



# University of Toronto Archives

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Annual Report  
1990 — 1991

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# UNIVERSITY OF TORONTO ARCHIVES

## **Mandate:**

The University of Toronto Archives is responsible for the appraisal, acquisition, preservation and use of University records of permanent value and the private records of individuals and organizations associated with the University. Its mandate does not include the records of the federated universities of St. Michael's, Trinity and Victoria, and the federated colleges of Knox, Wycliffe and Emmanuel.

## **Acquisitions Policy:**

The Archives is dedicated to preserving records with archival values that document teaching, research and the administration of the University including those that document the rights of the University and of individuals associated with the University.

The Archives acquires recorded information regardless of medium, form or physical characteristics such as papers, correspondence, forms, books, photographs, films, sound recordings, maps, drawings and machine readable records.

## 1. INTRODUCTION

This is the third published report on the University of Toronto Archives. Previous reports have, at various times covered two year and one year periods. This report again departs from the customary twelve month survey, and instead, covers a sixteen month period, viz., January 1, 1990 to April 30, 1991. Future reports will return to the twelve month analysis following the fiscal period of the University, that is, May 1 to April 30. To assist the reader, comparative tables and graphs have been prepared for the periods 1989-1990 and 1990-1991.

As with all previous reports, this report is preoccupied to a certain extent with staffing. Calendar year 1989 closed with staffing levels of the UTA down 33% as a result of resignations of the University Archivist and a line archivist. The chief objective for 1990-1991 was the replacement of these positions as well as the filling of a new secretarial position. It is a tribute to the professionalism of all staff that this period of adjustment, training and orientation has resulted in an effective working unit.

With the return to full complement, staff members were able to turn their attention to outstanding commitments such as records management and to fulfilling objectives in accessioning and description suspended during 1989. The appointment of a new department head<sup>1</sup> also offered the opportunity for staff to re-examine existing practices and to recommend new approaches. The resumption of regular meetings of the in-house Policy Review Committee provided an appropriate forum for these discussions.

In the areas of acquisitions, arrangement, and description staff managed to maintain and in some areas exceed the previous years' volume levels. But these accomplishments were tempered by the knowledge that existing computer technology within the UTA was inadequate and severely hampered on-going administrative and archival operations. Major descriptive projects such as the Inventory of Vincent Massey Personal Records and the Guide to Moving Image Records failed to be completed during this period largely because the computer hardware available lacked sufficient

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<sup>1</sup>The designation 'department head' is a new one for the University Archivist. While the designation has little real effect on the operations of the UTA, the University Archivist is now privy to a greater body of information on the management of the University of Toronto Library, and has some limited authority over expenditures of funds (chiefly with regard to 'fall-in monies').

capacity and power.<sup>2</sup> Without significant improvements to the overall automated system in the UTA it will become increasingly difficult, if not virtually impossible, to manage effectively the increasing volume of information under its control.

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<sup>2</sup> The UTA operates with six stand-alone XT personal computers each having approximately 30 mbytes of storage. Upgrades to software packages have left even less storage space for data and the inadequate processing power of these XT's has made it difficult to produce indexes to finding aids such as the one to the Massey papers (consisting of 2.5 million bytes).

## **2. ACQUISITIONS AND APPRAISAL**

These two activities are among the most significant for an Archives programme since they determine the very nature of the archives' holdings and thereby its success as a repository of the sponsoring organization's documentary heritage. To this end, the University Archives acquisitions policy was scrutinized closely as each staff archivist prepared reports on the accessions under his/her care. The development of acquisition strategies for university and private records is key to our future development.

### **2.1 A Accessions (university/corporate records)**

The period 1990-1991 showed a dramatic increase in the volume of accessions of university records. A total of 88.67 m. of textual records were received, an increase of 276% over the 1989-1990 total of 23.55 m. Among these were the regular transfers of student records from the Faculty of Arts and Science (34 metres), Faculty of Medicine (4.3 m) and School of Graduate Studies (23.4 metres). A significant volume of records (8.6 metres) for the Dept. of History was also received as a result of research conducted for the preparation of a departmental history.

An analysis report of A Accessions (textual records) was prepared by Rick Stapleton, Records Archivist. Along with identifying the scope of our holdings of university records, this report also identified disturbing gaps in our documentation of many areas in academic as well as administrative divisions. Such gaps are largely the result of the lack of a systematic records management programme. New procedures involving a cooperative approach by both creating offices and the Archives was implemented on an interim basis until more formal records management practices are in place. While still a reactive approach to acquisition, this new procedure has proven to be more effective in ensuring that only those records of archival value are transferred. A secondary benefit has been its usefulness in educating academic and administrative offices in identifying records of long term value.

### **2.2 B Accessions (private/non-corporate records)**

During 1990-1991, 50.13 metres of private (textual) records were acquired and accessioned, an increase of 42% over the 1989-1990 volume of 35.36 metres.

Unlike A accessions, in which a strategy is evolving for the acquisition of university records through records management, the acquisition of private records does not lend itself to such a

systematic approach. Thus the analysis report prepared by the Assistant University Archivist, Harold Averill, is an important first step in developing a proactive approach to documenting issues, activities, events, individuals and organizations affecting the history of the University.

### **2.3 Special Media Records**

Special media records are non-textual records such as graphic materials, architectural drawings and plans, documentary art, sound and moving image records, and oral history tapes. The Special Media Archivist, Lorraine O'Donnell, appointed in July, 1990, is also responsible for the UTA's library holdings of printed materials generated by the University, and for theses.

During 1990-1991, the following volume<sup>3</sup> of special media records were received: A Accessions: 11 architectural records, 17 moving image records (films, videos), 44 sound recordings (audio tapes) and 672 photoprints. For B accessions the following were received: 107 audiotapes, and 825 photoprints and negatives.

To allow the recently appointed Special Media archivist to acquaint herself with the records under her responsibility, an analysis report on the strengths and weaknesses of the UTA's holdings of special media records (with the exception of library holdings and theses) was not undertaken during this period.

Traditionally referred to as the "Print room", the Archives library contains printed materials relating to the history of the University of Toronto: monographs, serials, pamphlets, brochures, etc., produced by offices of the University or organizations and individuals relating to the history of the University. The accessions acquired for the Library ('P' and 'M' accessions) over the past 3 years average 300 accessions per year or 3.4 linear metres. During 1990-1991, 4.56 linear metres were received.

An analysis of library holdings and theses (P, M, and T. accessions) was undertaken by Records Archivist Lagring Ulanday and contained recommendations to streamline the acquisition and management of these materials and to eliminate the duplication of work. These recommendations will be a basis for further study by the Special Media Archivist.

### **2.4 Evaluations**

Monetary evaluations of private records acquired by the UTA are undertaken every year for

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<sup>3</sup> These media have been reported in number of items rather than linear metres.

tax purposes for donors. During 1990 18 accessions were evaluated for the 1990 tax year, amounting to a dollar value of \$54,750.00. (1991 tax year evaluations will be reported in the 1991-1992 report). A complete list of B accessions evaluated is in Appendix A.



### **3. RECORDS MANAGEMENT**

#### **3.1 Presidential Advisory Committee on Archives and Records Management**

The Presidential Advisory Committee on Archives and Records Management met twice during this period. At its inaugural meeting on March 1, 1990, it approved a multi-step plan prepared by the University Archives for records management in general and for the student records project in particular. A budget of \$16,200 was also approved as start-up funding and \$4,000 per year as base costs. This funding covered the costs of computer hardware and software, software development support, publishing of the manual and training sessions for Records Officers.

Records Archivist, Rick Stapleton and the University Archivist drafted the Records Management Manual which included microfilm standards (Section 7) for the University. This manual was given approval in principle during the meeting of November 16. Revisions were made during the next two months and were distributed to all Committee members in February, 1991. The February, 1991 meeting was postponed because of labour disputes, and as a consequence final approval of the manual was not expected until June, 1991.

In December, 1990 the Chair of the PACARM presented a brief summary of this programme and the student records project to a meeting of the Principals, Deans, Directors and Chairs. Following this the University Archivist held briefing sessions with undergraduate registrars in the Faculty of Arts and Science and with the Council of Campus Archivists. Subsequent presentations will be made to registrars in the remaining faculties, colleges and schools.

#### **3.2 Access to information and protection of privacy.**

In December, 1990 the Council of Ontario Universities approved The Report of the Special Committee on Freedom of Information and Individual Privacy. The authors of this report recommended universities develop their own policies based on these guidelines. The extent to which the University of Toronto implements these guidelines will have a direct bearing on the operations of the University Archives.

## 4. ARRANGEMENT AND DESCRIPTION

Some objectives from 1989 were carried over to the 1990-1991 period since limited staff during the latter part of calendar year 1989 brought a halt to many projects. 1990-1991 objectives concerned the application of computer technology to descriptive practices, the review of manual descriptive practices and the production of Guides to 'A' accessions, moving image records, the Vincent Massey personal records, and the University of Toronto Library records.

### 4.1. University (A Accessions) and Personal records (B Accessions)

A regular statistical record of the volume of accessions physically processed and described by Archives staff has only been maintained since July, 1990 (See Table 1). The task of physical processing involves arranging material in folders and boxes, performing minor conservation work such as removing staples and other harmful materials, labelling containers and shelving. The extent and nature of accessions determines the degree to which this activity takes place. During this ten month period (123.15) metres of the total of 138.88 metres of accessions received during 1990-1991 were processed. In addition (29.31) linear metres of backlog accessions were processed.

Describing accessions is an intellectual activity varying from the production of a simple file list to the detailed analysis of the contents of an accession or accessions for a single creator (fonds). As with processing, the level of complexity involved in this activity is determined by the extent and significance of the accession. During the past year, however, it has been the practice of the Archives to produce file lists for current accessions wherever warranted. Of the total of 32 finding aids produced for current accessions, 40% were for A accessions and 60% were for B Accessions. Backlog accessions described during this period resulted in 21 finding aids (mainly box/file lists).

### 4.2 Automation

In January 1991 the Archives acquired INMAGIC, a text-based software package developed originally for libraries and successfully adapted to archival description and records management (see p. 7). Up to this time, the UTA had access to only office data management systems such as LOTUS and DBASE4.<sup>4</sup> The inadequacy of these systems to manage the lengthy textual descriptions

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<sup>4</sup> The UTA has never had access to the UTLAS on-line cataloguing system used within the Library. Recent developments resulting from recommendations of the Task Force on Library Automation may change this in the near future. Plans to replace the UTLAS system will allow for the University Archives to input limited catalogue records on MARC-AMC (MARC-Archives

	1990												1991											
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD		
<b>PROCESSING-CURRENT</b>																								
A-Accessions																								
Completed [metres]	0.46	11.6	12.6	4.58	2.5	0.04	-	-	-	27	58.78													
B-Accessions																								
Completed [metres]	7.63	11.99	9.33	4.14	4.69	8.51	8.19	8.74	1.08	0.07	64.37													
M-Accessions																								
Completed [metres]	-	-	-	-	-	-	-	-	-	-	0													
P-Accessions																								
Completed [metres]	-	-	-	-	-	-	-	-	-	-	0													
T-Accessions																								
Completed [metres]	-	-	-	-	-	-	-	-	-	-	0													
TOTAL Completed [metres]	8.09	23.59	21.93	8.72	7.19	8.55	8.19	8.74	1.08	27.07	123.15													
<b>PROCESSING-BACKLOG</b>																								
A-Accessions																								
Completed [metres]	0.46	1.17	-	8.52	-	2.6	-	-	-	-	12.75													
B-Accessions																								
Completed [metres]	4.16	-	-	-	1.09	5.89	-	2.45	1.97	-	15.56													
M-Accessions																								
Completed [metres]	-	-	-	-	-	-	-	-	-	-	0													
P-Accessions																								
Completed [metres]	-	-	-	-	-	-	1	-	-	-	1													
T-Accessions																								
Completed [metres]	-	-	-	-	-	-	-	-	-	-	0													
TOTAL Completed [metres]	4.62	1.17	0	8.52	1.09	8.49	1	2.45	1.97	0	29.31													

DESCRIPTION-CURRENT	1990												1991											
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD		
A-Accessions Completed [metres]	-	20.3	0.78	9.5	2.5	2.6	-	-	-	-	35.68	-	-	-	-	-	-	-	-	-	-	-		
B-Accessions Completed [metres]	2.62	6.13	2.62	3.68	4.02	4.42	8.19	8.11	1.08	-	40.87	-	-	-	-	-	-	-	-	-	-	-		
M-Accessions Completed [metres]	-	-	-	-	-	-	-	-	-	-	0	-	-	-	-	-	-	-	-	-	-	-		
P-Accessions Completed [metres]	-	-	-	-	-	-	1	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-		
T-Accessions Completed [metres]	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total No. of Finding Aids	4	9	4	4	3	1	3	4	-	-	32	-	-	-	-	-	-	-	-	-	-	-		
TOTAL Completed [metres]	2.62	26.43	3.4	13.18	6.52	7.02	9.19	8.11	1.08	0	77.55	-	-	-	-	-	-	-	-	-	-	-		
DESCRIPTION-BACKLOG																								
A-Accessions Completed [metres]	-	9.1	-	-	7.4	2.6	50	0.52	-	-	69.62	-	-	-	-	-	-	-	-	-	-	-		
B-Accessions Completed [metres]	-	-	-	-	1.09	-	1.51	-	-	-	2.6	-	-	-	-	-	-	-	-	-	-	-		
M-Accessions Completed [metres]	-	-	-	-	-	-	-	-	-	-	0	-	-	-	-	-	-	-	-	-	-	-		
P-Accessions Completed [metres]	-	-	-	-	-	-	-	-	-	-	0	-	-	-	-	-	-	-	-	-	-	-		
T-Accessions Completed [metres]	-	-	-	-	-	-	-	-	-	-	0	-	-	-	-	-	-	-	-	-	-	-		
Total No. of Finding Aids	-	-	-	2	2	4	13	-	-	-	21	-	-	-	-	-	-	-	-	-	-	-		
TOTAL Completed [metres]	0	9.1	0	0	8.49	2.6	51.51	0.52	0	0	72.22	-	-	-	-	-	-	-	-	-	-	-		

required for archival accessions had hampered the development of useful finding aids.

While the acquisition of this software will assist the planning for and development of improved descriptive aids for researchers and staff, it will not solve the severe limitations of the hardware currently available to the Archives. It has become acutely apparent that the equipment available for managing the Archives' holdings<sup>5</sup> is obsolete and that a needs assessment must be undertaken in the near future to determine the best automated system for the management of both the archives programme and the records management programme.

#### **4.3. Guide to 'A' Accessions 1977-**

Staff commitments to other projects such as the records management programme prevented any major work being accomplished on this finding aid. Recommendations in the analysis report (see p. 4) resulted in a redirection of priorities in this area to the completion of listings for accessions lacking any descriptive documentation. Long term plans include a complete re-evaluation of descriptive policies and procedures with the goal of fonds and series level finding aids being produced.

#### **4.4 Inventory of the Vincent Massey personal records (B87-0082)**

This two year project funded by the SSHRCC was completed in December, 1990. The physical processing and description of the 61 metres (or 200 linear feet) of correspondence, diaries, photographs and memorabilia was carried out by Project Archivist Debra Barr. The final printing of this inventory, unfortunately, was delayed due to a combination of inadequate computer hardware and limited human resources.<sup>6</sup>

This finding aid represents the ultimate in descriptive detail for a single fonds. Researchers have been provided with access to the contents (textual) of individual file folders by corporate and personal name and by subject. This level of description could not have been accomplished without

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and Manuscripts Cataloguing format).

<sup>5</sup> Computer equipment approved for purchase for the records management programme (a 386 pc with 150 mb harddisk) represents the type of power and capacity required for the archives programme. This equipment will provide a short term solution to the production problems for the two outstanding major finding aids (Massey and Moving Images); the bulk of the harddisk space must be reserved for management of data from the student records inventory project.

<sup>6</sup> CUPE Local 1230 representing the Library workers went on strike on February 28, 1991 and remained on strike during the period covered by this report.

the services of one full-time professional archivist devoted entirely to this project. It is therefore unlikely that this level of description will be repeated for any other fonds in the University Archives without special funding.

Although the papers will not be officially open to researchers until January 1993, nine researchers were given special permission by the Master of Massey college to use the records during this time period.<sup>7</sup>

Additional descriptive work is still required to make the papers fully accessible by 1993. The extensive collection of photographs will be described in a separate inventory to be prepared by the Special Media Archivist during 1992. The UTA will also be preparing a special exhibit to coincide with the opening of the records in January 1993.

#### **4.5 Guide to Moving Images**

With the assistance of the Canadian Council of Archives Backlog Reduction grant, the UTA hired Noel Hamman for a three month period (September to December, 1990) to inventory the more than 200 films and videos (ca 1923-1976). Mr. Hamman's technical expertise was invaluable in ensuring that the data collected was accurate and as complete as possible. A monetary donation from Miss Helen Christie made possible the purchase of a film shrinkage gauge, an essential tool in preserving archival film.

The data were loaded onto an INMAGIC database to produce a title by title descriptive inventory with a detailed subject index. This is the first application of this text-based software for the production of a finding aid in the University Archives. The superior indexing capabilities of this software will greatly improve reference service for this medium and assist the Special Media archivist in producing internal reports on conservation requirements.

The complicated nature of this medium coupled with the lack of nationally recognized descriptive standards has resulted in both the Assistant University Archivist and the Special Media Archivist devoting a great deal of time to ensuring the completion of this project. Unfortunately, this work schedule was complicated by the labour dispute and production of the final inventory has been delayed. It will be a priority for completion in the fall of 1991.

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<sup>7</sup> Only 4 of the 9 approved researchers actually visited the University Archives to examine material in the Massey Collection during 1990-1991.

#### **4.6. Archives Library accessions**

This section of the Archives has suffered from neglect over the past few years as a result of limited staff time, labour intensive manual systems and no definable acquisition policy. It has and to a certain extent still is the 'dumping ground' for every publication ever produced by the University from monograph to single sheet.

With the appointment of a Special Media Archivist, responsible in part for the Archives Library, some planning was undertaken to deal with the backlog of unprocessed material and to streamline procedures. Judy Mars, Clerk-typist, assisted the Special Media Archivist in producing a database of all serials titles, the first step in reappraising these holdings. A part-time library science student, Alex Thomson, made significant headway in bringing the backlog of undocumented accessions under control by designing a database to operate as both accessions register and descriptive finding aid. Completion of data entry into this database will make our manual systems obsolete and improve access to these materials.

These measures, however, do not address the chronic problem of managing a growing collection without the exclusive services of a full-time staff member. Without this additional staffing, our ability to continue to acquire, preserve and make available these important non-archival resources is in jeopardy.

#### **4.7. Varsity Index Project**

This project was begun in 1980 by enlisting the volunteer assistance of members of Alumni Talent Unlimited, an organization founded in the mid-1970's to provide worthwhile volunteer activities for retired graduates of the University. The Varsity, just one of many serials preserved by the University Archives, was selected for indexing because of its lengthy publishing history and its stature as the principal student newspaper on campus. Indexing for the period 1880-1907 and 1956-1975 had been completed prior to the initiation of this project. This project therefore concentrated on the remaining years, ie., 1908-1955 and the late 1970's.

Volunteers working on this project review each issue of the Varsity and prepare handwritten index cards according to a prescribed indexing format established by the University Archives in 1980. Over the last decade the number of volunteers working regularly on this project has fallen from an original high of 9 people to just two principal indexers working approximately two days per week. During the past 10 years indexing of 1908 to 1927 has been completed. Work on Volumes 47 to 51 (1928-1932) continued through 1990-1991. At this rate it will take until the year 2005 to complete

indexing to 1955 only.

In addition to dwindling volunteer support for this project other concerns must also be addressed: the current manual form of this index; the distribution of the index, which currently is only available in the University Archives; and the need for standardization of headings prepared for entries generated by many different people over a long period of time.

The usefulness of the existing index will remain restricted without an infusion of financial assistance to provide for automation, and its distribution to all libraries in the University of Toronto system.



## 5. REFERENCE SERVICES

The University Archives provides a full programme of reference service to researchers by operating a public Reading Room from 9 am to 4:30 pm, Monday to Friday; by responding to phone and mail requests for information; by preparing finding aids of its holdings; and by conducting outreach activities.

### 5.1 Publications

As pointed out in Section 4, final publication of the Guide to Moving Image Records and The Inventory of Vincent Massey Personal Records have been postponed until the fall of 1991 pending the outcome of the labour dispute of CUPE 1230 and the resolution of computer hardware deficiencies.

### 5.2 Research Service

For the purposes of comparison, statistics are presented for identical periods for fiscal 1989-1990 and 1990-1991. (See Tables 2 and 3).<sup>8</sup> In general, all public service statistics were down over 1990-1991, in part, as a result of the closing of the building during the strike of library workers in March and April (See Figures 1 to 4). Traditionally a period of heavy use of archival resources and services, statistics for March and April 1991 fell by 433% and 558% respectively in the number of daily users of the Reading Room and over 600% for accessions use.

Requests for information by phone and mail (including ILL requests) totalled 740 for fiscal 1990-1991, down by nearly 12% over the same period for 1989-1990 (See Figures 5 and 6). Requests for loans and copies of student records showed a decline of 17% over the same period last year.

An answering machine was installed in the Reading Room to take calls from researchers when the Reading Room attendant was unavailable and during non-office hours. While a decidedly less personal touch, this device has proven to be invaluable during periods of severe staff shortage.

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<sup>8</sup> Calculation of statistics for "Accessions Use" for 1990-1991 is based on the number of call slips completed by Reading Room readers each month; no documentation on how statistics were calculated prior to Jan. 1990 were available and therefore they may not be entirely comparable with 1990-1991 figures.

		1989												1990													
		MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
A-Acc:	Use	837	148	123	48	182	163	103	80	212	237	114	120	2367	837	148	123	48	182	163	103	80	212	237	114	120	2367
B-Acc:	Use	104	83	180	84	77	49	53	28	34	26	71	31	820	104	83	180	84	77	49	53	28	34	26	71	31	820
M-Acc:	Use	10	7	3	3	11	1	4	4	7	6	5	7	68	10	7	3	3	11	1	4	4	7	6	5	7	68
P-Acc:	Use	421	293	365	172	204	115	304	30	86	47	197	127	2361	421	293	365	172	204	115	304	30	86	47	197	127	2361
T-Acc:	Use	20	21	25	27	13	27	28	11	24	24	48	20	288	20	21	25	27	13	27	28	11	24	24	48	20	288
TOTAL ACCESS. USE		1,392	552	696	334	487	355	492	153	363	340	435	305	5904	1,392	552	696	334	487	355	492	153	363	340	435	305	5904
TOTAL (1988 - 1989)		398	615	594	434	232	650	301	224	313	382	1174	756	6073	398	615	594	434	232	650	301	224	313	382	1174	756	6073
% CHANGE		71%	-11%	15%	-30%	52%	-83%	39%	-46%	14%	-12%	-170%	-148%	-3%	71%	-11%	15%	-30%	52%	-83%	39%	-46%	14%	-12%	-170%	-148%	-3%
New Readers		38	28	22	21	30	42	38	20	50	33	56	34	412	38	28	22	21	30	42	38	20	50	33	56	34	412
Daily Users		84	62	84	74	58	76	85	47	90	84	80	79	903	84	62	84	74	58	76	85	47	90	84	80	79	903
Daily Users(1988-1989)		79	119	87	62	54	67	78	68	78	75	113	83	963	79	119	87	62	54	67	78	68	78	75	113	83	963
% CHANGE		6%	-92%	-4%	16%	7%	12%	8%	-45%	15%	12%	-29%	-5%	-6%	6%	-92%	-4%	16%	7%	12%	8%	-45%	15%	12%	-29%	-5%	-6%
ENQUIRIES																											
Written		11	8	4	5	6	9	11	5	7	16	7	4	93	11	8	4	5	6	9	11	5	7	16	7	4	93
Phone		76	66	55	50	31	67	58	42	61	39	74	30	649	76	66	55	50	31	67	58	42	61	39	74	30	649
ILL		5	14	13	8	16	0	10	0	2	1	14	2	85	5	14	13	8	16	0	10	0	2	1	14	2	85
TOTAL ENQUIRIES:		92	88	72	63	53	76	79	47	70	56	95	36	827	92	88	72	63	53	76	79	47	70	56	95	36	827

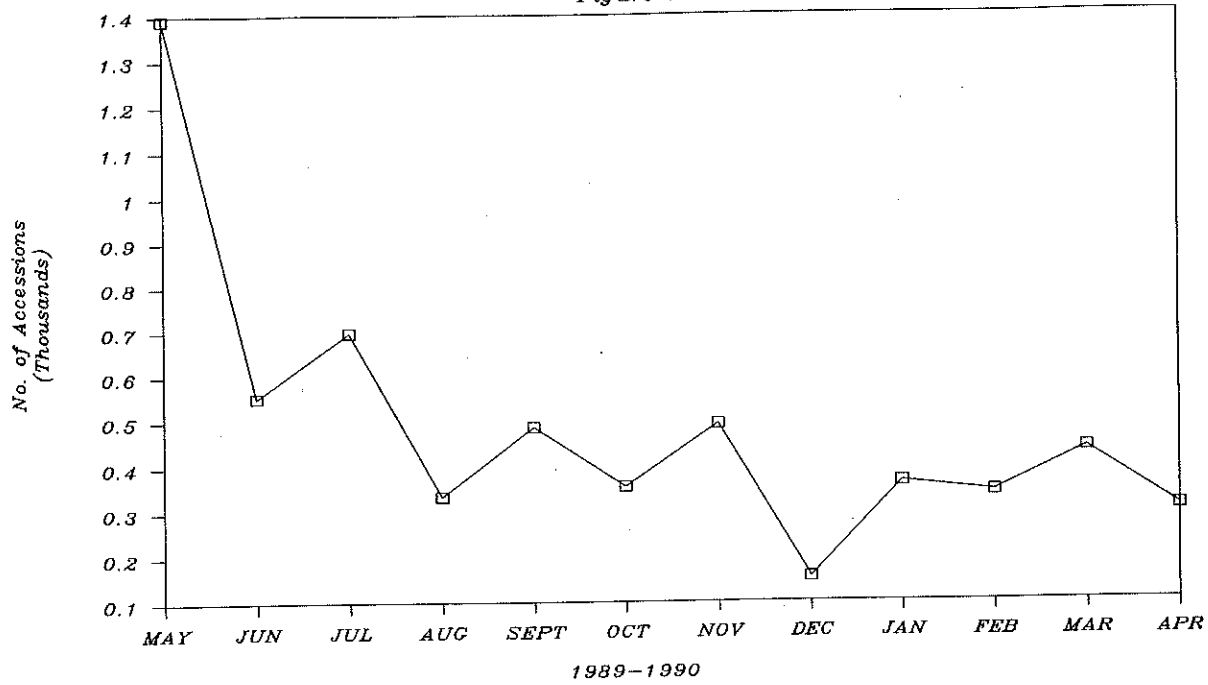
	1989												1990													
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
<b>STUDENT RECORDS</b>																										
Copies	8	4	7	7	10	6	15	7	10	17	8	6	105	8	4	7	7	10	6	15	7	10	17	8	6	105
Loans	2	2	1	2	1	2	23	0	1		4	2	40	2	2	1	2	1	2	23	0	1		4	2	40
Unlocated	1	4	0	1	1	5	0	0					12	1	4	0	1	1	5	0	0					12
TOTAL SR REQUEST	11	10	8	10	12	13	38	7	11	17	12	8	157	11	10	8	10	12	13	38	7	11	17	12	8	157
<b>DUPLICATION</b>																										
Microfilm					2	2	1		2		1	1	9					2	2	1		2		1	1	9
Microfiche	1												13	1												13
Photographs																										
Orders	5	6	5	3	8	4	8	4	9	10	4	6	72	5	6	5	3	8	4	8	4	9	10	4	6	72
Prints	36	12	14	26	27	8	13	9	51	4	6	17	223	36	12	14	26	27	8	13	9	51	4	6	17	223
<b>Photocopying</b>																										
Orders	70	66	81	46	43	41	41	44	46	47	32	28	585	70	66	81	46	43	41	41	44	46	47	32	28	585
Pages	1,264	963	1,365	1,046	710	677	550	969	680	589	534	645	9992	1,264	963	1,365	1,046	710	677	550	969	680	589	534	645	9992
Total \$	\$253	\$193	\$273	\$209	\$142	\$135	\$110	\$194	\$136	\$118	\$107	\$129	\$1,998	\$253	\$193	\$273	\$209	\$142	\$135	\$110	\$194	\$136	\$118	\$107	\$129	\$1,998
<b>Tours</b>																										
Groups				2		1						1	4				2		1						1	4
Persons				3		19						6	28				3		19						6	28
<b>Exhibits</b>																										
					1	1							2					1	1							2



	1990												1991														
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD	
<b>STUDENT RECORDS</b>																											
Copies	6	9	8	16	6	10	13	6	4	4	10	0	2	90	6	9	8	16	6	10	13	6	4	10	0	2	90
Loans	1	1	4	3	2	1	4	2	4	2	2	3	0	27	1	1	4	3	2	1	4	2	4	2	3	0	27
Unlocated	0	1	3	2	1	1	1	2	3	2	0	0	1	17	0	1	3	2	1	1	1	2	3	2	0	0	17
<b>TOTAL SR REQUESTS</b>	<b>0</b>	<b>11</b>	<b>15</b>	<b>21</b>	<b>9</b>	<b>12</b>	<b>18</b>	<b>10</b>	<b>11</b>	<b>14</b>	<b>3</b>	<b>3</b>	<b>127</b>	<b>0</b>	<b>11</b>	<b>15</b>	<b>21</b>	<b>9</b>	<b>12</b>	<b>18</b>	<b>10</b>	<b>11</b>	<b>14</b>	<b>3</b>	<b>3</b>	<b>127</b>	
<b>DUPLICATION</b>																											
Microfilm	0	0	0	2	2	3	2	0	0	2	0	0	11	0	0	0	2	2	3	2	0	0	2	0	0	11	
Microfiche	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Photographs																											
Orders	1	6	0	0	6	3	4	4	7	5	0	0	36	1	6	0	0	6	3	4	4	7	5	0	0	36	
Prints	1	29	0	0	10	24	4	31	22	9	0	0	130	1	29	0	0	10	24	4	31	22	9	0	0	130	
Photocopying																											
Orders	8	25	24	22	35	45	66	36	30	35	27	15	368	8	25	24	22	35	45	66	36	30	35	27	15	368	
Pages	123	519	120	497	258	469	652	595	304	356	457	249	4599	123	519	120	497	258	469	652	595	304	356	457	249	4599	
Total \$	\$25	\$104	\$24	\$23	\$160	\$74	\$125	\$111	\$45	\$71	\$91	\$50	\$902	\$25	\$104	\$24	\$23	\$160	\$74	\$125	\$111	\$45	\$71	\$91	\$50	\$902	
<b>Tours</b>																											
Groups	0	1	0	2	0	2	0	2	1	0	0	0	8	0	1	0	2	0	2	0	2	1	0	0	0	8	
Persons	0	11	0	11	0	14	0	3	1	0	0	0	40	0	11	0	11	0	14	0	3	1	0	0	0	40	
Exhibits	0	0	0	0	1	1	0	0	0	0	0	0	2	0	0	0	0	1	1	0	0	0	0	0	0	2	

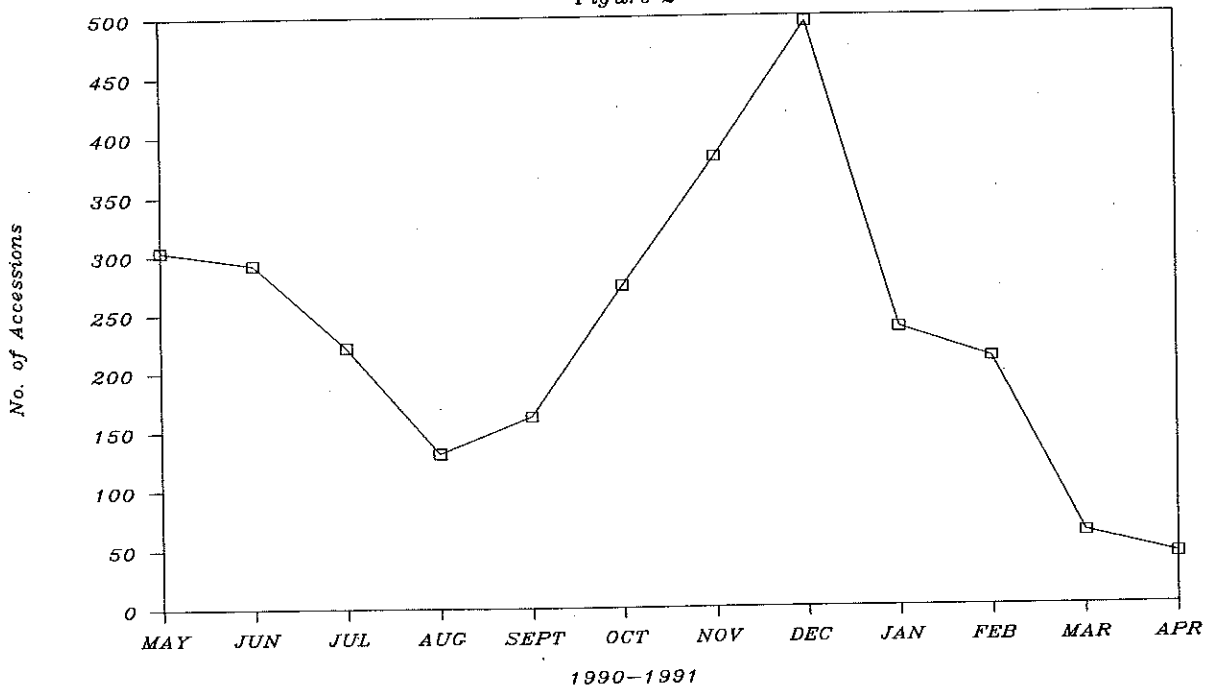
# UNIVERSITY ARCHIVES ACCESSIONS USE

Figure 1



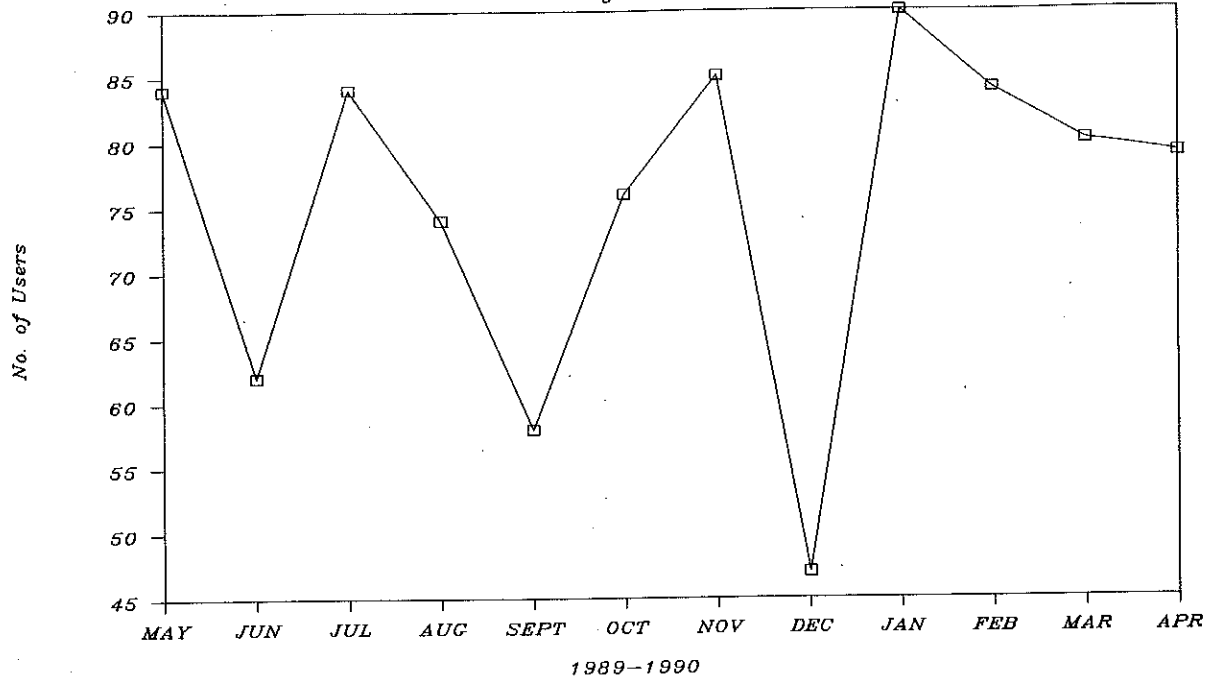
# UNIVERSITY ARCHIVES ACCESSIONS USE

Figure 2



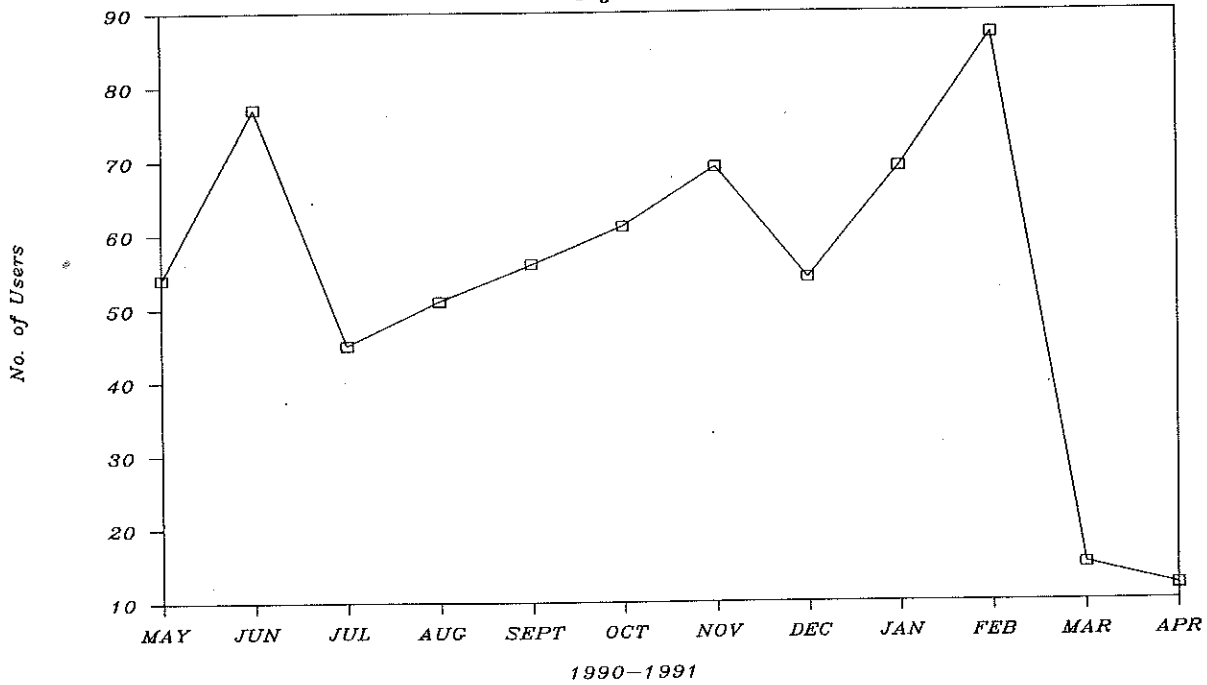
# UNIVERSITY ARCHIVES MONTHLY USERS

Figure 3



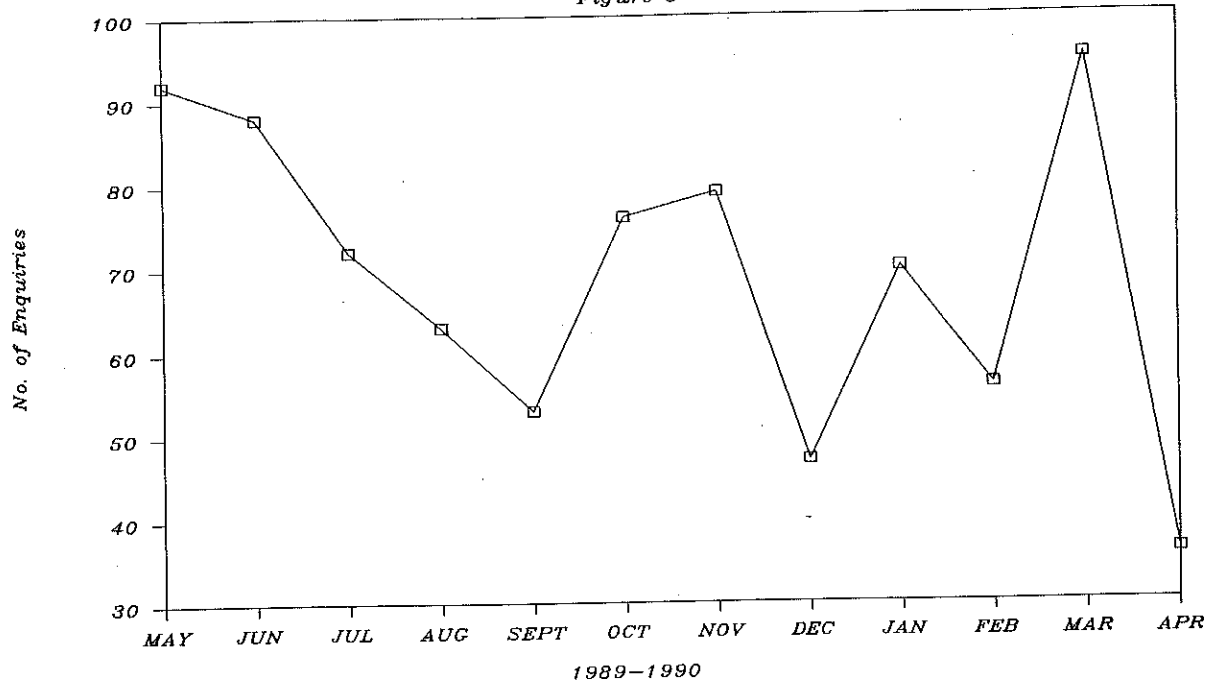
# UNIVERSITY ARCHIVES MONTHLY USERS

Figure 4



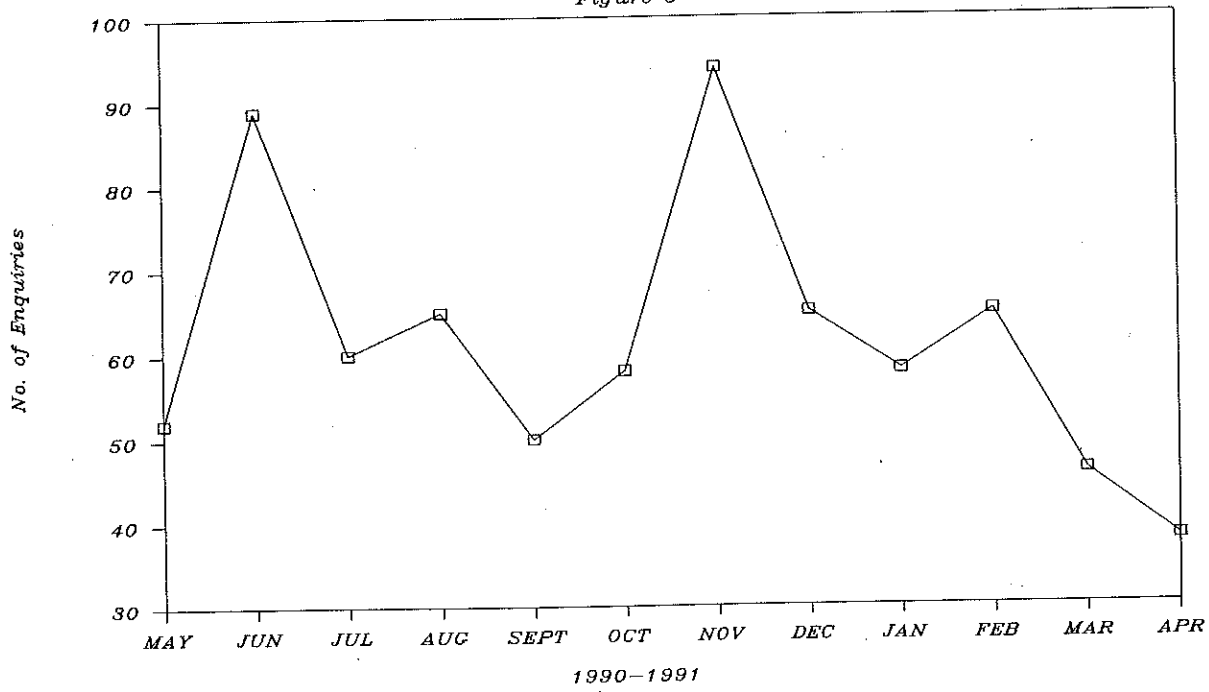
# UNIVERSITY ARCHIVES ENQUIRIES

Figure 5



# UNIVERSITY ARCHIVES ENQUIRIES

Figure 6





### **5.3 Reprography**

Statistics for the production of photocopies and photographs will be found on the second page of Table 2. During the year a review of our ordering procedures for photographic reproductions from Preservation Services was undertaken and new procedures were devised to ensure that all original archival materials and their corresponding copy negatives are returned in a systematic manner.

### **5.4 Exhibitions**

During this period the UTA participated as usual in the U. of T. Day celebrations in the fall of 1990 by preparing an exhibit of photographs documenting role of students in World Wars. Video versions of the films "Varsity Life", 1923, and "Hart House during World War II" were available for viewing during the day as well.

Staff were also involved in assisting the School of Architecture and Landscape Architecture prepare two displays marking the school's 100th anniversary in fall of 1990 and spring of 1991. As well the watercolour by Lucius O'Brien entitled "Toronto University" was loaned to the Art Gallery Of Ontario for its travelling exhibition of retrospective works by the noted 19th century Canadian artist.

## 6. LIBRARY ORAL HISTORY PROJECT

In January 1991, the University Archivist was appointed by the Chief Librarian to replace Dr. J. Sword as Director of this project. Begun in 1973, this Project has resulted in the production of an extensive collection of oral history records. In 1988 the holdings of the collection received by the UTA between 1974-1987 were published in Guide to Oral History Records. Funding for this project is provided by a private donation administered by the Library.

No accessions for this project have been received since January 1990 when 107 reels of tape recordings were received. With the change in directorship for this project it was considered appropriate that new strategies be developed. The University Archivist began to contact previous participants in this project as well as University faculty members but unfortunately the strike by library workers prevented any concrete accomplishments.

## **7. CONSERVATION**

Funding to microfilm 10 student newspapers covering a period from ca 1900 to 1990 was approved by the Chief Librarian in January 1991. Unfortunately, the Library workers labour dispute resulted in insufficient staff resources to prepare these materials for filming.

## 8. ADMINISTRATION

### 8.1 Staff Appointments/Resignations

During 1990 one new position and two replacement positions were filled. In January, 1990, Garron Wells was appointed University Archivist, marking the beginning of a return to full complement staffing in the Archives. (See Appendix B) Four months later, Barbara Edwards-Asubutong joined the UTA in the new position of Secretary. This support position provides secretarial support duties crucial to the smooth operation of the Archives office. The filling of this position relieved professional staff of routine administrative duties they had assumed over the past year.

In July, 1990 Lorraine O'Donnell was hired to replace the vacant archivist position. The responsibilities of the reference archivist position were redefined into a Special Media Archivist position.<sup>9</sup> This position is now responsible for the management of all non-textual records (graphic, film, sound and moving image, cartographic) as well as for the Archives Library and the theses collection.

Debra Barr, project archivist, completed her two-year contract to arrange and describe the Vincent Massey personal records in December, 1990. Noel Hamann completed a three month project in December, 1990 to inventory the approximately 200 films and videos for the Guide to Moving Image Records. Glenn McDonald worked as a volunteer archivist for eight weeks identifying photoprints and negatives for a finding aid to the Herb Nott accession (B90-0039).

### 8.2 Staff Professional Activities

During 1990-1991, professional staff participated in local provincial and national archival activities. Rick Stapleton began a two-year appointment as an Executive member of the Ontario Council of Archives and Ontario Association of Archivists. He also continued his work on the Descriptive Standards Working Group on Graphic Materials (Bureau of Canadian Archives) and was appointed Ontario regional editor of Archivaria. Harold Averill continued as a member of the Ontario Association of Archivists, Toronto Chapter, Exhibition committee for the "Bright Lights Big City" project which opened officially in March of 1991. Lorraine O'Donnell began a term as a member of the Joint Publications and Publicity Committee of the Ontario Council of Archives/Ontario Association

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<sup>9</sup> The duties of the reference archivist were distributed among existing staff, including the Special Media Archivist.

of Archivists in the fall of 1990.

Professional staff also attended and participated in national and provincial archival conferences. Garron Wells chaired a session on "Publishing in Archives" at the Association of Canadian Archivists Annual Conference in Victoria in May, 1990 and was the keynote speaker at the Ontario Religious Archivists conference held the following month in Toronto. Harold Averill also attended the ACA Conference in Victoria. Lagring Ulanday attended the Association of Records Managers and Administrators (ARMA) Annual Seminar in Toronto in January, 1990 and the Society of American Archivists Annual Conference in Seattle, Washington in September, 1990.

### **8.3 Staff Training and development**

During this period staff took a variety of in-house and continuing education courses. The Library sponsored a number of computer training courses in DOS, TAPESTRY, DBASE4, LOTUS 1-2-3, and MICROSOFT which both archivists and support staff attended.<sup>10</sup> Rick Stapleton, Lagring Ulanday and Lorraine O'Donnell attended a number of Faculty of Library Science Continuing Education courses relating to computer applications, indexing, records management, project management, and copyright. Lorraine O'Donnell also attended a one-day seminar on copyright and photographic archives held at the City of Toronto Archives.

### **8.4 Policy Review Committee**

This Committee met monthly during 1990-1991. It consists of all five archivists and is chaired by the University Archivist. A preliminary review of the existing policy manual was undertaken and recommendations for the complete review and possible revision of all policies and procedures were accepted. Work concentrated on the Reference section, since this function impacts on all positions - professional and clerical. Work was completed on eleven policy statements ranging from Reading Room operation to interlibrary loan requests for theses.

In the latter part of this period, the Committee began work on revamping the entire accessioning function and adapting it to an automated system. A revised accession form with accompanying procedures was drafted and underwent one review by the Committee. Members of the Committee also began preparing proposals for additional policies and procedures in the areas

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<sup>10</sup> These courses were suspended when the strike by CUPE 1230 occurred and thus not all were completed by staff during the time period of this report.

of conservation and security, and access to information.

### 8.3 Strike by CUPE Local 1230

On February 28, 1991 the support staff of the library (technicians, clerks, etc) went on strike and remained on strike during the latter two months of this reporting period. This resulted in the loss of two support staff in the UTA: the clerk/typist and the Secretary.<sup>11</sup> The Thomas Fisher Rare Book Building was subsequently closed and researchers were admitted on an appointment basis only. As well professional staff continued to provide research service by phone and to a more limited extent, by mail. All acquisitions of private and university records were suspended.

### 8.4 Facilities Improvements

The staff workroom was renovated to provide for four work stations along the external walls for two archivists, a project archivist and the clerk-typist. The Records Archivist assigned to the records management programme was moved to an office area on the third floor where wiring and phone connections were installed.

TAPESTRY, the University of Toronto Library's electronic mail system, was hard-wired to the Fisher Building. Two connections were installed in the University Archives.

Garron Wells  
University Archivist  
August 19, 1991

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<sup>11</sup> The Secretary subsequently went on maternity leave one week after the strike began when she gave birth 3 months prematurely.

Appendix A

**B Accessions evaluated for Income Tax purposes, 1990**

- B89-0049 and  
B90-0015**                    **Clark Family Records [textual;graphic]; 1893-1936, 27cm.**  
Course notes, handbooks, photos, and memorabilia re members of the Clark family while students at the University of Toronto.
- B89-0051**                    **Angus Lynn Sutherland Records [textual; graphic]; 1904-1918, 1.18 m.**  
Engineering drawings (electrical engineering), 1907-1910; photos; cradle roll certificates.
- B90-0016**                    **Elizabeth Wallace Records [textual; graphic]; 1888-1986, 1.84 m.**  
Correspondence, diaries, course and lecture notes, publications, subject files and photos re careers of Professors Alexander Brady and Malcolm Wallace.
- B90-0017**                    **Thomson Family Records [textual; graphic; books; artifacts]; ca 1850- 1989, 4.8 m.**  
Correspondence, diaries, course and lecture notes, minutes of meetings, publications, daguerrotypes, photos and architectural drawings re activities of the Thomson Family.
- B90-0022**                    **Omond McKillop Solandt Records [textual; graphic]; 1956-1990, 5.21 m.**  
Files documenting Dr. Solandt's hobby as a canoeist (1956-1978) and his involvement in the International Centre for Agricultural Research in Dry Areas (1975-1981) and the International Centre for Wheat and Maize Improvement (1976-1986).
- B90-0029**                    **S.D. Clark Records [textual; graphic]; 1932-1990, 2.86 m.**  
Correspondence, course and lecture notes, publications, research files, reports, minutes, notes and photoprints documenting Prof. Clark's career as a sociologist.
- B90-0030**                    **University of Toronto publications.; 1903-1971, 1 m.**  
Books and periodicals relating to the history of the University.
- B90-0031**                    **Thomas Howarth Records [ textual]; 1965-1990, 3.25 m.**  
Correspondence, reports, press clippings and posters documenting Professor Howarth's activities as an architect, especially with a number of architectural organizations.
- B90-0033**                    **William John Samarin Records [textual]; 1953-1990, 6.46 m.**  
Research files, correspondence, lecture notes, addresses, manuscripts and publications, and administrative files documenting Samarin's interest in linguistics, especially regarding the Gbeya of the Central African Republic and glossolalia.

- B90-0034**      **Robert S. Bothwell Records [textual; graphic; sound recordings] 1944-1990, m.**  
Correspondence, addresses, manuscripts and publications, interviews, lecture notes, and other material documenting the activities of Professor Bothwell and his family.
- B90-0037**      **David E. Kimmel Records [textual]; 1983-1990, 13 cm.**  
Course notes, minutes, reports, correspondence and memorabilia re David Kimmel's academic and extra-curricular activities while at student at University College.
- B90-0039**      **Herb Nott Photography [photonegatives]; 1948-1981, ca 800 items.**  
Images taken by Herb Nott Photography on order by the University of Toronto, on a variety of subjects.
- B90-0040**      **William E. Kaplan Records [textual; graphic]; 1985-1990, 3.32 m.**  
Correspondence, notes, addresses, manuscripts and publications, lecture notes, briefs, legal reports, and photos documenting the activities of Prof. Kaplan as professor of law, speech writer, author and legal adviser.
- B90-0041**      **Edward Fletcher Sheffield Records [textual]; 1938-1982, 1.17 m.**  
Research papers, manuscripts, publications, addresses, correspondence, notes, press clippings, reports and minutes documenting Edward F. Sheffield's career as a professor of higher education.
- B90-0043**      **Harriet A.L. Clark Records [textual]; 1930-1934, 91 cm.**  
Course notes in Honours Household Economics at the University of Toronto, leading to the B.A. (honours) from University College.
- B90-0044**      **Minnie Louise Barry Photograph Album; ca 1911-1912, 11 items.**  
Album of black and white photoprints of University women's sports.
- B90-0049**      **Dorothy Elizabeth Toye Long Records; [textual; graphic], 1913-1979, 2.57 m.**  
Course and research notes, correspondence, notes, addresses and publications of Mrs. Long's life as a student, in particular the writing of her doctoral dissertation on Edward Ellice; and as the wife of a United Church minister, especially her work with the Women's Missionary Society.



UNIVERSITY OF TORONTO ARCHIVES

