

1. Purpose:

This document is designed to articulate the acquisition policy of the AIDS Healthcare Foundation Archives in regards to the methods of acquisition and the scope of materials.

2. Role and Mission:

The AHF Archives acquires, describes, and preserves the history, culture, and purpose of the AIDS Healthcare Foundation from its founding in 1986 as the AIDS Hospice Foundation to its present day role as a world leading HIV/AIDS healthcare provider.

3. Scope:

The AHF Archives collects all records pertaining to the history, advocacy, media, legal, and research aspects of the foundation from all 39 countries it serves. These are largely produced by AHF, however the Archive also collects related materials from other sources. These sources range from outside media to other organizations associated with AHF.

4. Types of Materials:

The types of materials housed by AHF digitally and physically include documents, photographs, audio files, videos, and ephemera. Photographs of ephemera are made available through the database. In the digital repository the file format for documents is PDF, for photographs it is DNG and TIFF, for *videos it is MP4, and for audio files it is MP3 or WAV. *Video and audio files are accepted in any format and transferred to their standardized digital format.

5. Physical Condition of Acquisitions and Duplicates:

The AHF Archive collects materials in any reasonable condition; however if there are duplicates, then the copy in better condition will be kept while the other/s will be de-accessioned (see 6. De-Accession Process). Oversized materials will be sent to a vendor for specialized digitization. There will be instances where there are multiple photographs of the same event, in which case 6 images will be chosen per event. For larger and more complex events more photos will be kept. For events that take place simultaneously in multiple cities, the best images will be chosen from each locale. Ideally, the projects creators and creative team will select the images that best represent the project.

6. De-Accession Process:

Following appraisal, the AHF Archive reserves the right to de-accession or refuse to accept materials whose poor condition outweighs its archival significance. Duplicates will also be de-accessioned in order to consolidate the space that holds the Archive, unless there are significant or historical changes to the duplicates. Personnel records will not be kept, nor will personal medical records. De-accessioning will occur by:

Transferring to original department

Destruction

7. Methods of Acquisition

7.1 Internal Acquisition:

A large quantity of the archives that is continuously acquired is from the AHF Media Department. The archives will have access to the remote Marketing Server in which the archivist will select 6-10 photographs per event to digitally archive and ingest into ArchivesSpace. When necessary, an Internal Acquisition Form will need to be filled out and attached to a particular batch of materials when there is not enough information for the items to be properly preserved with informative and searchable metadata.

7.2 Internal Requests

On the Requests page, fill out the request form and the Archivist will respond within 24 hours.

7.2 External Acquisition:

There will be cases where records will be acquired from outside sources. These will be through:
Donation

Transfer from another public body

The acquisition process of donations will be fully documented by the Archives according to acquisition procedure. This will include a signed agreement of transference of ownership to the AHF Archive, which will include copyright, the Archive's arrangement for access, and de-accessioning rights.

7.3 External Requests

When requests from outside entities are made, procedures must be followed in order to ensure the copyright and integrity of AHF's archival materials are not compromised. These procedures will include:

Filling out an External Request Form on the Requests page

Signing a copyright agreement on the Requests page and scanning back to Archives

8. File Naming Convention

The digital assets housed in the database will have the following file name convention as the Archive Number:

Structure: [Last Two Digits of Year] – [P (for photos), D (for documents), A (for audio), Leave blank for Video]
– [Accession number- sequential per year/media type] – *IF PART OF SERIES [Label alphanumerically]

Example #1: 07 – P – 23

Example #2 (series): 98 – D – 05a, 98 – D – 05b, 98 – D – 05c