

Finding Aid - MOA Shop fonds (140)

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MOA Shop fonds

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Summary information

Repository:**Title:** MOA Shop fonds**ID:** 140**Date:** 1973-2011 (date of creation)**Physical description:** 63 cm of textual records
ca. 1000 photographs: prints, slides, and negatives
ca. 90 postcards
36 objects**Dates of creation,
revision and deletion:** Created July 2018 by Alexandra Alisauskas.

Scope and content

The fonds consists of records generated and used by several creators that all support the functions of the MOA Shop at the University of British Columbia's Museum of Anthropology. The fonds reflects the creators' filing system and illustrates the MOA Shop's activities of administration, purchasing, sales and retailing, product development and merchandising, wholesaling and distribution, vendor and artist relations, marketing, and event planning from its founding in 1977. These functions produce textual records including correspondence, committee meeting agendas and minutes, memoranda, statements and reports, business plans and budgets, inventories, policies and procedure documents, agreements and contracts, and sample publications; graphic materials such as photographs, slides, and negatives that document the Shop's activities, retail space and display, special events, products, and other MOA exhibitions and events; and product samples including postcards and slides, apparel, fabric samples, accessories, and home goods.

The fonds is organized into the following series:

1. Retail Shop Management and Administration
2. Wholesale
3. Events
4. Artist-Vendor Relations
5. Product Development and Merchandising
6. Product Samples

Notes

Title notes

- **Source of title proper:** Title based on provenance of the fonds.

Immediate source of acquisition

Files 1-1 to 2-10 were transferred to the archives by Moya Waters; files 2-11 to 4-3 and Accession # 2016-9 were transferred by Salma Mawani, and Accession #2001-33 and 2018-10 were transferred by the MOA Shop.

Arrangement

The archival assistant arranged the series by the MOA Shop's functions and record type. This arrangement largely maintains the original order and filing system of the creator, however some order was imposed by the archival assistant where no original order was discernable.

Restrictions on access

All records in this fonds are subject to the Freedom of Information and Protection of Privacy Act. Some records in this fonds contain sensitive or confidential information. Restricted records are noted. Please consult archivist for details.

Related material

Records relating to the MOA Shop can be found in the William McLennan (MOA Curator) fonds, David Cunningham fonds, Volunteer Associates fonds, Director's fonds, Museum of Anthropology Publications and Ephemera collection and MOA General Media collection.

Accruals

Further accruals are expected. Accessions include 2001-33, 2016-9, and 2018-10.

Other notes

- **Publication status:** published
- **Physical description:** 970 photographs: col ; 25 x 20 cm and smaller 94 postcards : col. ; 10.5 cm x 14.5 cm 9 negative strips: col. ; 35 mm 33 slides: col. ; 35 mm 4 slides: col. ; 35 mm + retail packaging 1 pin : silver 3 ballpoint pens 4 sweatshirts : printed cotton 10 t-shirts : printed cotton 5 fabric swatches : cotton 6 bags : printed canvas 3 aprons : printed canvas 2 baseball caps : embroidered cotton, leather, and metal 1 tea towel : printed linen + retail packaging
- **Conservation:** Photographs, slides, and negatives have been rehoused. Thermal paper, newsprint, and post-it notes have been photocopied and the originals have been removed. Textile product samples have been rehoused and stored separately for preservation purposes. Samples of some textile fabrics have been preserved and full originals have been removed where duplicate apparel printings exist.

Access points

- Textual record (documentary form)
- Graphic material (documentary form)
- Object (documentary form)

Series descriptions

Series 1: Retail Shop Management and Administration

Date: 1977-2003 (date of creation)

Physical description: 28 cm textual records

353 photographs : col. ; 12.7 x 17.8 cm or smaller

1 postcard : col. ; 10.5 x 14.5 cm

Access points:

- Textual record (documentary form)
- Graphic material (documentary form)

Related material:

Related materials in other fonds: Records related to the MOA shop's founding by volunteers can be found in the Volunteer Associates fonds and the Volunteer files subseries of the Director's fonds. Records related to MOA Shop planning and administration, can also be found in the Director's fonds. Records relating to Conservation supplies sold by the MOA Shop can be found in the Collections, Care, Management, and Access fonds, Conservation Sous-fonds ([MOA] Shop [Conservation supplies] file, 133-02-02-B-17). MOA Shop advertising and other communications can be found in the Gift Shop series in Museum of Anthropology Publications and Ephemera fonds. Records related to the physical space of the shop and its renovation can be found in MOA Activities subseries of the MOA General Media collection and in the David Cunningham fonds, Renovation records series and CFI Partnership of peoples project series, Architectural records sub-series.

Publication status:

published

File / item list

Ref code	Title	Dates	Access status	Container
1	File - Museum Shop 1984-1992 [sales reports, income statements, acquisitions/ programs funded]	1985-1995		
2	File - Shop/Dev. Committee [correspondence, committee files, shop	1997-2002	Access restricted due to personal	

MOA Shop funds

	development plans, sales reports, and other administrative records]		information, consult archivist for details.
3	File - Attendance Boosting Ideas [reports and notes on advertising and marketing]	1996-1997	
4	File - Moya Merchandising the Museum course materials [handouts from professional development course]	1996	
5	File - Shop Surveys [copy of Judith Martin article on museum shops from Vanity Fair]	1984	
6	File - Shop Key Personnel	ca. 199-	
7	File - Anthropology Giftshop Finances	1977-1979	
8	File - Museum Shop Surveys and Research	1993-1994	
9	File - Shop 1985-1989 [memoranda, correspondence, meeting minutes, hiring files, inventories, and other administrative records]	1985-1989	Access restricted due to confidential and personal information, consult archivist for details.
10	File - Museum Shop Business Plan 1992-1993 [budgets, business plans, policies and procedures, sales reports, financial histories]	1982-1993	
11	File - Shop-Business Plan [expansion proposals, feasibility studies, display system, gift shop survey results and other administrative records]	1996-2001	Access restricted due to confidential information, consult archivist for details.
12	File - Monthly Report [shop sales summary and projected sales]	1999-2001	
13	File - Sales and Inventory 1999-2002 [reports]	[1999-2003]	
14	File - Internal Audit	2000	Access restricted due to confidential and personal information, consult archivist for details.
15	File - MOA Restructuring [organizational chart and committee list]	2002	
16	File - Clerk III [job description and notes]	2000	
17	File - Staff Development	1999	Access restricted due to personal information, consult archivist for details.
18	File - Reports from Silk [sales analysis reports from 2001-2002]	2002	
19	File - Vendor and customer file reports	2003	Access restricted due to personal information, consult archivist for details.
20	File - Product movement reports 2002-2003	2003	
21	File - Total product movement report 2002-2003	2003	

22	File - Product movement report April 2003	2003
23	File - Sales analysis 2002-2003	2003
24 2001-33	File - Article about MOA Shop in Westworld	ca. 198-
25 2018-10	File - Pasifika Binder	[2000-2003]
26 2018-10	File - Shop display photos date?	ca. 199--200-
27 2018-10	File - Backroom/Storage - Outside MOA	ca. 199--200-
28 2018-10	File - Miriam Clavir and Barbara Harrower	ca. 199--200-
29 2018-10	File - People at MOA	ca. 199--200-
3 2018-10	File - Miscellaneous [MOA Shop and Displays]	ca. 199--200-
31 2018-10	File - Outside MOA	ca. 199--200-
32 2018-10	File - Scenery-Outside MOA	ca. 199--200-
33 2018-10	File - Inside MOA Shop Objects and General Photos	ca. 199--200-
34 2018-10	File - Panoramas	ca. 199--200-

Series 2: Wholesale

Date: 2000-2003 (date of creation)

Physical description: 6 cm textual records

Access points:

- Textual record (documentary form)

Publication status:

published

File / item list

Ref code	Title	Dates	Access status	Container
1	File - Shop Wholesale [prototypes, shop expansion proposals, income statements, sales reports, wholesale business development plan, and other administrative records]	1999-2001		
2	File - Wholesale notes	2001		
3	File - Wholesale Manual	2000		
4	File - Wholesale binder and notes	2002		
5	File - Wholesale sales, transfers and purchases 2000-2003	2002-2003	Access restricted due to personal information, consult archivist for details.	

Series 3: Events

Date: 1994-2011 (date of creation)

Physical description: 13.2 cm textual records

362 photographs : col. ; 10 x 15 cm

2 postcards : col. ; 10.5 x 14.5 cm

Access points:

- Textual record (documentary form)
- Graphic material (documentary form)

Related material:

Related materials in other fonds: Advertisements, brochures, and other communications relating to MOA Shop special events can be found in the Gift Shop series of the Museum of Anthropology Publications and Ephemera collection.

Publication status:

published

File / item list

Ref code	Title	Dates	Access status	Container
1	File - Photos of Bill Clinton at shop	[1997]		
2 2016-9	File - World Art Market (WAM!): Intercept Questionnaires 2010	2010		
3 2016-9	File - WAM! artist suggestion forms	2010	Access restricted due to personal information, consult archivist for details.	
4 2016-9	File - WAM! correspondence	2008-2010	Access restricted due to personal information, consult archivist for details.	
5 2016-9	File - WAM! artist lists and contact information	2010	Access restricted due to personal information, consult archivist for details.	
6 2016-9	File - WAM! judging entry forms	2010	Access restricted due to personal information, consult archivist for details.	
7 2016-9	File - WAM! artist registration forms	2010	Access restricted due to personal information, consult archivist for details.	
8 2016-9	File - WAM! planning and procedure files	2010	Access restricted due to personal information, consult archivist for details.	
9 2016-9	File - WAM! E-Invites mailing list	2010-2011	Access restricted due to personal information, consult archivist for details.	
10 2016-9	File - WAM! event planning files	2010		
11 2016-9	File - Budget/Funding [WAM!]	2009-2010		
12 2016-9	File - WAM! Awards	2010		

13 2016-9	File - WAM! 2010 Judges and Awards	2010	Access restricted due to personal information, consult archivist for details.
14 2016-9	File - WAM! Information sheets and artist invitations	2010	
15 2016-9	File - WAM! brochures	[2010]	
16 2016-9	File - WAM-minutes	2008-2010	
17 2016-9	File - World Art Market [WAM!]-Volunteers	2010	
18 2016-9	File - Arts Festivals [WAM! research]	2006-2010	
19 2016-9	File - WAM! 2010 Marketing	2010	
20 2016-9	File - WAM 2010 [registration binder]	2010	Access restricted due to personal information, consult archivist for details.
21 2018-10	File - Christmas Shop Sale 1994-1995 & 1995-1996	1994-1996	
22 2018-10	File - Special Events at MOA Shop	ca. 199--200-	
23 2018-10	File - Xmas at MOA	[2002]	

Series 4: Artist-Vendor Relations

Date: ca. 199--200- (date of creation)

Physical description: 227 photographs : col. and b&w ; 13 x 18 cm and smaller
5 negative strips : col. ; 35mm

Access points:

- Graphic material (documentary form)

Publication status:

published

File / item list

Ref code	Title	Dates	Access status	Container
1 2018-10	File - Judy Cranmer (ceramics)	ca. 199--200-		
2 2018-10	File - Victoria Moody Basketry	ca. 199--200-		
3 2018-10	File - Negatives of Jim Hart, Harris Smith, Dorothy and totem pole	ca. 199--200-		
4 2018-10	File - Sampson Robertson Bent Box	ca. 199--200-		
5 2018-10	File - Richard Summner Bent Boxes	ca. 199--200-		
6 2018-10	File - Eric Baker Masks/totem poles	ca. 199--200-		
7 2018-10	File - Henry Robertson totem pole	ca. 199--200-		
8 2018-10	File - Lyle Wilson	ca. 199--200-		
9 2018-10	File - Reena Bolton Basketry (also pics of daughter) date?	ca. 199--200-		
10 2018-10	File - Harris Smith (painted wood bowls, painted killer whale)	ca. 199--200-		
11 2018-10	File - Jim Hart with Totem Pole 2002	2002		
12 2018-10	File - Artists Working	ca. 199--200-		
13 2018-10	File - Artifacts/Objects - Outside MOA	ca. 199--200-		

14 2018-10	File - Chris Delany Photos for Shop/Gary ca. 199--200- Concha			
Series 5: Product Development and Merchandising				
<u>Date:</u> ca. 198--2002 (date of creation)				
<u>Physical description:</u> 6.9 cm textual records 40 photographs : col. ; 25 x 20 cm and smaller 4 negative strips : col. ; 35 mm				
<u>Access points:</u>				
<ul style="list-style-type: none"> • Textual record (documentary form) • Graphic material (documentary form) 				
<u>Related material:</u>				
<p>Related materials in other fonds: Records relating to product development projects can be found in the David Cunningham fonds, Miscellaneous project records series (28-04). Records relating to product developments with Bill Reid can be found in the Director's fonds (Bill Reid- Shop Contracts, 1986-1987, 119-1-E-4), and in the William McLennan (MOA Curator) fonds (Bill Reid gift shop – toy bear, 1-5-11). Other product development files can also be found in the Director's fonds (Jim Hart T-shirts, 119-2-C-1) and William McLennan (MOA Curator) fonds (Vernon Brown, 11-4-B-4; Jim Hart - gift shop, 11-4-B-36; MOA gift shop - mugs, 1-6-12). Files relating to Katagami wrapping paper can be found in the Skooker Broome fonds, Exhibition & design series, Katagami: Gift Wrap on Recycled Paper sub-series (108-1-F).</p>				
<u>Publication status:</u>				
published				
File / item list				
Ref code	Title	Dates	Access status	Container
1	File - YVR [Spirit of Haida Gwaii merchandising records and correspondence]	1994		
2	File - Haida Bear [Bill Reid]	1993-2002	Access restricted due to confidential and personal information, consult archivist for details.	
3	File - Kalamari Enterprises tote bag printing	1992		
4	File - Notes on MOA produced products	ca. 199-		
5	File - Katagami Wrapping Paper	1992		
6	File - Legends [art glass manufacturer]	2000		
7	File - Spirit of Haida Gwaii License and Distribution Agreement	1996-1997	Access restricted due to confidential information, consult archivist for details.	
8	File - Shop [product mock-ups and artist correspondence]	1998-2001		

9	File - E-Bay [Haida Bear listing]	2003	
10	File - Cookbook 2000 [planning and production records]	2000	Access restricted due to confidential information, consult archivist for details.
11	File - MOA Products-Photos of Bill Reid	ca. 198--199-	
12	File - Wholesale prices [Lyle Wilson notes]	1998	
13	File - Lyle Wilson - Salmon School #1 (6 Salmon) [statement of agreement]	1999	
14	File - Lyle Wilson - Pen Designs [statement of agreement]	1999	
15	File - Lyle Wilson - Salmon [statement of agreement]	2000	
16	File - Lyle Wilson - Salmon School #2 (5 Salmon)	1999	
17	File - Lyle Wilson - Diving Whale [statement of agreement]	1999	
18	File - Lyle Wilson - Killer Whale [statement of agreement]	1999	
19	File - Lyle Wilson - Raven [statement of agreement]	1999	
20	File - Lyle Wilson - Coastal Scene #1 [statement of agreement]	1999	
21	File - Lyle Wilson - Raven & Light w/ Button Borders [statement of agreement]	1999	
22	File - Lyle Wilson - Note Card Designs [statement of agreement]	1999	
23	File - Lyle Wilson - Raven & Light (Bowl) [statement of agreement]	1999	
24	File - Lyle Wilson - Glass Vase Designs [statement of agreement]	1999	
25	File - Lyle Wilson - Glass Plate Designs [statement of agreement]	1999	
26	File - M&M Crafts correspondence	2000	

Series 6: Product Samples

Date: 1973-ca.199- (date of creation)

Physical description: 7.4 cm textual records

ca. 350 photographs

ca. 90 postcards

33 slides

36 objects

Access points:

- Textual record (documentary form)
- Graphic material (documentary form)
- Object (documentary form)

Publication status:

published

Physical description:

353 photographs : col. ; 12.7 x 17.8 cm or smaller 91 postcards : col. ; 10.5 x 14.5 cm 33 slides: col. ; 35 mm 4 slides: col. ; 35 mm + retail packaging 1 pin : silver 3 ballpoint pens 4 sweatshirts : printed cotton 10 t-shirts : printed cotton 5 fabric swatches: cotton 6 bags : printed canvas 3 aprons : printed canvas 2 baseball caps : embroidered cotton, leather, and metal 1 tea towel : printed linen + retail packaging

File / item list

Ref code	Title	Dates	Access status	Container
1	File - Postcard samples	ca. 198--199-		
2 2001-33	File - External publications for sale	1973-1983		
3 2001-33	File - Indian Masterpieces/H.R. Macmillan Box set	1975		
4 2001-33	File - Museum Notes publications	1978-1992		
5 2001-33	File - N.W. Coast Indian Art slide set	ca.197--198-		
6	File - Lyle Wilson Spirit Bear Dancing pin	ca. 199-		
7 2001-33	File - Lyle Wilson pens	ca. 199-		
8 2001-33	File - Textile fabric samples	ca. 199-		
9 2001-33	File - Textile product samples	1990-1996		
10 2018-10	File - Single slides	ca. 198--199-		
11 2018-10	File - Postcards	ca. 198--199-		
12 2018-10	File - Postcards	ca. 198--199-		