



# University of Toronto Archives

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**Annual Report  
1992 — 1993**

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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. As well as providing a research service, the University Archives 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

During the past fiscal year (May 1, 1992 - April 30, 1993) programme planning has been a major accomplishment for the staff of the University Archives. As a public service department it is difficult for Archives staff to find sufficient time to devote to long term planning. This year, however, staff were determined to reverse this pattern and devote as much time as possible to developing long term strategies for the future operation of the department and the fulfilment of our mission. Their success in fulfilling this goal while still maintaining quality service is to be commended. In addition to targeting elements of a strategic plan, the Archives staff began work on action plans for three major areas of our operations: storage space, conservation and archival description.

Significant accomplishments were made in the area of records management with the completion of the student records inventory project and the implementation of over 200 records schedules. Acquisitions of accessions from private sources, while lower in volume than last year, have continued to enhance our documentation of the contributions of former faculty of the University and scholarship in general.

Staff also made major contributions to the production of exhibitions and accompanying catalogues, the Conservation Survey Report -Phase 1, and the development of new and improved administrative tools for the management of the Archives.

Not all areas of the Archives operations, however, showed improvement and growth. Reference service, for example, showed a decline in activity over last year. When compared

with activity over the past three years, this change is less significant. Accessions of both private and university records also showed a decline. Factors affecting this activity are discussed in the relevant sections of this report. While some progress was made in the automation of our operation, the Archives remained unsuccessful in its request for a local area network. In spite of these results, the University Archives staff have made laudable progress in 1992-1993.

## 2. ACQUISITIONS AND APPRAISALS

### 2.1 Acquisitions Policy

While the acquisitions policy of the Archives has not changed significantly over the past year, our procedures for appraising and acquiring archival material have been undergoing refinement. Along with the records management programme for University records which determines the final disposition of records while they are still in an active or semi-active stage, a more efficient method of appraising inactive records *in situ* has been implemented by our two records archivists over the past three years. The advantage of appraising records by means of reviewing box and file lists compiled by the office of origin or by a personal visit *before* transfer takes place has resulted in a higher quality of archival material and a correspondingly lower volume of records being accessioned by the Archives. As a result, we are able to provide better service to donating offices.

A similar technique is being applied to the acquisition of private records. The negotiation of a donor agreement after reviewing the individual's personal records, usually on site, has helped to reduce the volume of non-archival material received by the Archives. Naturally, it is not always possible for the donor to provide a listing of material, and thus the archivist must spend considerably more time analyzing these types of records in comparison to university records. The time spent in this appraisal activity will translate into less processing time for the archivist and thus result in improved access to material by the research community.

The impact of these more efficient approaches to acquisitions is in part responsible for the general decline in the number of metres of accessions received over the past year. A total of 66

accessions (57.59 metres; 189 feet) of university and private records were received during 1992-1993. This represents a decline of 124% over 1991-1992.<sup>1</sup>

## **2.2 A Accessions (University Records)**

During this reporting period, 26 accessions of university records (or 21.56 metres) in all formats were received. This volume is a significant decline over 1991-1992 volumes and can be attributed largely to the moratorium on student records transfers as a result of the development of records retention schedules and to the more efficient approaches to acquisition and appraisal noted above. Transfers of student records are expected to resume in 1993-1994.

Among the offices transferring records to the Archives during this year were the Office of President (A92-0024: 3.5 metres), the Office of the Assistant Vice-president, Student Affairs (A92-0023 & A93-0002: 6.45 metres) and the Department of Public Affairs (A93-0004: 9 videos; 12 reel to reel; 27 cassettes).

## **2.3 B Accessions (Private records)**

A total of 40 accessions (21.31 metres) of textual and non-textual records were received during this reporting period. This represents a decline of 142% over 1991-1992. Our acquisition of private records, as stated in previous reports, remains largely reactive, allowing donors to contact the Archives at their convenience. This approach coupled with a more selective appraisal policy has resulted in a net decline in our volume of private records.

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<sup>1</sup> The volume of linear metres received in 1991-1992 was a 27% decline over 1990-1991 figures. See Annual Report for 1991-1992.

Among the more significant donations received in 1992-1993 were a subsequent addition to the personal records of Thomas Howarth (B93-0008: 8.11 metres), Dr. Ernest McCulloch (B91-0004: 10.45 metres), Dr. Aron Rappaport (B92-0024: 2.0 metres) and Dr. O.M. Solandt (B93-0041: 13 metres).<sup>2</sup> The personal records of Henry Ireton (B92-0030: 3 metres) contain many files on former heads of the Department of Physics namely, James Loudon (1892-1907) J.C. McLennan (1907-1932) and E.F. Burton (1932-1948). The acquisition of the personal records of Dr. Lorna Marsden (B92-0031: 4.8 metres) and Prof. Blanche van Ginkel (B93-0040: 5.5 metres) are welcome additions to our growing holdings of material relating to the contribution of women faculty members on campus.

## 2.4 Special Media records

With the exception of publications acquired for the Archives Library, special media records are essentially non-textual and are acquired from both university and private sources. A total of 13.22 metres of special media materials were acquired in 1992-1993. Of this amount, 66% (or a total of 396 items (monographs and serials) were received for the Archives Library.

Among the 13.22 metres of non-textual materials were 27 photoprints, 62 reel to reel sound recordings, 34 cassettes and 7 architectural drawings.<sup>3</sup> One of the more significant accessions received was the 100 hours of recorded interviews produced by the CBC "Ideas" programme on Harold Adams Innis from the Harold Innis Foundation (B93-0006: 50 reels).

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<sup>2</sup> See Appendix A for information on B Accessions received for monetary evaluation.

<sup>3</sup> Statistics for special media include only those accessions that are strictly special media and do not include items in textual accessions. A review of the statistical reporting system for special media will be undertaken in the 1993/94 year to ensure that the statistics more accurately reflect the growth of the special media collection.



## **2.5 Donations for Monetary Evaluation**

A total of 12 accessions were evaluated for the 1992 tax year (see Appendix A for complete listing). The value of these gifts-in-kind amounted to \$60,300.

During 1992-1993, the Archives lost three major donors to its programme: Dr. Helen Sawyer Hogg, with whom Archives staff had been working since the summer of 1992 to weed and pack personal papers relating to her fifty year career as an astronomer; Dr. Margaret Head Thomson whose family and personal records document the Thomson family's association with the University of Toronto; and Dr. J. Tuzo Wilson, prominent geophysicist best known for his work on continental drift. Over the years, a number of staff members had worked closely with these individuals to arrange for their personal records to be appraised, arranged and described. Their deaths, therefore, are both a personal and professional loss to the Archives.

### **3. RECORDS MANAGEMENT**

#### **3.1 Meetings of the Presidential Advisory Committee on Archives and Records Management.**

This Committee met twice during 1992-1993 (October 27, 1992 and February 15, 1993). Representatives from the University Archives were Garron Wells (Executive Secretary of the PACARM) and Rick Stapleton, Records Archivist. Records Archivist Rick Stapleton presented reports on the progress of the student records project (see below) at both these meetings. A report on "The Management of Employment Records at the University of Toronto" prepared by Garron Wells was also submitted to the PACARM for consideration.

#### **3.2 Student Records Project**

This project, which has been undertaken over the past three years, was completed during 1992-1993. During the past year a total of 223 record schedules for 116 university offices were approved and implemented.

The breakdown for these schedules is as follows:

**Arts and Science:** 83 schedules for 10 offices (Faculty office and 9 colleges)

**School of Graduate Studies and professional faculties and schools:** 138 schedules for 22 offices

**Graduate departments:** 2 general schedules for 84 offices

As a result, Registrars' offices can now dispose of inactive student records still in their possession, as can the University Archives which holds about 300 cu. ft of student records not identified for retention under these schedules. It is expected, however, that more than 500 cu. ft. of student records identified for permanent retention will be transferred to the Archives over the next two years.

### **3.3 Preferred Vendors**

Purchasing Department, in cooperation with the University Archives, completed negotiations for preferred vendors for records centre storage and records destruction. Two training/information sessions for University staff were delivered by the University Archives and Command Records Services in February and March on the use of the Records Centre service. These were generally well attended with a total of 100 registrants. A training session on use of the records destruction service (Shred-it) was scheduled for June, 1993.

Negotiations for a preferred vendor for microfilming service were begun as well. A short list of two vendors was prepared and tours of these two facilities were undertaken by the University Archivist and representatives from Purchasing Department. A microfilming contract document was drafted in consultation with Preservation Services Department in the University Library and plans for a test filming were outlined. It is expected that a final decision on a preferred vendor for microfilming will be made by the fall of 1993.

### **3.4 Guidelines on FOI for universities**

In January, the Council of Ontario Universities distributed its "Guidelines on Freedom of Information and Privacy Protection" to its members. Garron Wells accompanied the Secretary of Governing Council, to an information meeting at the offices of the COU on February 25. On March 19, a meeting of the U. of T.'s working group on the guidelines provided comments for the President on the feasibility of implementation of these Guidelines for the U. of T. A revision to Section 8 of the Guidelines was requested by the Executive of the COU to cover similar university documents parallel to the "Cabinet documents" provision in the Ontario Act. The date for the implementation of these guidelines by all Ontario universities was proposed as December 31, 1993. Details regarding the procedures for the implementation of these guidelines at the University of Toronto are pending.

It is expected that the impact of these Guidelines on the operation of the University Archives will be greater than most other offices of the University. While these Guidelines will cover only those records generated by the University (and therefore exclude private records of individuals and organizations), the University Archives has the largest volume of records representing many different offices including a broad range of confidential and personal records (specifically student records). Thus Archives staff will be required to become fully knowledgeable on the application of these Guidelines to a wide range of records.

A total of 106 complete manuals (63 to academic offices; 57 to administrative offices) were distributed to university offices during this reporting period. As a result of the confirmation of preferred vendors for records centre storage and records destruction, Sections 5 and 6 of the Manual were revised and distributed to subscribers. Barbara Edwards-Asubonteng, Archives Secretary, has compiled and maintained a database of subscribers within the University and has managed the production and distribution of these manual requests.

	1992					1993								
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD	
<b>PROCESSING-CURRENT</b>														
A-Accessions														
Completed [metres]	0.64	7.15	0.62		8			0.4	2.85	0.07	8.35	0.92	29	
B-Accessions														
Completed [metres]	1.05	1.29	8.36	0.4	20.84	22.1	5.86	2.56	4.4	12.9	1.21	7.24	88.28	
M-Accessions														
Completed [metres]			0.07	0.07							0.13		0.27	
P-Accessions														
Completed [metres]			0.07	0.3	0.1	0.25	0.13	0.13	0.3	0.4	12	13.4	27.08	
T-Accessions														
Completed [metres]										0.07			0.07	
TOTAL Completed [metres]	1.69	8.44	9.12	0.77	28.94	22.3	5.99	3.09	7.55	13.5	21.69	21.5	144.7	
<b>PROCESSING-BACKLOG</b>														
A-Accessions														
Completed [metres]	3.31	1.11	4.25				1.3	0.39	1.43	4.22		0.26	16.27	
B-Accessions														
Completed [metres]	0.14		9.91				24.9			0.78			35.76	
M-Accessions														
Completed [metres]		20											20	
P-Accessions														
Completed [metres]				12.8		2				0.4			15.28	
T-Accessions														
Completed [metres]													0	
TOTAL Completed [metres]	3.45	21.1	14.1	12.8	0	2	26.2	0.39	1.43	5.4		0.26	87.31	

	1992					1993							
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
<b>DESCRIPTION-CURRENT</b>													
A-Accessions													
Completed [metres]	1	2.15	0.62		8			0.4	2.85	0.07	8.35	0.92	24.36
B-Accessions													
Completed [metres]	2	1.32	7.96	4.4	6.6	17.4	5.73	11.5	9.9	11.6	1.21	6.85	86.59
M-Accessions													
Completed [metres]													0
P-Accessions													
Completed [metres]			0.07		0.3	0.1	0.25	0.13	0.13	0.3	1.19	0.13	2.6
T-Accessions													
Completed [metres]													0
Total No. of Finding Aids		7	11	1	20	13	9	6	6	17	104	23	217
TOTAL Completed [metres]	3	3.47	8.65	4.4	14.9	17.5	5.98	12.0	12.8	12	10.75	7.9	113.5
<b>DESCRIPTION-BACKLOG</b>													
A-Accessions													
Completed [metres]	4.27	16.1	4.25					0.39	1.43	4.22		0.26	30.93
B-Accessions													
Completed [metres]			6.62							0.78	1		8.4
M-Accessions													
Completed [metres]													0
P-Accessions													
Completed [metres]				12.8		1				0.4			14.28
T-Accessions													
Completed [metres]													0
Total No. of Finding Aids	2	4	4	300		50	1	1	1	4		14	381
TOTAL Completed [metres]	4.27	16.1	10.8	12.8	0	1		0.39	1.43	5.4	1	0.26	53.61

## 4. ARRANGEMENT AND DESCRIPTION

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

During 1992-1993 a total of 169.31 metres of records, both current and backlog accessions, were physically processed.<sup>4</sup> This represents a decline of 51% over the volume for 1991-1992.

The decline in acquisitions of university records was reflected in the volume of accessions processed and described. A total of 45.27 metres of A accessions (both current and backlog) were processed in 1992-1993 as compared to 154.25 metres the previous year. The processing of B accessions, however, increased to 124.04 metres, up from 101.71 metres in 1991-1992.<sup>5</sup> Finding aids produced for A and B accessions totalled 115<sup>6</sup> for approximately 167 metres of records. This is a decline of 45% over last year's volume.

Among the accessions described during the past year were the personal records of Dr. E. McCulloch,(3.6 metres) President James Loudon (3.66 metres), Professors Henry Ireton (3.0 metres), Thomas Howarth (8.11 metres), Dr. O.M. Solandt (13 metres) and the Thomson Family.

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<sup>4</sup>Statistics for Table 1 Processing and Description compiled by Judy Mars.

<sup>5</sup>Some of the B accessions considered 'current' in these calculations are accessions that were processed and described for tax credit purposes for 1992, and may have been received during the last quarter of 1991-1992.

<sup>6</sup> Finding aids include accession forms, file and box lists as well as series descriptions. Thus more than one finding aid may be produced for a single accession.



## **4.2 Special Media Archives**

### **4.2.1 Archives Library**

Statistics were maintained during 1992-1993 for work undertaken on both current and backlog published material contained in the Archives Library. As indicated under Section 2 Acquisitions, this material is managed on an item basis for processing and description. During 1992-1993 considerable work was undertaken by Marnee Gamble, Special Media Archivist, Judy Mars, Clerk-typist, and Steve Zoltai, Assistant Library Technician to bring this collection under control. As a result 62.63 metres of library materials were processed and descriptive entries for 483 items (serial titles and issues) were entered onto the SERIALS database. A more flexible database was developed by Marnee Gamble when the DBASE data was converted to an INMAGIC software. Considerable culling of duplicates and publications not within the mandate of the collection was undertaken. Further refinement of the collections policy for this area of the Archives will be undertaken over the next year.

Judy Mars began training to manage the more than two dozen university newspapers, both student and administrative which have been and continue to be received by the Archives. Judy's duties include acquiring, sorting, filing, boxing and labelling of newspapers as they are received, and recording the issues on her copy of SERIALS database. Judy also completed work on sorting, boxing and listing the backlog of three years of newspapers. The work accomplished by Judy and Steve under the supervision of the Special Media Archivist, Marnee Gamble, has greatly improved control and access to the source material in this collection.

#### **4.2.2 Report on Strengths and Weaknesses of Special Media**

Marnee Gamble completed a written report on special media archives in the University Archives. In this report, Marnee provided an analysis of accessions of graphic records, architectural records, sound recordings and moving images. Major recommendations for long term plans were provided for the functions of acquisition, arrangement, description, conservation and records management. Priorities for action for the three special media were also included in the report. Marnee's report complements the reports prepared by the other staff archivists in previous years to form the basis of long term planning for the records under her care.

### **4.3 Automation**

#### **4.3.1 Accessions Database**

During this past year, the Accessions (ACCDES) Database designed by Records Archivist, Rick Stapleton, in 1991-1992 was enhanced and expanded. Designed originally to manage current accessions, Rick converted the data in word processed "Guides" produced by the Archives in the late 1980's to INMAGIC and loaded the data onto the ACCDES database. This database now holds approximately 2,000 records of university and private records accessions received from 1965 to 1992 and is the most complete listing of our holdings to date. A companion database (ACCREG) contains the current year's accessions and will be loaded into the main ACCDES database at the end of each calendar year. The ACCDES database was also loaded onto the Reading Room computer and allows the Reading Room Attendant to produce printouts of customized searches of archives holdings for researchers.

#### **4.3.2 Shelf List Database**

Further additions were made to this database during 1992-1993 as a result of the inventory analysis undertaken during the last two weeks in August, 1992. This database continues to prove its usefulness as we monitor space usage in the stacks and maintain physical control over holdings.

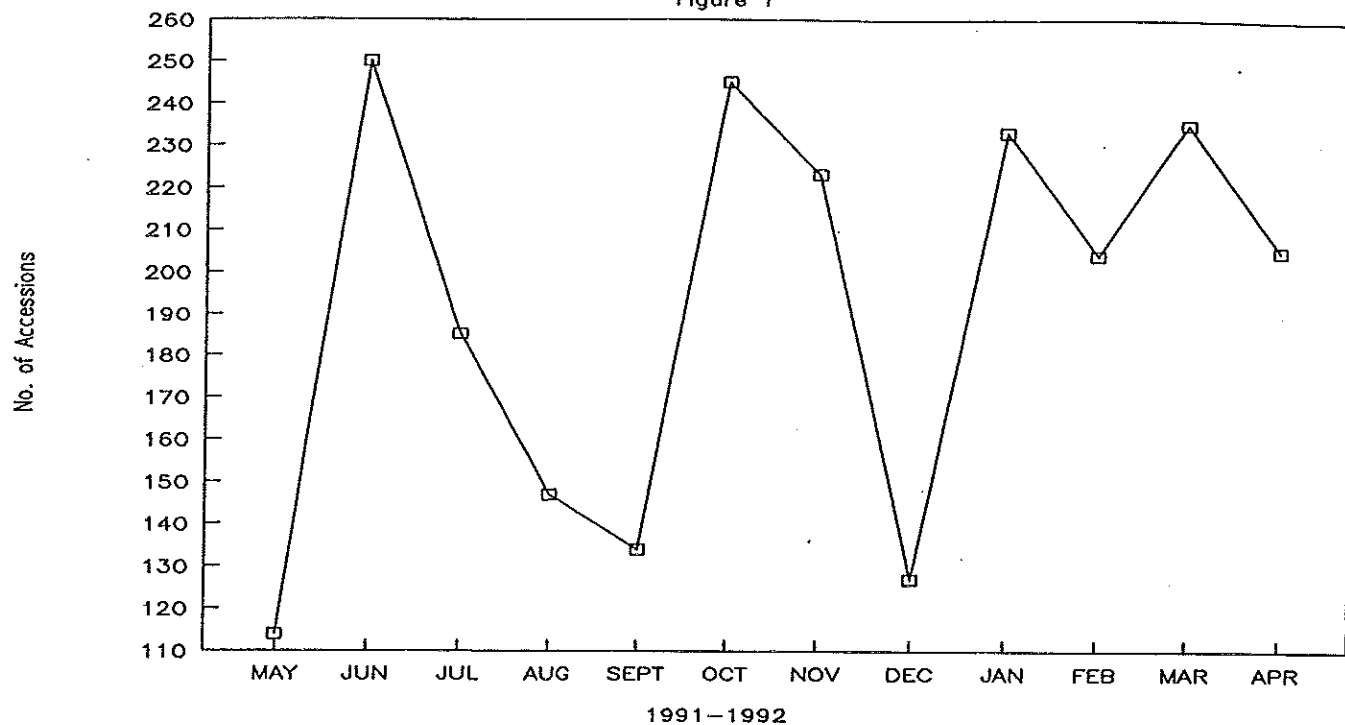
#### **4.4 Varsity Index**

Ms Matte Clark and Father Robert Scollard continued their volunteer duties of indexing the Varsity newspaper. A total of 151.25 hours was devoted to this project during fiscal 1992-1993 resulting in the indexing of approximately two-thirds of Volume 48. As mentioned in previous reports the continuation of this project depends entirely on volunteer resources. The Archives is very grateful to the contribution of our two volunteers on this project.

[illegible]

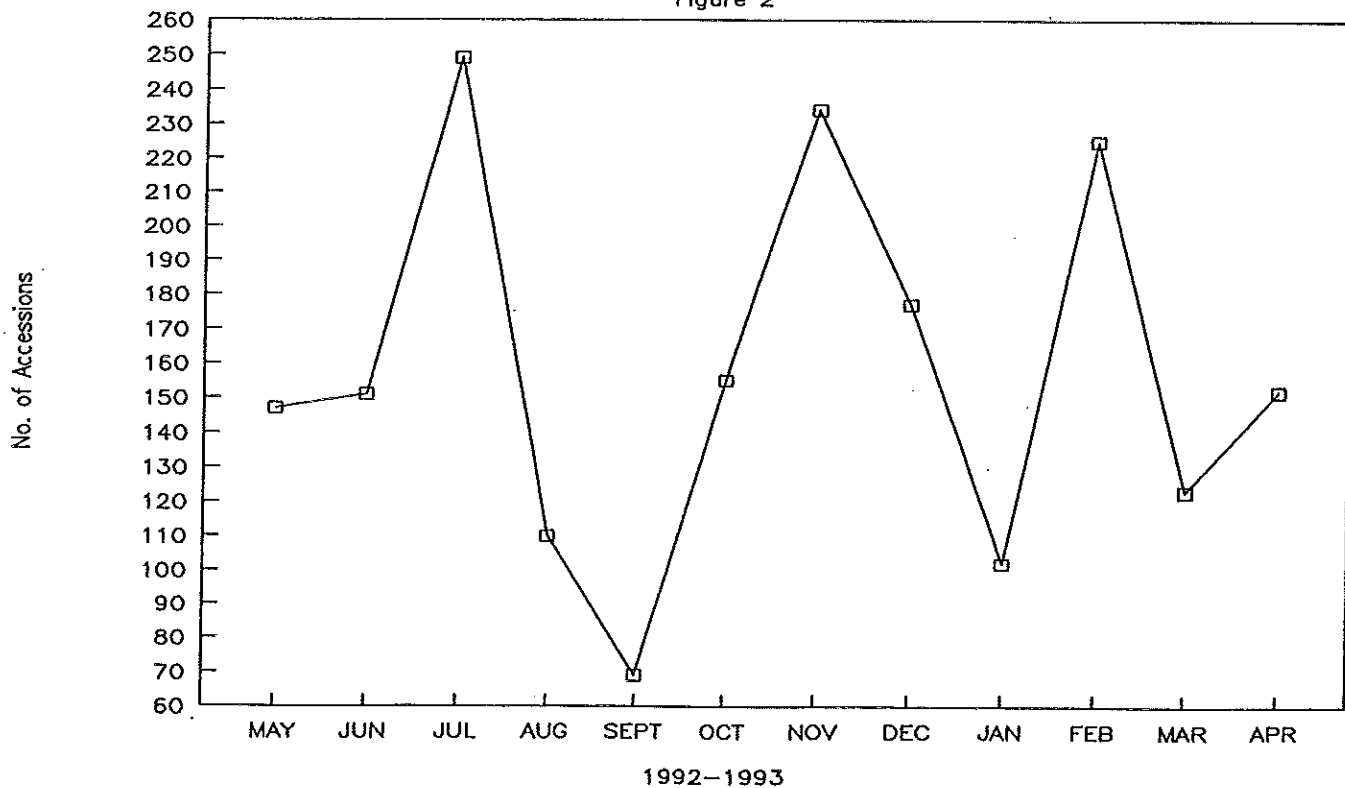
## UNIVERSITY ARCHIVES ACCESSIONS USE

Figure 1



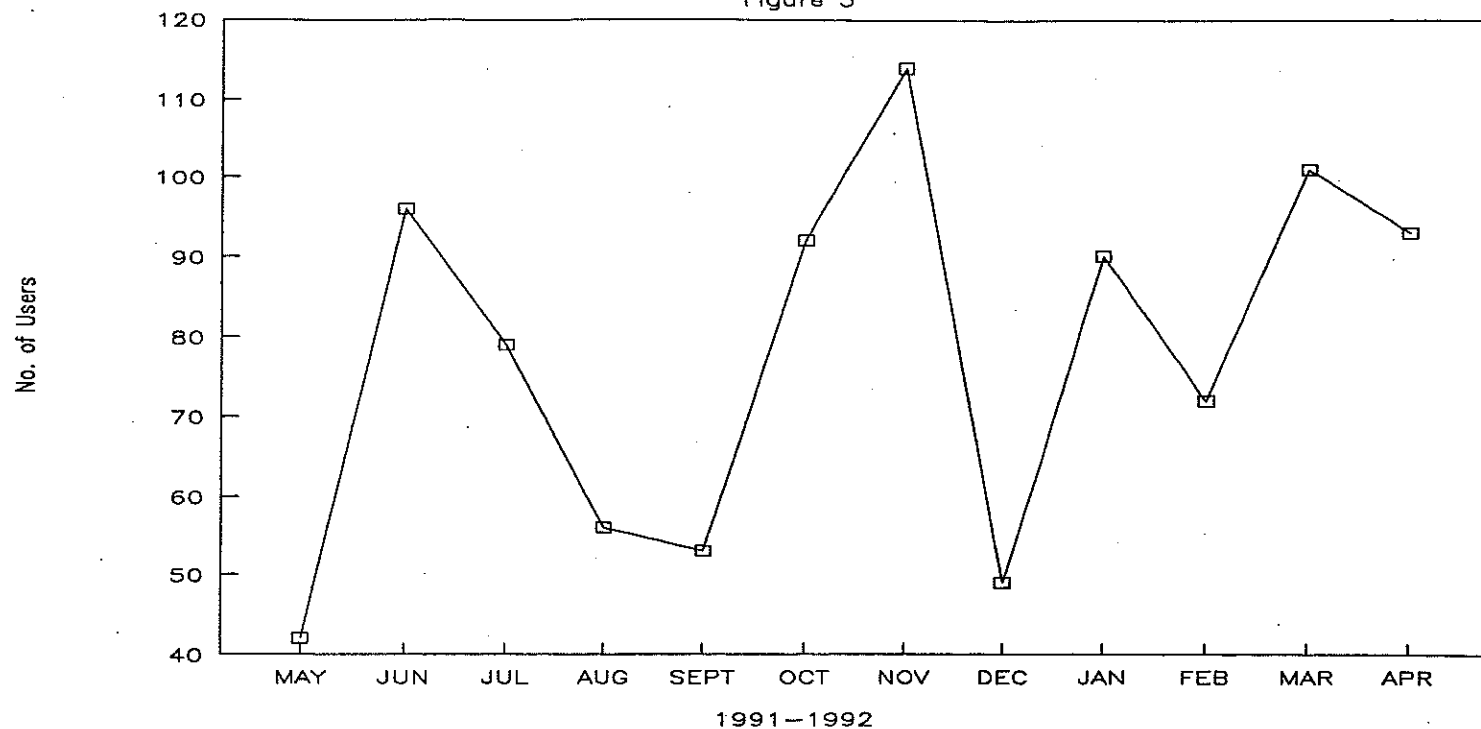
## UNIVERSITY ARCHIVES ACCESSIONS USE

Figure 2



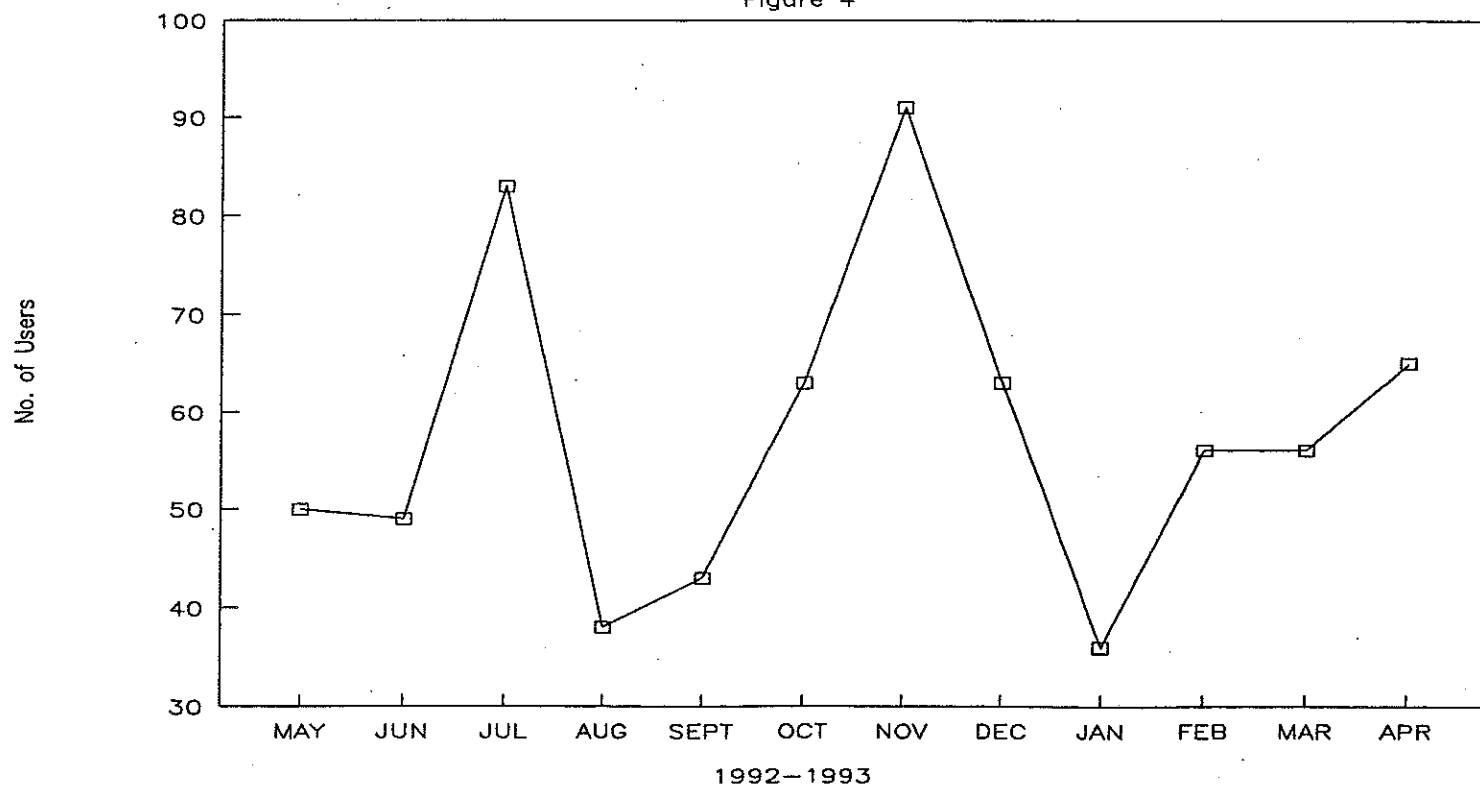
## UNIVERSITY ARCHIVES MONTHLY USERS

Figure 3



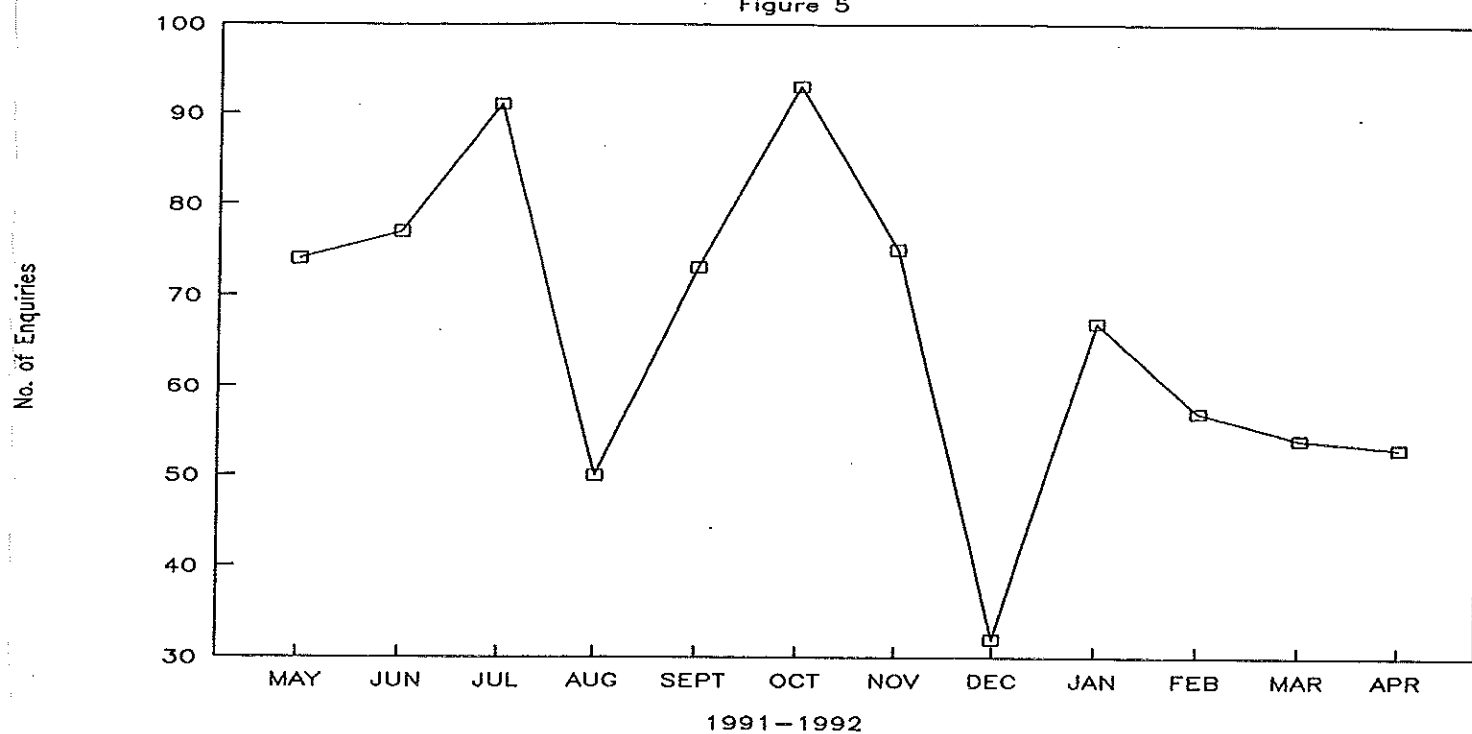
## UNIVERSITY ARCHIVES MONTHLY USERS

Figure 4



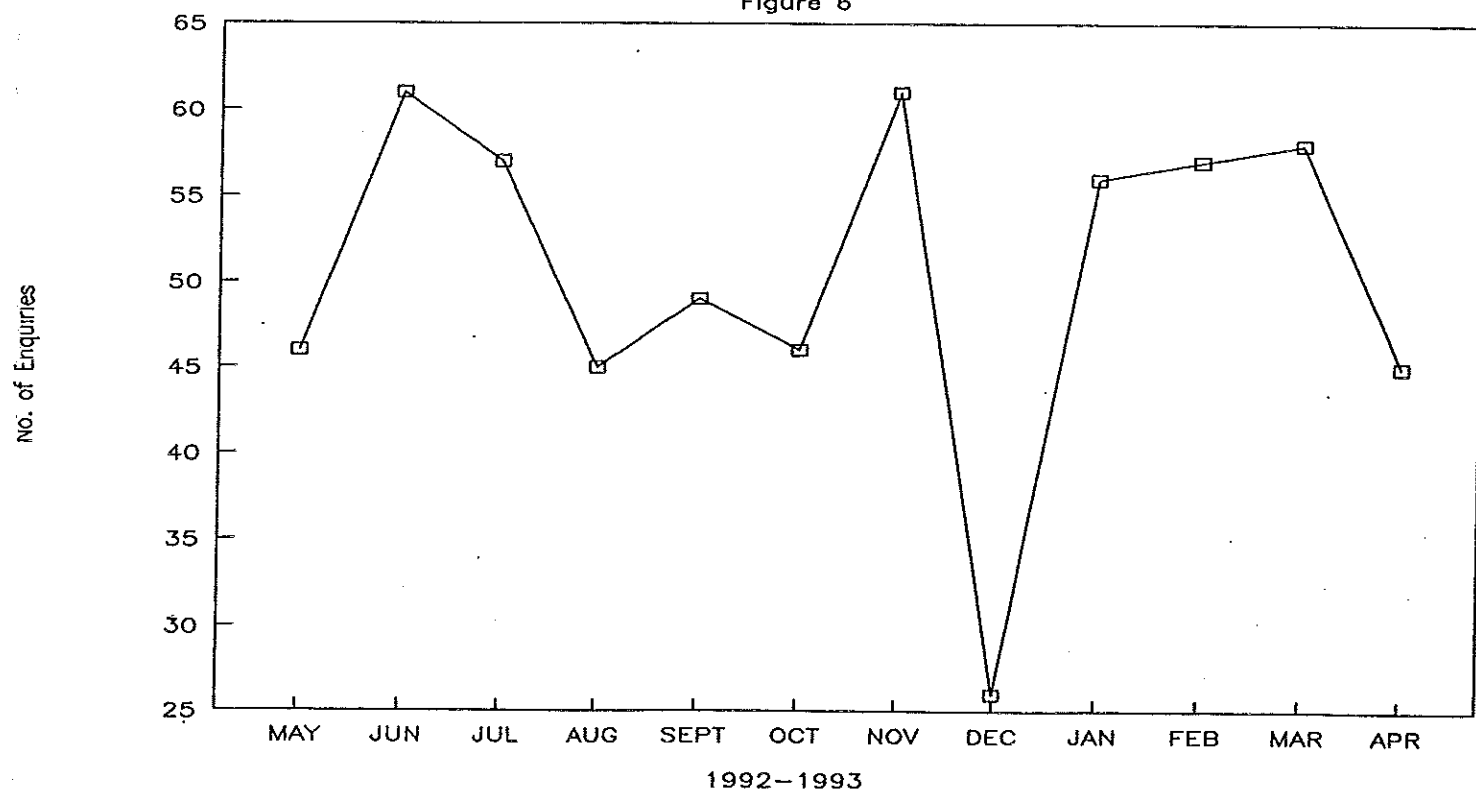
## UNIVERSITY ARCHIVES ENQUIRIES

Figure 5



## UNIVERSITY ARCHIVES ENQUIRES

Figure 6



## 5. REFERENCE SERVICES <sup>7</sup>

### 5.1 Research Service (Table 2)

In contrast to 1991-1992, reading room activity showed a decrease in areas of Accessions use, number of new readers and daily users. The peak time periods for all reference services continues to be the months of February-March, June-July and October-November (See figures 1-6). Accessions use declined by 22%, new readers by 8.9% and daily users by 35%. Compared with figures from 1990-1991, however, the activity in the reading room is well within average parameters established over the past three years as seen in the following chart:

	Accessions Use	New Readers	Daily Users
1990-91	2809	372	650
1991-92	2302	427	937
1992-93	1894	392	693

Total enquiries by phone and mail also showed a decline of 31% over last year, but as with Reading Room activity, the activity is comparable with figures for 1990-1991. One area in which decline is consistent and expected is student records enquiries. The older the files become, the less frequent are the requests from administrative staff to call up a student's record card or file. Researcher use of these records will also remain limited since they are restricted for 75 years from the latest date of file activity.

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<sup>7</sup> Statistics for Table 2 "Reference Services" were compiled by Judy Mars; Figures 1 to 6 were prepared by Barbara Edwards-Asubonteng.



## 5.2 Reader analysis:

### READER REGISTRATION DATA 1990-1992<sup>\*</sup>

#### Residence

Year	Ontario	[Toronto]	USA	United Kingdom	Other
1990	260	129	10	0	2
1991	201	101	4	2	6
1992	289	160	1	0	2

#### Category of researcher

Year	Undergraduate	Graduate	Faculty	Staff	Alumnus	External
1990	82	39	30	6	26	78
1991	62	39	16	17	14	69
1992	102	45	22	20	38	81

#### Purpose

Year	Admin	Article/Book	Class Assign't	Dissertation	Other
1990	12	47	43	14	49
1991	5	35	40	17	44
1992	16	50	57	18	52

#### Subject<sup>9</sup>

Year	People	Buildings	Admin/Academic Offices	Women	Sports	Other
1990	51	9	42	13	2	138
1991	36	9	26	9	6	131
1992	53	43	53	12	1	142

In last year's report, reader registration data (extracted from registration cards) was analyzed

<sup>\*</sup> The data on this chart was entered onto the REGCARD database by Judy Mars.

<sup>9</sup> Subject of research is determined by the researcher and not chosen from predetermined categories. 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. The selection of these subject categories was based on a topic represented more than 5 times in the database.

for the period 1985-1989. Trends in the categories of residence, category of researcher, purpose of research and subject of research were similar for the period 1990-1992. The majority of researchers using the Reading Room are residents of Ontario, with about 50% of these calling Toronto home. Less than 5% of readers come from outside the province. Of these readers, the vast majority are from the University community, with undergraduate and graduate students being the predominant categories of researchers. Over the past three years, the student categories continue to grow as does the use of the reading room by members of staff and the general public (external).

Use of archival material for class assignments and dissertations continues to support the predominant category of researcher - the student. The use of the Archives to prepare publications such as books and articles ranks second among specific purposes.<sup>10</sup>

Compared to the period 1985-1989, trends in subject of research are very similar for the period 1990-1992. Research on people, either as formal biographies or family history continues to be the most frequent topic. A noticeable increase in the research on campus buildings occurred during calendar year 1992. Research on the history of various administrative or academic offices also continues to be an area of continued interest.

### **5.3 Massey Personal Records (B87-0082)**

As required in the agreement between the University of Toronto and Massey College, the following report is provided on research use of these records. During 1992-1993, six researchers were given permission to use the accession. Of these, three visited the Archives

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<sup>10</sup> "Other" purposes for research may include exhibitions, television or radio programmes, lectures or speeches, presentations, etc.

Reading Room to view the records. The number of written enquiries answered by the Archives was three.

The finding aid for this accession was made available to all researchers in the Reading Room in early 1993. Access to the personal records, however, will still require a letter of permission from the Master of Massey College.

#### **5.4 Reprography (Table 2)**

Requests for reproduction of textual and non-textual records continues to be strong. During 1992-1993, the Archives processed 150% more microfilm orders than in 1991-1992 and 13% more photograph orders which included a 19% increase in photoprints. While the number of photocopy orders processed during the year showed a decline, the total number of pages copied increased.

#### **5.5 Exhibitions**

The exhibition "Evolution of the Heart: The University Library: the first century, 1827-1923" was opened on schedule on June 24 in the Fisher Rare Book Library. The catalogue for this exhibit, written by Garron Wells and Harold Averill with an introduction by Dr. Robert Blackburn, won first place in the American Library Association's Exhibition Catalogue Awards for 1993. In making this award the Rare Books and Manuscripts Section's Exhibition Catalogue Awards Committee commented "that the catalogue balances content and design in an elegant, traditional format with fine, high quality production. The engagingly written content covers the founding and growth of the library, both collections and buildings, guided by generous, cantankerous, and energetic librarians. The annotated case list of the exhibition

is handsomely designed and includes carefully chosen historical photographs. The center double foldout of the watercolour elevations for the 1890 New Library were praised by the committee as a wise choice."<sup>11</sup>

The University Archives also participated in U. of T. Day on October 17. Harold Averill and Marnee Gamble prepared an exhibit of life on campus in the 1960s. Two videos "Varsity Life", a promotional film about Hart House shot in 1923, and a film on the "History of the Library System" (1973).

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<sup>11</sup> Marvin J. Taylor, Chair, Exhibition Catalogue Awards Committee to Richard Landon, 15 February 1993

## 6. ORAL HISTORY PROGRAMME

The Programme Committee met only once during 1992-1993. However, as a result of planning undertaken in 1991-1992, a project was undertaken during 1992-1993. Dr. Alison Prentice supervised the interviewing of three prominent women academics at the University of Toronto: Dr. Elizabeth Allin, Dr Jean Burnet and Dr. Margaret Thomson.<sup>12</sup>

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<sup>12</sup> Unfortunately Dr. Thomson died before the interview could be completed. Harold Averill, Assistant University Archivist, was interviewed about his knowledge of Dr. Thomson acquired over the past ten years.

## 7. CONSERVATION

### 7.1 Conservation Survey, Phase 1

With the support of the Library and a grant from the Canadian Council of Archives, the first phase of a proposed two phase Conservation Survey was undertaken of the holdings of the University Archives. The Library's cost-shared contribution made possible the purchase of a thermohygrograph to monitor temperature and humidity on the third floor stack area, and a laptop computer to be used by the contract conservator to record data for the survey.

Ken Lockwood, Dorset Conservation Inc. was hired as contract conservator to undertake a facilities survey, a preliminary survey of archival accessions and the development of a sampling tool model. The facilities survey provides information regarding the physical plant, air make up, humidity and temperature control, airborne particulate control, security, and fire prevention, detection and suffocation for the two storage locations in the Fisher Building and the one storage location in the Robarts Building. In addition, comments were provided regarding the general housekeeping conditions of the Archives including shelving, boxes, folders, lighting, and other salient factors which could have an impact on the chemical and physical stability of the records. The preliminary survey of all records was conducted to obtain an overview of the condition of the different media held by the Archives. The development of the sampling methodology was carried out in association with the Department of Statistics. This sampling methodology will allow for the accurate analysis of the condition of the various types of media to be carried out in Phase 2 of the Conservation Survey. The final two volume report is over 250 pages including extensive appendices of data collected and 11 pages of

recommendations. Final production and distribution to the University community and interested members of the archival community will take place in the fall of 1993.

In addition to the Library's financial support, the University Archives is grateful for the assistance of the Facilities and Services Department which provided additional technical data for the study and to Dr. Ruth Croxford of the Department of Statistics who provided expertise in the development of the sampling methodology. Finally, the Archives staff made themselves available to Mr. Lockwood for assistance and information on the operations of the Archives.

Application for the second phase of the Conservation Survey was submitted to the Chief Librarian and the Canadian Council of Archives. Approval of the majority of this funding request was received from the CCA in April, 1993.

## **7.2 Pipe Leakage, B1 level storage area**

On February 16, a leak from a drainage pipe (from the revolving entrance doorway in Robarts) was discovered in Ranges 10 and 11 of the Blue compact shelving area on B1. Fortunately the damage was minimal, but Archives staff, along with Preservation Services staff, Library Administration staff and U. of T. Facilities and Services staff spent several days segregating materials and assessing damage to records and equipment. Repairs to the defective pipe were completed by the first week in March. The repair to shelving, however, was postponed for budgetary reasons until after the beginning of the 1993-1994 fiscal year.

### **7.3 Newspapers microfilming**

No work was undertaken on the microfilming of student newspapers during the year.

### **7.4 Canadian Institute for Historical Microproductions**

A number of pre-1900 university publications were loaned to the CIHM for the purpose of microfilming them. Included was a School of Practical Science Calendar 1896/97 as well as a number of student newspapers - College Topics (1897-1900), College Times (1872, 1891-94) and the White and Blue (1879-80).



## **8. ADMINISTRATION**

### **8.1 Local Area Network**

In October, the University Archives, with the Rare Book Library submitted a joint request for establishment of a local area network for the Fisher Building. The Fisher Library building was one of a number of proposals submitted by Library departments to the Chief Librarian for the use of transitional funds. The University Archives' proposal followed closely on the earlier discussions with UTCC regarding the automation needs of the Archives. Equipment requirements included local area network hardware and software, seven 386 personal computers, connectivity to the Library's internal e-mail system and to VAX and DRA on-line cataloguing system. The number of requests exceeded the funds available, and the University Archives did not receive any new technology this year apart from one staff terminal to access the DRA system and VAX. Our request will be reviewed again in 1993-1994 when Phase II of this project is undertaken.

### **8.2 Inventory Analysis, August 24 to September 4, 1992**

On the recommendation of Archives staff, a project proposal involving a shelf by shelf review of all accessions was approved by the Library and the Archives was closed to research for a period of two weeks. The move to a random shelving system and the development of the shelf list (SHELFLST) database provided the impetus for this project. This closing allowed Archives' staff to undertake a thorough review of all textual A and B accessions in all storage areas. Rick Stapleton, Records Archivist, developed work sheets for data recording and

drafted procedures for conducting the project. Working both in teams and individually, each shelf of records was checked against a printout of the SHELFLST database and new listings were compiled for storage locations which had not been inventoried. As a result misplaced and so called 'lost' accessions were reconciled to their correct location resulting in improved retrieval and physical control of all holdings. In addition, archivists undertook a quick appraisal of the content and condition of each accession and reboxed and labelled containers as necessary. Notations were made on a predesigned form and the data was entered by Barbara Edwards-Asubonteng on a predesigned database.

Staff generally felt that the projects conducted during the closing were successful. The reconciliation of the location of accessions has resulted in improved quality of service to researchers and a reduction of staff time spent retrieving and shelving records. Furthermore, the information compiled on the condition and appraisal of accessions has resulted in the development of additional projects which will improve access to and preservation of our holdings. Outstanding projects to be conducted are the inventory analysis of oversize non-textual records and the Archives Library. Reappraisal of selected accessions noted during this two-week project were also highlighted as a priority for the next year.

### **8.3 Strategic Planning Session for University Archives**

At the request of Archives staff, a one and half day strategic planning exercise was undertaken to determine short and long term goals for the Archives. Cathy Matthews, Librarian, Criminology Library, acted as facilitator. Four major objectives were discussed at length and have become the focus of subsequent action by the staff:

1. to develop and implement an acquisitions policy
2. to conceptualize, construct and implement a descriptive program
3. to effect a program of conservation of the Archives
4. to examine space utilization.

During 1992-1993 action plans have been developed for objectives 2 to 4 and are described below. The action undertaken with regard to objective 3 is discussed in Section 7 concerning the Conservation Survey.

### **8.3.1 Strategic plan for UTA Description of Accessions**

Records Archivist Rick Stapleton, as descriptive standards officer for the Archives, prepared a proposal for a co-ordinated action plan to produce fonds level description of all archives holdings. Preliminary discussions of such a plan were undertaken during the strategic planning exercise undertaken by the Archives staff in May, 1992. The essence of this plan involves the updating of all accessions information for selected fonds to a standard level as established in our procedures for accessioning. The production of the Accessions database has facilitated the implementation of this plan. Once this has been accomplished, fonds level descriptions will be undertaken by archivists for the Library's on-line catalogue. The updating of accessions information is expected to take most of 1993-1994, with fonds level descriptions to be developed in 1994-1995.

A project co-ordinator (an existing staff archivist) will be responsible for managing the Accessions (ACCDES) database (providing copies of relevant records from database to archivists; reloading revised data submitted by archivists; checking that all information is accurate and conforms with established standards and procedures; producing printouts for case

files). Meetings will be scheduled throughout 1993-1994 to co-ordinate this work among archivists and to monitor progress.

### **8.3.2 Strategic plan for storage of archives, 1993-1996**

A three-year plan for the storage of existing and future accessions was prepared by Garron Wells for submission to the Chief Librarian. Using data and analysis provided in a report on space prepared by Steve Zoltai under the supervision of Harold Averill, this plan proposes two methods for the efficient use of existing storage space to accommodate accessions received over the next seven years, thereby postponing the need to purchase additional storage equipment. Deaccessioning (and eventual destruction) of non-archival records identified through reappraisal or the implementation of records schedules will result in considerable reclaiming of storage space. The move of low use accessions to the University's off-site Records Centre is proposed as the second strategy. Appendix C provides full details of the costs for these two methods and the projected volumes of records to be affected over the next three years.

### **8.4 Policy Review Committee**

This Committee met seven times during fiscal 1992-1993. Generally this committee is composed of archivists only, but all staff participated in half of these meetings to discuss and approve policies and procedures relating to retrieval and reshelving of accessions (Reference Policy No. 1 and Conservation Policy No. 1), and revisions to procedures for reprographic orders (Reference Policy No. 7). Review of drafted policies and procedures regarding the processing of archival accessions prepared by Lagring Ulanday was also begun during this

period. Procedures for the production of box labels using word processing and a laser printer were successfully developed by Lagring Ulanday, resulting in the more efficient production of a larger volume of labels by Judy Mars. The following is a summary of the policies and procedures dealt with during 1992-1993:

Accessions Policy No. 5 Coding accessions received. - **Harold**  
Conservation Policy No. 1 Reshelving of records - **Garron**  
Conservation Policy No. 4 Photocopying of accessions - **Judy**  
Reference Policy No. 1 Reading Room operation - **Garron**  
Reference Policy No. 2 Photocopying of Accessions - **Barbara**  
Reference Policy Nos. 7, 14 and 15 Reprographics Orders - **Marnee**

### **8.5 Staff Professional Activities**

Garron Wells served as President of the Association of Canadian Archivists (ACA) during 1992-1993. In September, she represented the Association at the International Congress on Archives in Montreal and, as a member of the Board of Directors, participated in the Annual General Meeting of the Association of Canadian Archivists. She also represented the archival profession on the Masters Committee of the Faculty of Library and Information Science. Marnee Gamble served as editor of "Archademe", the semi-annual newsletter of the ACA's Special Interest Section on Universities and Colleges. She also chaired the Local Arrangements Committee for the 1993 Annual Conference of the Ontario Association of Archivists. Rick Stapleton was a member of the Programme Committee for the ACA's 1993 Annual Conference

to be held in St. John's. Harold Averill continued as a board member of the Canadian Gay Archives and as chair of that Archives' Operations Committee. He also continued as the graduate representative on the Hart House Library Committee. Lagring Ulanday attended the Annual Conference of the Toronto Chapter of the Association of Records Managers and Administrators.

### **8.6 Staff Training and Development**

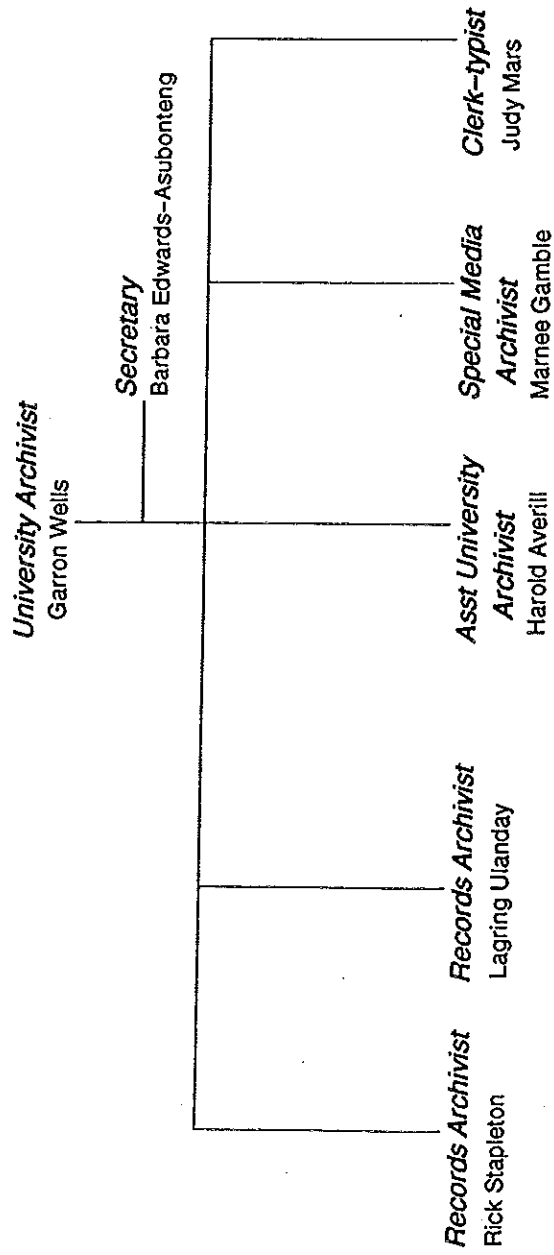
All staff participated in the one day workshop sponsored by the Library on Diversity Training. These workshops resulted from the ongoing work of the Relationship by Objectives initiative. This workshop provided all Library staff with an opportunity to increase their awareness of the diverse nature of employee backgrounds and interests which would result in improved understanding and working relationships among all levels of workers.

Marnee Gamblè, Garron Wells and Lagring Ulanday prepared for training sessions on the new on-line cataloguing system for the Library developed by Data Research Associates. A week long series of seminars were scheduled for the first two months of fiscal 1993-1994.

Barbara Edwards-Asubonteng successfully completed two courses - First Aid Training Standard Level, December 1992 and Introduction to Sign Language, April 1993 offered by the University of Toronto Library.

Appendix B

# UNIVERSITY OF TORONTO ARCHIVES



## Strategic planning for the University Archives:

### Storage Space, 1993-1996

Prepared by Garron Wells, University Archivist  
March 19, 1993

*1. Goal:* utilize existing on-site storage space more efficiently to postpone necessity of purchasing additional shelving equipment.

*2. Rationale:*

One of the four goals identified during a strategic planning session of the University Archives (UTA) held in May, 1992 was **to examine space utilization**. The University Archives is approaching a critical stage with respect to storage space. As of March 15, 1993, shelf space remaining in all storage areas amounts to 1,553 linear feet. The average annual volume of acquisitions from all sources amounts to 500 linear feet.<sup>1</sup> At this rate the UTA will exhaust its storage space by April, 1996.

*3. Strategy:*

The UTA proposes to carry out a deaccessioning programme in order to ensure that the Archives has sufficient on-site storage space to the end of the decade. This strategy alone would result in reclaiming sufficient storage space to meet the needs of the Archives until **April, 1996**. The additional strategy of utilizing off-site storage facilities would significantly extend this period to **June, 1999**. The combined cost of deaccessioning (i.e. the fees charged to have records destroyed) and storing records off-site (fees charged by the records centre) will be less expensive than purchasing new shelving equipment for the Archives.

*4. External and Internal Factors:*

*4.1 Records scheduling projects:*

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<sup>1</sup> Based on an average of annual volume of acquisitions from 1987 to 1992.



The implementation of records schedules which affect the disposition of accessions now in the custody of the Archives is dependent on the staff resources available to extend the records management initiatives to other university offices (both within the University Archives and within offices of origin) and on the approval of these schedules by the office of origin. At this writing a majority of offices have approved the schedules prepared for undergraduate student records. However, Office of the Faculty Registrar for the Faculty of Arts and Science has yet to approve their schedules, preferring to present it to their Faculty Council. This may delay our disposal of over 300 cu. ft. of undergraduate student records currently held by the Archives.

#### *4.2 University's fiscal policy:*

The deaccessioning of selected current holdings of the Archives through a process of reappraisal is labour intensive and could only be successful, **if the current level of staffing is maintained**. If staffing levels of the University Archives remain unchanged (ie at 7 FTE and 1 casual), deaccessioning will be completed by fiscal end 1996.

#### *4.3 Transfer/Donation Scheduling from internal and external donors:*

The UTA cannot totally control the volume of acquisitions received during a year. Procedures have been implemented whereby potential acquisitions are appraised at the source (either private donor or office of origin) and thus, only records of permanent value are received into the Archives. Since record schedules are limited for university records, it is impossible to anticipate how many offices may wish to have inactive records appraised within a given year. The same applies to private donors. In these latter instances, however, we do halt receipt of donations requiring monetary evaluation in September of every year to ensure that donations received will be evaluated for the tax year.

#### *5. Deaccessioning:*

During a two-week closure during August 1992 in which staff undertook an inventory analysis, it was determined that as much as 15% of the total accessions (estimated at 2,000) should be reviewed for possible deaccessioning.<sup>2</sup> The deaccessioning of archives accessions through a

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<sup>2</sup> This percentage of accessions does not necessarily translate into 15% of the volume of accessions held in the UTA. An accession can consist of a single photograph or many boxes containing thousands of documents.

process of reappraisal relating to archival principles and the UTA's acquisition policy would result in delaying the need for the expenditure of funds on additional on-site storage space.

The deaccessioning of archival accessions can be accomplished by:

a) implementing records schedules for university records where possible and destroy records held by the Archives as authorized.

b) accelerating the deaccessioning programme: reappraise existing accessions (both university and private records) and destroy or transfer to another repository as required.

#### *6. Storing low use accessions at the University's Off-site Records Centre.*

A growing practice among many archival repositories faced with space limitations is to move low use collections to an off-site storage area. The University now has a preferred vendor for off-site storage of records. This facility provides a secure, practical and relatively cost-effective alternative to purchasing additional shelving system for on-site storage. Collections in the Archives which are appropriate for this type of storage are hardcopies of microfilmed PhD theses, and university records of permanent value which have lengthy periods of restriction such as student records.

The following chart summarizes the impact on storage space for the University Archives if all strategies of deaccessioning and off-site storage are implemented:

<u>YEAR</u>	<u>DEACCESSIONED</u>	<u>OFF-SITE STORAGE</u>	<u>ACCESSIONED</u>	<u>STORAGE SPACE</u>
1993-1994	550 ft	100	500 ft.	+150 ft.
1994-1995	300 ft	200 ft	500 ft.	0
1995-1996	100 ft	100	500 ft.	-300
Totals	950 ft	400 ft.	1500 ft	-150.

Final balance of shelving available as of April 30, 1996: ( 1553 ft. balance as of April 30/93) + (150 ft. as of April 30/94) - (150 required as of April 30/96) = 1553 ft. of shelving remaining

on-site.

Therefore, at an average of 500 ft per annum of accessions, the UTA would have an additional 3 years worth of shelving space, that is until **June, 1999**.

### *7. Resources required:*

*7.1 Human Resources:* All archivists will require time to review current holdings of both university and private records and reappraise according to UTA acquisition policy and principles of archival appraisal. Non-professional staff will assist in this work as well as conduct a similar review under the supervision of the Special Media Archivist of selected library materials. This activity would be accelerated by a two-week closing of the Archives in August 1993 and through revised work plans for staff starting in 1993-1994. As shown above it is expected that staff would complete all reappraisal of current archival accessions by April, 1996.

### *7.2 Deaccessioning Costs (Destruction of records):*

The charges for having records destroyed by the University's preferred vendor are 25 cu. ft per hour at \$100.00 per hour. The costs for destruction would be as follows:

<i>YEAR</i>	<i>VOLUME</i>	<i>@25 FT/HR</i>	<i>@\$100/HR</i>
1993-1994	550 ft	22 ft	\$2,200
1994-1995	300 ft	12 hrs	\$1,200
1995-1996	100 ft	4 hrs	\$ 400
<i>TOTAL</i>			\$3,800

### *7.3 Off-site Records Centre Storage:*

Low use records are:

a) PhD theses for the period 1971-1989 (approx 100 cu ft stored in B1 level) which have been microfilmed.

b) university records with long periods of restriction such as student records or that have a low frequency of use; private collections for which the donor has negotiated a lengthy closure period. The total volume is unknown at this time but calculations are based on volumes indicated in Part 6 above.

The following cost breakdown is based on the transfer and storage of theses and archival records to the off-site records centre, and the average request for use of these records at two requests per month. The charges for using the Records Centre are as follows: (a) accession charges: \$3.00 per cu. ft, increasing each year; (b) storage costs: \$0.32 per cu. ft per month; and (c) courier costs: retrieval, delivery, return and refiling. Taxes are not included in these figures.

	<i>1993-1994</i>	<i>1994-1995</i>	<i>1995-1996</i>
<i>Accessioning</i>	\$ 300	\$ 630	\$ 330
<i>Storage</i>	384	1,152	1,536
<i>Courier</i>	517	540	561
<i>TOTAL</i>	\$1,201	\$2,322	\$2,427

### *8. Summary:*

As a result of these two strategies deaccessioning and off-site storage, the UTA will be able to postpone the need for additional on-site storage until fiscal end 1999. The following is a summary of the total costs:

Destruction costs: \$3800.00 (1993-1996)

Off-site storage costs: \$5950.00 (1993-1996)