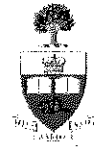
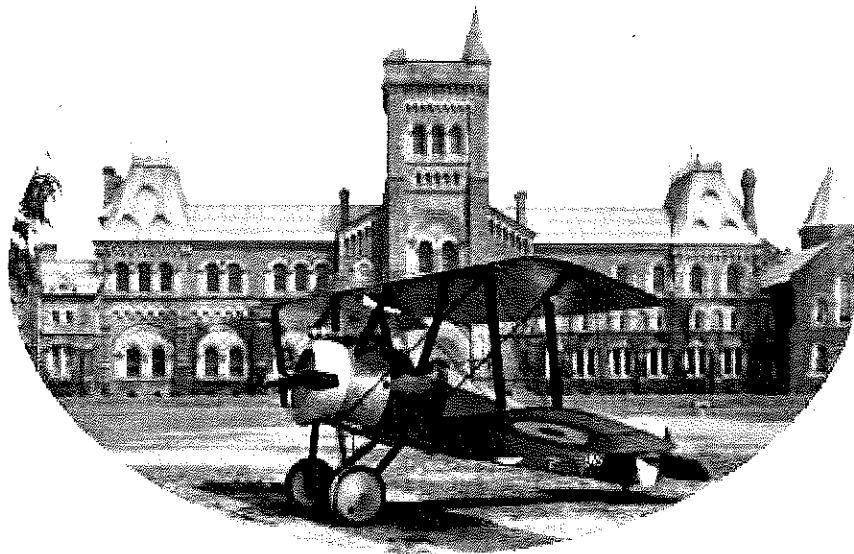




University of Toronto



ARCHIVES & RECORDS MANAGEMENT SERVICES



BIENNIAL REPORT
2000 – 2002

Cover photograph: Sopwith Camel in front of University College, [1918?]. UTA A1965-0004; DI No. 2001-77-116MS.

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APPENDIX A: University Records 2000-2002

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UNIVERSITY OF TORONTO ARCHIVES AND RECORDS MANAGEMENT SERVICES

MISSION

University of Toronto Archives and Records Management Services (UTARMS) is dedicated to acquiring, preserving and making available the documentary heritage of the University of Toronto as a permanent resource in support of operational, educational, and research needs of the University community and the general public. While promoting the fullest access to information we are bound to protect the privacy of individuals and corporate bodies entrusting their records to our care and to maintain the highest possible standards of professionalism and archival practice.

MANDATE

University of Toronto Archives and Records Management Services is responsible for the appraisal, acquisition, preservation and use of University records of permanent value and the private records of individuals and organisations associated with the University. UTARMS works co-operatively with other permanent campus archives programmes devoted to preserving their sponsor's documentary heritage. As well as providing a research service, the department provides an administrative service through the development and implementation of the University's records management programme. The objectives of this programme are detailed in the Terms of Reference of the Presidential Advisory Committee on Archives and Records Management.

1. INTRODUCTION

This report documents the activities and achievements of University of Toronto Archives and Records Management Services (UTARMS) for two fiscal years, 2000-2001 and 2001-2002 and marks the mid-way point in the department's *Plan for 2004*. Achievements were made mainly in the areas of identification and acquisition, access to information and preservation of information, with some advances in other areas, namely, client services, information systems and external partnerships.

While the volume of acquisitions from both university and private sources met all expectations, there was little progress in developing a systematic approach through the advancement of records management initiatives for university records, or an acquisition strategy for private records. The inactivity of the Presidential Advisory Committee on Archives and Records Management since the retirement of its Chair in 1999 has prevented the emergence of a proactive programme to identify and schedule the bulk of university records in offices of the three campuses. In spite of this, the one FTE (contract) assigned to carry out existing services has continued to attract continuing interest in consultation, training and the transfer of inactive records to the UTARMS. We continue to operate in a reactive mode for the most part with regard to private records acquisitions as well, and as in previous years, two FTE are required to devote a disproportionate amount of their time to appraising and processing these gifts -in-kind for income tax purposes.

A significant achievement during this period was remote access to our holdings through the World Wide Web. For the first time, a database of all archival accessions was made available on-line through the department's web site in 2000. Late in 2001-2002 copies of finding aids in PDF format became available through the web. In spring, 2002 researchers were provided with an on-line Image Bank of archival photographs to mark the University's 175th anniversary. This was achieved by a partnership with the Department of Development and Alumni Affairs wherein the UTARMS received \$10,000 to hire a cataloguer for six weeks. A much larger project to digitise the Robert Lansdale Photography Ltd. fonds was begun with the remaining funds of a bequest, but it is not yet available on-line. Additional funds are needed to complete the digitisation of images as well as professional staff to build the descriptive database.

While electronic tools have improved access to information, the continuing demand for one-on-one contact by members of the university community and the general public with UTARMS staff has continued unabated. The assistance of Assistant University Archivist Harold Averill in particular, and UTARMS staff in general to researchers involved in such projects as the University history, Faculty of Applied Science and Engineering history, Hart House history and the 175th anniversary celebrations are seen as essential to the success of these projects. The challenge however is balancing changing researcher needs with unscheduled transfers of university records and private donations requiring hours of labour intensive arrangement and description. With staffing levels unchanged for the

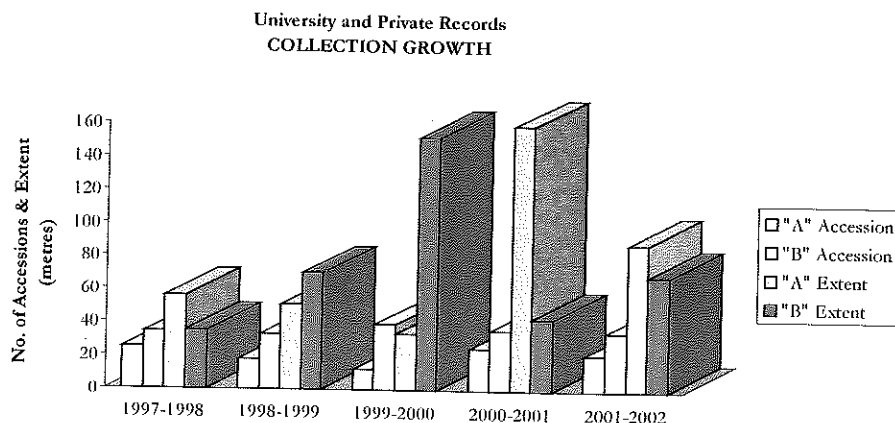
past five years, UTARMS remains fifth among peer institutions in North America. This ranking will not improve without an increase in base funding and the active participation and support of the University's senior management in this department's long-term goals and objectives.

Garron Wells
University Archivist
October, 2002

2. ACQUISITIONS

2.1 Collection Growth¹

A goal of approximately 600 metres (or 2000 cu. Ft) had been projected for the five-year period beginning in 1999. Over the first three years (1999-2002), a total of 565 metres (1853 feet) have already been received, ensuring that by the end of the 5 year plan UTARMS will have exceeded its goal. During the two- year period of this report, UTARMS acquired a total of 376 metres (1234 feet) from university and private sources. The average accumulation of 188 metres (617 feet) per year is consistent with the 189 metres (620 feet) received in 1999-2000. The acquisition of university administrative records amounts to approximately 66% of collection growth.



2.2 University Records (A Accessions)

As indicated above, the acquisition of university records from various offices across the three campuses continued to outpace all other sources. From 2000 to 2002, a total of 247 metres (811 ft) were acquired in 46 accessions compared to only 33.25 metres (109 feet) of university records in 1999-2000, an increase of 743%. During these two years, a number of university offices took steps to clean out on-site storage areas when space became an issue. Among such offices were Human Resources (4 accessions; 73.43 metres), the Office of the Vice-provost, Planning and Budget (1 accession, 32 metres), OISE/UT (1 accession, 30 metres) and the School of Graduate Studies (1 accession, 55 metres). See Appendix A for complete listing.

¹ All tables and charts on the following pages were prepared by Barbara Edwards.

2.3 Private Records (B Accessions)

The volume of private records received from individuals and organizations relating to the history of the University declined considerably over this two-year period. A total of 112 metres (367 feet), or an average of 60 metres per year was received between 2000 and 2002. This contrasts sharply with the 152 metres (499 feet) received in 1999-2000 alone. While the volume may have declined, the significance of new acquisitions continued to enhance the stature of our holdings. Among the larger acquisitions were the final donation of personal records of the late professor H. Gordon Skilling (11.20 metres), the personal records of Professor L.E. "Ted" Jones (10.37 metres), and the personal records of Dr. J. Alick Little (21.2 metres). The latter accession documents Dr. Little's research work on lipids, including his tenure as director of the LIPID Research Project at University of Toronto/McMaster University. See Appendix B for a complete listing.

2.4 Special Media Records (Table 1)

As in previous years, photographic records were the predominant type of special media received over this two-year period. Prints, negatives and slides totalled nearly 12,000 items, 4 times the volume received in 1999-2000. A large percentage of these were received with multi-media private records accessions such as the L.E. Jones personal records and the H. Gordon Skilling personal records. Smaller accessions included some of the oldest items such as a group portrait of University College Natural Science Association dated 1884 showing Prof. Ramsay Wright and a young Lash Miller, the University of Toronto Varsity Baseball Club of 1888, and a collection of glass lantern slides depicting University faculty, staff and buildings, ca 1870 to 1899. The acquisition of a mid-nineteenth century watercolour by Daniel Wilson of "Brown Square" was another important addition to our collection of this former president's artwork. Other media received during this period included over 100 works of art, eight moving image records (film and video) and 165 sound recordings.

2.5 Donations for Monetary Evaluation (Gifts-in-kind)

A total of 41 gifts-in-kind were evaluated for income tax purposes for the 2000 and 2001 income tax years. The total value of these was \$223,425 (2000: \$118,125; 2001: \$105,300). Certification was received for two donations submitted to the Cultural Properties Review Board. See Appendix C for a complete list. Since 1999, UTARMS has received donations evaluated at more than three-quarters of a million dollars.

SPECIAL MEDIA (ITEMS)

ITEMS	2000								2001				YTD
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	
PHOTOGRAPHS													
Photoprints	254	17	240	2050	52	122	0	133	54	34	200	0	3156
Negatives	0	7	12	0	0	0	60	16	0	76	36	182	389
Slides	0	135	4	36	0	0	0	0	0	0	0	0	175
SOUND RECORDINGS													
Reel to Reel	0	0	0	0	0	0	0	0	0	0	0	0	0
Cassettes	0	0	66	0	0	17	0	0	0	0	0	0	83
Oral History	0	0	0	0	0	0	0	0	0	0	0	0	0
Sound Discs	0	0	0	0	2	0	0	0	0	0	0	0	2
MICROFORM													
16mm reels	0	0	0	0	0	0	0	0	0	0	0	0	0
35mm reels	0	0	0	0	0	0	0	0	0	35	0	0	35
Microfiche sheets	0	0	0	0	0	0	0	0	0	0	0	0	0
MOVING IMAGE													
Film	1	0	0	0	0	0	0	0	0	0	0	0	1
Video	0	0	0	0	0	2	0	0	0	1	0	0	3
WORKS OF ART	0	0	0	0	50	0	0	0	12	3	1	0	66
MACHINE READABLE	0	0	0	0	0	0	0	0	0	0	0	0	0
ARCHITECTURAL													
Plans & drawings	0	0	0	0	0	0	0	0	0	0	0	0	0
MAPS	0	0	0	0	0	0	0	0	0	0	0	0	0
ARTIFACTS	0	0	0	0	0	0	0	0	0	0	0	0	0

Table 1(a)

SPECIAL MEDIA (ITEMS)

ITEMS	2001								2002				YTD
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	
PHOTOGRAPHS													
Photoprints	0	99	0	59	11	0	0	0	250	26	0	0	445
Negatives	7500	3	0	11	0	2	0	1	0	0	0	1	7,518
Slides	0	0	0	129	33	0	0	0	0	0	0	0	162
SOUND RECORDINGS													
Reel to Reel	0	0	1	9	0	0	0	0	0	0	0	0	10
Cassettes	0	0	0	0	0	0	0	0	72	0	0	0	72
Oral History	0	0	0	0	0	0	0	0	0	0	0	0	0
Sound Discs	0	0	0	0	0	0	0	0	0	0	0	0	0
MICROFORM													
16mm reels	0	0	0	0	0	0	0	0	0	0	0	0	0
35mm reels	0	0	0	0	0	0	0	0	0	23	0	0	23
Microfiche sheets	0	0	0	0	0	0	0	0	0	0	0	0	0
MOVING IMAGE													
Film	0	2	0	0	0	0	0	0	0	0	0	0	2
Video	0	0	0	2	0	0	0	0	0	0	0	0	2
WORKS OF ART	0	0	0	21	0	0	0	4	4	0	0	6	35
MACHINE READABLE	0	0	0	0	0	0	0	0	0	0	0	0	0
ARCHITECTURAL													
Plans & drawings	0	0	0	0	0	0	0	0	0	0	0	0	0
MAPS	0	0	0	0	0	0	0	0	0	0	0	0	0
ARTIFACTS	0	0	0	0	0	0	0	0	1	0	0	0	1

Table 1(b)

3. RECORDS MANAGEMENT

3.1 Presidential Advisory Committee on Archives and Records Management

This Committee was dormant during this period. No new chair has been appointed following the retirement of Dr. J.D. Dimond in October 1999. Holly Yoos resigned her position as records analyst in June 2000. On November 1, Loryl MacDonald was appointed to a two-year contract with funds from central University budget. This position received approval for continuing funding beginning with the 2002-2003 budget. Funds will be provided from the Administrative Priorities Fund of the University.

3.2 Training Sessions

The UTARMS continued to deliver training sessions to administrators on various information management topics. Except for a brief hiatus in fall 2000, sessions were offered almost every month by UTARMS. During this two-year period, 16 training sessions were delivered to a total of 211 attendees. In addition to the standard presentations on Records Management, the University of Toronto's File Plan, and Managing Desktop Records, Holly Yoos and her successor, Loryl MacDonald also made three presentations on the University's records management programme to the University Business Officers training programme. In February, 2001, Loryl MacDonald and Harold Averill made a one-hour presentation to Hart House staff on UTARMS records management and archival programmes.

3.3 UTARMS Web Site - Records Management section

In the spring of 2001, Barb Edwards and Loryl MacDonald updated some of the UTARMS web site pages concerning records management. Unfortunately, records schedules have still not been loaded onto the department's web site. This will be a priority in 2002-2003.

3.4 Consultation and inquiries

Phone and mail inquiries relating to the various elements of the records management programme continue to be a dominant activity. During this two-year period, the records analyst/archivist responded to 461 inquiries ranging from storage boxes to file plans to records scheduling and disposition. In addition to phone and mail assistance, the records analyst also provided on-site consultation and advice on best practices for record keeping including assisting in planning staffing for an office project. In 2001, Loryl assisted Holly Yoos (in her new position as Senior Records Analyst, Development and University Relations) in interviewing and hiring a Records Analyst, Mukumbira Mathali. Assistance was also provided to Mary McGee of the Office of the Vice-Provost, Planning and Budget, in interviewing and hiring an Information Resources Assistant, Modesta Galvez, to complete that office's File Plan Project. Loryl also served as a consultant to Ms. Galvez on University records management policy and procedures. In addition site visits were made to various University offices. These offices include: Disability Services, the Faculty of Medicine's

Department of Development, the Faculty of Nursing, including the Nursing Research Unit, the Office of the Vice-Provost Planning and Budget, the School of Graduate Studies, the Office of the Registrar at U. of T. Scarborough Campus, Governing Council, and the Finance Office and Eastern European Studies Programme in the Munk Centre for International Studies. Four of the above offices requested on going consultation in order to discuss applying file plans to their records.

3.5 Ontario proposed Privacy of Personal Information legislation

In January 2002, the university community began reviewing draft legislation issued by the Ministry of Consumer and Business Affairs relating to the protection of personal information collected, used and disclosed by organizations in both the profit and not-for-profit sectors of Ontario. This proposed legislation was prepared in response to the federal government's *Personal Information Protection and Electronic Documents Act (PIPEDA)* which would affect Ontario organizations by January 2004, if provincial legislation were not implemented. Garron Wells attended two meetings and prepared submission material on archives as a member of a small working group to draft the University of Toronto's response to this legislation. The Secretary of Governing Council, Louis Charpentier, chaired this group. In addition, Garron attended a meeting of the Council of Ontario Universities dealing with the university community's response to this legislation. The legislation is expected to be presented to the Legislature in September 2002.

The impact of this legislation on UTARMS' operations as a repository and research centre are expected to be sweeping. The current draft sets down strict parameters governing the collection, use and disclosure of information containing personal information. Personal information is defined in the draft legislation as "... information about an identifiable individual and includes personal health information and employee personal information, but does not include organisational information or professional identity information". Thus the only personal information that is public includes "... the name, title, contact information and professional designation of an individual that identifies the individual and includes description of the professional or official responsibilities of the individual and the manner in which the individual carries out those responsibilities."

Records containing personal information that are protected under this Bill would be closed for 100 years after the record is created or 20 years after the death of the individual about whom the record relates. As a result the majority of university records in UTARMS dated from the early 1900's to the present may be closed to research. Furthermore, ministry officials have indicated that they feel that the personal papers of individuals and organizations that are not created by the sponsor and are collected by an archives will also be subject to this legislation. Negotiations by the University community as well as the Ontario archives community (represented by Loryl MacDonald, in her role as President, Archives Association of Ontario) continue with the Ministry to resolve the issues relating to research use of historical records held by archives.

3.6 Guidelines for Archiving web sites

In the spring of 2000, Garron Wells prepared the initial draft of *Guidelines for archiving web sites* for the U. of T. World Wide Web Home Page Co-ordinator Committee. Since the launching of the web some 6 years ago, the University of Toronto has created more than 500 web sites accessible through its home page. These *Guidelines* were developed to assist university administrators in assessing the long-term value of university information written and posted to departmental web sites with the utoronto domain. They are based on similar documents developed in the United States and the federal governments of Canada and Australia. The web has become an essential administrative tool for the distribution of information to students as well as faculty and staff. It is important that all staff involved in the production and management of this information identify what information on the web is an official record or a copy of an official paper record. The *Guidelines* provide a risk model for assessing the long-term value of official information that administrators have posted to their web sites. A final version of the *Guidelines* was posted to the UTARMS web site in the summer of 2000. The University of Toronto is one of a very few organizations to have such guidelines available.

4. ARRANGEMENT AND DESCRIPTION

4.1 University (A Accessions) and Private Records (B Accessions) (Table 2)

4.1.1 University (A Accessions)

Among university records accessions received during this period were records of the Office of Human Resources. As a result of space constraints in the basement of Robarts Library, some university offices were forced to find other storage facilities for their inactive records. As is often the case when offices face space constraints, the Office of Human Resources contacted UTARMS to determine the archival value of their inactive records. As a result UTARMS staff spent approximately 10 working days selecting, packing and inventorying over 40 metres of employee case files for permanent retention. Another 33 metres of pension ledgers, employee cards and death and estate files were also accessioned as a result of this project.

Organisational change at the School of Graduate Studies resulted in a transfer of 55 metres of student records covering the period 1916-1992. UTARMS staff work on these records was minimal since the office complied with departmental procedures and provided the required box list. This was not the case with records of the Ontario Institute of Studies/UT. These records arrived without any listing and in containers unsuitable for proper long-term storage. As a result two full-time archivists and an ALT spent 5 working days re-boxing and inventorying over 30 metres of Board of Governors records covering the Institute's 30-year history prior to its merger with the University. The failure of an office to co-operate in the management of its records of permanent value is rare. However, it serves to underline the limitations of the authority of UTARMS and its staff to compel senior administrators to plan, fund and resource all aspects of the management of their information resources.

In other work Lagring Ulanday prepared finding aids for selected accessions as part of the UTARMS Backlog Project. In the department's *Planning for 2004* it was estimated that the project would take one FTE approximately 5 years to complete. Since no additional staffing has been acquired for this project, it is expected that this project will take considerably longer to complete. By the end of this reporting period, Lagring had completed finding aids for three accessions for the Office of the President: A1979-0042, A1979-0047 and A1983-0035. The Office of the President accessions were selected with the objective of updating the *Inventory of the Office of the President* first produced in 1989. Work will continue to complete work on the remaining six accessions requiring finding aids. A revised *Inventory* will be produced for on-line access.

4.1.2 B Accessions (Private Records)

As described in Section 2.3 above, UTARMS continued to receive private records mainly from current and retired faculty members. Since approximately 50% of all private acquisitions undergo monetary evaluation for income tax

purposes, detailed finding aids are required. With the Assistant University Archivist still seconded to the University History Project (See Section 5.2), a succession of contract archivists assisted in the processing of a number of these acquisitions. During 2000, Ellen Scheinberg assisted Marnee Gamble in the arrangement and description of the L.E. Jones personal records. The first accession received from the estate of Prof. Jones, a former member of the Faculty of Applied Science and Engineering and Faculty archivist, consisted of over 30 metres of predominantly unorganised papers, books, photographs, memorabilia, sound recordings, cartographic and moving image records. The original finding aid for B2000-0020 was revised in 2001 when an additional acquisition was received from the estate. The final series level finding aid describes approximately 11 metres of personal and professional records created and collected by Prof. Jones following his retirement in 1972 up to 1998, a year before his death.

In 2001, Marie-Josée Lévesque arranged and described three accessions: Frances G. Halpenny (B2000-0023, 1.79 m) and Thomas P. Morley (B2000-0035, 0.85 m) for the 2000 tax year and Alan Irving (B2000-0022, 3.56 metres) for the 2001 tax year. Among new acquisitions were the papers of sociologist, Metta Spencer, arranged and described by Marnee Gamble. Records in this accession document Prof. Spencer's involvement in peace activities along with some of her talks and publications, including tape recordings of interviews by Gwyn Dyer, journalist and friend.

In the fall of 2001 and spring of 2002, Harold Averill completed the arrangement and description of gifts-in-kind to existing fonds of professors Thomas Howarth (architecture) and Prof. Harold Gordon Skilling (Political Science). The latter accession of more than 10 metres covering the period 1828 to 2001 consists of three sous-fonds: Skilling family, Sara (Bright) Skilling and H. Gordon Skilling. The bulk of this accession documents Prof. Skilling's personal and family life and travels, his education, research materials, publications and addresses. The detailed finding aid will provide a framework for the future production of a comprehensive inventory of other accessions compiling the H. Gordon Skilling fonds.

4.1.3 Finding aids conversion

UTARMS has over 30 years of manually produced finding aids for university and private records describing at various levels of detail, the content of accessions. Over the past two years, Assistant Library Technician (ALT) casual staff have been systematically typing or retyping hand-written and manually typed finding aids into word-processed format. This is time consuming and detailed work that will take many years to complete. However, this work is necessary if these research tools are to be made available on-line to the university community and the general public. By the end of this reporting period, over 700 pages had been converted.²

In addition to this work, nearly 100 finding aids in WordPerfect 5.1 were converted to MSWord and the formatting corrected as necessary.

4.2 Special Media

4.2.1 Media Centre Appraisal (A1996-0008) and Sound and Moving Images (SMI) in general

January 2001 saw the revamping of the SMI databases. These are internal department created and managed databases. First, the *Title* database, which contained the *Guide* entries was dumped into DB/TextWorks and made available to all staff. Secondly, the *Conserv* database was also dumped but remains on my desktop. Using the combined fields of these to original databases, two new databases were created that separated the descriptive elements of a title from the descriptive elements of an item (or element). *SMI Title* contains the title information, while *SMI Item* contains item level information. Thus, pulling information from both original databases created new records. This was done in anticipation of the work that would be done in describing the Media Centre collection and to avoid the duplication found in the original databases. In March two working databases were created for the description of the Media Centre collection that will later be transferred into the *SMI Title* and *SMI Item* databases.

The description and appraisal of Media Centre titles was undertaken by film consultant, Deborah Tabah, who was hired using funds from the Hunergard Estate. Procedures were prepared and Marnee Gamble and Deborah Tabah refined the databases. From March to June 2001 Deborah appraised and processed all items for the titles designated "Type 1 - About the University". This resulted in a total of 58 titles being described and 98 items. Deborah worked approximately 15 hrs/week. This work basically served as a pilot project for the Media Centre project.

At the end of her term, Deborah spent four days teaching Marnee Gamble various aspects of film inspection techniques and conservation. She also provided Marnee with information on film processes and equipment. These skills and information have already proved useful in managing the sound and moving images collections.

4.2.2 175th Anniversary Image Bank

In December 2001, the Department of Development and University Relations, in consultation with UTARMS, suggested the development of an on-line image bank to meet the needs of the University community relating to the 175th anniversary. Marnee Gamble developed a prototype database using DB/TextWorks and Marc Lalonde of the Library's IT department adapted it to a searchable web version. Funds were provided by Development and University Relations to hire an experienced cataloguer to describe the selected images in the database. Carol Elder was employed for six weeks in UTARMS and completed the cataloguing and subject classification of 320 images. These images included those produced for the books *University of Toronto. A history* by Martin Friedland and *The Skule Story. The University of Toronto Faculty of Applied Science and Engineering 1873-2000* by Richard White. In addition, Ms Elder produced a manual of procedures that will be used to add more images as time permits. By the end of May,

² Scanning technology was not possible for the majority of these finding aids since the resolution quality of these products

2002 the on-line Image Bank database was launched. Members of the University community can place on-line orders for copies of digital images from the Image Bank and the general public may purchase images as well via phone or mail.

4.2.3 Graphic Images Database:

Work continued during 2001 on development of this internal database. Throughout the winter, Marnee Gamble completed the updating of accessions descriptions for the remainder of 1986 and most of the 1987 accessions. These 51 new records were dumped into the database. The remaining 10 records for 1986 and 1987 accessions require extensive work to locate the images within a large body of textual records and will be done at a later time. An attempt was also made to review and analyse the descriptions for subject headings in anticipation of the database being mounted on the web site. Unfortunately, although this was possible for the accessions after 1986, those described for the *Graphics Guide (1965-1985)* were not sufficiently detailed to be able to do the analysis. Therefore, updating of these records was begun in May and June. The description of 27 accessions from A1965 to A1975 were updated. Of these six required processing before description could be done. By the end of 2001 updating of all 1999 and 2000 accessions was completed and an additional 44 new records were added to the database.

4.2.4 Digitisation Project – Robert Lansdale Photography Ltd. B1998-0033

In June 2000, the department embarked on its first major digitisation project. The Robert Lansdale Photography Ltd. fonds was selected for two reasons: it contains a fairly complete photographic history of the University during the late 20th century (i.e. ca 1961 to 1980), and it consists predominantly of negatives rather than prints and is thus not readily accessible to researchers. This one accession contains approximately 50,000 negatives in various formats ranging from small format 35mm to large format 8" X 10" film. The project was not approached as a preservation project but rather as an access/ reference project since digital technology is not considered by the archival community as a preservation medium. The goal was to make digital copies accessible on-line through the department's web site. Funds for this project came from the Hunergard Estate fund. Over the next 18 months Marnee Gamble, in co-operation with the Digital Studio in the Information Commons, arranged for the scanning of 15,539 35-mm negatives. The 35mm negatives were chosen because they are the most extensive format in the fonds and covered a substantial period in the University's history from 1969 to 1975.

Work on the description of the negatives at the job level began in August, 2001 with the development of a secondary descriptive database (JOB DESC) linked to the item level database (LANSDALE IN PROGRESS). Marnee identified the necessary fields and prepared procedures. Description work was assigned to the contract archivist to do while on reference. This work was continued by Graduate Assistant Library Technician, David Tortell,

was too poor to allow successful capture by OCR software.

during Winter 2002. Marnee Gamble also met with Marc Lalonde in the IT department of the Library concerning the design and functionality of the Lansdale database that would be accessible through the web site. Work on this aspect will continue in 2002-2003, with the intention of launching this database sometime in 2003.

Approximately 20,000 more negatives should be scanned to ensure that all the unique images are available to the university community. Since most of the funds available have now been expended the continuation of this project is in jeopardy. Unless additional funds are found from either internal or external Library sources, no further work will be undertaken.

4.3 Theses and Print Room materials

During this period, Barbara Edwards, Archives Assistant, entered data for 503 theses covering the period 1890 to 1960 into the Library's on-line catalogue. In addition, Barbara added 30 books to the UTARMS Library that were catalogued centrally by Robarts, and produced 107 new catalogue entries directly. Within UTARMS managed databases, Barbara created 35 new records in the Serials database in DB/TextWorks. An additional 5.60 metres (or 705 items) were sorted, catalogued, shelved or weeded.

PROCESSING AND DESCRIPTION

	2000								2001				
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
PROCESSING-CURRENT													
A-Accessions													
Completed [metres]	2.86	0.13	83.63	69.76	0.00	0.00	0.07	0.00	59.20	2.83	0.14	0.00	218.62
B-Accessions													
Completed [metres]	6.32	2.35	20.72	14	6.72	13.3	1.64	0.47	0.4	0.68	5	1.94	73.52
M-Accessions Books													
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
P-Accessions Serials													
Completed [metres]	9	1	15	29	25	14	48	30	4	119	0	87	381
T-Accessions Theses													
Completed [metres]	0.1	0.03	0.085	0.11	0.17	0.12	0.14	0.29	12	0.42	0	0.31	13.77
TOTAL Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
	9.28	2.51	104.4	83.9	6.89	13.4	1.85	0.76	71.6	3.93	5.14	2.25	305.9
PROCESSING-BACKLOG													
A-Accessions													
Completed [metres]	2.86	0	1.4	0	0	0	0	0	0	0	0	5.07	9.33
B-Accessions													
Completed [metres]	0	0	0	0	0	0	0.5	0	0.8	0	0	0	1.3
M-Accessions Books													
Completed [metres]	7	0	2	0	0	11	9	0	26	0	0	4	59
P-Accessions Serials													
Completed [metres]	0.02	0	0.04	0	0	0.1	1.26	0	0	0	0	0.03	1.45
T-Accessions Theses													
Completed [metres]	10	2	10	0	0	0	7	0	0	9	15	23	76
	0.09	0.03	0.11	0	0	0	0.07	0	0	0.31	0.09	0.04	0.74
TOTAL Completed [metres]	0	0	0	0	0	0	0	0	0	1	0	0	1
	0	0	0	0	0	0	0	0	0	0.07	0	0	0.07
	2.97	0.03	1.55	0	0	0.1	1.83	0	0.8	0.38	0.09	5.14	12.88
DESCRIPTION-CURRENT													
A-Accessions													
Completed [metres]	0	0.13	27.53	1.71	0	0	0.07	0	55.87	2.83	0.14	0	88.28
B-Accessions													
Completed [metres]	1.11	1.75	0.78	0	9.95	3.07	5.81	0.7	3.77	0.68	1.33	8.04	36.99
M-Accessions Books													
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
P-Accessions Serials													
Completed [metres]	32	0	15	29	25	40	48	30	4	119	0	87	429
T-Accessions Theses													
Completed [metres]	0.15	0	0.09	0.11	0.17	0.12	0.14	0.29	12	0.42	0	0.31	13.8
	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

/cont'd

Table 2 (a)

PROCESSING AND DESCRIPTION (continued)

DESCRIPTION

- CURRENT - continued

Total No. of Finding Aids

A & B	3	3	4	2	4	3	5	1	1	7	4	4	41
Total No. of Finding Aids													
P,M&T	11	0	15	24	15	18	22	14	4	38	0	40	201
TOTAL Completed [metres]	1.26	1.88	28.4	1.82	10.1	3.19	6.02	0.99	71.64	3.93	1.47	8.35	139.1

DESCRIPTION-
BACKLOG

A-Accessions

Completed [metres] 0 0 0 0 0 0 0 0 0 0 0 0 5.07 5.07

B-Accessions

Completed [metres] 0 0 0 0 0 0 2 0 0 0 0 0 2

M-Accessions Books

Completed [metres] 0.2 0 0.04 0 0 0.02 0.28 0 0 0 0.4 0.03 0.97

P-Accessions Serials

Completed [metres] 0.09 0.03 0.18 0 0 0.06 0.07 0 0.03 0.31 0.09 0.04 0.90

T-Accessions Theses

Completed [metres] 0 0 0 0 0 0 0 0 0 0.07 0 0 0.07

Total No. of Finding Aids

A & B 0 0 1 0 0 0 4 0 0 0 0 0 45 50

Total No. of Finding Aids

P,M & T 52 37 15 3 11 31 52 31 28 10 74 51 395

TOTAL Completed [metres] 0.58 0.03 0.22 0 0 0.08 2.35 0 0.03 0.38 0.49 5.14 9

Table 2 (a)

PROCESSING AND DESCRIPTION

	2001					2002							
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
PROCESSING- CURRENT													
A-Accessions													
Completed [metres]	0	1.8	0	7.57	5.2	1.71	0	0	39	0	0	0.14	55.42
B-Accessions													
Completed [metres]	11.4	7.53	0.7	12.1	31.9	3.4	10.4	3.06	6.95	6.45	16	0.21	110.1
M-Accessions Books	0	0	0	0	0	0	0	0	1	2	0	2	5
Completed [metres]	0	0	0	0	0	0	0	0	0.07	0.14	0	0.14	0.35
P-Accessions Serials	25	83	27	4	32	41	33	22	31	32	41	34	405
Completed [metres]	0.13	0.23	0.19	0.14	0.35	0.45	0.37	0.19	0.4	0.4	0.44	0.28	3.57
T-Accessions Theses													0
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Completed [metres]	11.53	9.56	0.89	19.8	37.5	5.56	10.8	3.25	46.42	6.99	16.44	0.77	169.5
PROCESSING- BACKLOG													
A-Accessions													
Completed [metres]	3.13	0.73	0.2	1.07	0	0	0	0	0	0	2.8	4.81	12.74
B-Accessions													
Completed [metres]	0	0	6.6	1.11	0	0	0	0	0	0	0	0	7.71
M-Accessions Books	1	30	6	0	4	1	2	0	0	12	8	0	64
Completed [metres]	0.01	0.8	0.13	0	0.21	0.03	0.08	0	0	0.78	0.26	0	2.3
P-Accessions Serials	25	0	25	168	4	7	32	22	9	16	33	2	343
Completed [metres]	0.04	0	0.07	0.8	0.09	0.11	0.49	0.26	0.21	0.76	0.3	0.15	3.28
T-Accessions Theses				1									1
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Completed [metres]	3.18	1.53	7	2.98	0.3	0.14	0.57	0.26	0.21	1.54	3.36	4.96	26.03
DESCRIPTION- CURRENT													
A-Accessions													
Completed [metres]	0	1.8	0	2.37	5.2	1.71	0	0	39	0	0	0.14	50.22
B-Accessions													
Completed [metres]	0.2	0	0.7	12.1	8.19	1.44	0.4	1.8	6.95	16.1	16	8.87	72.75
M-Accessions Books	0	0	0	0	0	0	0	0	1	3	0	2	6
Completed [metres]	0	0	0	0	0	0	0	0	0.07	0.21	0	0.14	0.42
P-Accessions Serials	25	83	27	4	32	41	33	2	31	32	70	34	414
Completed [metres]	0.13	0.23	0.19	0.14	0.35	0.45	0.37	0.07	0.4	0.4	0.58	0.28	3.59
T-Accessions Theses													0
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0

/... cont'd

Table 2 (b)

PROCESSING AND DESCRIPTION (continued)

DESCRIPTION

- CURRENT - continued

Total No. of Finding Aids

A & B	2	0	1	15	7	3	0	2	3	7	2	4	46
Total No. of Finding Aids													
P,M&T	17	16	19	4	7	26	33	22	7	62	33	29	275
TOTAL Completed [metres]	0.33	2.03	0.89	14.6	13.7	3.6	0.77	1.87	46.42	16.71	16.58	9.43	127

DESCRIPTION-

BACKLOG

A-Accessions

Completed [metres]	11.82	7.18	4.48	1.07	0	0	1.11	0	0	0	2.53	4.81	33
--------------------	-------	------	------	------	---	---	------	---	---	---	------	------	----

B-Accessions

Completed [metres]	0	0	0	0.59	0	0	0	0	0	0	0	0	0.59
--------------------	---	---	---	------	---	---	---	---	---	---	---	---	------

M-Accessions Books

Completed [metres]	0.01	0	0.13	0.22	0.21	0.03	0.08	0	0	0.21	0.26		1.15
--------------------	------	---	------	------	------	------	------	---	---	------	------	--	------

P-Accessions Serials

Completed [metres]	0.06	0	0.4	0	0.21	0.11	0.49	0.26	0.07	0.75	0.21	0.02	2.58
--------------------	------	---	-----	---	------	------	------	------	------	------	------	------	------

T-Accessions Theses

Completed [metres]	20	20	21	1	9	22	21	16	16	43	12	0	201
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Total No. of Finding Aids

A & B	32	10	2	4	0	0	1	0	0	0	1	2	52
-------	----	----	---	---	---	---	---	---	---	---	---	---	----

Total No. of Finding Aids

P,M & T	27	20	46	20	16	27	23	38	18	53	20	2	310
---------	----	----	----	----	----	----	----	----	----	----	----	---	-----

TOTAL Completed [metres]	11.96	7.18	5.01	1.88	0.42	0.14	1.68	0.26	0.07	0.96	3	4.83	37.32
--------------------------	-------	------	------	------	------	------	------	------	------	------	---	------	-------

Table 2 (b)

5. REFERENCE SERVICES

5.1 Reference and Research Services (Table 3)

Reading room activity declined in both 2000-01 and 2001-02 from 1999-2000 levels. The decline in the volume of daily users and accessions use may be attributed to the winding up of research on the University of Toronto history project and other commemorative history projects on campus. (See Figures 1 to 3)

Year	Accessions Use	New Readers	Daily Users
1997-1998	2130	427	771
1998-1999	2832	376	1161
1999-2000	3046	392	1084
2000-2001	2200	302	893
2001-2002	1660	334	693

Phone and mail enquiries continued however at similar levels. A slight decline in volume in 2000-2001 over the 3114 enquiries received the previous year was offset by a modest increase of 3.5% to 3229 in 2001-2002. A significant portion of this increase was due to increased inquiries from alumni, public affairs and advancement officers relating to the 175th anniversary celebrations in 2002. Many of these were sent directly by email to Harold Averill as the main contact for sources on the University's history during 2002. Enhancements to the department's web site providing a central email address for enquiries has made this an easier mode of communication for the university community and the general public.

Requests for reprographic services increased significantly during these two years mainly as a result of publication of commemorative histories for the University of Toronto, the Faculty of Applied Science and Engineering and the 80th anniversary history of Hart House. Nearly 600 photographic prints were produced over this period as compared to only 138 in 1999-2000.

REFERENCE SERVICES

	2000 MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	2001 JAN	FEB	MAR	APR	YTD
A-Acc: Use	196	99	75	71	61	96	78	73	137	99	111	66	1162
B-Acc: Use	116	127	25	16	19	51	39	21	66	47	49	36	612
M-Acc: Use	0	0	0	0	0	0	0	0	0	0	0	0	0
P-Acc: Use	75	44	27	14	15	48	25	17	31	24	22	16	358
T-Acc: Use	52	9	0	4	3	2	3	4	6	7	8	7	105
TOTAL ACCESS.USE:	439	279	127	105	98	197	145	115	240	177	190	125	2237
TOTAL (1999-2000)	171	197	245	647	210	257	257	155	237	202	247	221	3046
% CHANGE	157%	42%	-48%	-84%	-53%	-23%	-44%	-26%	1%	-12%	-23%	-43%	-27%
New Readers	22	17	28	12	13	33	47	15	29	35	30	21	302
Daily Users	141	122	70	43	38	82	80	40	94	72	54	57	893
Daily Users (1999-2000)	80	98	90	80	83	104	118	73	83	75	115	85	1084
% CHANGE	76%	24%	-22%	-46%	-54%	-21%	-32%	-45%	13%	-4%	-53%	-33%	-18%
ENQUIRIES:													
Archives													
Written	23	21	30	10	20	25	17	14	29	22	24	16	251
Phone	56	39	31	21	27	44	20	18	39	50	39	43	427
ILL	1	1	9	5	7	2	5	1	6	5	2	3	47
In Person	163	185	127	98	82	45	164	77	88	180	121	166	1496
Records Management													
General	14	4	1	0	0	4	10	6	1	6	13	4	63
RM Manual/Website	16	0	1	0	0	0	0	0	0	2	7	1	27
File Plan	2	0	1	0	0	5	0	0	4	8	0	0	20
Schedules	7	3	0	0	0	5	0	3	5	5	4	4	36
Taining/ Promotion	67	1	0	0	0	1	0	5	8	40	28	5	155
TOTAL ENQUIRIES:	349	254	200	134	136	131	216	124	180	318	238	242	2522
STUDENT RECORDS													
Copies	0	0	0	1	0	0	0	0	2	0	0	0	3
Loans	0	0	3	0	1	2	0	0	0	0	1	0	7
Unlocated	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL S.R. REQ:	0	0	3	1	1	2	0	0	2	0	1	0	10
DUPLICATION													
Microfilm	0	0	0	0	0	0	0	0	0	0	0	0	0
Microfiche	0	0	0	0	0	0	0	0	0	0	0	0	0
Video	0	0	0	0	0	0	0	0	0	0	0	0	0
Photographs: Orders	6	7	7	5	7	5	4	3	6	11	8	6	75
Prints	87	28	9	13	24	8	7	5	16	36	19	40	292
Photocopying: Orders	39	78	43	26	22	26	51	61	12	51	23	18	450
Pages	670	2102	1039	450	884	775	579	2469	674	1004	231	439	11316
Total \$	1340.0	4200.40	2070.80	900.00	1760.80	1550.00	1150.80	4930.80	1340.80	2000.80	460.20	870.80	22630.20
TOURS:													
Groups	0	0	0	0	0	3	0	0	0	0	0	0	3
Persons	0	0	0	1	0	3	0	0	0	0	0	1	5
EXHIBITS													
	0	0	0	0	0	0	0	0	0	0	0	0	0

Table 3 (b)

REFERENCE SERVICES

	2001								2002				
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
A-Acc: Use	86	102	68	31	46	74	71	108	53	80	162	86	967
B-Acc: Use	8	44	32	21	18	40	44	11	22	35	45	68	388
M-Acc: Use	0	0	1	0	2	2	0	0	0	0	0	0	5
P-Acc: Use	25	35	29	5	15	19	23	9	24	10	36	28	258
T-Acc: Use	12	0	5	2	3	7	2	4	1	1	1	4	42
TOTAL ACCESS.USE:	131	181	135	59	84	142	140	132	100	126	244	186	1,660
TOTAL (2000-2001)	439	279	127	105	98	197	145	115	240	177	160	118	3046
% CHANGE	-70%	-35%	6%	-44%	-14%	-28%	-3%	15%	-58%	-29%	53%	58%	-46%
New Readers	31	21	25	21	27	27	30	24	29	27	38	34	334
Daily Users	54	60	60	23	33	67	67	48	48	61	102	70	693
Daily Users (2000-2001)	141	122	70	43	38	82	80	40	94	72	54	57	893
% CHANGE	-62%	-51%	-14%	-47%	-13%	-18%	-16%	20%	-49%	-15%	89%	23%	-22%
ENQUIRIES:													
Archives													
Written	19	26	25	11	14	21	33	20	31	21	49	32	302
Phone	56	52	39	25	34	32	31	12	39	42	42	41	445
ILL	3	7	7	6	5	4	4	0	7	5	3	6	57
In Person	74	171	256	40	119	141	238	115	169	262	193	276	2,054
Records Management													
General	10	5	2	2	0	4	3	1	6	14	1	5	53
RM Manual/Web site	0	1	2	1	1	1	1	11	1	3	2	2	26
File Plan	1	2	3	3	3	2	2	1	0	7	1	0	25
Schedules	11	9	2	2	0	2	2	2	7	3	5	5	50
Training/Promotion	21	46	12	9	5	14	10	15	28	6	28	23	217
TOTAL ENQUIRIES:	195	319	348	99	181	221	324	177	288	363	324	390	3,229
STUDENT RECORDS													
Copies	0	0	1	1	1	0	0	0	0	0	0	0	3
Loans	0	0	0	0	0	0	0	0	0	0	0	0	0
Unlocated	0	1	0	0	0	0	0	0	0	0	0	0	1
TOTAL SR REQUESTS:	0	1	1	1	1	0	0	0	0	0	0	0	4
DUPLICATION													
Microfilm	0	0	0	0	0	0	0	0	0	0	0	0	0
Microfiche	0	0	0	0	0	0	0	0	0	0	0	0	0
Video	0	0	0	0	0	0	0	0	0	0	0	0	0
Photographs Orders	6	3	6	6	6	4	12	6	5	13	7	6	80
Prints	28	13	36	17	6	13	59	38	12	31	38	6	297
Photocopying Orders	24	96	41	12	39	35	25	46	42	31	52	69	512
Pages	1222	1981	1483	353	1575	638	547	623	630	989	515	1809	12,365
Total \$	2440.40	3960.20	2960.60	700.60	3150.00	1270.60	1090.40	1240.60	1260.00	1970.80	1030.00	3610.80	24730.00
TOURS: Groups	0	0	0	0	0	0	0	0	0	0	0	1	1
Persons	0	0	0	0	0	0	0	0	0	0	0	6	6
EXHIBITS	1	0	0	0	0	0	0	0	0	0	0	0	1

Table 3 (b)

Figure 1

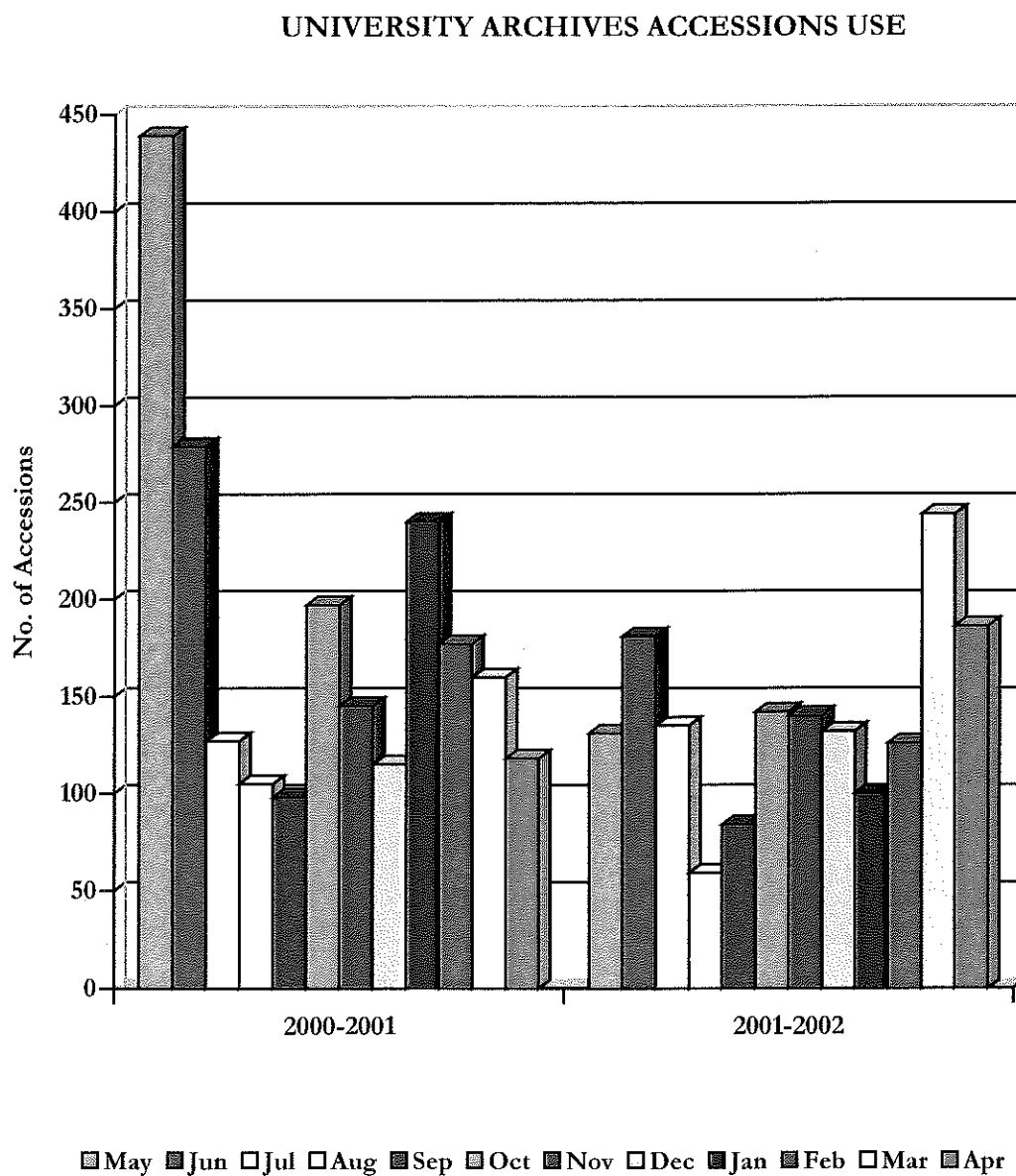


Figure 2

UNIVERSITY ARCHIVES ENQUIRIES

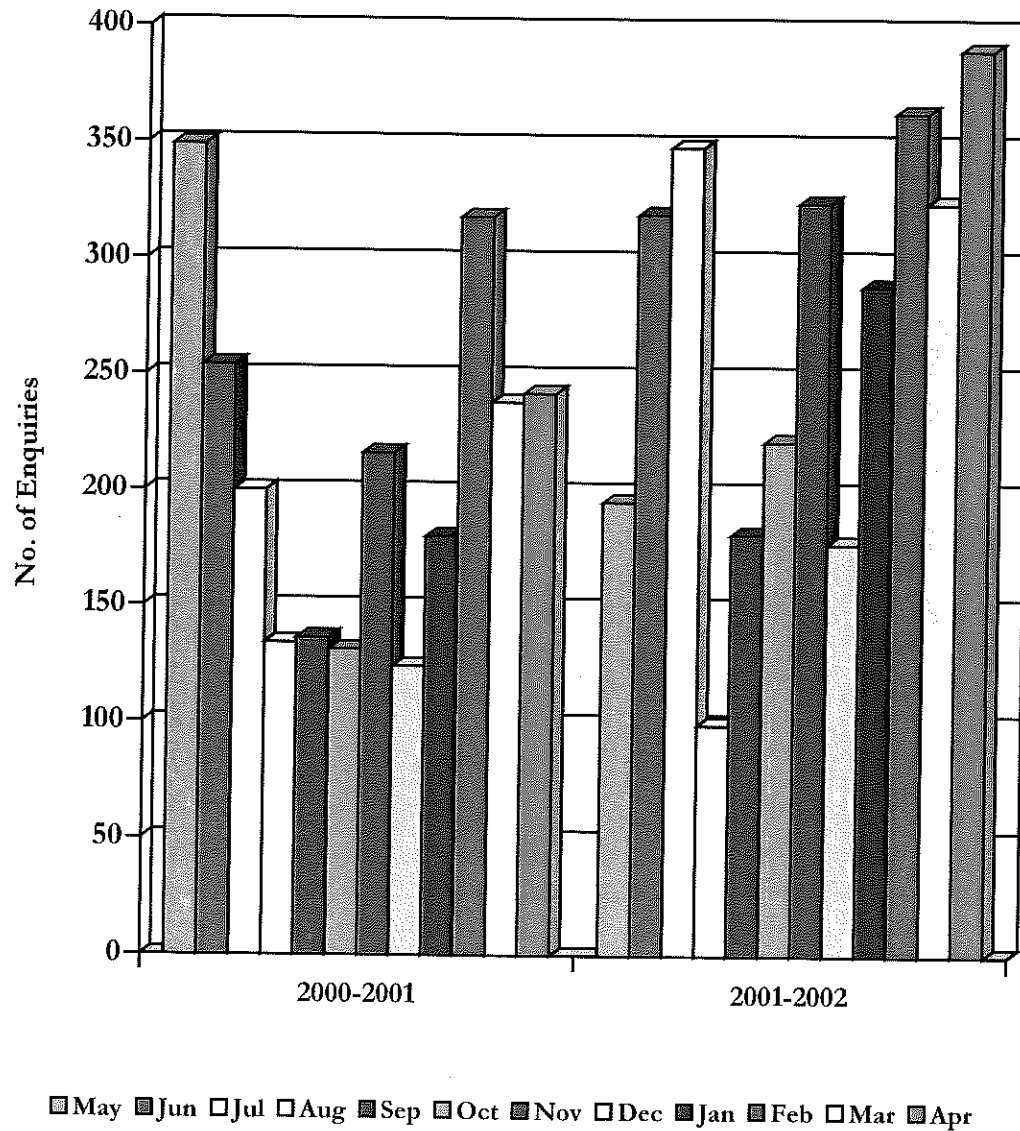
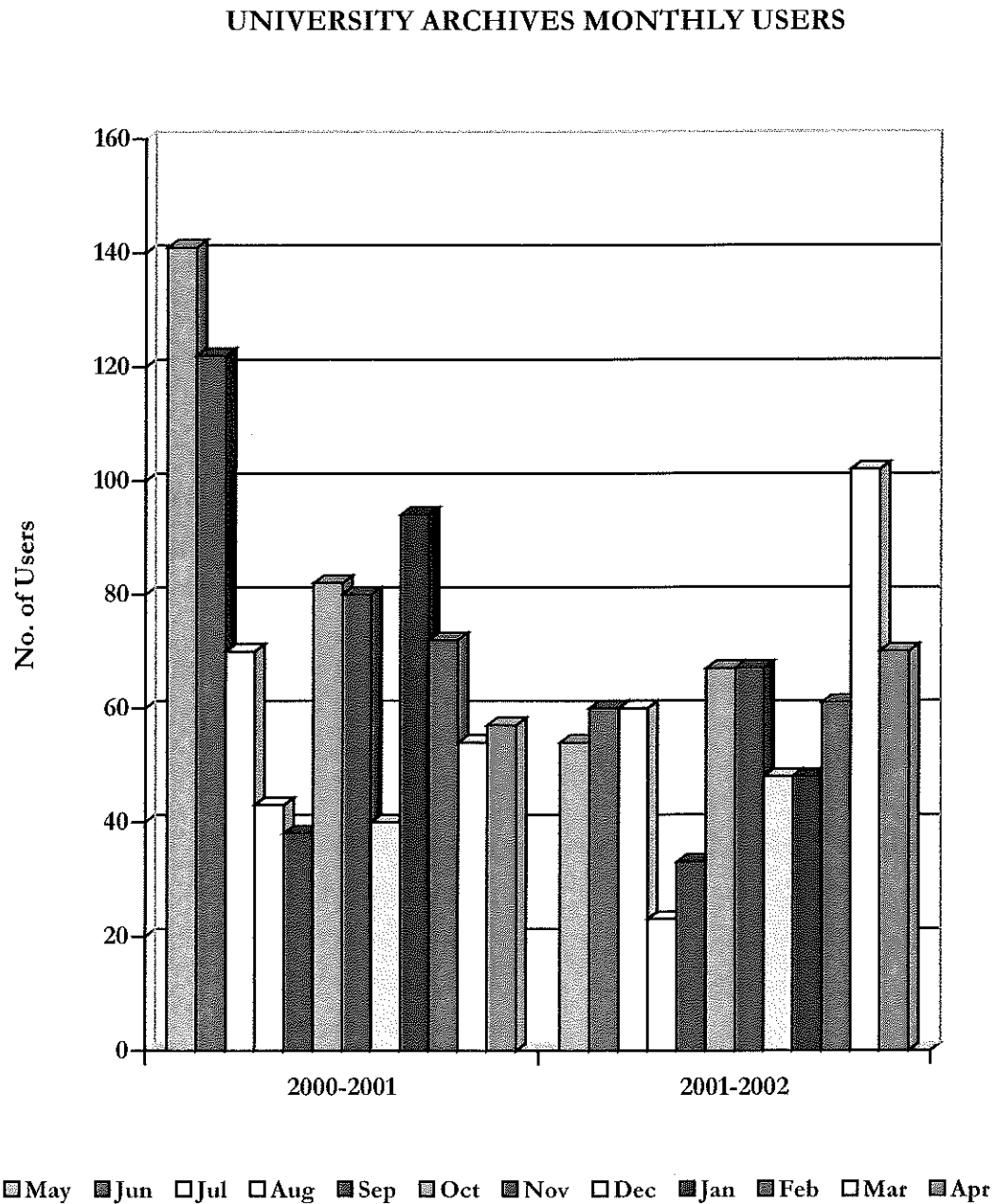


Figure 3



5.2 University of Toronto History and other history projects

Harold Averill continued his secondment to this project until the summer of 2001. By October 2000, Harold had prepared 72 pages of commentary on the first set of draft chapters written by Prof. Friedland. Between December 2000 and February 2001, Harold reviewed and commented on a second set of chapters producing another 37-page report. After February 2001, Harold's total time to this project declined significantly, focussing mainly on selection and commentary on photographic illustrations. More than 130 images from Archives accessions were reproduced in the book. By the end of June 2001 Harold was able to resume most of his supervisory and archival duties.

On March 14, 2002, UTARMS staff was invited to a dinner thanking all that had participated in the production and publication of *The University of Toronto A history*. While all staff were acknowledged for their assistance to the author and his researchers, Harold Averill was afforded special recognition for his "great font of historical knowledge about the University". The following day, the book was formally launched at a ceremony attended by the university community in the Great Hall at Hart House. Prof. Friedland presented the original manuscript to President Robert Birgeneau for deposit in UTARMS.

In addition to advising author Richard White on sources for *The Skule Story: The University of Toronto Faculty of Applied Science and Engineering 1873-2000*, Harold also read the completed manuscript and helped with the selection of photographs. He also was in constant contact with the editors and writers of the special anniversary issue of the *University of Toronto Magazine* (March-April 2002) and with the group that produced the anniversary banners that are prominently displayed on and near the campus.

5.3 Web Site Development

After consultation with other staff, Barbara Edwards made a number of revisions and enhancements to the department's web site. Among these were obtaining a general email address for reference inquiries. This eliminated the need to publish individual email addresses and put better control on the distribution of reference workload to staff members. Preliminary discussions were undertaken with Marc Lalonde in the Library's IT department concerning the mounting of finding aids in PDF onto the web site. A pilot project was then undertaken in early 2002 to identify any technical problems. During these discussions it was also noted that the on-line UTARMS Database was not indexed on the web. The Library's IT Department undertook this.

Other routine editorial work was undertaken to update information on our holdings as well as adding links to a couple of articles to the "What's New" section.

5.4 Exhibitions, Tours and Seminars

H. Gordon Skilling, May 2001

In May 2001, Harold Averill mounted a small exhibition in the Reading Room as tribute to the late Prof. H. Gordon Skilling. Members of his family following a memorial service viewed the exhibit, containing both current and new acquisitions to the Skilling fonds, and the Skilling Seminar held on campus to honour his achievements.

Daniel Wilson, August 2001

In August 2001, UTARMS arranged to loan 31 items to the University Arts Centre for its exhibition, 'Daniel Wilson, the ambidextrous polymath', curated by Robert Stacey. Many of these items were specially matted and framed by Emrys Evans and Linda Joy in the Thomas Fisher Rare Book Library, and all were packed by the professional art moving company, PACART, and delivered to the Centre. All but five were returned as unacceptable because of a perceived mould problem. Although Mr. Evans took the offending items to the Art Gallery of Ontario where they were inspected by specialists who determined there was no mould present, the items were still rejected by the Centre.

Discovery Day 2001

Changes in the organisation of the annual event formerly known as U. of T. Day has resulted in less involvement by the Library including the Fisher Rare Book Library building. As a result, UTARMS did not open for this event.

"Beyond the Microscope" Museum Studies Department, Robarts Library March 16 - April 6, 2001

In March 2001, the UTARMS loaned artifacts, photographs, manuscripts and books relating to the Lash Miller family (B1976-0007; A1993-0012) to the Museum Studies Department. The exhibition prepared by students of the program "explores a historic collection of scientific instruments, their significance and the types of stories they can tell us." The students also used photographs from UTARMS to produce a virtual exhibit on the web.

6. PRESERVATION

6.1 Micrographics

During these two years, Lagring Ulanday continued to prepare original volumes and review microfilm Senate minutes. In the final year of the project, Lagring worked solely with the vendor, Xebec Imaging, while her supervisor, Garron Wells was on research leave. By the spring of 2002, the filming had been completed for this series of records. Lagring completed all checking of film, shelving and labelling of user copies and a final finding aid. In total, the Board of Governors minutes produced 38 reels of film and Senate minutes produced 23 reels.

In 1999-2000 budget year, the UTARMS received an additional \$20,000 to film 19th century land records (A1968-0010). No work was begun on this project as a result of Garron Wells' research leave, and outstanding work on the Senate minutes project. In 2002, the vendor Xebex Imaging moved its microfilming services to Montreal. It is expected that a new vendor will need to be found in the Toronto area to continue this project.

6.2 Storage

UTARMS continued to ship records to a commercial off-site storage facility because of space constraints. During this two- year period all records sent off-site were university records received recently from administrative offices. This amounted to 217 metres (713 cu. Ft). As of April 30, 2002, UTARMS has a total of 2484 cu. Ft (757 metres) or approximately 10% of its entire holdings stored off-site.³ Any available on-site storage facilities continue to be reserved for new acquisitions of private records.

³ As of 2001-2002, the Archives holdings were 7954 metres (26, 010 feet).

7. ADMINISTRATION

7.1 Staffing

Holly Yoos resigned her position as Records Analyst in June, 2000. Loryl MacDonald replaced her on Nov. 1, 2000. Because the UTARMS did not receive continuing funding for this position as recommended by the Chair of PACARM in 1999, the duties of the position were slightly altered to allow more archives work. Garron Wells was on research leave during 2001 and returned to full time duty in January 2002. During her leave, Harold Averill, Assistant University Archivist, was responsible for many routine duties relating to acquisitions and reference and supervision of CUPE casual staffing (two ALTS and one GALT) Marnee Gamble reduced her hours to 80% in September 2001. The salary savings from this position and the University Archivist's research leave helped to cover cost of one GALT position for 12 hours per week for fall/winter 2001-2002.

As mentioned previously, contract archivists were hired with funding from the Office of the Vice-president, Administration during the secondment of the Assistant University Archivist to the U. of T. History project. Ellen Scheinberg (2000) and Marie-Josée Lévesque (2001) were hired for short periods to undertake processing of B accessions and reference work Harold and Marnee oversaw the work of these contract staff. Both individuals proved to be thoroughly professional in their work and ensured that the department could meet its commitments to researchers and donors during the two-year period. Carol Elder was hired for six weeks in 2002 to undertake the cataloguing of digital images for the 175th Anniversary Image Bank.

7.2 Closing, 2000 and 2001

During the August 2000 closing all fulltime, contract and casual staff were occupied with the selection, listing and boxing of inactive records of the Human Resources Department (See Section 4.1.1).

In August 2001, Harold Averill and Loryl MacDonald spent several days packing and listing over 50 cu. Ft of records from J. Alick Little and the Lipid Research Clinic. Harold's attempt to identify and/ or process archival material in the Seminar Room unfortunately was postponed while he dealt with the crisis over the Wilson paintings intended for exhibit (see Section 5.4). However he was able to identify, arrange and describe the records of Frederick Ernest Joseph Fry (B2001-0027) and inter-file material of Joan Winerals Fonds

In other work Marnee Gamble reappraised, identified, accessioned or deaccessioned graphic images that had been set aside in the early 1990s. Approximately 38 accessions or parts of accessions were reviewed. Also during the two week closing, the Sir Daniel Wilson Paintings, B73-0043, were individually boxed and reshelfed. A new finding aid was also produced.

In the Print Room, Barb completed processing and describing approximately 168 items as well as 80m of backlog serials in the P-Accessions. In addition to assisting Harold Averill in packing the J.A. Little records, Loryl MacDonald conducted site visits to the Nursing Research Unit and the Faculty of Medicine's Development Office. A finding aid for the School of Graduate Studies records was retyped to correct inaccuracies. Lagring Ulanday continued to check new reels of microfilm of Senate minutes.

7.3 Professional and Other Activities

During 2000-2001, Loryl MacDonald served as President of the Toronto Area Archivists' Group and attended the Archives Association of Ontario (AAO) Annual General Meeting and Annual Conference on June 15. At that time she was elected AAO Vice-President / President Elect for 2001-2002. In this capacity, she has been involved in the daily administration of the AAO including the hiring of staff. Loryl also served on the AAO's ARCHEION special committee responsible for the development of a provincial on-line database of archival holdings. In July, 2001 Harold Averill agreed to become a member of the Historic Scientific Instruments Committee, a campus-wide committee struck to ensure the preservation on campus of scientific instruments of historical value. Pekka Sinervo, chair of the Department of Physics, chairs it. The committee meets monthly. On November 22, 2001 Harold was interviewed about the history the Division of University Extension for a film being prepared on the history of the School of Continuing Studies. On 14 March 2002 he was interviewed by students from Ryerson Polytechnical University for a public affairs program on the history of the University of Toronto. In 2001 Harold was invited to join the editorial board of the electronic peer-reviewed international journal, *History of Intellectual Culture* and continues as a member. He also continues to volunteer at the Canadian Lesbian and Gay Archives and to contribute to its newsletter. During this period, Harold also wrote four biographies for *Who's Who in Contemporary Gay and Lesbian History, II: From World War II to the Present Day*. (London: Routledge, 2001): Bernard René Courte, 95; Charles C. Hill, 188; Robin Metcalfe, 177; and Brian Mossop, 194.

In April 2001, Marnee Gamble was asked by the Library to work on a count of the Alliance Atlantis Media collection and to propose possible shelving layouts for a new on-campus storage facility. By October 2001 she had spent 35.5 hours on this project doing counts, consulting with vendors, attending meetings and developing shelving proposals. Lagring Ulanday continued her position as archivist for the ARMA Toronto Chapter, which included attending meetings, arranging for the transfer of records to the City of Toronto Archives and assisting a volunteer in preparing a history of ARMA Toronto chapter. In 2001 she was the sole representative of UTARMS at the annual conference of the Association of Canadian Archivists in Winnipeg. As mentioned, Garron Wells was on research leave from January to December 2001. During that time she attended the annual ARMA International conference in Montreal and made a presentation at the ECURE (Electronic College and University Records) conference in Phoenix, Arizona on archiving web sites. On campus she made a similar presentation to the U. of T. Webmasters group in April 2001.

APPENDIX A: University Records 2000-2002

University of Toronto Archives and Records Management Services - University Records 2000-2001

Accession Number	Provenance Heading	Physical Form	Date (s)	Extent (Metres)	Scope and Content	Access
A2000-0007	University of Toronto. Faculty of Education	Graphic	1914-1982?	0.71	Unidentified group photograph (possibly a summer course for teachers); photograph of the University of Toronto Schools building; snapshots of the classes of 1973-1974 and 1974-1975 (includes negatives for 1973-1974); mounted photograph of the Class Executive, 1914-1915, of the Faculty.	Open
A2000-0008	University of Toronto. Human Resources	Textual	1900-1969	11.43	Employee cards containing summary personal information on department, position designation, date of appointment or promotion, salary. May also include date of birth, wife's name, date of wife's birth and date of marriage. Includes all classes of employees who terminated before 1969.	Restricted
A2000-0009	University of Toronto. Human Resources. Benefits and Pensions	Textual	1929-1982	6.5	Pension ledgers and journals relating to academic and administrative staff of the University and affiliated organizations such as Connaught Labs, ROM, U. of T. Press, Ontario College of Education, etc. Includes personal information relating to pension benefits paid to individual employees. Also contains records of the Director, Office of Personnel (primarily Robert F. Brown) including correspondence, minutes of meetings, departmental budget materials, working papers for "Report of the University of Toronto P2614 Pensioners Project" by Jean Shek (1982).	Restricted
A2000-0010	University of Toronto. Human Resources. Pensions and Benefits	Textual	1950-1998; predominant 1960-1989	15	Deaths and estate files of employees who died while in service or in retirement. Contains pensions details, records of service, correspondence, salary and beneficiary data.	Restricted

University of Toronto Archives and Records Management Services - University Records 2000-2001

Accession Number	Provenance Heading	Physical Form	Date (s)	Extent (Metres)	Scope and Content	Access
A2000-0011	University of Toronto. Human Resources	Textual	1970-1998	40.5	Employee files for academic and administrative staff. Includes faculty (tutor, lecturer and higher), librarians (level III and higher) and senior administrative staff terminated 1998 and earlier. Files contain performance assessments, pension information, correspondence, service record, salaries.	Restricted
A2000-0012	University of Toronto. Faculty of Applied Science and Engineering. Office of the Dean.	Textual	1972-1990	0.60	Box 1. Faculty Council correspondence (1981-1988), agenda and minutes (1983-1990); Executive Committee correspondence (1979-1989), Box 2 Executive Committee agenda and minutes (1983-1989), Committee on Teaching Methods and Resources correspondence (1972-1986), Box 3. Committee on Teaching Methods and Resources agenda and minutes (1973-1989), teaching evaluation (1978-1988), Procedures for Standing Committees (1973-1989) and engineering case studies (1973-1975)	Restricted
A2000-0013	University of Toronto. Library	Textual Graphic	1975-1990	0.20	Instructional slides used to orient users to the University of Toronto library system and more specifically the Sigmund Samuel and Science library. Includes interior and exterior views of Roberts, Sigmund Samuel and Science and Medicine libraries. Also includes image of the "Pathfinder Display", as well as supporting textual documents to the slide shows.	Open
A2000-0014	University of Toronto. Department of Italian Studies	Textual	1973-1995	0.13	Correspondence with bursary donors to the Summer Program in Siena.	Restricted

University of Toronto Archives and Records Management Services - University Records 2000-2001

Accession Number	Provenance Heading	Physical Form	Date (s)	Extent (Metres)	Scope and Content	Access
A2000-0015	University of Toronto. Department of Botany	Textual	1926-1973	0.13	Administrative files of the Chair of the Department, predominantly Roy Franklin Cain's correspondence with senior university administrators, subject files relating to honours biology course, tenure, Society of Biologists, course notes and research notes.	Open
A2000-0016	University of Toronto. History of Medicine Program	Graphic	1895-1973	0.07	Five photographs collected by Dr. Edward Shorter, History of Medicine Program. The photographs include a photograph of the Meds class of 1897, who destroyed a lecture hall in 1895. Other items include portraits of Dr. Llewellyn Thomas, Professor Vincent Bladen, Marion Powell and Dr. W.E. Gallie.	Open
A2000-0017	[University of Toronto]	Graphic	1926?	0.07	Photoprint of Varsity Stadium, view looking north. Image includes view of covered wooden west bleachers replaced in 1950 and concrete east bleachers built in 1924.	Open
A2000-0018	University of Toronto. Archives and Records Management Services	Graphic Textual	1968-1996	1.0	Administrative files numbers 102 to 442; operational files numbers 1105 to 1715.	Restricted
A2001-0001	Hart House	Textual Graphic Moving Images Publications	1993-1999	0.60	Exhibition files contain applications, lists of applicants (1993-1999), exhibitions at the Justina Barnicke Gallery featuring artists, loaned exhibits and selections from the Hart House Permanent Collection (1993-1998) and committee and club exhibits and competitions organized by the Hart House Art Committee and the Camera Club including presentations for the education series (1997-1998). Includes exhibition catalogues, photographs, slides and a video.	Open

, University of Toronto Archives and Records Management Services - University Records 2000-2001

Accession Number	Provenance Heading	Physical Form	Date (s)	Extent (Metres)	Scope and Content	Access
A2001-0002	University of Toronto. Department of Italian Studies	Textual	1987-2000	0.07	Planning files relating to departmental review (1987-1991), salary increase instructions (1988-1991), charts' meetings (1990-1994), budget cuts (1992-2000), budget projection (1993-1994) and audit reports (1995). Includes files on the Emilio Gorgio Chair of Italian Studies (1994-1997) and the Frank Iacobucci Centre for Italian Canadian Studies (1995).	Restricted
A2001-0003	University of Toronto. School of Graduate Studies	Textual	1916-1992	54.80	Student records: miscellaneous files of doctoral graduates or students in doctoral programs in 1916 to 1992. Continuation of records series in A1984-0011 and A1991-0018.	Restricted
A2001-0004	University of Toronto. Department of Public Affairs	Graphic	1958-1995	0.07	Photographs and transparencies collected by the Department of Publicity for use in publications such as The Varsity Graduate, The Bulletin, and U of T Magazine. Images are mainly of new University students during orientation, homecoming and frosh activities in September. Also includes colour transparencies of images shot for the cover of the Varsity Graduate, summer 1961 showing President Claude Bissell and Vincent Massey looking over a model of Massey College. Also included in this accession is a slide presentation on the University possibly used as a presentation in recruiting high school students. Includes views of colleges, residences, student activities, sports, and general campus views.	Open

University of Toronto Archives and Records Management Services - University Records 2000-2001

Accession Number	Provenance Heading	Physical Form	Date (s)	Extent (Metres)	Scope and Content	Access
A2001-0005	University of Toronto. Department of Public Affairs	Moving images	2000	0.07	VHS copy of promotional tape "Great Minds for a Great Future" produced for fund raising purposes in 1997 and revised in 2000. Includes clipped interviews with well known academics and alumni including John Polanyi, Janice Stein, Tak Mak, Norman Jewison as well as President Robert Birgeneau[Narrated by Donald Sutherland].	Open
A2001-0006	[University of Toronto. Faculty of Medicine]	Graphic	1933	0.52	Graduating Class photograph, Faculty of Medicine 1933	Open
A2001-0007	[University of Toronto. Department of Athletics and Recreation]	Graphic	1947	0.44	University of Toronto English Rugby Team 1946-47	Open
A2001-0008	University of Toronto. Office of Statistics, Records and Convocation	Textual	2000	0.07	Amendments processed in 2000 to Convocation Roll volume 1969 to vol. 2000.	Restricted
A2001-0009	University of Toronto. SLOWPOKE Reactor Facility	Textual Graphic	1971-1998	9	Records consist of director's files, photographs, log books, annual reports, licenses, work permits, financial statements, and other operational records concerning the U. of T. SLOWPOKE Reactor Facility.	Restricted

University of Toronto Archives and Records Management Services - University Records 2001-2002

Accession Number	Provenance Heading	Physical Form	Date (s)	Extent (Metres)	Scope and Content	Access
A2001-0010	University of Toronto. Board of Governors	Textual	1963-1967	.5	University of Toronto estimates of the for the years ending June 30th, 1963, 1964, 1965, 1966, 1967 and 1968.	Restricted
A2001-0011	University of Toronto. Library. Collection Development	Textual	1966-1993	1.6	Records concerning the Serials Collection Project, OCGS studies, book selection reports, as well as correspondence with book dealers.	Open
A2001-0012	University of Toronto. Department of University Extension and Publicity	Graphic	1924	0.07	Three photographs and one photo album documenting part of the University Exhibit at the British Empire Exhibition in Wembley England 1924. The photographic display was prepared by the Department of Photography with the cooperation of the Department of University Extension.	Open
A2001-0013	University of Toronto. Information Management Services	Graphic	1972	0.07	Copy print of painted portrait of George Skeffington Connor, Chancellor of the University of Toronto, 1863.	Open
A2001-0014	University of Toronto. Office of the President	Graphic	1972-1974	0.07	Photographs used in the Report of the Office of the President. Some of the unique images include views of the Kormos excavation site in Crete, the Dental Clinic Shout on Augusta St., Fine Arts students sculpting in studio, the School of Dental Therapy in the North West Territories and Health unit in Sioux Lookout.	Open

University of Toronto Archives and Records Management Services - University Records 2001-2002

Accession Number	Provenance Heading	Physical Form	Date (s)	Extent (Metres)	Scope and Content	Access
A2001-0015	[University of Toronto]	Graphic	196-	0.52	Pen and ink line drawings of University buildings and scenes presumably used in an unknown publication by University of Toronto Press. Artist is unidentified. Includes drawings of University College, Roseberg Building, Walleberg Building, Old Medical Building, Sandford Fleming Building.	Open
A2001-0016	[University of Toronto. Art Service]	Graphic	193-?	1.0	Eight drawings mounted on a board illustrating a lobectomy. Based on information on the back of the illustrations, they were prepared by Faculty of Medicine Art Service for the Department of Surgery. They were used first by Dr. Norman Shennstone of the Department of Surgery and the Toronto General Hospital and possibly later by Robert M. Janes, head of the Department of Surgery.	Open
A2001-0017	[University of Toronto. Students' Committee]	Textual	1895	0.64	Handwritten poster calling on students to attend a mass meeting on (Wed.) March 20th regarding the dismissal of Varsity editor and student James Tucker, and the refusal of the University Council to reinstate him. These events relate to the student strike of 1895.	Open
A2001-0018	University of Toronto. Office of the Vice-Provost, Planning and Budget	Textual	[ca. 1966] - 1995	32 .	Records consist of correspondence, committee minutes and reports.	Restricted
A2001-0019	University of Toronto. School of Graduate Studies	Textual	1985-1996	7.5	Records consist mostly of the Dean and the Vice-Dean's subject files on various campus centres, departments, institutes, and collaborative programs. Types of records include correspondence, reports, and committee minutes.	Restricted

University of Toronto Archives and Records Management Services - University Records 2001-2002

Accession Number	Provenance Heading	Physical Form	Date (s)	Extent (Metres)	Scope and Content	Access
A2001-0020	University of Toronto, Office of Statistics, Records and Convocations	Textual	1843-1993	4.86	Correspondence, reports, minutes of meetings and statistical data prepared for "Student Statistics" publications, for the federal and provincial governments, university officials, academic divisions, other institutions on various categories relating to students, teaching staff, alumni, women, enrolment, withdrawal and other data required to allocate university entitlement to operating grants, basic income unit and fees.	Restricted
A2001-0021	University of Toronto, Office of the Vice-Provost	Textual	1972-1976	0.8	Day files containing outgoing correspondence of Vice-Provost Peter Meinke from Nov. 1972 to Aug. 1976.	Open
A2001-0022	[University of Toronto]	Graphic	1897	0.44	Group photograph taken during the 2nd Meeting of the British Association for the Advancement of Science, 1897. Photograph was taken in front of the Biological Building. It is inscribed on the back with the names and short biographies of those in the picture. Most seem to be professors of physiology from North America and Europe. J.J. Mackenzie is also present.	Open
A2001-0023	University of Toronto, Office of the Chief Librarian	Textual	1974-1992	0.26	Files relating to library automation including photocopies of agreements and drafts, minutes of meetings of the Library Automation Review Committee and the UTL/UTLAS meetings, and CIRC user guide and requirements	Restricted

University of Toronto Archives and Records Management Services - University Records 2001-2002

Accession Number	Provenance Heading	Physical Form	Date (s)	Extent (Metres)	Scope and Content	Access
A2001-0024	University of Toronto. Ontario Institute for Studies in Education of the University of Toronto	Textual	1965-[199-]	30	OISE operational records such as the Dean's correspondence and Board of Governors' minutes (1965-1989). Also included are minutes, agendas, and correspondence of various OISE committees and councils such as the Academic Council, Administrative Council, Director's Council, Executive Committee, Finance Committee, Institute Assembly, IA Executive Committee, Institute Program Council, Nominating Committee, Planning and Priority Committee, Staff Relations Committee, and Structure Committee. Records also consist of maps, plans, reports, and policies.	Restricted
A2002-0001	University of Toronto. SLOWPOKE Reactor Facility	Textual Graphic	1971-1998	1.5	Records pertain to the SLOWPOKE Reactor Facility's Decommissioning Project and include progress reports, safety reports, log books, operation handbooks, decommissioning reports, fuel transport documents, correspondence and photographs.	Restricted
A2002-0002	University of Toronto. Office of Statistics, Records and Convocation	Textual	1939 - 2000	0.07	Official changes to Convocation Roll Books processed in the year 2001 relating to vols from 1970 to 2000 including re-issued diplomas in Bachelor of Laws (LL.B) and Juris Doctor (JD) for graduates in 1939 -2000. Official University of Toronto Convocation Roll Book for 2001 with amendments. NB: Trinity College programme was not received.	Restricted
A2002-0003	University of Toronto. Board of Governors	Textual Microform	1828-1972	3.80	Minutes of Board of Governors and antecedent bodies, viz., Council of King's College, Endowment Board, Board of Management, Board of Trustees. Originals in various accessions. (See finding aid).	Open

University of Toronto Archives and Records Management Services - University Records 2001-2002

Accession Number	Provenance Heading	Physical Form	Date (s)	Extent (Metres)	Scope and Content	Access
A2002-0004	University of Toronto. Senate	Microform Textual	1850-1971	2.30	Minutes of Senate. Originals in various accessions (See finding aid).	Open
A2002-0005	Hart House	Textual	9 February 1916	0.07	One typescript copy of a document entitled "Hart House University of Toronto, Suggested scheme of control for the building".	Open
A2002-0006	University of Toronto. Department of Biochemistry	Graphic	195-	0.07	Portrait of Dr. Arthur Marshall Wymne, head of the Department of Biochemistry from 1950-1959 [Peter Caton, photographer; Gerald Campbell Studios, Toronto]	Open

APPENDIX B: Private Records 2000-2002

University of Toronto Archives and Records Management Services - Private Records 2000-2001

Accession Number	Provenance Heading	Physical Form	Date (s)	Extent (Metres)	Scope and Content	Access
B2000-0013	University of Toronto. Engineering Society	Graphic Textual	1996-2000	0.14	Minutes and agenda of the Engineering Society Council for 1999. Copy of a report on an external review of women in engineering at the University of Toronto. August 1999; photographs of Society events such as Frosh Days and the Gold and Blue Pageant.	Open
B2000-0014	Levine, Barry	Graphic Publications	1977-1989	0.71	Photographs document the activities of the University of Toronto Engineering Society which were used in publications such as the Skule Calendar, 1980-81 and 1982-83, as well as original photographs and layouts used in the book authored by Levine "A Century of Skill and Vigour". One copy of a special Toike publication called Rodent Track, a parody of the car magazine Road and Track, is also included.	Open
B2000-0015	University of Toronto. Engineering Alumni Association	Graphic Publications Artifacts	1910-194-?	2.08	Programmes from the twenty-first and twenty-fourth annual banquets of the Engineering Society, January 19, 1910 and February 13, 1913; cartoon poster of scenes from the Ajax campus in the 1940s (two copies); reproduction of the plaque at the magnetic observatory.	Open
B2000-0016	Downing, Herbert G.	Textual Graphic	1900-1957	0.44	Graduation diploma and photograph of Herbert G. Downing, a graduate of the Faculty of Medicine in 1900. Also includes two snapshots of a reunion group from the class of 1900 as well as Downing's certificate from the College of Physicians and Surgeons of Ontario, 1901.	Open

University of Toronto Archives and Records Management Services - Private Records 2000-2001

Accession Number	Provenance Heading	Physical Form	Date (s)	Extent (Metres)	Scope and Content	Access
B2000-0017	James Surgical Society	Textual Graphic	1950-199-	0.13	Correspondence and programs of annual meetings of the James Surgical Society. This surgical fellowship was established in 1954 by surgeons who were residents under the tenure of Robert Meredith James, Chairman of the Department of Surgery from 1947-1957. There is also a brief history of the society as well as photos of Dr. and Mrs James and a group photo of the Gallie - James Course, 1950-51.	Open
B2000-0018	Galbraith Family	Artifacts	1893	0.07	One surveying instrument called a planimeter, which was made in 1893 and used by John Galbraith, the first Head of the Ontario School of Practical Science and later, Dean of the Faculty of Applied Science and Engineering.	Open
B2000-0019	Barber, William	Textual Graphic	1902-1905	1.28	Athletic photographs and graduation diploma of William Barber who graduated with a Bachelor of Applied Science in 1905. Photographs include: Faculty of Applied Science Track Team, 1902; Varsity Assault at Arms Team, 1903-1904; University of Toronto Track Team, Inter University Champions, 1903; and University of Toronto Track Team, 1905.	Open

University of Toronto Archives and Records Management Services - Private Records 2000-2001

Accession Number	Provenance Heading	Physical Form	Date (s)	Extent (Metres)	Scope and Content	Access
B2000-0020	Jones, Llewellyn Edward	Artifacts Cartographic Graphic Sound recordings Textual Moving images	ca. 1898 -1998	10.37	Records documenting the long standing career of Llewellyn Edward (Ted) Jones, Professor Emeritus of the Faculty of Applied Science and Engineering. This accession is largely comprised of correspondence, notes, memos, essays, biographies, calligraphy and memorabilia created and collected in his capacity as Engineering Archivist. Records have been arranged more or less by subject and document awards, memorials, events, associations and committees particularly within the Faculty of Applied Science and Engineering but also of the wider University community. Jones was also an avid collector of historical records relating to the Faculty and these too can also be found among his papers. Jones hobby as an amateur photographer is evident in the graphic series in which several hundred of his images have been preserved which document a variety of Faculty events. He also collected photographs from photographers to add to his "Engineering Archives". This collection covers both the historical period from about to 1900 as well as contemporary images from about 1950.	Open
B2000-0021	Robert Lansdale Photography Ltd.	Graphic	1961-1987	0.21	Photoprints, contact sheets and transparencies documenting the University of Toronto and taken by Robert Lansdale, first as a photographer with Jack Marshall Photography Ltd and later under his own company, Robert Lansdale Photography Ltd. Most of the prints are portraits of faculty but there are also a few files relating to campus buildings, events as well as reproduction of historical images. All images relate to the negatives for this fonds found in B98-0033 and approximately 50 % are identified through their original numbering system.	Open

University of Toronto Archives and Records Management Services - Private Records 2000-2001

Accession Number	Provenance Heading	Physical Form	Date (s)	Extent (Metres)	Scope and Content	Access
B2000-0022	Irving, John Allan	Textual Graphic Sound recordings Moving images	[196-] - 2000	5.6	Records documenting Allan Irving's activities as a student in social work, and as a lecturer and professor at the University of Western Ontario (1980-1984) and the University of Toronto (1984-2000). Included is correspondence, day books, course notes, lecture notes and related teaching material, research files, manuscripts, files relating to administrative activities in the Faculty of Social Work at the University of Toronto, photoprints, slides, audiotapes, and videos.	Open
B2000-0023	Halpenny, Frances Georgina	Textual Graphic Moving images Artifacts	1927-1998	3.94	Personal records of Frances Halpenny, documenting her activities as a student, with the RCAF during World War II, with amateur theatre groups, as a professor of library science, as an editor with the U of T Press and the Dictionary of Canadian Biography, and with numerous academic and professional groups, including the Royal Society of Canada, the Social Sciences and Humanities Research Council of Canada, and the National Library. Included are some drafts of her books, articles, addresses, and reports; her honorary degrees and other awards (including photos and a video), other photos, and a (RSC) medal.	Open
B2000-0024	[University of Toronto]	Graphic	ca. 1870-1899	0.21	Glass lantern slides depicting University Faculty, staff and buildings at the end of the 19th century. Includes unique images of James Loudon, a young John Galbraith, Prof. W. H. Ellis, Ramsey Wright, H. H. Langton, the YMCA building and a campus scene showing the Observatory.	Open
B2000-0025	University of Toronto Engineering Society	Sound recordings	1957	0.07	Two vinyl recordings documenting the Engineering Society's Skule-Nite 517 event.	Open

University of Toronto Archives and Records Management Services - Private Records 2000-2001

Accession Number	Provenance Heading	Physical Form	Date (s)	Extent (Metres)	Scope and Content	Access
B2000-0026	Lucas, Rex	Textual	1948-1978	0.13	Records documenting Dr. Rex Lucas, professor of Sociology, University of Toronto (1962-1978). Includes documentation such as: curriculum vitae, essays written by Lucas while undertaking his B.A. (Hons.) at McGill University (1948), correspondence, documents produced by Lucas for the Duke of Edinburgh's Commonwealth Conference (1962), book reviews and obituaries.	Open
B2000-0027	Skilling, Harold Gordon	Textual	1936-1999	0.85	Personal records of H.G. Skilling, relating primarily to his interest in Czechoslovakia and the Czech Republic. Includes early correspondence with his wife Sally, correspondence with friends and associates in Czechoslovakia, grant applications, itineraries, subject files relating to human rights groups, publishers and the medal that he received from the Royal Society. The records also include a printout of Skilling's autobiography entitled "The Education of a Canadian: My Life as a Scholar and Activist".	Restricted
B2000-0028	University Settlement. Women's Auxiliary.	Graphic Textual	1962-1986	0.13	The records document the Women's Auxiliary of the University Settlement. The Women's Auxiliary was established in 1920, ten years after the creation of the University Settlement. The records in this accession consist of histories of the Women's auxiliary, its constitution, lists of members, correspondence and minutes from their committee meetings. Files also document the University Settlement Board meetings, the Camp Boulderwood initiative, and literature distributed by the University Settlement itself.	Open

University of Toronto Archives and Records Management Services - Private Records 2000-2001

Accession Number	Provenance Heading	Physical Form	Date (s)	Extent (Metres)	Scope and Content	Access
B2000-0029	Chandler, Stanley Bernard	Graphic Textual	1955-1999	2.98	Records of Stanley Bernard Chandler, professor and later Head of Italian Studies at the University of Toronto (1957-1986). The records primarily document his research into Italian literature and include: research notes relating to Verga, Manzoni and other authors; offprints of his articles; lectures on various topics; correspondence; reviews of his works; articles relating to Chandler; and index cards containing bibliographic references. This accession also contains biographical information relating to Chandler, teaching mark books; postcards and photos.	Open
B2000-0030	Eric Aldwinckle Collection	Graphic	1920-196-	0.07	These black and white photographs depict the University of Toronto campus and its buildings. Included are unique images of houses along St George St. as well as several winter campus scenes, aerials and elevated views. They were collected by Eric Aldwinckle, who, although best known as a war artist, illustrated Morley Callaghan's book <i>The Varsity Story</i> , as well as several covers and inside drawings for the <i>Varsity Graduate</i> . The photographs in this collection may have been collected to support his work in this capacity.	Open
B2000-0031	Rigg Family	Graphic	1910-1911	0.07	Photograph of three medical students, including cousins Dearden Rigg and James F. Rigg, taken while dissecting a cadaver during their medical studies at the University of Toronto. Both cousins were graduates of the Faculty of Medicine, class of 1911. The third student is unidentified.	Open

University of Toronto Archives and Records Management Services - Private Records 2000-2001

Accession Number	Provenance Heading	Physical Form	Date (s)	Extent (Metres)	Scope and Content	Access
B2000-0032	McLennan/Parks Family	Textual Graphic	1883-1990	3.37	This accession consists mainly of correspondence, photographs, memorabilia and diplomas of three members of the McLennan/Parks Family: John C. McLennan, whose career at the University spans 30 years from 1900 to 1932 as Physics professor, Chair of Physics and Dean of Graduate Studies; William A. Parks, former head of the Department of Geology and director of the Royal Ontario Museum 1910-1935; and Dr. Arthur E. Parks, son of William A. Parks and graduate of Medicine in 1930. Of particular note are the diaries of J.C. McLennan for the last two years of his life as well as geological field notebook and expense books belonging to William A. Parks.	Open
B2000-0033	Elliott, Jabez Henry	Textual Graphic	1913-1938	0.14	Two scrapbooks compiled by Jabez Henry Elliott, professor of the History of Medicine, documenting his attendance at the 10 and 11th International Congresses on the History of Medicine that were held in Madrid and Toledo, Spain in 1935 and in Yugoslavia in 1938, respectively. Elliott was sent as the representative for the University of Toronto. The first scrapbook contains programmes, a running typed report on the conference, press coverage, annotated photographs, conference pamphlets and brochures (including one on the history of medicine). The second scrapbook includes his report to President Cody on the conference. It also contains tourist brochures and maps of the period, postcards and original photographs of sites throughout Yugoslavia including Belgrade, Zagreb, Sarajevo, Mostar and Dubrovnik. Also includes memorabilia such as invitations and programmes attended by Elliott during his stay.	Open

University of Toronto Archives and Records Management Services - Private Records 2000-2001

Accession Number	Provenance Heading	Physical Form	Date (s)	Extent (Metres)	Scope and Content	Access
B2000-0034	Morey, Carl	Textual	1974-1993	0.07	Correspondence, notes, memoranda, minutes of meetings and reports documenting the activities of Professor Carl Morey in the Faculty of Music, including the Faculty's Curriculum Review Task Force, 1974-1975; the discontent in the Department of History and Literature (Musicology), 1974-1976; the campaign to remove Paul Peterson from the deanship of the Faculty of Music, 1990-1992; and the Provostial Committee on the Governance of the Faculty of Music, 1992-1993. With covering notes by Carl Morey.	Restricted
B2001-0001	Warkentin, Germaine	Textual Graphic	1951-1999	1.36	Correspondence, course notes and essays, memoranda, minutes of meetings, drafts of manuscripts and photographs documenting the activities of Germaine Warkentin as a student and professor of English at the Victoria College and as director of the Centre for Reformation and Renaissance Studies, University of Toronto.	Restricted
B2001-0002	[University College (Toronto, Ont.)]	Graphic	1925	0.54	Graduating class photograph, University College 1925	Open
B2001-0003	Brian, Wilbert P.	Textual Graphic	1933-1934	0.07	Three photographs documenting Wilbert P. Brian experiences as a member of Devonshire Residence East House. Included is a view of the 1934 freshmen bed race in which Brian took part. Accompanying these photographs are two pages from a scrapbook with clippings about the freshmen bed races and other related events.	Open

University of Toronto Archives and Records Management Services - Private Records 2000-2001

Accession Number	Provenance Heading	Physical Form	Date (s)	Extent (Metres)	Scope and Content	Access
B2001-0004	Carswell, William E.	Graphic	1967-1969	0.07	Watercolour paintings by William Carswell, former professor in the School of Architecture. Two of the paintings are of the old School of Practical Science - "old red Skule House". The other, identified as Columbus Ont., shows buildings and a church steeple.	Open
B2001-0005	Jones, Llewellyn Edward	Textual Artifacts	1899-1980	0.64	Additional records collected by L.E. Jones as Engineering Archivist including one file on the Engineering Alumni Association 1967-1969; draft and blank School of Practical Science Diplomas for 1899 and 1906; Hall of Distinction Awards for 1980; and an Applied Science pennant for 216.	Open
B2001-0006	Spencer, Metta	Textual Graphic Sound recordings	1960-2000	10 m	Records documenting the career of Prof. Metta Spencer, sociologist and peace activist. Included are course lectures and administrative files relating to teaching Sociology at Erindale College. Also includes, drafts of published and unpublished works, correspondence, conference files, association files, editorial files created as part of her peace activities. Also includes student notes taken while a student at Berkeley in the 1960s.	Open

University of Toronto Archives and Records Management Services - Private Records 2000-2001

Accession Number	Provenance Heading	Physical Form	Date (s)	Extent (Metres)	Scope and Content	Access
B2001-0007	Coleman, A. John	Textual	1950-2001	0.07	Material assembled by John Coleman relating to Leopold Infeld, whose PhD student he had been at the University of Toronto in 1943. The files contain a covering letter to the accession; correspondence between Coleman and Infeld in 1950, with covering letter of explanation, 1985; reviews of Infeld's book, 'Why I left Canada', 1978-1979; the programme for the Infeld Centennial meeting in Warsaw, June 22-23, 1998, which Coleman attended; and correspondence with Howard Stern of the Ottawa Citizen, who wrote articles (included) for the paper on Infeld in 1998 and 1999, with earlier letters and press clippings (1968-1999).	Open
B2001-0008	Mariot, Francis Grant	Cartographic	26 January 1901	0.64	Black and white topographical drawing by Francis Grant Mariot (B.A.Sc. 1905) which would have been produced as part of his course work as a student of the School of Practical Science.	Open
B2001-0009	James Surgical Society	Textual Graphic	196-2001	0.13	Three biographical binders on members of the James Surgical Society. Each card includes photographs of the member and his (her) spouse, personal information and a list of professional appointments and accomplishments. Cards are arranged alphabetically within each binder. A copy of "The James Surgical Society. An Illustrated History", by Alan Carrie, Stephen E. O'Brien and Charles R. Palmer has been transferred to the printroom collection.	Open

University of Toronto Archives and Records Management Services - Private Records 2000-2001

Accession Number	Provenance Heading	Physical Form	Date (s)	Extent (Metres)	Scope and Content	Access
B2001-0010	University Settlement. Women's Auxiliary.	Graphic Textual	1920-1987	0.52	The records document the Women's Auxiliary of the University Settlement. They consist of: copies of its constitutions; reports of officers and committees including President (1939-54), Secretary (1932-1950), Treasurer (1931-1983) House and Buying Committee (1933-1969), Public Relations (1945-74), Tea Conveanor (1963-1986) and Fashion Show (1980-1886); original minute books from 1920-1983; misc. correspondence (1940-1987); membership and supporters lists; one file relating to the writing of the history of the Women's Auxiliary. Also included are University Settlement Board of Directors minutes and reports, 1976-1984 as well as some miscellaneous publications, 1980-1986.	Open
B2001-0011	Ivey, Donald Glen	Textual Graphic	194 - ca. 1990	3.60	Personal records of Donald Ivey, documenting his career as a physicist and administrator at the University of Toronto.	Open

University of Toronto Archives and Records Management Services - Private Records 2000-2001

Accession Number	Provenance Heading	Physical Form	Date (s)	Extent (Metres)	Scope and Content	Access
B2001-0012	Sword, John H.	Graphic Textual	1952-1985	0.14	Personal records of John H. Sword, university administrator and acting University President 1971-72 documenting events and his activities. Included is one file of miscellaneous correspondence and another of awards and recognitions for Sword. University related files include one on the Library Oral History Project which he administered, one on the tributes to Harold Innis, and others on recognitions for Francis Ireland, F.C. A. Jeanneret and Sidney Hermann. There is also a copy of Sword's paper entitled "Democratization of Universities 1960-1974: some Commonwealth comparisons" and a copy of a paper given to him "The History of CUSO (Canadian University Students Overseas). Also included are photographs documenting Sword at various University events from 1967 to 1978, mainly photographed by Robert Lausdale. Also a photo album on the retirement party for Sarah McCausland.	Open
B2001-0013	University of Toronto. Engineering Society	Graphic	ca. 1976-1985	0.2	Images documenting student engineers and campus activities. Includes approximately 7500 35 mm negatives	Open

University of Toronto Archives and Records Management Services - Private Records 2000-2001

Accession Number	Provenance Heading	Physical Form	Date (s)	Extent (Metres)	Scope and Content	Access
B2001-0015	Caple, Harold	Textual Graphic	1918-1971	1.16	Photographs, diplomas and some sparse correspondence document Harold Caple's education in the Faculty of Medicine (M.D. 1924) as well as his career as an obstetrician and gynecologist. He is reported to have been the 3rd Canadian to have attained this specialist recognition by being admitted as a member of the Royal College of Obstetricians and Gynecologists. The photographs relate mainly to the University of Toronto and include the Graduating Class for Medicine in 1924, the University of Toronto Senior Basketball team in 1923-24 as well as a composite of the Nu Sigma Nu Fraternity for 1923-24. The correspondence relates to his medical training both at the University of Toronto and in the U.K., as well as his early work in radiology using radium. There are also military documents relating to his service in both World Wars.	Open
B2001-0016	Cavell Family	Graphic	1909-1916	0.64	Photographs documenting two members of the Cavell Family at the University of Toronto: J. H. Cavell (B.A. 1909) and H.W. Cavell (B.A. 1916). Images include: University of Toronto Graduating Class in Arts, 1909; University College Graduating Class in Arts, 1916; U.C. Executive of 1915, 1912-13; Varsity Staff, 1916-17; Executive of the Class of 1909, 1908-09.	Open

University of Toronto Archives and Records Management Services - Private, Records 2001-2002

Accession Number	Provenance Heading	Physical Form	Date (s)	Extent (Metres)	Scope and Content	Access
B2001-0017	Skilling, Harold Gordon	Textual Graphic Artifacts	[ca. 1910] - 2001	11.20	Records documenting the life and career of Gordon Skilling, with emphasis on the research and writing of his books on T. G. Masaryk and Alice Masaryk, on his travels, especially in Eastern Europe, and on the seminars he held in his residence during the last years of his life. These records consist primarily of correspondence (personal and professional, including that with Villem Precan (1993-) and Havel), diaries, drafts of books and articles, reviews, addresses, index cards, scrap books, and photo albums. There is also material relating, in particular, to two members of his family, Edward Donald Skilling (killed during World War II) and Ernest Skilling.	Open
B2001-0018	Bickersteth, John Burgon	Textual Graphic Moving images	1919-1958	0.8	Records documenting John Burgon Bickersteth, Warden of Hart House (retired 1947). Includes mainly correspondence as well as reports, published addresses, manuscripts, photographs and films.	Open
B2001-0019	Bissell, Claude Thomas	Textual	197- - 198-	2.8	Records documenting various publications written by Claude Bissell including such titles as 'The Young Vincent Massey', 'Imperial Canadian', 'Halfway up Parnassus'. Includes typescripts, manuscripts, correspondence.	Open
B2001-0020	Careless, James Maurice Stockford	Textual	ca. 1959-1989	1.2	Typescripts for various publications written by J.M.S. Careless including 'Canadian Heritage', 'Ontario Frontier and Metropolis', 'Toronto to 1918', and 'Brown of the Globe'.	Open

University of Toronto Archives and Records Management Services - Private Records 2001-2002

Accession Number	Provenance Heading	Physical Form	Date (s)	Extent (Metres)	Scope and Content	Access
B2001-0021	Luckyj, George S. N.	Textual Graphic Publications	1869-2001 [bulk dates 1955-2001]	0.30	Personal records of Professor George S. N. Luckyj, consisting of baptismal certificates of his father and grandfather; other personal and professional correspondence; correspondence relating to his publications (1955-2001); material for his memoirs and drafts of other publications.	Open
B2001-0023	Cinader, Bernhard	Graphic Textual Publications	1955-2000	2.40	Correspondence, addresses, certificates and diplomas, research files, conference files, publications, slides, photographs and photo albums documenting the life of Bernhard Cinader, in particular relating to his work as an immunologist and his interest in First Nations and Third World art.	Restricted
B2001-0024	Ham, James M.	Textual Sound recordings Artifacts	1938-2001	0.07	Records consist of few pieces of personal correspondence mainly to Mary Ham related to the death of James Ham, mementoes and one sound recording of the commemoration service for E.J. Pratt. Also includes to files on donations to scholarship funds made in Ham's memory.	Open
B2001-0025	University of Toronto. Department of Athletics and Recreation	Graphic	1926-1927	0.07	Group photograph of the University of Toronto Swim Team, 1926-27, Intercollegiate Champions. (Team members are identified.)	Open
B2001-0026	[University College (Toronto, Ont.)	Graphic	191-?	0.07	Two views of University College in the early 20th century.	Open

University of Toronto Archives and Records Management Services - Private Records 2001-2002

Accession Number	Provenance Heading	Physical Form	Date (s)	Extent (Metres)	Scope and Content	Access
B2001-0027	Fry, Frederick Ernest Joseph	Textual Graphic	1926-1984	0.77	Records assembled by Frederick E. J. Fry relating fisheries research projects of the Departments of Biology and Zoology and the Ontario Fisheries Research Board, with additional correspondence by Henry A. Regier of the Institute for Environmental Studies. Researchers include J. R. Dymond; speckled trout study for Sir William Mulock, 1926; William J. K. Harkness: Ontario legislature's Game Fish Committee, 1928-1929; Biological Board of Canada's Research Committee of Fish Culture, 1930-1931; Essex Border Utilities Commission, 1931-1932; Dunlap Atlantic salmon experiments, 1936-1940, and other fish management issues, 1930-1945; J. Murray Spiers: Great Lakes fisheries research, 1949-1950; V. R. Chapman and F. E. J. Fry: Ontario Fisheries Research Board, 1947-1953; and K. R. S. Fisher: flora studies, Fort Churchill, 1951.	Open
B2001-0028	Wilkinson, H. H.	Graphic	[1905], [190-]] or [191-]	0.54	Contains one photograph of an ice hockey team in which H. H. Wilkinson played in 1905 (see top left hand). It also contains one pastel coloured photograph of H. H. Wilkinson and his wife, presumably taken in 1900s or 1910s.	Open
B2001-0029	Toronto Conservatory of Music	Textual	1902	0.54	Contains Miss Adelaide McDonald Heath's certificate for having completed the Toronto Conservatory of Music collegiate course of Instruction in Literature and Expression in 1902.	Open

University of Toronto Archives and Records Management Services - Private Records 2001-2002

Accession Number	Provenance Heading	Physical Form	Date (s)	Extent (Metres)	Scope and Content	Access
B2001-0030	[NDWT Company]	Graphic	1977	0.07	Negatives documenting the play "The Dismissal" staged at Hart House theatre as part of the Sequential celebrations. The play was written by James Reaney and was a humorous depiction of the events surrounding the dismissal of Prof. James Dale and the resulting student strike of 1895. It was performed by the NDWT Company.	Open
B2001-0031	Robert Lansdale Photography Ltd.	Graphic	1972	1.0	Panoramic print by Robert Lansdale of the last senate meeting published in the University of Toronto Bulletin, May 23 1972. [721122-2]	Open
B2001-0032	Bissell, Claude	Graphic	196-	.52	One black and white photograph (size 11x14) of President Claude Bissell. [photographer Josuf Karsh].	Open
B2001-0033	University College (Toronto, Ont.). Natural Science Association	Graphic	1883-1884	0.44	Group portrait of the University College Natural Science Association, General Committee, 1883-1884. Shows Ramsey Wright as President and a young Lash Miller, probably 1st year rep.	Open
B2001-0034	Langton, John	Graphic	189-	0.52	Portrait of John Langton, Vice-Chancellor of the University of Toronto from 1855-1860 and head of the (one-person) building committee that oversaw the construction of University College.	Open
B2001-0035	[University of Toronto]	Artifacts	ca. 1897	0.07	University of Toronto Coat of Arms mounted on an oak plaque. Believed to originally belong to Charles Edward Stanbury (MD, CM 1897).	Open

University of Toronto Archives and Records Management Services - Private Records 2001-2002

Accession Number	Provenance Heading	Physical Form	Date (s)	Extent (Metres)	Scope and Content	Access
B2001-0036	Boeschstein, Hermann	Graphic Textual Publications	1827-1997 [predominant, 1925-1997]	.59	Includes personal and professional correspondence, addresses, manuscripts of unpublished play and novel, records of the Swiss Club of Toronto, condolence cards, reviews of Prof. Boeschstein's publications in German language newspapers, memorabilia and photographs.	Open
B2001-0037	Bothwell, Robert Selkirk	Textual	1998-2001	0.26	Correspondence (mostly e-mail), 1998-2001 as well as documents sent to Bothwell as attachments; one file of correspondence and documents assembled while a member of the Trinity College provostial search committee, 2001.	Restricted
B2001-0038	Wilson, Thomas Arthur	Textual	1958 - 1989	3.97	Records documenting Professor Wilson's career as an economist, especially in relation to his positions as director of the Institute of Policy Analysis; as director of Economics, Department of Political Economy and chair of the Department of Political Economy; as a consultant, especially to the Government of Canada; and as an author of many works on Canadian fiscal policies.	Restricted
B2001-0039	Kaplan, William Edward	Textual	1996-1999	0.13	Research files for, correspondence regarding, and press reaction to Bill Kaplan's book, 'Presumed Guilty: Brian Mulroney, the Airbus Affair and the Government of Canada' (Toronto: McClelland & Stewart, 1998).	Open

University of Toronto Archives and Records Management Services - Private Records 2001-2002

Accession Number	Provenance Heading	Physical Form	Date (s)	Extent (Metres)	Scope and Content	Access
B2001-0040	Little, J. Alick	Textual Publications Graphic Moving images	1954-1992	21.2	I. Personal records of Dr. J. Alick Little, consisting of correspondence; drafts of publications; files relating to conferences, symposia and professional associations; and files relating to the Department of Veterans Affairs project carried out at Sunnybrook Hospital, 1952-1962 (an antecedent to the LIPID Research Project). II. Records of the LIPID Research Project, which Dr. Little directed, ca. 1971-1984.	Restricted
B2001-0041	University of Toronto. Baseball Club	Graphic	1888	1.0	Portrait of the University of Toronto Varsity Baseball Club 1888.	Restricted
B2001-0042	Dalton, George Francis John	Textual Graphic	1911-1914	0.39	Course notes compiled by George Dalton and consisting of notes on lectures and laboratory work for the 2nd through 4th year programme in civil engineering in the Faculty of Applied Science and Engineering. Also included is an annotated copy of 'Laboratory Instructions' for 3rd year students in the 'strength of materials' course in the Department of Applied Mechanics (n.d., but ca. 1911), and an examination timetable for 1914. Photoprints comprise part of the notebook in box 003, file 04.	Open
B2001-0043	Aylesworth, Allen Bristol	Artifacts	9 June 1874	0.07	University of Toronto Silver Medal in Metaphysics and Ethics, awarded to Allen Bristol Aylesworth at commencement on the 9th of June, 1874.	Open

University of Toronto Archives and Records Management Services - Private Records 2001-2002

Accession Number	Provenance Heading	Physical Form	Date (s)	Extent (Metres)	Scope and Content	Access
B2001-0044	Acland, James Heady	Architectural Graphic Moving images Textual	195- - 196-	8.57	Multimedia records document the research of Prof. James Acland of the Faculty of Architecture and specialist in historical architecture. Includes mainly photographs, negatives, drawings and slides of architecture worldwide, mainly taken by Acland for his research on such topics as vaults, cities by the sea, forts and medieval structures. Also includes some textual records relating to papers and talks as well as research notebooks and index cards.	Open
B2001-0045	University College (Toronto, Ont.)	Graphic	1915	0.54	Group portrait of the University College, First Year Executive, 1914-1915.	Open
B2001-0046	Irving, William	Textual	1914-1985; (predominant 1952-1985)	1.5	Personal and professional correspondence, research materials, lecture notes, administrative correspondence within University of Toronto, conference and association files of Prof. William Irving documenting his career as professor of anthropology at the University of Toronto from 1968 to 1985 and as graduate student at Harvard University and University of Wisconsin.	Open
B2001-0047	Charles H. Best Foundation	Textual	1960-1968	0.07	Records documenting the activities of the Dr. Charles H. Best Foundation as assembled by its secretary, C. E. Creber, president of George Weston Limited. Included are a copy of the letters patent, correspondence and related material regarding financial transactions (1961-1968), and copies of the annual financial statement (1961-1964).	Open
B2001-0048	Wilson, Daniel	Graphic	[ca 1840-1850]	1.1	"Brown Square" [Edinburgh] by Daniel Wilson. Watercolour and graphite on paper. Framed size 32.4 X 43.9 cm	Open

University of Toronto Archives and Records Management Services - Private Records 2001-2002

Accession Number	Provenance Heading	Physical Form	Date (s)	Extent (Metres)	Scope and Content	Access
B2001-0049	Grant, Charity	Graphic	186- - 1994	0.52	Artwork depicting University of Toronto scenes including: University College lithograph ca. 186- [by Water Tilton, N.Y.]; watercolor of University College featuring Croft Chapter House [artist, H. Martin]; etching of the Memorial Tower at Hart House [artist, Owen Staples]; line drawing of Hart House dated 1994.	Open
B2002-0001	Luckyj, George	Textual	1942-1946	.07	Correspondence between Moira (McShane) Luckyj and her husband, George Luckyj during World War II. Personal correspondence written before and after their marriage on February 18, 1944. George Luckyj was serving in the British Army of the Rhine (1943-1947).	Restricted
B2002-0002	Head, Francis Bond and Julia Valenza Head	Textual Graphic	18--	0.07	Illustrated poem entitled "The Low Back Car", sketches and text by Francis Bond Head. Six drawings from sketchbook by Julia Valenza Head.	Open
B2002-0003	Godlieb, Calvin Carl	Textual Sound recordings Publications Graphic	1944-2001	5.73	Records document the career of Prof. Calvin Godlieb, first director of the University of Toronto Computer Center and past chair of the the Department of Computer Science. Includes professional correspondence, articles, talks, seminars, recommendation, reports and photographs. There are also administrative records relating to Godlieb's involvement on many university and government committees and professional associations.	Restricted

APPENDIX C: Gifts-in-Kind for tax years 2000 & 2001

Gifts-in-kind, 2000

Barber, William

B2000-0019

1902-1905; Textual; Graphic; 1.28 m.

Athletic photographs and graduation diploma of William Barber who graduated with a Bachelor of Applied Science in 1905. Photographs include Faculty of Applied Science Track Team, 1902; Varsity Assault at Arms Team, 1903-1904; University of Toronto Track Team, Inter University Champions, 1903; and University of Toronto Track Team, 1905.

Chandler, Stanley Bernard

B2000-0029

1955-1999; Graphic; Textual; 2.98 m.

Records of Stanley Bernard Chandler, professor and later Head of Italian Studies at the University of Toronto (1957-1986). The records primarily document his research into Italian literature and include: research notes relating to Verga, Manzoni and other authors; offprints of his articles; lectures on various topics; correspondence; reviews of his works; articles relating to Chandler; and index cards containing bibliographic references. This accession also contains biographical information relating to Chandler, teaching mark books; postcards and photos.

Coates, Frederick

B2000-0003

1922 - [ca. 1929]; Graphic; 1.24 m.

Five Art Deco works of art by Frederick Coates, consisting of three stage sets for 'Danse Fronds' (ca. 1929), 'Fashions' (ca. 1928), and 'The Storm Centre' (1927); a theatre design featuring a clown; and a still life entitled 'The Blue Plate' (1922).

Downing, Herbert G.

B2000-0016

1900-1957; Textual; Graphic; 0.44 m.

Graduation diploma and photograph of Herbert G. Downing, a graduate of the Faculty of Medicine in 1900. Also includes two snapshots of a reunion group from the class of 1900 as well as Downing's certificate from the College of Physicians and Surgeons of Ontario, 1901.

Eric Aldwinckle Collection

B2000-0030

1920-196-; Graphic; 0.07 m.

These black and white photographs depict the University of Toronto campus and its buildings. Included are unique images of houses along St George St. as well as several winter campus scenes, aerials and elevated views. They were collected by Eric Aldwinckle, who, although best known as a war artist, illustrated Morley Callaghan's book *The Varsity Story*, as well as several covers and inside drawings for the *Varsity Graduate*. The photographs in this collection may have been collected to support his work in this capacity.

FitzGerald, John Gerald**B2000-0005**

1904-1943; Textual; .04 m.

Personal records of John Gerald FitzGerald, Professor of Hygiene and Preventative Medicine at the University of Toronto and Director of the School of Hygiene and Connaught Laboratories. Records mainly consist of general correspondence with professional colleagues, 1909-1943. Correspondents include: H.J. Cody, Robert Falconer, Ernest Jones, Adolf Meyer, William Osler, and William H. Welch. Records also include congratulatory letters upon Dr. FitzGerald's appointment as University of Toronto Dean of Medicine, 1932. There is also correspondence from the Rockefeller Foundation concerning Dr. FitzGerald's involvement with the International Health Board, 1918-1938.

Galbraith Family**B2000-0018**

1893; Artifacts; 0.07 m.

One surveying instrument called a planimeter, which was made in 1893 and used by John Galbraith, the first Head of the Ontario School of Practical Science and later, Dean of the Faculty of Applied Science and Engineering.

Jones, Llewellyn Edward**B2000-0020**

ca. 1898 -1998; Artifacts; Cartographic; Graphic; Sound recordings; Textual; Moving images; 10.37 m.

Records documenting the long-standing career of Llewellyn Edward (Ted) Jones, Professor Emeritus of the Faculty of Applied Science and Engineering. This accession is largely comprised of correspondence, notes, memos, essays, biographies, calligraphy and memorabilia created and collected in his capacity as Engineering Archivist. Records have been arranged more or less by subject and document awards, memorials, events, associations and committees particularly within the Faculty of Applied Science and Engineering but also of the wider University community. Jones was also an avid collector of historical records relating to the Faculty and these too can also be found among his papers. Jones hobby as an amateur photographer is evident in the graphic series in which several hundred of his images have been preserved which document a variety of Faculty events. He also collected photographs from photographers to add to his "Engineering Archives". This collection covers both the historical period from about 1900 as well as contemporary images from about 1950.

Lucas, Rex**B2000-0026**

1948-1978; Textual; 0.13 m.

Records documenting Dr. Rex Lucas, professor of Sociology, University of Toronto (1962-1978). Includes documentation such as: curriculum vitae, essays written by Lucas while undertaking his B.A. (Hons.) at McGill University (1948), correspondence, documents produced by Lucas for the Duke of Edinburgh's Commonwealth Conference (1962), book reviews and obituaries.

Luckyj, George S. N.

B2000-0007

1900-1999; Textual;Graphic;Sound recordings; 0.60 m.

Personal records of George Luckyj, professor emeritus of Slavic Studies at the University of Toronto, and consisting of: personal and family correspondence; letters of Ostop Lutsky from the Golog; correspondence and reviews relating to his publications, including publication projects with Kiev; course notes and MA thesis; notebooks; family photographs (1900-1994); photographs taken in Kosiv (1931-1936) and of the British Army in Germany (1945-1947); photographs for Professor Luckyj's memoirs; postcard designed by him; and four cassette audiotapes of 'end of year reflections' (1980, 1983) and for the making of the 'Ukrainian Encyclopedia'.

McCullough, William Stewart

B2000-0009

1926-1972; Textual;Graphic; .2 m.

Professional records of Dr. William Stewart McCullough, professor of Near Eastern Studies. Records include correspondence concerning publications, faculty appointments, and teaching. Also included are manuscripts for Dr. McCullough's various article publications. There are also University publications such as convocation programmes, invitations, menus, and calendars. Records also include photographs of Dr. McCullough and other individuals.

McLennan/Parks Family

B2000-0032

1883-1990; Textual;Graphic; 3.37 m.

This accession consists mainly of correspondence, photographs, memorabilia and diplomas of three members of the McLennan/Parks Family: John C. McLennan, whose career at the University spans 30 years from 1900 to 1932 as Physics professor, Chair of Physics and Dean of Graduate Studies; William A. Parks, former head of the Department of Geology and director of the Royal Ontario Museum 1910-1935; and Dr. Arthur E. Parks, son of William A. Parks and graduate of Medicine in 1930. Of particular note are the diaries of J.C. McLennan for the last two years of his life as well as geological field notebook and expense books belonging to William A. Parks.

Morley, Thomas P.

B2000-0035

1940-1999; Textual;Graphic; 0.92 m.

Records documenting the career of Dr. Thomas Morley, professor of surgery and chief of the Division of Neurosurgery in the Toronto General Hospital. Includes some records documenting his teaching and other professional activities but mainly document his editorial role in the Hannah Institute for the History of Medicine's "Canadian Medical Lives".

Morton, Desmond

B1999-0023

1961-1994; Textual; Sound recordings; Graphic; Moving images; 13.6 m.

Records relating primarily to Dr. Morton's research and writings as a social and military historian, to his administrative and teaching duties at Erindale college, University of Toronto, and to his political activities in the New Democratic Party. Including correspondence, both professional and personal; administrative files from his years as principal of Erindale college; course notes, lecture notes and other teaching material; research note, manuscripts, scripts, and copies of his newspaper columns; files relating to professional activities; and material relating to this and other political campaigns in the riding of Mississauga North. Also included are photographs, posters, audiotapes and videotapes.

Morton, Desmond

B2000-0010

1994-1997; Textual; Publications; 0.28 m.

Correspondence, memoranda and reports on defence issues generally, and relating to the Department of National Defence's Special Advisory Group on Military Justice and Military Police Investigation Services that reported to Prime Minister Jean Chretien on 25 March, 1997. Professor Morton wrote a paper, 'What to tell the Minister', as a part of this submission.

Ostry, Sylvia

B2000-0012

1971-1998; predominant 1989-1997; Textual; 1.14 m.

Appointment books (1987-1998 minus book for 1988)) and addresses and speeches (1971-1997) given by Sylvia Ostry.

Rhodes, Andrew James

B2000-0001

1935-1992; predominant 1970-1992; Textual; Graphic; 1.57 m.

Consists of twelve series documenting in varying degrees the personal, professional and academic activities of Dr. Andrew Rhodes (1911-1995), professor of microbiology and former Director, University of Toronto School of Hygiene. Includes personal and professional correspondence, reports, notes, minutes of meetings, photographs and other records relating to his activities as professor at the University of Toronto, Director, School of Hygiene, Medical Director, Laboratory Services Branch, Ministry of Health and Chairman of the Rabies Advisory Committee, Ministry of Natural Resources. Also includes galley pages for "Within Reach of Everyone. A history of the University of Toronto School of Hygiene and the Connaught Laboratories" Volume 1 written with Dr. Paul Bator.

Rigg Family

B2000-0031

1910-1911; Graphic; 0.07 m.

Photograph of three medical students, including cousins Dearden Rigg and James F. Rigg, taken while dissecting a cadaver during their medical studies at the University of Toronto. Both cousins were graduates of the Faculty of Medicine, class of 1911. The third student is unidentified.

Robert Lansdale Photography Ltd.

B2000-0021

1961-1987; Graphic; 0.21 m.

Photoprints, contact sheets and transparencies documenting the University of Toronto and taken by Robert Lansdale, first as a photographer with Jack Marshall Photography Ltd. and later under his own company, Robert Lansdale Photography Ltd. Most of the prints are portraits of faculty but there are also a few files relating to campus buildings, events as well as reproduction of historical images. All images relate to the negatives for this fonds found in B98-0033 and approximately 50 % are identified through their original numbering system.

Safarian, A. Edward

B2000-0008

1945-1997; Textual; 2.7 m.

Professional correspondence, lecture notes, addresses, and student notes documenting Dr. A. Edward Safarian's career as a student, economist of international trade and administrator at the University of Toronto. Records predominantly consist of professional correspondence concerning publications, student references, teaching, and the Encyclopedia Britannica and consultancy work. In addition, there are also teaching materials, course notes and student essays. No personal records are contained herein.

Skilling, Harold Gordon

B2000-0027

1936-1999; Textual; 0.85 m.

Personal records of H.G. Skilling, relating primarily to his interest in Czechoslovakia and the Czech Republic. Includes early correspondence with his wife Sally, correspondence with friends and associates in Czechoslovakia, grant applications, itineraries, subject files relating to human rights groups, publishers and the medal that he received from the Royal Society. The records also include a printout of Skilling's autobiography entitled "The Education of a Canadian: My Life as a Scholar and Activist".

University Settlement. Women's Auxiliary.

B2000-0028

1962-1986; Graphic; Textual; 0.13 m.

The records document the Women's Auxiliary of the University Settlement. The Women's Auxiliary was established in 1920, ten years after the creation of the University Settlement. The records in this accession consist of histories of the Women's auxiliary, its constitution, lists of members, correspondence and minutes from their committee meetings. Files also document the University Settlement Board meetings, the Camp Boulderwood initiative, and literature distributed by the University Settlement itself.

Zimmerman, Arthur M.

B2000-0011

1956-1997; Textual; Graphic; 3.3 m.

Records documenting the career of Dr. Arthur Zimmerman, a cell biologist in the Department of Zoology. Included is: professional correspondence; professional association files; publication files with related manuscripts and correspondence; records relating to his role as editor of various journals; manuscripts of papers, talks and seminars; grant files; teaching lecture notes, and photographs relating to research.

Gifts in kind 2001

Aylesworth, Allen Bristol

B2001-0043

9 June 1874; Artifacts; 0.07 m.

University of Toronto Silver Medal in Metaphysics and Ethics, awarded to Allen Bristol Aylesworth at commencement on the 9th of June, 1874.

Boeschstein, Hermann

B2001-0036

1827-1997 [predominant, 1925-1997]; Graphic; Textual; Publications; .59 m.

Includes personal and professional correspondence, addresses, manuscripts of unpublished play and novel, records of the Swiss Club of Toronto, condolence cards, reviews of Prof. Boeschstein's publications in German language newspapers, memorabilia and photographs.

Bothwell, Robert Selkirk

B2001-0037

1998-2001; Textual; 0.26 m.

Correspondence (mostly e-mail), 1998-2001 as well as documents sent to Bothwell as attachments; one file of correspondence and documents assembled while a member of the Trinity College provostial search committee, 2001.

Cavell Family

B2001-0016

1909-1916; Graphic; 0.64 m.

Photographs documenting two members of the Cavell family at the University of Toronto: J. H. Cavell (BA, 1909) and H.W. Cavell (BA, 1916). Images include: University of Toronto graduating class in Arts, 1909; University College graduating class in Arts, 1916; University College Executive of 1915 in 1912-13; Varsity staff, 1916-17; executive of the Class of 1909 in 1908-09.

Cinader, Bernhard

B2001-0023

1970-1995; Graphic; Textual; 1.23 m.

Records document the career of immunologist Bernhard Cinader of the Department of Immunology in the Faculty of Medicine. Series include biographical files, correspondence, reports, conference files, lectures and addresses, research data and photo albums.

Grant, Charity

B2001-0049

186- - 1994; Graphic; 0.52 m.

Artwork depicting University of Toronto scenes including: University College lithograph ca. 186- [by Water Tilton, N.Y.]; watercolor of University College featuring Croft Chapter House [artist, H. Martin]; etching of the Memorial Tower at Hart House [artist, Owen Staples]; line drawing of Hart House dated 1994.

Halpenny, Francesc Georgina

B2000-0023

1927-1998; Textual;Graphic;Moving images;Artifacts; 3.94 m.

Personal records of Francesc Halpenny, documenting her activities as a student, with the RCAF during World War II, with amateur theatre groups, as a professor of library science, as an editor with the U of T Press and the Dictionary of Canadian Biography, and with numerous academic and professional groups, including the Royal Society of Canada, the Social Sciences and Humanities Research Council of Canada, and the National Library. Included are some drafts of her books, articles, addresses, and reports; her honorary degrees and other awards (including photos and a video), other photos, and a (RSC) medal.

Howarth, Thomas

B2000-0002

1888-1999; Textual;Sound recordings;Graphic; 10.39 m.

Records documenting Thomas Howarth's activities as an architect, professor of architecture, and specialist on Charles Rennie Mackintosh. Included are certificates and diplomas, diaries (1929-1999) appointment books (1972-1992), teaching materials and lecture notes for University of Manchester and University of Toronto; addresses; correspondence and other files on Charles Rennie Mackintosh; files regarding several international architectural associations, especially the Commonwealth Association of Architects, including trips to Australia, China, New Guinea and South Africa; audio-tapes (including addresses, lectures and 'Lifestyles' project at School of Continuing Studies, U of T); greeting cards, photographs and slides.

Irving, John Allan

B2000-0022

[196-] - 2000; Textual;Graphic;Sound recordings;Moving images;5.6 m.

Records documenting Allan Irving's activities as a student in social work, and as a lecturer and professor at the University of Western Ontario (1980-1984) and the University of Toronto (1984-2000). Included is correspondence, day books, course notes, lecture notes and related teaching material, research files, manuscripts, files relating to administrative activities in the Faculty of Social Work at the University of Toronto, photoprints, slides, audiotapes, and videos.

Ivey, Donald Glen

B2001-0011

1938- 1994; Textual;Graphic;Publications; 2.66 m.

Personal records of Donald Ivey, documenting his career as a professor of physics, teacher and administrator at the University of Toronto. Includes records relating to his early education at UBC and University of Notre Dame, professional and personal correspondence, pre-university education activities with the Department of Education, public television programming mainly with the CBC, manuscripts of addresses, lecture and teaching materials and some manuscripts of articles and other publications.

Luckyj, George S. N.

B2001-0021

1869-2001 [bulk dates 1955-2001]; Textual;Graphic;Publications; 0.30 m.

Personal records of Professor George S. N. Luckyj, consisting of baptismal certificates of his father and grandfather; other personal and professional correspondence; correspondence relating to his publications (1955-2001); material for his memoirs and drafts of other publications.

Skilling, Harold Gordon

B2001-0017

1828 - 2001 [bulk 1870-2001]; Textual;Graphic;Moving images;Sound recordings;Artifacts; 10.52 m.

Records documenting the history of the family of Harold Gordon Skilling, including his wife, Sara (Sally) and his own life and career.

Sous-fonds I: Skilling family. The emphasis is on Gordon's father, William Watt, his uncle, Ernest (a Shriner), and his brothers Donald and William, who fought in World War I (Donald was killed in action).

Sous-fonds II: Sara (Sally) Bright Skilling. Her education in the United States, her travels with Gordon in eastern Europe in the 1960s and her skill in entertaining.

Sous-fonds III: Harold Gordon Skilling. The emphasis is on the research and writing of his books on T. G. Masaryk and Alice Masaryk, on his travels, especially in Eastern Europe, and on the seminars he held in his residence during the last years of his life. These records consist primarily of correspondence (personal and professional, including with Vilem Precan (1993-2000) and Vaclav Havel), diaries, drafts of books and articles, reviews, addresses, index cards, scrap books, and photo albums.

Spencer, Metta

B2001-0006

1959-2001; Textual; Graphic; Sound recordings; 3.25 m.

The career of Professor Metta Spencer, sociologist and peace activist, is documented through correspondence, publications, conference and association files. These records document her involvement in such groups as the Helsinki Citizen's Association, the Canadian Pugwash Group, Science for Peace and her editorship of Peace Magazine. Manuscripts of her talks, articles, books and works in progress as well as her course lectures document her research interest in themes such as the peace movement, non-violence, negotiation, nuclear disarmament, nationalism and separatism. Her administrative records document her successful efforts to establish the inter-disciplinary Peace and Conflict Studies Programme at Erindale College. Finally, a series of student notes and course papers document her undergraduate and graduate education at Berkeley in the 1960s.

Sword, John H.

B2001-0012

1952- 1985; Graphic;Textual; 0.14 m. m.

Personal records of John H. Sword, university administrator and acting University President 1971-72 documenting events and his activities. Included is one file of miscellaneous correspondence and another of awards and recognitions for Sword . University related files include one on the Library Oral History Project, which he administered, one on the tributes to Harold Innis, and others on recognitions for Frances Ireland, F.C. A. Jeanneret and Sidney Hermant. There is also a copy of Sword's paper entitled "Democratization of Universities, 1960-1974: some Commonwealth comparisons" and a copy of a paper given to him "The History of CUSO" [Canadian University Students Overseas]. Also included are photographs documenting Sword at various University events from 1967 to 1978, mainly photographed by Robert Lansdale. Also a photo album on the retirement party for Sarah McCausland.

[University College (Toronto, Ont.)]

B2001-0002

1925; Graphic; 0.54 m.

Graduating class photograph, University College 1925

University of Toronto. Baseball Club

B2001-0041

1888; Graphic; 1.0 m.

Portrait of the University of Toronto Varsity Baseball Club 1888.

University of Toronto. Engineering Society

B2001-0013

ca. 1976-1985; Graphic; 0.2 m.

Approximately 9000 35-mm black and white negatives document various aspects of student life during the late 1970s and early 1980s. Includes: sporting events, socials, rallies, concerts, variety nights such as Skule Nite, the Lady Godiva Memorial Band, orientation activities, field trips. Also contains general views of campus, buildings, classroom and library shots, speakers, students in classrooms and residences. Most of this collection is not described in any detail and dates given are a general guideline. The photographer (s) is unknown.

Warkentin, Germaine

B2001-0001

1951-1999; Textual; 1.76 m.

Correspondence, student course notes and essays, memoranda, minutes of meetings and drafts manuscripts document the activities of Germaine Warkentin as a student and professor of English at the Victoria College and as director of the Centre for Reformation and Renaissance Studies, University of Toronto.

Wilson, Daniel

B2001-0048

[ca 1840-1850]; Graphic; 1.1 m.

"Brown Square" [Edinburgh] by Daniel Wilson. Watercolour and graphite on paper. Framed size 32.4 X 43.9 cm

APPENDIX D: Organisational Chart

University of Toronto
Archives & Records Management Services
2000-2002

