

St. Francis' Canossian College's Historical Archive (School Archive)

Questions and Answers at the Briefing dated 26.8.2017 on Collection of Artifacts and Historical Materials

1.	<p>What are the artifacts and historical materials that the School Archive most wishes to collect?</p> <p>The School Archive wishes to collect:</p> <ol style="list-style-type: none">a. a copy of Year 1964-65 School Magazines (i.e. the first School Magazine);b. printed photographs from 1869 to present with background of our school building and those of our School at Kennedy Road in different eras;c. school medals of students before the rename of our school to "St. Francis Canossian College", house and club medals;d. printed photographs, ephemera (e.g. news of the School in the newspaper) and/or historical materials/information relating to the School and/or the Canossian sisters how they responded to the needs of people in Wanchai District;e. experiences in respect of the development of our school including personal encounters with the School Principals and teachers, students' activities etc. ;f. school scripts or reports, school certificates; andg. school uniforms with changes in response to the changing needs of the time. <p>The School Archive will keep in close contact with year representatives and post the most updated information on the progress of the collection of artifacts at the School's webpage www.sfcc.edu.hk on a regular basis.</p>
2.	<p>When I found some materials of our school and would like to donate them to the School, what should I do?</p> <p>You should inform the School Archive of your proposed donation by filling in and submitting the Donation Form Part 1 (which can be downloaded from the School's Webpage or approach the School Archive for a soft copy of the form by email addressed to collection@mail.sfcc.edu.hk while a soft copy of which has been given to all year representatives). For scrutiny by the School Archive, photograph file(s) of item(s) to be donated should be included. You may submit the duly completed Donation Form and required photograph file(s) by email addressed to collection@mail.sfcc.edu.hk starting from September 2017 or through on-line at the School's Webpage – School Archive by internet or smart phone from October 2017. On receipt of your donation proposal, the School Historical Archive Core Team will follow up with you for the required donation procedures.</p>
3.	<p>What can I contribute to the School Archive?</p> <p>We sincerely invite your contributions by giving your donations of artifacts and</p>

	<p>encouraging others who have valuable artifacts or experiences with the School to give their generous donations. We also wish that you would contribute your skill, knowledge and money donation to support this meaningful School Archive Project.</p> <p>If your group have acquired some historical information and materials about the School and would like to donate them, you may serve as a bridge between your group and the School Archive. You may contact the School Historical Archive Core Team directly by email addressed to collection@mail.sfcc.edu.hk.</p>
4.	<p>Is there any deadline for the collection of the artifacts and historical materials?</p> <p>Strictly speaking, there is no deadline for the collection as we hope to collect all valuable artifacts and materials of the School which are obtainable. However, for our School Archive's first target that we will have the first exhibition of the Archive in 2019, we hope that we could collect as many artifacts and historical materials as possible by end of March 2018.</p>