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 their responsibility for the materials to the appropriate curator(s).

**Curation begins in the field.** Certain basic information such as collection site(s), storage site(s), collector(s), project leader(s), initiating agencies, and general sample information are 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 digital form, for annual distribution to the scientific community and to the public.

\* Refer to the Appendix for definitions of terminology

*Does this  
 imply info  
 on both  
 working and  
 archival  
 collections?*

## MANAGEMENT RESPONSIBILITY

*Why Br. DG?*

Responsibility for these collections is delegated to the Branch Director(s) General and the Division Directors having primary program and/or regional responsibilities for collections assigned to them. Resources required for the curation of these collection(s) is to be determined by the annual usage/requirement, as forecast by Branches or Divisions as part of their fiscal allocation of program resources. Branches and/or Divisions have responsibility for:

- 1) appointing representatives to the GSC Collections Committee and provision of appropriate resources;
- 2) ensuring establishment <sup>of</sup> and adherence to guidelines for the maintenance of their collections; and
- 3) immediately updating and communicating to the curator(s) pertinent collection(s) information (e.g. personnel changes, acquisitions, retirements, program changes, and new projects) which may affect curatorial resources.

*initial OK: according to fuzzy*  
*A. Role of G1 Div. in developing and disseminating info on collections.*

The GSC Collections 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 the collections. This committee will consist of representatives from the following categories: GSC management (Director level or equivalent), curation, scientific research, informatics, publications; and an unbiased reputable external researcher. The composition of the Committee will be balanced in terms of Division representation. Membership will be for two year appointments at overlapping intervals, commencing 1 April 1993, with the possibility of renewal. The Chairperson will be selected by the Committee at its first meeting.

## 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 for future use. They are selected from the working collections, or otherwise acquired (e.g. from industry).

#### 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:

The process whereby collections of geological materials are catalogued, researched, organized, maintained, or selected for discard according to discipline-specific literature and expertise.

#### D. Samples:

Samples are representative parts of naturally occurring material.

#### 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, general housekeeping, and provision of appropriate storage 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.



Government  
of Canada

Gouvernement  
du Canada

MEMORANDUM

NOTE DE SERVICE

TO  
A J. Scott  
Senior Scientific Advisor

FROM  
DE Assistant Deputy Minister  
Geological Survey of Canada

SECURITY - CLASSIFICATION - DE SÉCURITÉ
OUR FILE/NOTRE RÉFÉRENCE
YOUR FILE/VOTRE RÉFÉRENCE
DATE

August 10, 1992

SUBJECT  
OBJET REVIEW OF SPECIMEN COLLECTIONS

This is a good report, very comprehensive and full of doable recommendations. I see the challenge now as moving on your recommendations and establishing a system or mechanism which will ensure follow through.

It appears to me that there is a logical sequence of events beginning with enunciation of a policy on collections by senior management, i.e. what is collected and archived and for what purpose. This would be followed by a consolidation of collections and assignment of management responsibility for them. Later would come culling of collections, development of uniform or cross referenced geographically based referencing systems and publicising the availability of the collections. I like the idea of using volunteers to do actual work on the collections.

Because co-ordinating these activities will require the involvement of many people, I believe it would be useful to give this responsibility to someone on a term basis. This person, co-ordinator or manager of collections, would need considerable support and management authority. He/she could report to Director Policy and Planning or directly to the ADM for this assignment.

Next steps:

1. Presentation of your report and decision on course of action at GMC meeting, possibly August 17.
2. Presentation of report and recommended action plan to meeting of GMC + Directors (Fall). Acceptance of action plan by Directors.
3. Follow through on actions.

.../...2

- 2 -

My primary concern is that action be taken soon and that one individual be responsible to ensure that the issue is dealt with.

A handwritten signature in dark ink, appearing to be 'EAB' or similar, written in a cursive style.

E.A. (Ken) Babcock

cc: GMC

*John. Perhaps you could give me a call if you have any ideas on this. Thanks. T. P.*

To: Iris Hardy

January 14, 1993

From: T. P. Poulton

1. A misconception has been repeated in J. Scott's REVIEW OF SPECIMEN COLLECTIONS, which should be corrected. The national fossil collections are as important a source of information for support of mapping and stratigraphic studies as they are for systematic paleontology, if not more so, especially in recent years. Our paleontologists use whatever collections are available from a formation or a map area (we do not generally distinguish between Current and Archived collections) in order to help the geologists with their studies. In some cases these develop into systematic paleontology studies if the materials warrant it. (Other systematic paleontology studies are initiated in different ways.) I propose revisions to the Red Book:

p. 19, last paragraph. ... systematic paleontological studies and support for mapping geologists and stratigraphers than from ...

p. 20, first paragraph. ... to the conduct of systematic paleontology studies and the provision of paleontologic support for mapping and stratigraphic studies by the Geological Survey of Canada. ...

2. Over the years, unearthing older collections from areas originally mapped in the last century or first half of this century has been a tiresome process, relying to a great extent on the memory and piecemeal records of senior geologists and paleontologists. With the introduction of new staff who have no resident memory for the collections, and with the increased size of the collections, it is increasingly important that access to the collections be achieved by means of computerized data-base. This fact is well recognized. However, the actual data entry process is severely threatened by the current round of budget cuts to meet the 1993/94 levels, because this process is amenable to contract/student work which is particularly vulnerable. I trust the committee will give some consideration to the possibility that the Survey assign special funding to the question of computerizing the collection backlog, perhaps by means of a special DM or ADM reserve, or some such thing. This might fit in with the priority stated for the Survey to serve as a guardian of Canada's geoscience data and to make it accessible for use. I may propose such a direction in my role as Chief Paleontologist for the GSC, but would appreciate advice.

cc. J. Scott

*Called Poulton 21/1/93. No change will be made to capt. text. Funding for capt. improve will first have to come from inst. with some interest not from reserve funds.*

*[Signature]*  
403-292-7096



To  
À

To: Ad Hoc Committee Members  
Policy for Specimen Collections  
of the GSC

From  
De

From: Iris A. Hardy  
Chair, Committee

Subject  
Objet

Subject: GSC POLICY COMMITTEE MEETING - 4-5 November 1992

Security Classification - Classification de sécurité

GS 1620 -2

Our File - Notre référence

Your File - Votre référence  
GS 7045-21

Date 9 November 1992

Attached please find handout for above meeting, agenda, minutes and responses from Committee members considered for the 3rd Policy Draft, prior to our submission to Division Chiefs for their approval. Your timely responses to my last fax ( 9 November 1992) will be incorporated into the final draft for their review, and any comments or omissions etc. will be reported back to you promptly for your comments before our last and final stage. This would happen by 30 November 1992. The policy will then go to Richard Haworth, Director- General for submission to the GSC EXCOM meeting slated for 17 December 1992. This will permit the policy to be in place by 30 December 1992 and permit us to proceed to the next phase, which will be the formulation of an implementation plan from January to 31 March 1993. The summer of 1993 is designated for this plan to be put into place by all GSC Divisions.

*Iris A. Hardy*

GSC COLLECTIONS POLICY COMMITTEE

MEETING

MINUTES 92-02

Wednesday /Thursday 4-5 November 1992

Present: I. Hardy, AGC  
G. Jackson, CGD  
R. Herd, MRD  
E. Snow, ISPG

Absent: G. Mossop, ISPG  
T. Poulton, ISPG  
C. Evenchick, CORD  
A. Aitken, U of  
Sask.

Guest: G. Le Cheminant, GSC, Continental Geoscience Division

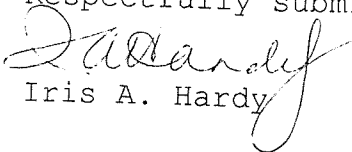
Minutes were taken by I. Hardy. The topics were addressed as per the attached agenda (refer to handout for this meeting).

1. Minutes of the 15 October 1992 meeting agreed to as circulated to Committee members present.
2. Item 4: draft memo to Directors:- This memo will be prepared to accompany the fourth and potential final draft of the proposed collections policy. At this time a request for an updated copy of the Scott report from each Division will be made, so that any omissions or errors can be addressed. The updated copy will be useful during the implementation planning phase. The revised report will result in a compilation by this Committee for general distribution of this report in the new year ie. GSC Open File, internal report. The memo to Directors will include an introduction to the ad hoc committee membership, with a brief overview of purpose etc.  
(Draft copy of memo attached for comment).
3. Item 2: Terms of reference- This will be an attachment to the new GSC Collections Policy as part of the appendix. It is generally felt that these terms are for the Proposed Sector Collections Committee and would be more appropriate as an attachment to the initial policy for approval in principal.  
(Draft copy attached for comment).
4. Item 3: Handout to committee members circulated for general discussion and revamp of proposed policy. Third draft as

proposed, attached and was faxed to absent members on 9 November 1992.  
Replies to this fax must be returned to Chair by 16 November 1992.

5. Discussion: There will have to be some guidelines generated by the proposed GSC Collections Committee to determine when a working collection becomes an archive collection; transfer of authority from the collector to the Division/Sector; standards for numbering other than the unique GSC collection code etc. Hence detailed guidelines will have to be established by the Divisions and through the Sector Collections Committee in early 1993.
6. New Business:  
  
Welcomed Gina Le Cheminant. This was an opportunity for the Committee to query:- the general format and timeframes proposed in the policy draft; the expectations of EXCOM; as well as the overall direction of the policy.
7. The remaining timeframe for this Committee is as follows:  
16 November 1992- return by all committee members annotated faxed copies of the third draft policy to Chair at (902) 426-4465;  
23 November 1992- Revamp of draft with changes, omissions and/or deletions as proposed by the Committee and then generation of final draft policy to go to all 12 Division Chiefs and Senior Science Advisor for their perusal. Divisional comments to Chair by 30 November 1992. These comments will be circulated to Committee members one last time on December 1 by fax, annotated by Committee members and returned to Chair by fax (at the above number) by December 2, 1992. This copy will then go to Richard Haworth, DG Geophysics and Marine Geoscience Branch by 7 December 1992. The policy will then be tabled for the GSC EXCOM meeting scheduled for 17 December 1992 and hopefully approved for 31 December 1992 deadline.
8. The next meeting of Committee will be the 29 January 1993 at 1000. Will try to book ADM boardroom 221, 601 Booth St. Ottawa. This meeting will be the first for the GSC COLLECTIONS COMMITTEE and will determine the implementation plan for the GSC for the summer of 1993.

Respectfully submitted,

  
Iris A. Hardy

TERMS OF REFERENCE  
GSC COLLECTIONS COMMITTEE

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

GSC COLLECTIONS COMMITTEE

I. Role of the GSC Collections Committee will:

1. respond to the requests for advise from the Divisions having primary responsibility for related collections when they require culling or reduction prior to inclusion as a part of a National Collection, or requiring discard or donation to external agencies outside the GSC, or to deal with any related topics.
2. bring to the attention of the Geological Survey issues and concerns of the geoscience community in Canada as well as related international bodies.
3. promote use of the GSC Geoscience Collections in Canada through the GSC and other associated bodies, as and when appropriate.
4. receive 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 of approximately 8 members will comprise representatives from the following categories: Management ( Director level) (1), Curation (3), Scientific (3) and an unbiased reputable external researcher (1). The composition of the committee will be balanced in terms of Division and geographic representation. Membership will be for one (1) year commencing January 1, 1993, with the possibility of renewal. The Chairperson will be initially appointed by the Director Generals and thereafter, elected by the committee for a two-year term.

III. Meetings:

The committee will meet when logistics permit, but at least once per year. Business will be conducted by fax and/or phone, as required.

IV. Chair:

The chairperson of the committee will submit a report on its meetings to the Director Generals, GSC, and minutes of all informal meetings will be maintained on file.





DRAFT

To  
A

Division Directors Geological  
Survey of Canada

From  
De

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

Security Classification - Classification de sécurité

Our File - Notre référence  
GS 16220 -2

Your File - Votre référence  
GS 7045-21

Date  
9 November 1992

Subject  
Objet

Subject: J.S. Scott Collections Report and Proposed POLICY

Following the EXCOM meeting in September 1992, the Ad Hoc Policy Drafting Committee was established as suggested on page 73, item 2 in the August 1992 report : " Review of Specimen Collections of the Geological Survey of Canada" authored by GSC Science Advisor, Dr. J. Scott. Since this meeting, your Division has no doubt had an opportunity to view this document and we would therefore appreciate a review of those sections of the report specifically listed as under your Divisional care. We request comments, modifications, updates or changes necessary to more accurately reflect your present situation. Please direct your responses and any other general comments to the Chair, Ad Hoc Committee by 31 December 1992. This action will assist with the implementation plan and eventual publication of this report in 1993.

Also please find attached a copy of the final proposed statement of policy for GSC Collections for your review and discussion. Please forward any any comment you may have to the Chair of the Committee before 30 November 1992. These comments will be circulated to all Committee members for comment, prior to submission to Dr. Richard Haworth, DG Geophysics and Marine Geoscience Branch by 7 December 1992. The policy will then be tabled for the GSC EXCOM meeting scheduled for 17 December 1992 and hopefully approved for the 31st December. Acceptance of the proposed policy will then spearhead the GSC Collections Committee ( refer to attached Terms of Reference). This committee will proceed to develop an implementation plan between January 1 to March 31, 1993, to be initiated during the summer of 1993.

I can be reached at (902) 426-6127 and faxed at (902) 426-4465.

# GEOLOGICAL SURVEY OF CANADA - COLLECTIONS POLICY

(THIRD DRAFT)

## INTRODUCTION

A fundamental and integral part of the Geological Survey of Canada's scientific program is to acquire and maintain collections of geological materials\* 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.

This mandate originates from the needs of geoscientific programs as well as to meet the legislative requirements of the Government of Canada ( Act to continue GSC mandate, 1845; National Archives of Canada Act, 1987 and Canada Oil and Gas Drilling Regulations, 1988).

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 individual or ongoing 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 their responsibility for the materials to the appropriate curator(s).

**Curation begins in the field.** Certain basic information such as collection site(s), storage site(s), collector(s), project leader(s), initiating agencies, and general sample information are 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 digital form, for annual distribution to the scientific community and to the public.

\* Refer to the Appendix for definitions of terminology

## MANAGEMENT RESPONSIBILITY

Responsibility for these collections is delegated to the Branch Director(s) General and the Division Directors having primary program and/or regional responsibilities for collections assigned to them. Resources required for the curation of these collection(s) is to be determined by the annual usage/requirement, as forecast by Branches or Divisions as part of their fiscal allocation of program resources. Branches and/or Divisions have responsibility for:

- 1) appointing representatives to the GSC Collections Committee and provision of appropriate resources;
- 2) ensuring establishment and adherence to guidelines for the maintenance of their collections; and
- 3) immediately updating and communicating to the curator(s) pertinent collection(s) information (e.g. personnel changes, acquisitions, retirements, program changes, and new projects) which may affect curatorial resources.

The GSC Collections 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 the collections. This committee will consist of representatives from the following categories: GSC management (Director level or equivalent), curation, scientific research, informatics, publications; and an unbiased reputable external researcher. The composition of the Committee will be balanced in terms of Division representation. Membership will be for two year appointments at overlapping intervals, commencing 1 April 1993, with the possibility of renewal. The Chairperson will be selected by the Committee at its first meeting.

## 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 for future use. They are selected from the working collections, or otherwise acquired (e.g. from industry).

#### 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:

The process whereby collections of geological materials are catalogued, researched, organized, maintained, or selected for discard according to discipline-specific literature and expertise.

#### D. Samples:

Samples are representative parts of naturally occurring material.

#### 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, general housekeeping, and provision of appropriate storage 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.