



University of Toronto Archives

**Annual Report
1991 – 1992**

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UNIVERSITY OF TORONTO ARCHIVES

MISSION

The University of Toronto Archives 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

The University of Toronto Archives is responsible for the appraisal, acquisition, preservation and use of University records of permanent value and the private records of individuals and organizations associated with the University. The University Archives works co-operatively with other permanent campus archives programmes devoted to preserving their sponsor's documentary heritage.

1. INTRODUCTION

For the staff of the University Archives, the past year was one characterized by personal and professional challenges. The fiscal year 1991-1992 commenced with the absence of two key members of staff who, with their fellow workers, remained on the picket lines as a result of work stoppage by CUPE 1230 initiated on February 28. With virtually all public service and acquisition functions at a standstill, the remaining professional staff were forced to adjust their regular duties and routines to function productively within strict limitations. With the return to work of all union staff in mid-June, the University Archives, like the rest of the Central Library community, was able to operate a full-service programme. All staff are to be commended for ensuring that the transition period was a smooth and harmonious one, and that the quality of service to our clientele never faltered.

From mid-June to the end of the fiscal year, marked increases in almost all operational functions of the Archives were reported. Some increases, such as in the area of processing and description can be attributed to the employment of additional student assistants. In other areas, such as reference service, increased usage of our holdings translated into higher volumes of photocopying and photographic reproductions. Significant progress was made in the area of records management where inventories of undergraduate student records were undertaken and retention schedules drafted. As well, new directions were developed in the areas of oral history, conservation and automation. In this latter area the University Archives still lags far behind in spite of the plans for a new on-line cataloguing system for the Library. Inadequate hardware and appropriate systems development continue to be a chronic impediment to effective management of most functions within the Archives.

2. ACQUISITIONS AND APPRAISAL

2.1 Acquisitions Policy

The Archives acquires recorded information regardless of medium, form or physical characteristics such as correspondence, diaries, forms, books, photographs, films, sound recordings, maps, drawings and machine readable records with archival values that document teaching, research and the administration of the University. The strategy for acquiring records of the university administration through records management is in the developmental stage. The acquisition of private records remains essentially a reactive approach.

During fiscal 1991-1992, a total of 74 accessions or 129.49 metres of records were received from all sources. This represents a decline of 27% over last year, mainly in the area of university records acquisitions.

2.2 A Accessions (University records)

During this period, 34 accessions consisting of 71.65 metres of textual and non-textual records were acquired from University of Toronto academic and administrative offices.

Examples of some of these accessions are records of the Dean's Office, Faculty of Applied Science and Engineering (A91-0017: 16.18m), Department of Pathology records transferred as result of the closing of the departmental library (A91-0025:40cm), computer output microfiche of the UTL catalogue (1978-1989) from the Library Systems office (A92-0006:35 cm), and Dept. of Sociology records (A91-0001: 3.9m), the

first major accession from this academic department.

2.3 B Accessions (Private records)

During this period, 40 accessions consisting of 51.77 metres of textual and non-textual records were acquired from private sources. This represents a slight increase in volume over 1990-1991. The majority of acquisitions were the personal records of faculty members (active, retired and deceased) with the rest being donated by alumni, and members of the general public and organizations such as the U. of T. Engineering Society.

2.4 Special Media records

These records are essentially non-textual in nature and are acquired from both university and private sources. During 1991-1992 a total of 8.07 metres were acquired, in particular, 28 architectural plans, approximately 1200 graphic records (photoprints, slides, lantern slides and drawings) 5 videos, 2 oral recordings, and approximately 300 periodicals and 61 monographs¹. Among the more notable accessions were a video entitled "100 Years of History" marking the 100th anniversary of the Department of History in 1991 and architectural drawings of the first Library building (1890-1892) from the Office of the Superintendent of Buildings and grounds.

¹ Monthly statistics for these library materials were not recorded.

2.5 Evaluations

A total of 14 accessions of private records were evaluated for 1991 tax credits totalling a dollar value of \$90,025.

Two accessions in particular are worthy of mention. The Charles P. Stacey personal records consist of 18.4 metres of correspondence, manuscripts, diaries, and detailed memoranda documenting his life from his student days to his careers with the Canadian military and as professor of history at Princeton and the University of Toronto. These records compliment the library of his published works donated to Massey College following his death in 1989.

Omond Solandt, a former Chancellor of the University, has been donating his personal records to the University Archives over the past few years. The most recent acquisition, B91-0015, continues the documentation of his public service career as an advisor to a number of development agencies associated with the United Nations and of his recreational pastime as a canoeist. The significant new addition is the detailed records, including maps and photographs, of his role as a member of the British Chiefs of Mission delegation to Japan in 1945 immediately after the dropping of the atomic bombs on Hiroshima and Nagasaki.

(A complete list of the accessions evaluated is in Appendix A.)

3. RECORDS MANAGEMENT

3.1 Presidential Advisory Committee on Archives and Records Management

This Committee, appointed in May, 1989 met once during 1991-1992. An interim report was prepared and distributed to members by the University Archivist in September, 1991. The following is a summary of the work undertaken in 1991-1992.

3.2 Student records project

The Student Records Inventory Project began in earnest in the fall of 1991 when the University Archivist, Garron Wells and Records Archivist, Rick Stapleton conducted training sessions for the records officers from all academic divisions. In two 4-hour sessions the records officers received instructions on how to carry out records inventories as described in the Records Management Manual. Completed inventory forms were submitted to the University Archives from January through March, and since then Rick Stapleton has been entering data in an INMAGIC database and preparing draft schedules. The target date of April 30 for completion of the draft schedules by Archives has not been met, partly because of the date of submission of some of the inventory forms, but largely because of other archival responsibilities.

Faculty of Arts and Science

Records of ten offices were inventoried in the Faculty of Arts and Science: the Office of the Faculty Registrar and nine Colleges. The data from 82 inventories was entered in the database, and draft schedules and summaries were prepared for distribution in mid-May to the Office of the Faculty Registrar and the colleges along with covering memos

containing questions and comments. Deadline for reply to these questions is the end of June, 1992.

The student records inventoried can be grouped into three general categories: (1) academic record cards; (2) student files; and (3) batch series (series consisting of a single type of documentation, such as Statements of Results). Basically, student files and batch series provide support documentation to what is contained on the academic record card. Regarding the length of retention of these records by the academic divisions, the University Archives is recommending that no records be maintained by the academic division longer than 5 years after the record or file has ceased to be current (C + 5 years). After the retention period has elapsed, the records must either be destroyed or transferred to Archives. The University Archives has appraised as having archival value only the academic record card (or automated version). It contains in summary form a complete student record. The Office of the Faculty Registrar has data on students from all colleges with the exception of Scarborough and those Woodsworth College students attending non-Arts and Science courses. Therefore, the Archives will retain permanently all academic record cards from Office of the Faculty Registrar, Scarborough College, and certain Woodsworth College programs. It will also be recommended that all other academic record cards be destroyed when the retention period has elapsed.

Other Faculties and Schools

The data entry for the other 15 faculties and schools is not yet complete. It is expected that the Records Archivist will have the data entry finished by the end of June, 1992

and, then, as with Arts and Science, draft schedules and requests for clarification will be sent to each faculty and school.

From the data collected so far the Records Archivist has been able to draw some valuable observations. At the undergraduate level, the records maintained by these faculties is unique, and, as with the Arts and Sciences records, the University Archives will be recommending the permanent retention of only the academic record cards (or the automated version thereof). At the graduate level, the School of Graduate Studies maintains an academic record for all students in all programs. Thus, Archives will be recommending the permanent retention of the academic record card (or automated version) from SGS, and the destruction of academic record cards in other faculties and schools when the retention periods expire. As well, for purposes of historical research, Archives will preserve a sampling of graduate student files.

3.3 Policy on Access to Student Academic Records

Revisions to this policy were approved by the Academic Board of Governing Council on June 6, 1991. Changes affecting the University Archives are contained in Section 5 "Custody and retention of official student academic records", in which the period of closure for these records retained by the University Archives was extended from 50 years to 75 years (sec (c)). The University Archives as the official repository for records selected for permanent retention was reconfirmed. Access to others (section 4(e)) was extended to executors of estate of a deceased student, alumnus or alumna.

4. ARRANGEMENT AND DESCRIPTION

4.1 University (A Accessions) and Private records (B Accessions)²

During 1991-1992 a grand total of 255.9 metres of archival records, both current and backlog, were physically processed. This represents an increase of 40% over 1990-1991. Details regarding the breakdown of this work between university and private records follows.

As indicated on Table 1, a total of 154.25 metres of current and backlog university records were physically arranged, boxed, labelled and shelved as required. This represents an increase of 53.6% over the volume processed in 1990-1991.

This trend was also found among private records where 101.71 metres of current and backlog records were processed, an increase of 21.4% over 1990-1991.

During the year a database was created of all accession register data for University records received from 1985-1991, and work was begun on a cumulative list for B Accessions (private records) received for the same time period. The A Accession data, copied from handwritten registers by Judy Mars, was reviewed and amended as required. Where necessary access information (i.e. whether the accession was open or restricted to research) was updated and noted on the printout.

Much of the increase in the volume of processing can be attributed to the assistance of

² Statistics for Table 1 Processing and Description compiled by Judy Mars

	1991					1992							YTD
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	
PROCESSING - CURRENT													
A-Accessions													
Completed [metres]	1	1.95	1.95	0.14	57.59	0	0	2.8	2.75	0	0.84	0.87	69.89
B-Accessions													
Completed [metres]	2.1	5	5.67	3.9		2.48	2.72	0.14	3.22	6.45	6.47	9.5	47.72
M-Accessions													
Completed [metres]													
P-Accessions													
Completed [metres]	***	***	***	***	***	Not Reported	***	***	***	***	***	***	***
T-Accessions													
Completed [metres]													
TOTAL Completed [metres]	3.1	6.95	7.62	4.04	57.59	2.48	2.72	2.94	5.97	6.45	7.31	10.37	117.6
PROCESSING - BACKLOG													
A-Accessions													
Completed [metres]	0.5	4.75	4.75	46.85		1.17	2.86	1.5	1.81	7.1	0.98	12.07	84.36
B-Accessions													
Completed [metres]			1.28	9.64	11.4	9.81	2.6		13.26	6		0	53.99
M-Accessions													
Completed [metres]													
P-Accessions													
Completed [metres]	***	***	***	***	***	Not Reported	***	***	***	***	***	***	***
T-Accessions													
Completed [metres]													
TOTAL Completed [metres]	0.5	4.75	6.03	56.49	11.4	10.98	5.46	1.5	15.07	13.1	0.98	12.07	138.3

	1991					1992							
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
DESCRIPTION-CURRENT													
A-Accessions													
Completed [metres]	0.8	1.95	1.95	0.14	49.34	0	0	2.8	2.75		0.84	0.81	61.38
B-Accessions													
Completed [metres]	1	1.1	1.17	3.9	0.07	2.07	1.26	0.14		16.7	5.31	0.92	33.66
M-Accessions													
Completed [metres]													
P-Accessions													
Completed [metres]	***	***	***	***	***	Not Reported	***	***	***	***	***	***	***
T-Accessions													
Completed [metres]													
Total No. of Finding Aids	5	1	2	1	10	3	0	7	2	3	7	2	43
TOTAL Completed [metres]	1.8	3.05	3.12	4.04	49.41	2.07	1.26	2.94	2.75	16.72	6.15	1.73	95.04
DESCRIPTION-BACKLOG													
A-Accessions													
Completed [metres]	1.4	4.75	4.75	46.85	13	1.17	2.86	1.5	1.8	7.48	0.98	14.85	101.3
B-Accessions													
Completed [metres]	1.3		1.28	14.5	11.4	9.81	2.6	2	2			1.53	46.42
M-Accessions													
Completed [metres]													
P-Accessions													
Completed [metres]	***	***	***	***	***	Not Reported	***	***	***	***	***	***	***
T-Accessions													
Completed [metres]													
Total No. of Finding Aids		1	1	10	2	4	1	2	13	3	1	7	45
TOTAL Completed [metres]	2.7	4.75	6.03	61.35	24.4	10.98	5.46	3.5	3.8	7.48	0.98	16.38	147.8

All of the work accomplished has been done at the accession level. Fonds level descriptions for university and private records is a long term objective and cannot be successfully undertaken until backlog accessions have been inventoried.

In addition to these processing projects, Jacob Pabbathi assisted Harold Averill in relocating to new horizontal filing cabinets some 5,000 architectural drawings previously stored on shelves in the sub-basement stack area. This project, which took about 3 months of part-time work, resulted in a detailed location guide as well as improved storage conditions for this unique medium.

4.2 Automation

4.2.1 INMAGIC

During the past year, the Archives staff continued to expand their knowledge and use of this text-based software package acquired during fiscal 1990-1991. Intended primarily for use with the Records Management programme's Student Records Inventory Project staff have found it useful in the preparation of accession records, shelf lists, guides and library materials description and control.

4.2.2 UTL on-line system

The Report of the Task Force on Library Automation Planning was distributed in February, 1991 and called for the replacement of the FELIX (UTLAS) on-line catalogue. Subsequently, a selection of potential vendors were reviewed by the Library staff and a final vendor was selected. Garron Wells and Lagring Ulanday represented the Archives at open sessions of presentations by various companies. Commentary on

the applicability of these systems for archival description was submitted to the Director of Library Systems. All systems offered the full USMARC format which includes those fields specifically designated for the description of archives and manuscripts (i.e., the MARC/AMC "Machine readable cataloguing/Archives and Manuscripts control format). In the fall of 1991, the University Library announced that DRA (Data Research Associates, St. Louis, MO) would be awarded the contract for the new system.

Access to such an on-line cataloguing system by the UTA will increase the accessibility to and awareness of University Archives holdings. As reported in last year's annual report, this will be the first time the UTA has been able to take advantage of such a system. However this system will allow us to manage only one aspect of our records: that is the description of accessions at the fonds (group/collection) level. The University Archives will be allowed the equivalent of approximately one screen of information to describe the total holdings (consisting of multiple accessions received over a number of years) of one academic or administrative area. The basic box and file lists referred to under section 4.1 above are fundamental to our descriptive programme by providing that initial level of description for researchers to the contents of an accession. The volume of data contained in such lists for one particular fonds precludes them, at this time, from being loaded directly onto the DRA system. Other types of descriptive finding aids, such as the Inventory of the Office of the President will be prohibited because of their length (over 100 pages of text), from being loaded onto the system for on-line accessibility.

Thus the UTA must still investigate the application of suitable automated systems to

manage these types of descriptive tools which are essential to the effective use of archival material. Other functions of the Archives which are not served by this new on-line system are records management, accessioning, and shelf list control of holdings.

Subsequent to the appointment of DRA, Lagring Ulanday and Garron Wells were appointed as members of the OPAC Implementation Committee and the Gateways and Local Databases Planning Committee respectively.

4.3 Guide to Moving Images

Lorraine O'Donnell and Harold Averill continued to work on this guide. Title entries were entered onto an INMAGIC database by Lorraine O'Donnell and were edited by Garron Wells. Harold Averill completed the introduction, a glossary and acknowledgements. Jacob Pabbathi checked the original selection of subject headings for consistency of form.

A cumulative index by subject, producer, and title headings is being prepared with the assistance of the Archives Secretary, Barbara Edwards-Asubonteng. Work on this project was temporarily suspended when Lorraine O'Donnell resigned in January, 1992. Completion of this project is expected by the end of the 1992 calendar year.

4.4 Archives Library

For the second year, precise statistics on the acquisition of printed material have not been maintained as we revise the procedures for managing this area. Estimated volume of acquisitions however, are possible with the Archives receiving approximately 300

items (mainly serials) during this period. Milinda Sato assisted the Special Media Archivist in identifying sorting both backlog and current serials during the summer of 1991.

With the resignation of the Special Media Archivist in January, work on processing the current and backlog of acquisitions was temporarily suspended. By mid April work had resumed with the appointment of Marnee Gamble (See Section 8.1).

4.5 Varsity Index Project

Volunteers Father Robert Scollard and Ms Matte Clark spent a total of 132.75 hours (or an average of 2.5 hours per week) indexing the Varsity during 1991-1992. During this time, Volume 47 (1929-1930) was completed. The indexing of volumes 48 to 51 continue.

4.6 University of Toronto Library Fonds

Lagring Ulanday continued to arrange and describe this large fonds completing 129 boxes (16.77 metres) of records during fiscal 1991-1992. An administrative history was prepared and work has begun on the preparation of series descriptions for the final Inventory. Adaptation of this finding aid to an INMAGIC database is also being investigated by Lagring.

5. REFERENCE SERVICES³

5.1 Research service (Table 2)

Almost all areas of public service showed increases in activity over the previous year in spite of the strike by Library Technicians (Figures 1 to 6). Daily users were up 31%; number of new readers was up 23.4%; written enquiries increased by 10%; and phone enquiries were up 12.5%. As seen in Total Accessions Use an increase in the number of people requiring records in the Reading Room does not always translate into an increase in accessions use since a decrease of 22% was recorded.

Areas showing decline in activity over last year are Interlibrary Loans and requests for student records from administrative staff. The 50% decline in student records requests may be attributed to less frequent need by administrative staff to access older inactive records and the use of microfilm copies of student records in the office of the Faculty Registrar, Faculty of Arts and Science and the School of Graduate Studies.

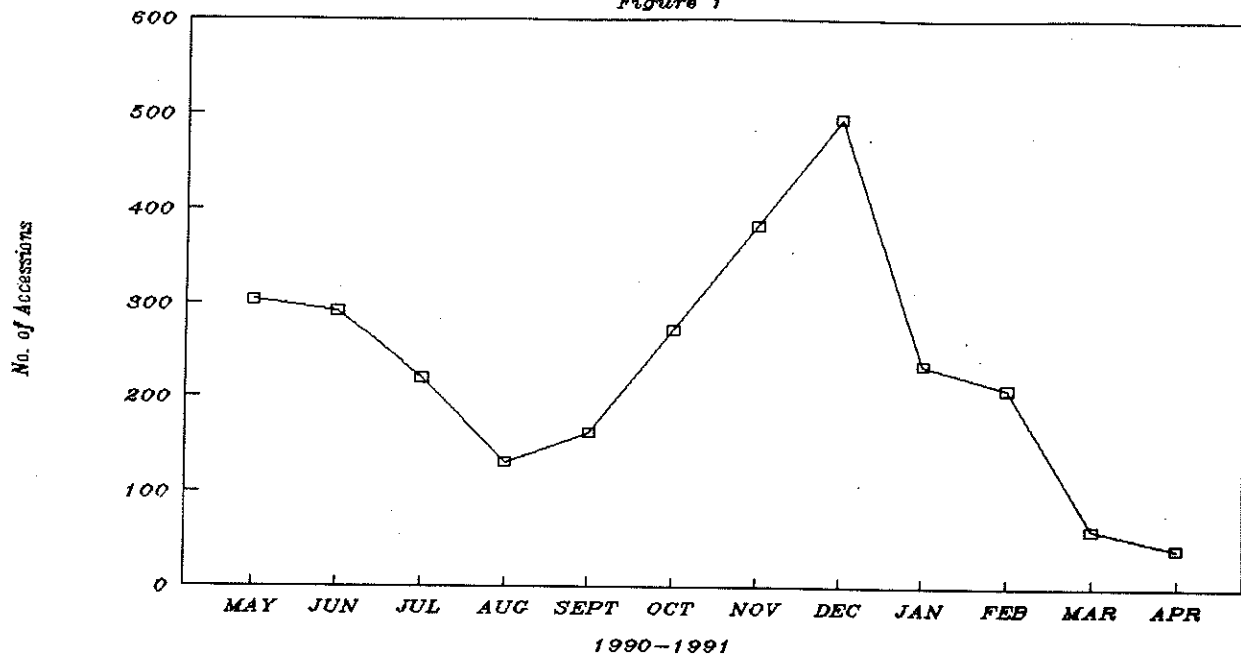
An automated paging system was installed for the first time in the Fall of 1991 for the first time in the Reading Room to improve security and retrieval service for readers. It includes two pagers and the Motorola Alphamate paging entry terminal. Prior to its installation, the retrieval clerk was forced to stay at his/her desk so that the Reading Room Attendant could make easy contact. The paging system now allows the retrieval clerk to move freely throughout the building performing other duties and still be easily contacted when records were required by readers. As a result service to readers, staff

³ Statistics for Table 2 "Reference Services" were compiled by Judy Mars; Figures 1 to 6 were prepared by Barbara Edwards-Asubonteng.

	1991					1992							
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
A-Acc:	---	---	---	---	---	---	---	---	---	---	---	---	---
Use	75	136	76	57	63	108	90	61	127	102	145	100	1140
B-Acc:													
Use	11	50	29	26	18	45	53	21	46	44	19	32	394
M-Acc:													
Use						3			2	1		1	7
P-Acc:													
Use	23	56	52	39	28	55	52	35	35	35	52	52	514
T-Acc:													
Use	5	8	28	25	25	34	28	10	23	22	19	20	247
TOTAL ACCESS.USE:	114	250	185	147	134	245	223	127	233	204	235	205	2302
TOTAL (1990-1991)	304	292	221	131	162	273	382	495	236	210	61	42	2809
% CHANGE	-167%	-17%	-19%	11%	-21%	-11%	-71%	-290%	-1%	-3%	74%	80%	-22%
New Readers	14	30	32	19	38	47	58	26	50	40	37	36	427
Daily Users	42	96	79	56	53	92	114	49	90	72	101	93	937
Daily Users(1990-1991)	54	77	45	51	56	61	69	54	69	87	15	12	650
% CHANGE	-29%	20%	43%	9%	-6%	34%	39%	-10%	23%	-21%	85%	87%	31%
ENQUIRIES													
Written	18	21	24	14	13	25	5	3	9	4	4	4	144
Phone	53	49	47	26	54	52	47	24	50	47	35	42	526
ILL	3	7	20	10	6	16	23	5	8	6	15	7	126
TOTAL ENQUIRIES:	74	77	91	50	73	93	75	32	67	57	54	53	796
STUDENT RECORDS													
Copies	7	4	5	14	1	0	0	1	0	0	1	0	33
Loans	2	2	3	3		1	3	1	2	4	2	2	25
Unlocated	1	0	0	1		0	0	1	1	0	0	1	5
TOTAL SR REQUESTS:	10	6	8	18	1	1	3	3	3	4	3	3	63
DUPLICATION													
Microfilm			1			0	2		1	1	2	1	8
Microfiche						0	0		0	0	0	0	0
Photographs													
Orders		4	5	8	2	5	9	2	7	4	12	13	71
Prints	0	4	21	20	14	71	64	43	34	10	36	56	373
Photocopying													
Orders	47	99	85	55	20	42	69	29	32	38	48	46	610
Pages	755	920	2288	1602	159	451	793	405	439	469	739	1172	10192
Total \$	\$151	\$184	\$458	\$320	\$32	\$90	\$159	\$81	\$88	\$94	\$148	\$234	\$2,038
TOURS													
Groups			0	1	2	1	0	1	0	0	0	0	5
Persons				3	13	14	0	0	0	0	0	0	30
EXHIBITS													
			0	2	1	1	0	1	1	0	0	0	6

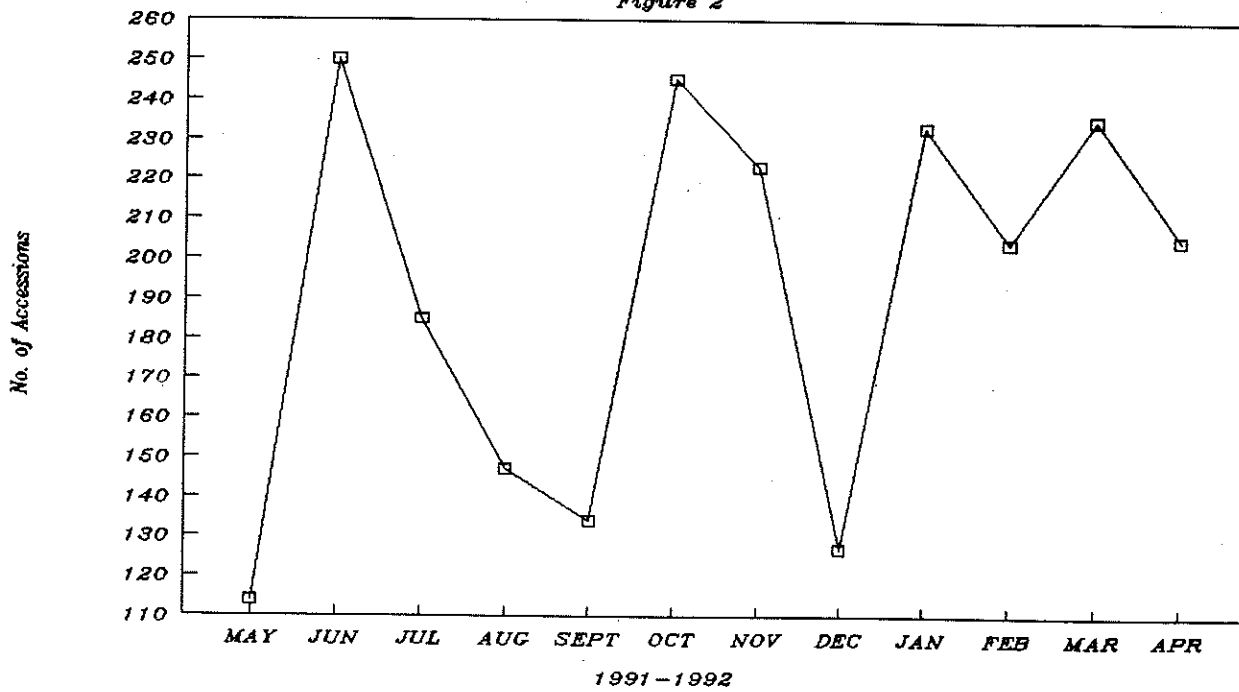
UNIVERSITY ARCHIVES ACCESSION USE

Figure 1



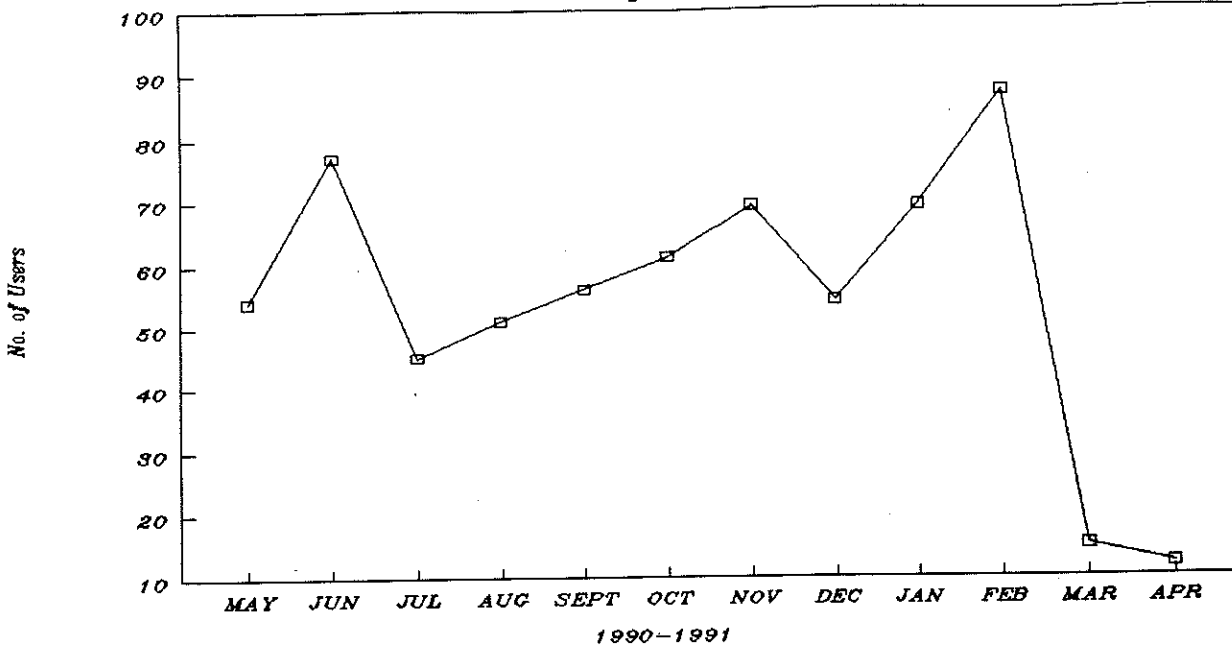
UNIVERSITY ARCHIVES ACCESSIONS USE

Figure 2



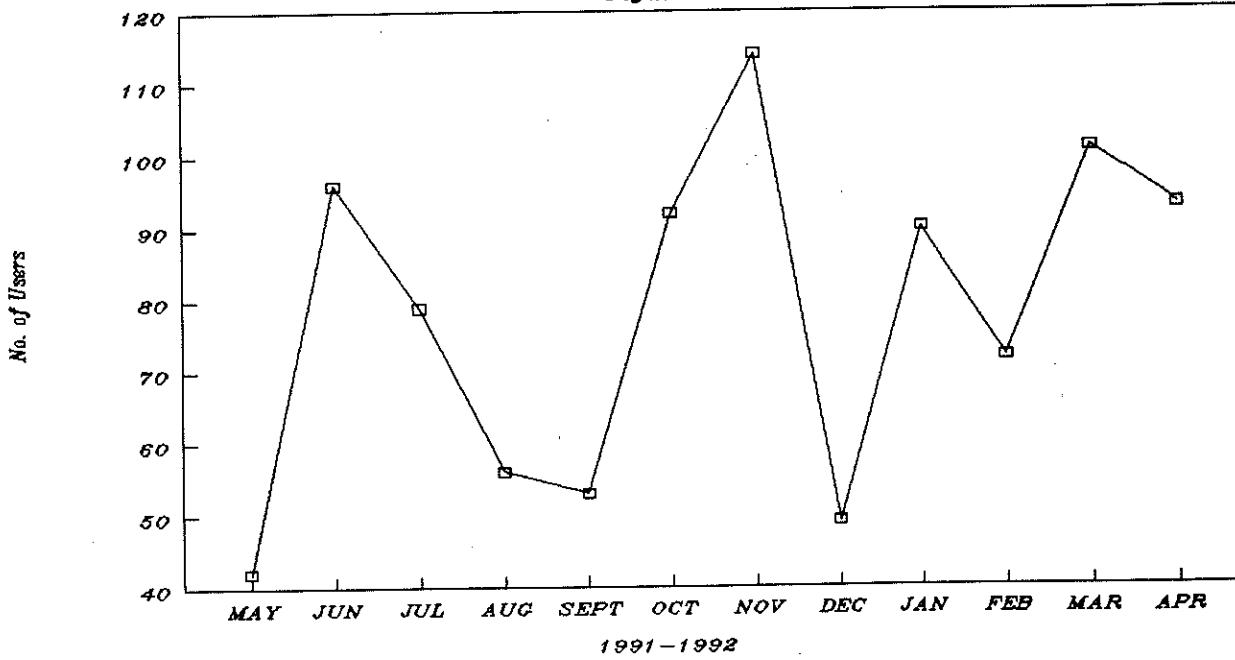
UNIVERSITY ARCHIVES MONTHLY USERS

Figure 3



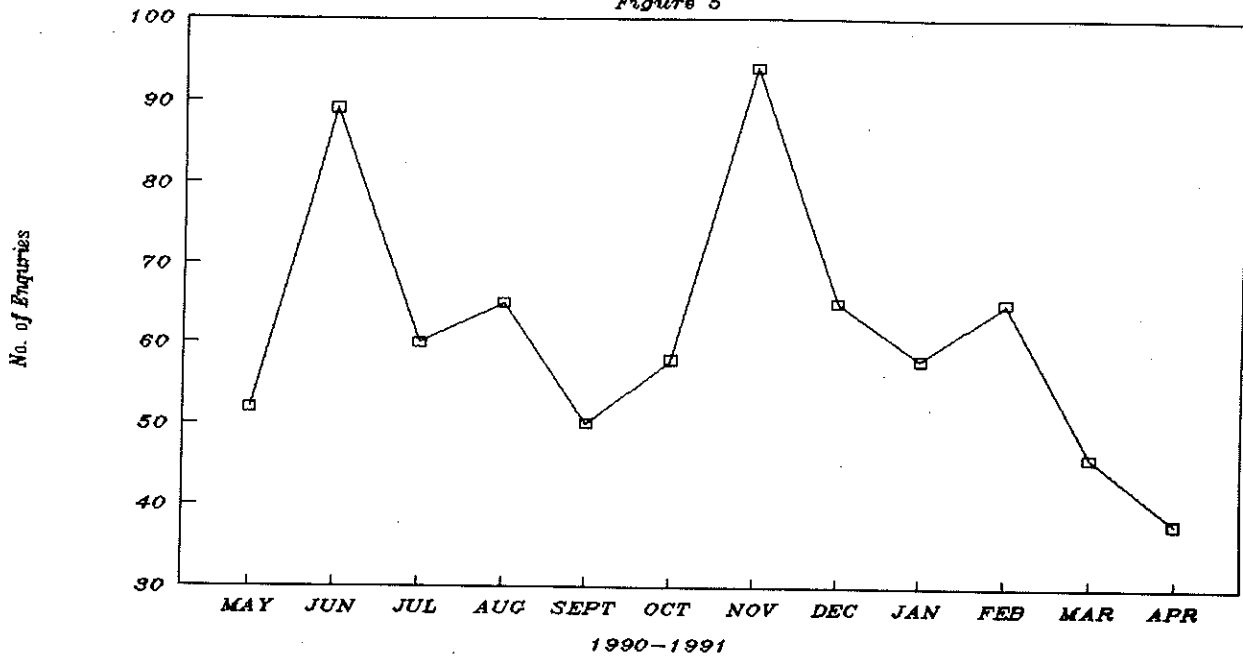
UNIVERSITY ARCHIVES MONTHLY USERS

Figure 4



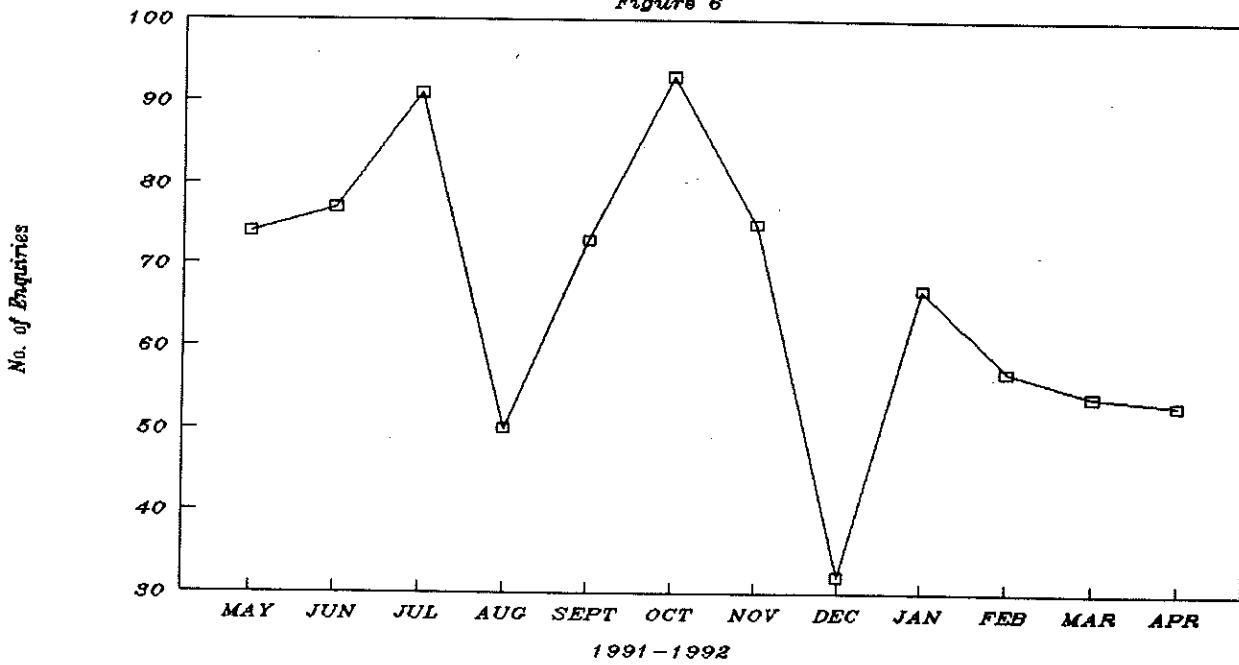
UNIVERSITY ARCHIVES ENQUIRIES

Figure 5



UNIVERSITY ARCHIVES ENQUIRIES

Figure 6



output, and security have been improved.

5.2 Researcher characteristics

During the year, data entry of all registration cards for readers from 1985 to 1989 was completed by Judy Mars. An analysis of key categories of data on readers using the University Archives for this five-year period provides us with important information about who has used the Archives. The database created provides us with data on permanent residence, type of researcher, purpose of research, and subject of research.

READER REGISTRATION DATA 1985-1989

Residence

Ontario	[Toronto	USA	United Kingdom	Other
808	465]	24	8	6

Total: 846

Category of researcher

Undergraduate	Graduate	Faculty	Staff	Alumnus	External
277	186	92	50	84	150

Total: 839

Purpose

Admin.	Article/Book	Class Assign't	Dissertation	Other
35	140	153	51	131

Total: 510

Subject of research⁴

People	Buildg	Admin/ Academic Offices	Women	Sports	Other
128	47	59	15	11	375

Total: 675

⁴Subject of research is indicated by researcher and does not conform to any standard term. The subjects indicated here have been compiled from an analysis of data in the subject field of the database and as such some generalizations have been made.

Some interesting observations can be made about our clientele. The majority of readers are Ontario residents, with half living in the Toronto area. Undergraduates at the University are our most frequent users seeking information to complete class assignments. Graduate students and external (general public) readers rank second and third respectively in frequency of use of the Archives reading room. Active faculty members and alumni are the next level of users with administrative staff ranking the lowest in frequency of use. Data for 1990-1991 will be entered and analyzed for the next report.

An analysis of subject of research, unfortunately, is not as straightforward as for other categories of information recorded on registration card. Since researchers do not pick from pre-determined categories, a separate analysis was undertaken to attempt to group and rank the most frequent subject areas. From the total population of records on which the subject field was completed, more than half of the topics fell into the "Other" category. This latter category represents requests for a specific document or information on a topic represented less than 5 times in the database.

Of the five subjects of research indicated above, the most popular is research on people. Biographical information on faculty, staff and students who became prominent are most frequently requested, with family history (genealogy) of lesser interest. Historical information on academic and administrative offices is second in frequency. Such information is sought to compile an anniversary history or to document the contribution of an area to the development of a subject discipline. Information on the

various campus buildings is a close third in frequency. Researchers requesting information in this category may focus on the architecture of those buildings or the purpose or function of that building. Buildings most frequently referred to are Hart House, Convocation Hall, and the Library Buildings of Robarts and Sigmund Samuel. The separate subject category of 'women' has been recorded here because of the frequency with which it was specifically noted by researchers. It clearly demonstrates that women's studies are a growing and definable area of research. This category included the study of women in education and in society in general, from various ethnic backgrounds, and women as professionals in such occupations as nursing, medicine and the humanities. References to sports as the topic of research is the last category. Since there is some overlap between the study of sports as a discipline (such as the Dept. of Athletics and Recreation or School of Physical and Health Education) and as an extracurricular activity enjoyed by both men and women, the frequency noted above is somewhat misleading. However, it does indicate that the study of the role of sports at the University continues to be an area of interest for researchers at the University Archives.

5.3 Massey Personal Records B87-0082

As required in the agreement between the University of Toronto and Massey College, the University Archives is required to report on research use of these records. Over the past three years, a few researchers have been given extraordinary permission by the Master of Massey College to access these records before their official opening in January, 1993. The statistics are as follows:

	No. of readers	No. of written enquiries
1991-92	1	3
1990-91	2	5
1989-90	3	3

The finding aid was completed in the Spring and a copy was forwarded to the Librarian, Massey College for review and comment before additional copies are produced for distribution.

5.4 Reprography

The increase in activity in the Reading Room is reflected in the increase in volume of photocopying. Fifty-five per cent more pages were photocopied in 1991-1992 than in 1990-1991. Since the Archives does all copying for readers, this results in greater work load for the staff member responsible for this service, Judy Mars, who must copy the pages, stamp them with our copyright stamp, record the accession number, and complete the order form calculations of cost. Service to researchers has been improved by the acquisition of a used photocopier for the University Archives in July. This has eliminated for the most part, the need for Judy Mars and other staff to travel to the Rare Books Library Department on the first floor of the Fisher Building to make photocopies for researchers and administrative purposes. While our policy to provide copies within 24 hours continues, we are now able to satisfy emergency requests for copies by researchers.

A number of significant anniversaries of academic offices such as Department of

History and the School of Architecture and Landscape Architecture contributed to the increase in requests for photoprints. In 1991-1992 staff managed 65% more photographic orders than in the previous year. (See Table 2)

5.5 Exhibitions:

During 1991-1992 the University Archives was responsible for the preparation of two major exhibitions in the Thomas Fisher Rare Book Library Building.

Throughout the fall of 1991, Harold Averill, Assistant University Archivist, undertook revisions to the exhibition Dramatis Personae which opened in February. This exhibition, installed on the 2nd and 1st floors of the Thomas Fisher Rare Book Library, was a reprise of a display exhibited in 1988. A catalogue and poster were printed by the Library.

At the same time that Dramatis Personae was on display, Garron Wells and Harold Averill began research and selection of materials for the Library's Centenary Exhibition "Evolution of the Heart: The University Library: the first century, 1827-1923". Selection of documents, layout and catalogue text were all undertaken during the last quarter of fiscal 1991-1992. R.H. Blackburn, author of the Evolution of the Heart. The History of the University of Toronto Library up to 1981, agreed to write the introduction to the catalogue. The exhibition was scheduled to open in mid June.

The annual U. of T. Day exhibition was also undertaken in October, 1991. Co-ordinated and designed by Harold Averill and Lorraine O'Donnell, a selection of architectural plans of sites of the University Library were displayed to mark its

upcoming centennial year.

5.6 Tours:

Tours of University Archives facilities were conducted for five groups averaging six people per group. General tours highlighting our operations, facilities and services were given to Library staff as part of an overall programme of orientation to the Library's varied operations. As well, tours were provided to undergraduate science students from University of Guelph and library science students from the University of Western Ontario.

6. ORAL HISTORY PROGRAMME

The University Archivist, as director of the programme, formed a committee of Archives staff, faculty and alumni to assist in developing the programme. This committee met four times between October and April. The Committee approved a revised Oral History Agreement and a new direction for the programme. Approval of the programme and the new oral history agreement was received from the Review Committee on the Use of Human Subjects.

To heighten awareness of Oral History and this particular programme, the Director was interviewed by Karina Dahlin of the University of Toronto Bulletin. An article was subsequently published in the April 6, 1992 issue.

7. CONSERVATION

7.1 Newspapers:

Work continued with the assistance of Jacob Pabbathi, Assistant Library Technician on preparing university newspapers for microfilming. A total of nine newspapers were examined and target sheets were drafted. Printing of approved target sheets and final checking must be completed before filming is undertaken. A new estimate of cost will be required from Bell and Howell.

7.2 Conservation Survey

An application was submitted for funding from the Canadian Council of Archives for Phase 1 of a two-phase conservation survey of the University Archives. Phase 1 will involve the completion of a facilities survey, the determination of a sampling methodology for the survey, and the identification of data elements to be collected for the various media to be surveyed in the University Archives. By the end of this fiscal year, verbal approval of the grant application had been received. In 1992-1993, the University Archives will submit another application to fund the second phase which will be the collecting and analysis of the survey data.

8. ADMINISTRATION

8.1 Staff appointments/resignations

Lorraine O'Donnell resigned her position as Special Media Archivist in January, 1992 to move to Amsterdam. Marnee Gamble, formerly of the Archives of Ontario, accepted this position in March. **Barbara Edwards-Asubonteng** was on maternity leave from March to September, 1991.

Assistant Library Technicians

With the resumption of work by the Library Technicians in June, 1991, the University Archives was able to employ two temporary and student assistants for fiscal 1991-1992 as a result of additional fall-in monies generated by the maternity leave of the Secretary, Barbara Edwards-Asubonteng. During the summer of 1992 Milinda Sato and Steve Zoltai undertook retrieval and reshelving duties, as well as providing assistance with processing of archival accessions and print room projects. Jacob Pabbathi and Steve Zoltai continued to perform these duties as Assistant Library Technicians during the fall and winter term.

8.2 Staff Professional Activities

Harold Averill completed an 8 year term as President of the Canadian Gay Archives in the Spring of 1992 and has been elected to the position of treasurer on the new Board. During 1991-1992, Harold attended the Annual Conference of the Ontario Association of Archivists in St. Catherines. He continues to act as the graduate representative on the Hart House Library Committee.

Rick Stapleton continued his final year of a 2-year appointment as representative for the Ontario Association of Archivists (OAA) on the Ontario Council of Archives. He also continued his ongoing appointment as Ontario Regional Editor for *Archivaria*. During 1991-1992 Rick attended the Annual Conferences of the OAA and the Association of Canadian Archivists where he chaired a session on "The Acquisition of the records of native peoples."

Lagring Ulanday chaired three sessions at the Annual Conference of the Association of Records Manager and Administrators in Toronto in January, 1992.

Garron Wells attended the Canadian Oral History Association (COHA) Conference in Toronto in May. In June, 1991, Garron Wells was elected Vice-President of the Association of Canadian Archivists. She also attended the Society of American Archivists Conference in Philadelphia in September.

Lorraine O'Donnell also attended the COHA meeting in May and attended the ACA Annual Conference in Banff where she was commentator for a session on special media archives.

8.3 Staff Training and Development

Barbara Edwards-Asubonteng, Secretary, attended a number of courses following her return to work from maternity leave in September, 1991: Career and Life Planning seminar and Stress and Life skills seminar; Hard disk course and Advanced LOTUS.

Judy Mars, Clerk-typist, attended computer courses in LOTUS 123, Using the Hard disk, Introduction to Microsoft Word and Introduction to DOS.

Rick Stapleton attended a Faculty of Library and Information Science continuing education course on Data Modelling and Data strategies, and **Marnee Gamble** and **Lagring Ulanday** attended "Making Photographic Sense: Monetary and tax appraisal of film and photographic collections" sponsored by the City of Toronto Archives.

Garron Wells and **Harold Averill** attended a two-day workshop on "Management for Archivists" sponsored by the Society of American Archivists in Toronto. In September, **Garron Wells** also attended a workshop on "Managing Personnel" at the Society of American Archivists Conference in Philadelphia.

8.4 Policy Review Committee

This Committee, consisting of all archivists and chaired by the University Archivist, met on a monthly basis throughout the fiscal year. Meetings during the year focused on the development of new accessioning policies and procedures and revisions to procedures for reprographics (Reference Policy No. 7) By the end of the fiscal year, the Committee had produced a working draft of procedures and a new accession record form. Automated control of the data on these forms developed by Rick Stapleton was devised and approved at the same time. The new form and procedures will streamline the accessioning activity for archivists, provide hard copies of the data to the donor, the individual archivist and the Reading Room, and provide an automated system of control and analysis.

Revisions to Reference Policy No. 7 "Reprographics" involved discussions with

Preservation Services staff to develop the best arrangements for the borrowing of original archival material for filming (with the exception of microfilming theses) while maintaining the best possible service to researchers. Significant changes to procedures resulted in limiting the time period of borrowing an original archival document to one working day, and the production of 4 X 5" negatives (instead of 35mm negatives) for all original archival documents. The production of a 4 X 5" negative has become standard in most archival repositories for both reproduction and preservation.

8.5 Strike by CUPE Local 1230

The strike by Library Technicians ended in mid-June and the Archives returned to full service. By early July the Archives was able to employ two assistant library technicians. The impact of this strike on operation of the Archives has been noted throughout this and in the previous year's reports.

Garron Wells
University Archivist
August, 1992

Appendix A

"B" Accessions evaluated for Income Tax Purposes

- B90-0020,
B91-0013,
B91-0033 **Colonel Charles P. Stacey [textual, graphic, cartographic, publications]; 1829-1989 [bulk 1916-1989, 18.14 m.**
Correspondence, mss, diaries, detailed memoranda, photographs documenting the life of Charles P. Stacey as a student as Professor of History at Princeton (1936-1940), as an officer in the Canadian Army and head of the Historical Section, Dept. of National Defence (1940-1959) and Prof. of History at the University of Toronto (1959-1976).
- B91-0001 **Robert S. Bothwell [textual]; 1983-1991, .39 m.**
Correspondence, interview notes, lecture notes, manuscripts and publications, Ontario Heritage Foundation files.
- B91-0002 **Varsity Junior Rugby Team Intercollegiate Champions [panoramic photoprint]; 1924.**
One photoprint taken by Panoramic Camera Co. Toronto.
- B91-0003 **Ray Fletcher Farquharson [textual; graphic]; 1930-1989, 1.3 m.**
Addresses, publications, lecture notes, photoprints documenting his career in the Faculty of Medicine and membership on National Research Council.
- B91-0015 **Omond McKillop Solandt [textual, graphic, cartographic]; 1945-1988, 3.19 m.**
Files concerning Dr. Solandt's activities in post-war Japan and as a member of and consultant to numerous international organizations; canoe trip files.
- B91-0016 **Clark Family [textual, graphic]; 1921-1969, .62 m.**
Files documenting activities of members of Clark Family while students at the University of Toronto and later memorabilia.
- B91-0017 **Desmond Neill [textual]; 1975-1991, 3.59 m.**
Files as member of Faculty of Library and Information Science; Centre for Renaissance and Reformation Studies, Conference in 1983; and Amtmann Circle.
- B91-0024 **Marion Eleanor Wyse [textual, graphic]; 1986-1991, .26 m.**
Correspondence, diaries, maps and ms re education at Toronto School of Theology and novels.

- B91-0025 **Edward L. Shorter [textual, graphic]; 1966-1991, 1.76 m.**
Research files (1968-1991) and correspondence files as Prof. of History (1966-1988); publications, photonegatives.
- B91-0032 **Rich Family [textual; graphic]; 1903-1932, 1.13 m.**
Course notes, exams, diplomas, photoprints and books of members of Rich Family who attended Lindsay Collegiate, U. of T. and Royal College of Surgeons of England.
- B91-0036 **Geoffrey Lorrimer Keighley [graphic]; 1922-1926; 10 items.**
Photoprints of Hart House Theatre productions, one pastel sketch and one watercolour painting of Hart House Theatre set designs.
- B91-0037 **Harold Gordon Skilling [textual]; 1965-1990, .96m.**
Correspondence re and mss. of publications, addresses; files re Eastern European political and human rights organizations.

UNIVERSITY OF TORONTO ARCHIVES

