

# Évaluation

NEWSLETTER OF THE NATIONAL ARCHIVAL APPRAISAL BOARD  
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## UPDATE FROM THE BOARD OF DIRECTORS

Karen Teeple, PNA  
Chair, NAAB Board of Directors

Since the last newsletter in May, appraisal activity has all but come to a halt as we continue to weather the impact of COVID throughout this year. Yet despite this hiatus, the Board, its committees and the Secretariat have been working tirelessly behind the scenes as demonstrated by the various reports published in this newsletter.

Of major interest to the archival community, particularly institutions and appraisers, was the circulation of the long-awaited CCPERB Guide for Monetary Appraisals sent out on 31 July 2020. NAAB was originally scheduled to meet with several board members from CCPERB on March 20th in Toronto to discuss the 'draft' guide but the meeting was cancelled because of COVID. After receiving the 'draft' guide, NAAB wanted to solicit feedback from appraisers and the archival community in the form of a survey before developing its response to CCPERB. As indicated in our submission, NAAB received 202 responses that included 177 in English and 25 in French. Of these responses, 20% were received from PNAs and 65% from archivists or those representing an archival institution. The remainder came from non-PNAs, historians, librarians and representatives of other memory/heritage institutions. A summary of the survey results from the larger archival community demonstrated a not surprising similarity of concerns that we attempted to highlight in our response to CCPERB.

The crafting of NAAB's submission was carried out by a committee consisting of Marcel Caya, Carman Carroll, Melanie Hardbatt, Joanna Aiton Kerr, Richard Lothead, Ken Larose, Christina Nichols and myself. We reviewed the responses, identified some of the major issues and provided recommendations for CCPERB's consideration. My personal thanks to this committee for their input and support. The entire report will be available on the NAAB website at [naab.ca](http://naab.ca). In addition to NAAB's submission, letters were sent from Ian Wilson, former National Archivist, the Association of

Canadian Archivists, the Canadian Historical Association, the Canadian Council of Archives and the Council of Provincial and Territorial archivists. We look forward to a response from CCPERB that will hopefully address the recommendations put forward in our submission.

Regardless of CCPERB's response, there is still a lot of work to be done in terms of standardizing NAAB's report template. As the newly developed Database of Archives' Values becomes more widely available, and as entries to it increase, we need to be more cognizant of using this database to incorporate sales precedents that may be relevant and applicable, in conjunction with other acceptable methodologies. We know that there is a limited market for archival fonds but the database is intended as a tool to help us integrate market values, where known, into our appraisals. This can only be seen as a positive step forward in improving our monetary assessments of archival material.

On a final note NAAB is continually working to create and offer a number of tools and resources to help its members in their monetary appraisal work. As NAAB grows and develops, some of these tools and resources may be available to non-members, as well. Please visit the new tools page at <http://www.naab.ca/tools-outils>.

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## REPORT OF THE NAAB PROFESSIONAL DEVELOPMENT COMMITTEE

Gordon Burr, PNA  
McGill University, School of Information studies

Since our last report in March we have been meeting monthly to evaluate existing professional development course content from other organizations, developing new webinars, and creating a multi-course curriculum framework based on an online model for new PNAs.

In support of these activities, Christina Nichols and Melanie Hardbattle designed and distributed a NAAB survey to gather information from both current and prospective PNAs to elicit their input on the future direction of the Professional Development program. The survey was distributed and evinced 112 responses from both current (32%) and prospective (68%) PNAs. More than 75% of respondents had less than ten years of archival monetary appraisal experience. The responses indicate a strong enthusiasm for online courses and webinars, particularly in light of the current COVID-19 pandemic. Respondents also conveyed high interest in content relating to the monetary appraisal of specific

formats (e.g. photographs, architectural drawings), including digital records. In addition to PNAs looking to build upon their current training, prospective PNAs expressed support for the development of educational opportunities that can be applied towards certification.

I would like to thank both Christina and Melanie for hard their work on this project, as well as the respondents for taking the time to provide us with this invaluable information.

The committee members are myself, Dominique Foisy-Geoffroy, Regina Landwehr, David Sharron and Melanie Hardbattle. Karen Teeple, Chair of the NAAB Board of Directors is the Board representative on the committee and the administration of the committee is supported by Christina Nichols, CCA Executive Director and Louise Charlebois, CCA Staff (Recorder).

# REPORT ON THE ACTIVITIES OF THE NAAB AD HOC COMMITTEE ON THE MONETARY APPRAISAL OF ELECTRONIC RECORDS (MAER)

Jeremy Heil  
Queen's University Archives and co-chair, MAER

The Ad Hoc Committee on the Monetary Appraisal of Electronic Records has continued to meet on a monthly basis over the past year. The Committee composition has remained unchanged, outside of the recent departure of Andrea Kampen, due to conflicting time commitments with her ongoing doctoral research. We would like to thank Andrea very much for all of her work since the inception of the Committee! With her absence, we are pleased to welcome Curtis Sassur, University Archivist at Ryerson University, to the Committee. The full roster is now:

- Richard Dancy (Co-chair), Staff Archivist, Simon Fraser University Archives and Records Management Department
- Jeremy Heil (Co-chair), Digital and Private Records Archivist, Queen's University Archives
- Yves Lapointe, Director and University Archivist, McGill University Archives
- Simon Rogers, Archivist, University of St. Michael's College in the University of Toronto
- Sarah Romkey, Archivemata Program Manager, Artefactual Systems Inc
- Curtis Sassur, Archivist, Ryerson University Library and Archives
- Jessica Whyte, Digital Assets Librarian, University of Toronto Libraries
- Jim Burant (NAAB Board Liaison)

Over this second year, we focused our attention on gathering usable data for analysis. The NAAB Board kindly agreed to provide access to the Database of Past Appraisals, where members identified appraisals containing digital records. These appraisal reports supplied the raw data for values assigned to file types, record types, and the bases upon which such values were derived. Committee members are working to parse the report data for comparison. This includes: description of the creator (to highlight the nature of the fonds or collection), total scope and valuation, digital scope (both number of files and types and sizes of files, when supplied) and valuation, and justification for valuations. We are also asking a number of questions of the reports, examining whether any consideration was given and specified for the following:

- Was there consideration for curation?
- Was digital preservation considered?
- Were duplicate files considered or addressed?
- Was donor retention of copies considered?
- Did justification include an analog equivalency?
- Was access a consideration?
- Is metadata present for digital content, and was it considered in the valuation?
- Was the digital content's relevance to the fonds or total archive (where hybrid) addressed?

The Committee will analyze this data for any patterns over the next few months, and identify potential paths forward for guidelines to be written. This will occur in conjunction with other Committee activities.

Prior to the shutdown of most public meetings and travel in March, members of the Committee were scheduled to meet with members of CCPERB. In this meeting, we planned to gather information from CCPERB, having prepared a series of questions for discussion. This discussion was to be the starting point for establishing a baseline mutual understanding of the nature and value of digital records, and would inform further work of the Committee. Unfortunately, this meeting was postponed indefinitely due to the pandemic. We hope to be able to meet with them virtually before the end of 2020.

This meeting, of course, cannot arrive soon enough. The recent release of CCPERB's new guidelines in June 2020 was the cause of much discussion among the Committee, and indeed among the archival and appraisal communities. The Committee formulated a response to these guidelines with a focus on how they would affect current and future

submissions of digital records for certification as Canadian Cultural Property. This response was requested by the NAAB Board, and submitted to be incorporated into the overall NAAB response.

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## ARCHIVAL MONETARY APPRAISAL FORUM

**National Archival Appraisal Board (NAAB)**  
*in partnership with the  
Canadian Council of Archives (CCA)*

is pleased to announce that planning is  
underway for a two-day national

### ARCHIVAL MONETARY APPRAISAL FORUM

**to be held either November 2021 or March  
2022 in Ottawa, ON**

Since the safety of the speakers and  
participants is our top priority,  
the conference management team will be  
closely monitoring the COVID-19 situation  
and **an exact date will be confirmed by  
mid-2021.**

At this event, you will join your peers from across Canada as we explore the changing landscape of archival monetary appraisal. Held over two days, the Archival Monetary Appraisal Forum will feature intensive professional development opportunities, networking, and fruitful discussions and recommendations to address critical challenges, such as the monetary appraisal of electronic records.

The Monetary Appraisal Forum will be a must-attend event for Practising NAAB Appraisers and other appraisers of archival records who are looking for education and networking in a relaxed atmosphere. It will also be an ideal learning opportunity for mid-career and senior archivists and other emerging leaders in the heritage community to strengthen and develop their monetary appraisal skills. The content will be relevant to those who are looking for new ways of thinking and new ideas to sustain and grow their professional expertise.

We are sincerely grateful to Library and Archives Canada for helping us to make this event possible through the Documentary Heritage Communities Program (DHCP).

Would you be interested in helping us prepare for this exciting event? Be sure to keep an eye on your inbox! A call for volunteers to serve on the Program Committee will be circulated in the coming weeks.

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## 2021 PNA MEMBERSHIP FEES

### \*IMPORTANT ANNOUNCEMENT\*

During 2020, the COVID-19 pandemic has upended the world in ways that did not seem fathomable just a few months ago. While this time has been filled with uncertainty and challenges, NAAB has responded and adapted operations where necessary to ensure strength and continued progress towards our mission.

Like most businesses and industries across Canada, archives were not immune to the economic effects of the pandemic and we realize that it will take time for monetary appraisal work to safely resume.

To respond to the financial impact and to help ease the financial burden of PNAs, at its meeting on September 28, 2020, NAAB's Board of Directors unanimously passed a motion to provide a one-time 50% fee discount on each PNA membership renewal, effective for one (1) membership year.

A one-time 50% code has been sent to all PNAs. If you haven't received it, please contact Isabelle at [naab@archivescanada.ca](mailto:naab@archivescanada.ca). For those who have recently renewed their membership, please note that the discount code may be applied when you renew during 2021

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## DEAR NAABY: YOUR QUESTIONS ANSWERED



*This column is based on questions submitted by you. We will ensure the anonymity of anyone sending in a question, and will seek an appropriate respondent to answer – so please feel free to send us questions based on any aspect of monetary appraisal in Canada. You can contact us at [naabnewsletter@archivescanada.ca](mailto:naabnewsletter@archivescanada.ca) We look forward to hearing from you.*

1. **Q.** When, if ever, is it appropriate for an appraiser to be given a digital copy to evaluate, rather than the original? For example: in the case of a damaged or otherwise extremely fragile document?

**A.** Keep in mind that the damaged record is the original and the appraiser will need to look at it. The appraiser may use the digital copy to better understand the content and nature of document(s). The extent of damage and overall condition of the records is a factor that needs to be taken into account and may have a negative impact on the appraisal value.

2. **Q.** Is it appropriate for an appraiser to evaluate a sample within a large series of records? And if so, who selects the sample: the appraiser or the archival institution?

**A.** It is up to the appraisers to decide how best to sample the records. Since most fonds are broken down in series, appraisers will generally sample one series at a time. Typically an appraiser may look at the files in selected boxes within a given series and then determine whether or not the files in the remaining boxes are of a similar nature to what was already examined. In some cases appraisers may look at every third or fourth box within a given series but this largely depends on the size and nature of the fonds. Larger fonds will require more sampling while smaller fonds/collections may be viewed in their entirety.

3. **Q.** When an appraisal is being done for insurance purposes or for a tax receipt, should the monetary value be the same in either case?

**A.** Yes – when dealing with original documents it is difficult to find replacement costs because they are unique and irreplaceable. In some cases, for very high value documents, the cost of the insurance premium may be so high that the premium will be adjusted to the budget available.

4. **Q.** When a collection is acquired from the donor as part purchase, part donation, what is the process for NAAB appraisals in these cases?

**A.** In some cases the institution may have already decided (often in conjunction with the donor) what portion is to be purchased and what portion is to be donated. In this case the NAAB appraisers will only appraise the donation portion. In other cases, the decision may be made by the institution only after the entire fonds has been appraised. This allows for the institution to factor in budgetary considerations that may facilitate which portion is to be purchased and donated. This division of purchase vs. donation is sometimes contingent on the fonds being appraised at the series level.

5. **Q.** If an archival institution is located outside of large centres, and auction / estate sale prices are lower than in Montreal, Toronto or Vancouver, should the fair market value be based on local values, or those found on sites from auction houses in Toronto or Montreal?

**A.** The appraisal must always be based on the highest price as indicated in the definition of Fair Market Value. The value of the material is not based on the location of the institution receiving it. If comparable sales can be found in auction houses then they should be included.

6. **Q.** Would damage to a document (tears and holes, for example) negatively affect the appraised value? Should an appraiser ever take into consideration additional expenses for the institution (such as restoration work)?

**A.** Yes – The appraised value might well be affected depending on the nature and extent of the damage in addition to the significance and content of the damaged record(s). That is: condition is a factor in determining value. However, the appraisal value cannot include the institution’s real or anticipated conservation costs.

7. **Q.** If a donor has paid for the monetary appraisal costs (to help the Archives’ budget), can the amount of appraisal costs be added to the monetary appraisal amount of the records being acquired?

**A.** No – the donor is entitled to a tax receipt for his/her monetary donation but this cannot be added to the value of the monetary appraisal. An accountant will be able to find the appropriate manner to offset that expense.

8. **Q.** I understand NAAB appraisals should be done the (tax) year in which the material was donated, but just to clarify – does that mean when the institution physically received the material, or the date when the donor agreement was signed?

**A.** The appraisal should be done in the year that the donation was made and that is determined by the date when the donor agreement was signed. Ideally, the donor agreement would be signed in the same year the donation was made.

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## **INTRODUCING THE *DATABASE OF ARCHIVES’ VALUES* (DAV)**

Christina Nichols, CCA Executive Director

We are pleased to announce that NAAB has recently expanded its toolbox of available resources designed to enhance the capacity of our Practising NAAB Appraisers (PNAs) and the communities they serve. The **DATABASE OF ARCHIVES’ VALUES (DAV)** will provide access to sales (market) information and purchases of archival materials by archives across Canada. Reputable dealer listings (values) may also be included, as well as relevant international market information.

The pilot project for DAV will begin in November 2020 through to February 2021. The Council of Provincial and Territorial Archivists (CPTA) and Library and Archives Canada (LAC) have been invited to participate in this pilot project.

Once the pilot project has been completed, as a benefit of membership (**a \$300 value, included with your yearly membership**), PNAs will be given password protected access to this incredible resource. You will be able to enter information about archival purchases, research, and learn about the sale of archival materials to repositories across

Canada. As the content of DAV grows, it will become an indispensable resource to help you prepare professional and robust monetary appraisal reports.

Access to DAV will be restricted to Practising NAAB Appraisers (PNAs) and contributing archives (Contributors), ***strictly for the purpose of monetary appraisal or to assist the Canadian archival community with activities related to purchasing of archival materials***. To safeguard the content, after the first step authentication, logins and passwords will be unique to each PNA and each paying subscriber. All records in the database will be traceable to ensure the confidentiality and integrity of the information within DAV. All PNAs and subscribers will be required to adhere to the access and information policies of DAV, and they will attest that any information they contribute to the database is true to the best of their knowledge and that no conflict of interest exists. Further, PNAs and subscribers will acknowledge that the information entered into the database will be monitored by CCA and audited by NAAB. Any false, misleading or unsubstantiated entries, whether intentionally or unintentionally designed to affect or manipulate market conditions, or generate any other favourable or adverse effect, will disqualify the subscriber and result in their access privileges being temporarily or permanently forfeited, as determined by the NAAB Board of Directors.

We would like to express our sincere appreciation to the Council of Provincial and Territorial Archivists (CPTA) for their financial support that helped us realize DAV.

For PNAs, DAV will be available through your membership portal by March 2021. During spring 2021, archival institutions may be able to begin subscribing to DAV through the new Tools page at <http://www.naab.ca/tools-outils>.

If you haven't logged into your membership portal, please do so at your earliest opportunity to ensure that you don't miss your opportunity to use this great resource when it becomes available! If you need help logging into the membership portal, please email [pna\\_ece@archivescanada.ca](mailto:pna_ece@archivescanada.ca).

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## BRINGING IT ALL TOGETHER: THE NAAB PANEL

Lara Wilson, PNA  
University of Victoria Archives

My thanks to the newsletter committee for inviting me to contribute this piece on my first NAAB panel experience.

I gained my PNA designation in 2019, following successful completion of the Edmonton, AB, Masterclass; I had completed the Canadian Council of Archives (CCA) NAAB Bootcamp webinar several years earlier. I regarded the PNA designation as an opportunity to expand my skills, build the capacity for monetary appraisal in Canada, and make a professional contribution in this specialized area of collections management.

I have worked in archives at the University of Victoria since graduation from the University of British Columbia's Master of Archival Studies program. I have a previous MA in Art History and Visual Studies from UVic,

my thesis topic being the photo album of Canadian author and suffragette Nellie McClung. I considered the album in the context of historical photo album and scrapbook production practices. I am past president of the Archives Association of British Columbia, past chair of the CCA, and am the interim NAAB regional director for BC and the North.

UVic Special Collections & University Archives' acquisition areas are broad. I have been providing in-house valuations for gifts-in-kind under \$1000 for a number of years. In addition to institutional records transfers and faculty fonds donations, long-standing acquisition activities are in the areas of literary, military, visual arts, architectural, and political history; more recently, acquisitions have included archives and rare print materials of activist and marginalized communities

in subjects including anarchism, transgender studies, environmentalism, and feminism.

Invited by NAAB to chair a panel for architectural materials donated to an academic institution, I felt the responsibility to help them manage the process systematically and collegially. I was also excited about the opportunity to put what I had learned in the Masterclass to work. The methodology presented through the class and the resources provided by the NAAB board and secretariat were invaluable, in particular the Appraisal Panel Administration and Travel Policy. Staff at the receiving institution provided detailed inventories ahead of time to support our analysis of the fonds, and these same colleagues were available to answer our questions once we arrived on-site.

I believe my panel colleagues would agree it took the better part of the first day to get settled in and comprehend the scope of evaluating dozens of metres of material. Since the type of records varied, evaluating the series provided challenges, but it was also engaging. Typical of a mid/late 20th century architectural practice, the fonds contained few digital records, consisting of original plans and drawings, photomechanical reproductions including plans with annotations, project

files, presentation materials, sketchbooks, diaries, photos in various formats, and models. The various series helped us to divvy up the work over several days on-site and for the report drafting.

Admittedly, it was hard to tear ourselves away from some of the materials we sampled in the fonds. The deep dive into determining values, and the discussions we had as a team, were really enjoyable, including consideration of aesthetic aspects of different record types. We also reflected on the processes that resulted in the records, and considered the overall research value of architectural fonds. Having the structure of the NAAB report template guided us through the days on-site and afterwards, as I combined sections to begin the report drafting. We undertook the work at a busy time of the year; however, we worked as team and I was able to submit the draft report to the institution within the timeframe as set out in the policy. The institution appreciated NAAB's service and was happy with our final report.

To conclude, I would encourage new PNAs to participate on NAAB panels should opportunities arise – there is no better way to put your learning to practice, apply your knowledge of media and materials, and to engage with your colleagues in the field.

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## FAIR MARKET VALUE: THE VALUES OF RIEL DOCUMENTS AND A RECENT APPRAISAL

Brian Hubner, PNA  
University of Manitoba Archives & Special Collections

I recently had the good fortune to be able to use the knowledge I have obtained through tracking sales of Riel letters, in an appraisal for the archives of La Société historique de Saint-Boniface (SHSB) at the Centre du Patrimoine in Winnipeg. They had two collections for appraisal, both donated by members of the Teillet family descended from Louis Riel's niece, Louise Sara Riel, who married Camille Teillet in 1910. The Louis Riel archival material had passed on to their descendants; among them, Philippe Teillet and Jean Teillet. The two separate fonds contain letters both to and from Riel, graphic image material, and notes and poems attributed to Riel (not all verified). The Famille Camille Pierre Teillet et Louise Sara Riel fonds 0716, donated by Jean Teillet, contains the items discussed here.

Jean Teillet is a distinguished Métis lawyer whose acclaimed *The North-West is Our Mother: The Story of Louis Riel's People, The Métis Nation* (2019) used some of the family archives. The fonds has several very interesting items including a black and white photograph of Louis taken in the 1870s in Minnesota, which for appraisal, could be compared to sales of other Riel photographs. The two most prominent documents included a letter from Louis Riel to his mother, Julie Riel, written on 5 April 1872, and a list of articles which Riel had with him when he entered prison in Regina, on 23 May 1885. The letter was previously unknown and had not been included in *The Collected Writings of Louis Riel / Les Écrits Complets de Louis Riel*, Vol. I, edited by Raymond Huel (Edmonton: University of Alberta Press, 1985), although another letter to Julie





	<p>“Photographs of Louis Riel”, in <i>Library Directions: A Newsletter of the University of Manitoba Libraries</i> (No. 9, Fall 1995), p. 4.</p> <p>UMSAC Acquisition file, (“250 - RIEL, Louis”).</p>				
2.	ca. 2002	Letter of Louis Riel to Eustache Prudhomme, 14 December 1869 (4 pages)	Alfred van Peteghem (bookseller), Montréal, QC/University of Alberta Library	\$7,000 +	\$10, 000
<p>Catalogued as Peel #7436, in Peel’s Prairie Provinces, University of Alberta Library: <a href="http://peel.library.ualberta.ca/bibliography/7436.html">http://peel.library.ualberta.ca/bibliography/7436.html</a> (accessed 30 September 2020)</p> <p>E-mails of Robert Cole, Peel Bibliographer, University of Alberta Library, 30 September 2020.</p>					

*Editor’s note:* starting in the May 2021 issue, Brian will have a regular column: “Hubner’s Hammer Prices,” which will include recent sales of auctions of Canadian-related documents.

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## CALL FOR SUBMISSIONS

The deadline for submitting ideas, articles, and links to online resources for the next edition is **16 April 2021 (for a May publication date)**. We are looking for authors to provide:

- Regular columns or features, particularly on appraising special media;
- Single articles, up to 1000 words in length;
- Profiles on specific auctions or sales precedents;
- Brief news or regional updates; etc.

Content should be practical or theoretical, and can focus on a specific format, appraisal issues, standards, and other subjects of interest. For those who participated in one of the Masterclasses: let us know if there are topics you would like addressed again, in more depth. Send us your ideas – we want to know what will be of most interest and value to you.

The newsletter is intended to help keep all NAAB associates, affiliates and PNA members up-to-date and well-informed on anything relating to monetary appraisal in Canada. If you are an expert in appraisal – or if you just received your PNA designation – we want to hear from you.

Please contact us at: [naabnewsletter@archivescanada.ca](mailto:naabnewsletter@archivescanada.ca)

The committee members (in alphabetical order) are:

Cheryl Avery, University of Saskatchewan Archives & Special Collections

Evelyn Fidler, PNA, Kings Landing

Sophie Morel, Bibliothèque et Archives nationales du Québec - Trois-Rivières

Simon Rogers, PNA, University of St. Michael's College, University of Toronto

Leah Spafford, PNA, Spafford Books

Lara Wilson, PNA, University of Victoria Archives & Special Collections

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