



University of Toronto Archives

**Annual Report
1993 – 1994**

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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

Budgetary constraints affecting staffing and operations coloured the nature and range of accomplishments for the University Archives as it did for the whole University over the past fiscal year. As mentioned in last year's report, strategies for automation and storage for the Archives had been submitted to the Chief Librarian as part of an overall planning process for departments within the Library. The implementation of these strategies were required if the Archives was to keep pace with transfer demands from university offices and donations from private individuals and organizations. Unfortunately, the fiscal restraints imposed during the year prevented the implementation of these strategies. The freeze on hiring in the Library affected the position of Records Archivist, vacated by Rick Stapleton in August, 1993. This position remained vacant for the balance of the fiscal year resulting in the postponement of a new records management project and increased archival duties for professional staff. In response to these fiscal realities, staff conducted a planning session in January, 1994 to establish short and long term priorities for the Archives over the next 6 to 8 months. The half day meeting resulted in a report that identified everyone's concerns and helped to focus the energies of staff on a few, mutually agreed upon goals that could be accomplished with our current resources. A followup meeting will be held in the summer of 1994 to review and reassess our progress and to set new priorities for 1994-1995.

In the midst of this environment of fiscal restraint, staff acquired an impressive volume of new accessions from both university and private sources while maintaining a high standard of quality of reference service to researchers. Other achievements for the year were the completion

of the Conservation Survey (Section 7.1), the microfilming of student newspapers (Section 7.2), and the compiling of the *Inventory of the Omond McKillop Solandt Personal Records* (Section 4.1.1).

2. ACQUISITIONS

2.1 Acquisitions Policy

During 1993-1994, the UTA acquired 23 accessions of university records and 41 accessions of private records. While the number of accessions received did not increase significantly over 1992-1993, the volume did. A total of 189.53 metres (622.08 linear feet) of records were received from both university and private sources. This contrasts sharply with the volume reported for 1992-1993 in which only 57.59 metres (189 linear feet) were accessioned. Acquisition of library materials (monographs and periodicals) declined to 5.70 metres (18.70 linear feet) from the 10.00 metres (32.82 linear feet) received last year.

2.2 A Accessions

University records from 13 different administrative and academic areas were received in 23 separate accessions during this reporting period. These accessions totalled 65.92 metres (216.36 feet), an increase of 206% over 1992-1993. Of these records, three accessions were from offices for which the Archives had no previous accessions: Hungarian Studies, the University's Office of Director of Finance, and U. of T. Library Committee on the Science and Medicine Booklist. Among the larger accessions received were records from the Office of Vice-president and Provost (38 metres).

In spite of implementation of records retention schedules for student records, no accessions of these records were received during the year. For a complete list of university records received in 1993-1994 see Appendix C.

2.3 B Accessions

During the reporting period a total of 41 accessions (123.61 metres or 405.72 feet) of textual and non-textual records were received. Although the number of accessions is the same as in 1992-1993, there has been a 450% increase in volume of material received. Two accessions alone were larger than the total volume acquired last year. A complete list of private records accessions received for 1993-1994 is in Appendix C.

In the past, the University Archives has largely followed a reactive policy towards the acquisition of private records where, in the majority of cases, donors have approached us. One of the recurrent problems has been personal records of retiring faculty and staff left behind in departments. Through the Presidential Advisory Committee on Archives and Records Management, the University Archives will be informing retiring members of the University Community that they have an option of donating their records to the Archives.

One of the UTA's important donors, Omond Solandt (B93-0041, 13 metres) died in June, 1993 after a lengthy illness. Dr. Solandt was Chancellor between 1965 and 1971, and, as founding chair of the Defence Research Board of Canada and later of the Science Council of Canada, was this country's premier advocate of a coherent national science policy. Dr. Solandt began donating his personal records in 1988 and during the reporting period donated a further 13 metres of personal records to the Archives (B93-0041).

Other significant acquisitions were the personal records of Kay Riddell Rouillard (B93-0020, 0.40 metres), first Director of the International Student Centre and of her late husband, Dana Rouillard (B93-0025 3.22 metres), Professor Emeritus, French; Thomas Kennard Thomson

(B93-0027, 3.86 metres), founder of the Engineering Society of the University of Toronto; Elizabeth Allin (B93-0036, 1.32 metres), Professor Emeritus, Physics; Peter Yates (B93-0039, 6.4 metres), Professor Emeritus, Biochemistry; Blanche van Ginkel (B93-0042, 5.52 metres), Dean Emeritus, Architecture; and Thomas Greenfield (B93-0047, 1 metre), an internationally renown educational theorist.

1994 marks the centenary of the birth of Harold Innis. The University Archives has long been recognized as having the most comprehensive research resource on him. During the past year additional personal correspondence was received (B93-0044, 0.07 metres). The Archives also received the records of the Innis Communications Corporation, which was formed to publish Harold Innis' unfinished manuscript as the "History of Communications" (B93-0043, 9.20 metres). Though the project was never completed, the records provide a significant addition to the material available for those studying Professor Innis' ideas and their impact.

Additions were made to the personal records of the Thomson Family (B93-0023), and Professors Brian Land (B93-0026, 2.61 metres), Library Science; C. P. Stacey (B93-0021, 0.13 metres, and B93-0032, 0.26 metres), History; Gordon Skilling (B93-0028, 3.41 metres), Political Science; E. K. Brown (B93-0038, 1 metre), English; A. C. Davidson (B93-0046, Civil Engineering); and John Satterly (B93-0048, 1.10 metres), Physics.

2.4 Special Media Archives (Table 1)

Special Media Archives are non-textual records acquired from both University and private sources. Certain accessions received during 1993-1994, for example, were entirely made up of special media archives. A93-0022 acquired from the Department of Athletics and comprising

ITEMS	1993					1994					YTD		
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB		MAR	APR
PHOTOGRAPHS						*							
Photoprints						269	92		141		612	3	1117
Negatives						135	11	30			10		186
Slides						47		200	277				524
SOUND RECORDINGS													
Reel to reel						0		1					1
Cassettes						2			2				4
Oral history						9							9
Sound discs						3							3
MICROFORM.													
16mm reels						0	2						2
35mm reels						0		9	12				21
Microfiche sheets													0
MOVING IMAGE													
Film								79			32		111
Video								10					10
WORKS OF ART						192		1					193
AUTOMATED RECORDS						0							0
ARCHITECTURAL													
Plans & drawings						0			20			25	45
MAPS						0						6	6

* Figures in this column represent total for period May - October 1993. Monthly reporting begins in November.

79 films and 10 videos documenting U of T Blues Football, is one example. The largest volume of special media, however, was acquired as an integral part of larger textual accessions and are an integral part of these records. Among the most notable received during the past year were the Tuzo Wilson Personal Records (B93-0050), containing some 612 photographs and 33 films; and Blanche Van Ginkel Personal Records with 141 photoprints, 277 slides and 20 architectural drawings.

In total, the Archives acquired approximately 1117 photoprints, 186 photographic negatives, 524 slides, 1 reel to reel and 2 cassette sound recordings, 9 oral history recordings, 3 sound discs, 111 films, 10 videos, 40 architectural drawings and 10 maps. Among the 193 works of art received was a collection from the Dept. of Zoology of 192 charcoal drawings of dental anatomy drawn by Dr. B.A. Bensley, chair of the department from 1912-1934. Also received was a pencil sketch of King's College drawn by Catherine Beaven, daughter of Rev. James Beaven, professor of Theology from 1843-1872.

2.4.1 Library Materials:

Library material which includes serials, monographs and newspapers are acquired through various sources including direct mailings, subscriptions, purchases and transfers from a number of library departments including the Serials, Reference and Gifts & Exchange. The Archives' library collection grew by 5.70 metres over the past year with serials and newspapers accounting for most of the acquisitions.

2.5 Donations for Monetary Evaluation

A total of 22 accessions received from private sources were evaluated for the 1993 tax year (See Appendix A). The value of these gifts-in-kind amounted to \$88,350.

3. RECORDS MANAGEMENT

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

This Committee met three times during 1993-1994 (May 31, 1993, October 22, 1993 and January 11, 1994). Representatives from the University Archives were Garron Wells (Executive Secretary of the PACARM) at all meetings, Harold Averill at the October meeting and Rick Stapleton at the May meeting.

3.2 Employment records project.

With the completion of the student records project, the Committee turned its attention to the employment records project. A project proposal with time lines was submitted to the Committee in January, 1994 for its approval. In preparation for step 1 of this project, Garron Wells met with representatives of Faculty of Arts and Science, Human Resources, Comptroller's Office, School of Architecture and Landscape Architecture, the Faculty of Social Work, and the Faculty of Dentistry to brief them on the whole project, and the nature of their participation in the initial inventory pilot project. Further action on this pilot project was postponed until the Records Archivist position, vacated in August, could be filled.

3.3 Preferred Vendors

Purchasing Department, in cooperation with the University Archives, completed negotiations for a preferred vendor for micrographics (Bell and Howell).

3.4 Records Schedules

At the request of the Lynn Snowden, Secretary of the University Tribunal, record schedules

were prepared and approved by the Committee for five records series. The University Archivist also drafted records retention schedules for three records series for the Office of the Secretary of Governing Council, and for the Office of Research Administration relating to the use of human subjects case files.

3.5 Library Records Inventory project

In May, 1993, Garron Wells and Lagring Ulanday conducted a training session for records officers appointed in Library departments. A total of 24 people from 17 Library departments attended the 3 hour session which focused on completing the inventory form. Records inventory sheets for five offices only (Circulation, Chief Librarian, Personnel, Sigmund Samuel Library, University Archives) were received by the end of the calendar year and the data entered onto the Records Schedule database by Lagring Ulanday. During the last quarter of fiscal 1993-1994, Lagring reviewed inventory sheets and held further meetings with records officers to clarify information. Work on this project has been delayed as a result of staff shortages.

3.6 Records Management Manual distribution and revisions

A total of 78 complete manuals were distributed to academic and administrative offices by the Archives Secretary, Barbara Edwards-Asubonteng during this reporting period. As a result of the confirmation of the preferred vendor for micrographics, Section 7 of the Manual was prepared and distributed to all subscribers.

3.7 Presentations

In September, Garron Wells spoke briefly to a meeting of U. of T. Waste Management representatives regarding records management policy on destruction of university administrative records. Her comments underlined the need for the use of confidential shredding services (such as those provided by the preferred vendor, Shred-it) to ensure that all legal and security requirements are met.

At the invitation of Penny Tai-pow, Personnel Officer, Faculty of Arts and Science, Garron Wells spoke to a February lunch meeting of the Arts and Science Business Officers Group. An overview of the records management programme and the role of the Archives and the Presidential Advisory Committee on Archives and Records Management was presented.

4. ARRANGEMENT AND DESCRIPTION

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

During 1993-1994, a total of 297.3 metres (974 ft) of records, both current and backlog accessions, were physically processed.¹ This represents an increase of 76% over the volume for 1992-1993.

During the year finding aids for archival accessions, for both university and private records amounted to approximately 42% of the total finding aids produced for all acquisitions. Fifty-eight per cent of the 271 finding aids produced were to describe the individual issues of serials (recorded on the SERIALS database) received during the year into the Archives Library. Those produced for archival accessions (approximately 113) consisted mainly of accession record forms, box and file lists and series descriptions. Major finding aids were produced for some accessions of private records, namely, the J. Tuzo Wilson personal records, and *The Inventory of the Omond McKillop Solandt Personal Records* (See Below Section 4.1.1). The Assistant Library Technician, Steve Zoltai, produced a number of finding aids to backlog textual accessions such as Upper Canada College records (A74-0018 and A76-0003), and the records of the Banting Research Foundation (B79-0031)

4.1.1 Inventory of the Omond McKillop Solandt Personal Records

This finding aid was prepared to coincide with the Solandt Symposium on Organizing and Managing the Practical Application of Science to Problems in War and Peace to be held at

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

Queen's University, Kingston from 8 May to 10 May 1994. Harold Averill, Assistant University Archivist, undertook the preparation of this inventory along with duties as a member of the Organizing Committee, chaired by David Grenville. Barbara Edwards-Asubonteng, Archives Secretary, formatted, entered revisions, printed and distributed the final version in time for the conference.

The following paragraphs are from the "Introduction" prepared by Harold Averill, Assistant University Archivist.

The records [of Omond McKillop Solandt], dating from the early 1920s to 1992, encompass most of the media one might expect to find in an archives: textual records, graphic material (primarily photographs and slides), maps and plans, and publications...

Most of the records, not surprisingly, document his extraordinarily active and productive professional life, from the beginning of World War II to the end of the 1980s. The earlier portions of his career, especially his years with the Defence Research Board, Canadian National Railways, de Havilland, and the Electric Reduction Company are not well represented here as the records are found elsewhere. The volume of records begin to pick up in the mid-1960s and the greatest strength is to be found in those generated from the early 1970s on, when Dr. Solandt's activities

became complex indeed, with directorships in many companies, many consultancies, trusteeships and advisory committees. Three activities which seemed to please him most were...the Scientific Advisory Committee to the Legislative Assembly of the Northwest Territories [1976-1982]. consultancies for international agricultural and

ITEM	1993				1994								YTD
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	
PROCESSING-CURRENT													
A-Accessions Completed [metres]	3.1	38.71	0	58.26	4.8	0.39	0.59	1.13	4.14	0.14	2.07	0.14	113.47
B-Accessions Completed [metres]	2.55	9.15	2.16	14.72	1.3	14.2	7.94	25.48	4.81	0	10.38	5.23	97.92
M-Accessions Books Completed [metres]	0	0	1	1	3	8	0	3	6	4	1	0	27
P-Accessions Serials Completed [metres]	79	42	35	28	73	65	70	38	71	79	78	43	701
T-Accessions Theses Completed [metres]		0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Completed [metres]	7.98	48.04	2.36	73.25	7.37	14.75	8.64	26.76	9.16	0.57	12.69	5.52	217.09
PROCESSING-BACKLOG													
A-Accessions Completed [metres]	0	2.6	1.3	22.52	0	0	0	0	0	3.06	0	0	29.48
B-Accessions Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	1.84	1.84
M-Accessions Books Completed [metres]	0	0	300	80	0	0	0	0	6	0	0	0	386
P-Accessions Serials Completed [metres]	0	0	858	0	0	4	0	0	0	0	0	0	862
T-Accessions Theses Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Completed [metres]	0	37.67	16.5	24.12	0	0.07	0	0	0.1	3.06	0	1.84	83.36
DESCRIPTION-CURRENT													
A-Accessions Completed [metres]	1.04	38.71	0.8	58.26	4.8	0	0.59	1.13	4.14	0.14	2.07	0.14	111.82
B-Accessions Completed [metres]	9.98	0.78	4.03	5.52	1.3	8.6	9.69	6.16	9.15	2	7.98	5.23	70.42
M-Accessions Books Completed [metres]	0	0	1	0	0	3	0	0	6	6	0	1	17
P-Accessions Serials Completed [metres]	76	0	3	9	50	72	69	51	49	69	91	43	582
T-Accessions Theses Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
Total No. of Finding Aids	25	21	8	11	28	32	36	14	26	23	36	11	271
TOTAL Completed [metres]	12.21	40.09	4.97	65.85	7.23	8.76	10.39	7.38	13.4	2.37	10.45	5.48	188.67

ITEMS	1993					1994							YTD
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	
DESCRIPTION-BACKLOG													
A-Accessions Completed [metres]	0	0	1.3	16.48	0	0	0	0	0	0	3.06	0	20.84
B-Accessions Completed [metres]	0	0	0	0	1.45	0	0	0	0	0	0	0.78	2.23
M-Accessions Books Completed [metres]	0	0	0	0	0	0	0	0	6	0	0	0	6
	0	0	0	0	0	0	0	0	0.1	0	0	0	0.1
P-Accessions Serials Completed [metres]	0	0	58	0	0	0	0	0	0	0	0	0	58
	0	7	6	0	0	0	0	0	0	0	0	0	13
T-Accessions Theses Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0
Total No. of Finding Aids	0	7	2	1	1	0	0	0	0	0	1	1	13
TOTAL Completed [metres]	0	7	7.3	16.48	1.45	0	0	0	0.1	0	3.06	0.78	36.17

medical research [1975-1988]...and Senior Consultant to the Institute for Environmental Studies at the University of Toronto, enabling him to retain a close association with the University.²

Part I consists of series descriptions, in which the headings used are the same as for the series in the individual finding aids. The earlier series (001-009) are grouped by activity, but the arrangement, once career changes are identified, is largely chronological with the principal concentration of activity in any project being the determining factor in the order. Organizations that predominate in one series may be represented in another, particularly those dealing with international agricultural and medical research, such as the umbrella Consultative Group on International Agricultural Research. Series will often appear in more than one accession.

Dr. Solandt's personal records, as described in this inventory, are divided into six accessions (B88-0016, B89-0043, B90-0022, B91-0015, B92-0011, and B93-0041) totalling over 25 metres in extent. Additional records are still to be received by the University Archives and will be described at a later date. Individual finding aids have been produced to each of these accessions and form Part II of the inventory. Each contains a general description of the contents, and five are described to the file level, with one (B90-0022) to the box level only.

²Ferguson, J. K. W. "A tribute to Ormond McKillop Solandt, 1909-1993 at a Memorial Service, October, 1993 at Bloor Street United Church, Toronto, Ontario", 3.

4.2 Special Media Archives

4.2.1 Graphic records database

In the winter of 1993, the Special Media Archivist began the reformatting of the Word Perfect version of the *Guide to Graphic Records* for eventual transfer into an INMAGIC graphics database. This database, which will be an ongoing project over the next year, will eventually hold accession level descriptions for all accessions containing graphic records received since 1965. This will replace the published guide as the most complete listing of these records.

4.2.2 Records of the Department of Information Services

Steve Zoltai produced a file list for photographs in accession A78-0041, Records of the Department of Information Services. This accession contains mainly portraits and publicity shots of faculty and staff. It is arranged alphabetically by name and the new detailed finding aid allows for quick access to this heavily used accession.

4.2.3 Archives Library

The initial processing of the library materials backlog, which began in 1992-93, continued throughout the summer of 1993 and was completed during the August closing. All loose materials were sorted into type, ie. serials, monographs, theses, and archival records, and were boxed for future processing. Some 35.7 metres of monographs were processed, and the bulk of them sent to the Library's Gifts and Exchange Department. The monograph collection boxed by LC Call number was dismantled and those retained were placed on shelves in LC number order. Hospitality space was left to allow for growth of the collection as new monographs are acquired by the Archives. Many monographs, having no relation to the University, were set aside for deaccessioning. Multiple copies of the same publication were also

set aside and disposition of these will take place at a later date. At the end of this project, a comprehensive long term plan for dealing with the remainder of unprocessed material was submitted by the Special Media Archivist. There are no plans in the coming year, however, to make further processing a priority.

The Archives continues to acquire serials published by the University. These are processed on a monthly basis and recorded on the SERIALS database. Responsibility for processing serials at the present time is shared among the Special Media Archivist, the Clerk Typist and the Assistant Library Technician.

4.2.4 Newspapers

Judy Mars continued to collect, file, box, label and shelve campus newspapers (mainly of student organizations). Current issues for a core of 12 campus newspapers were added to the NEWSPAPR database. Searching of the database was undertaken to identify new titles and a small collection of backlog issues was added to the holdings of existing titles.

4.3 Varsity Index

Ms Matte Clark was the sole volunteer for this project. Father Robert Scollard who had participated in this project for many years, died in June. Father Scollard had been the Archivist at St. Michael's College for many years, and undertook part-time volunteer work on the Varsity Index project during his retirement years.

A total of 111 hours was devoted to this project during fiscal 1993-1994, resulting in the

indexing of Volume 48 to the end of Issue No. 81 (Feb. 12, 1930). The Archives is very grateful for the contribution of Father Scollard and Ms Clark to this project which relies entirely on the support of volunteers.

5. REFERENCE SERVICES

5.1 Research Services (Table 3)

Reading Room activity returned to 1991-1992 levels in three key areas: accessions use, number of new readers and daily users. Peak periods of use of the Reading Room by readers continued for the months of February-March, June-July and October-November (See Figures 1-6). Moderate increases over 1992-1993 levels were noted for accessions use (up 23%), new readers (up 15%) and daily users (up 18%).

	Accessions Use	New Readers	Daily Users
1990-91	2809	372	650
1991-92	2302	427	937
1992-93	1894	392	693
1993-94	2470	462	841
Average	2364	298	780

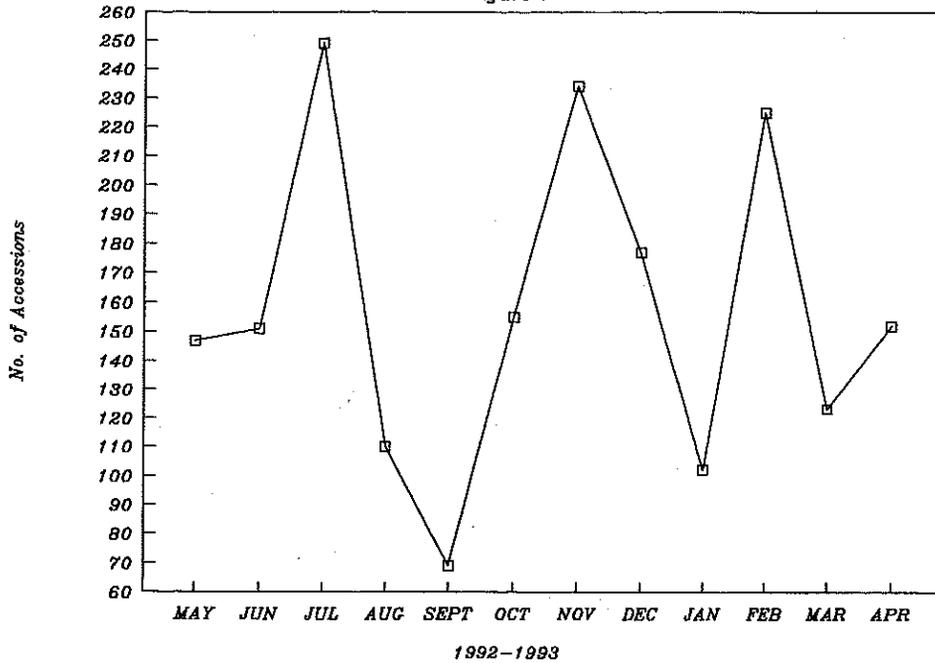
Total enquiries remained virtually unchanged from last year's levels. Barbara Edwards-Asubonteng took over responsibility for responding to ILL requests (mainly for theses) in September. Requests for student records continued to decline as expected during the year.

5.2 Massey Personal Records (B87-0082)

During 1993-1994, three researchers were given permission by the Master, Massey College to use this accession. Of these, two visited the Archives Reading Room to conduct research. Two written enquiries regarding these personal records were answered during the year.

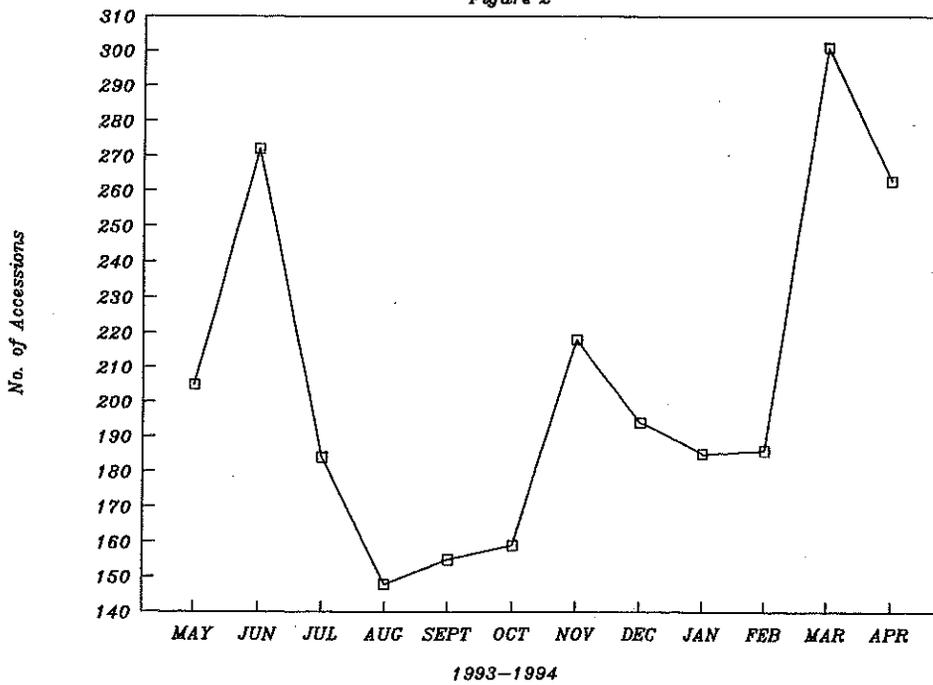
UNIVERSITY ARCHIVES ACCESSIONS USE

Figure 1



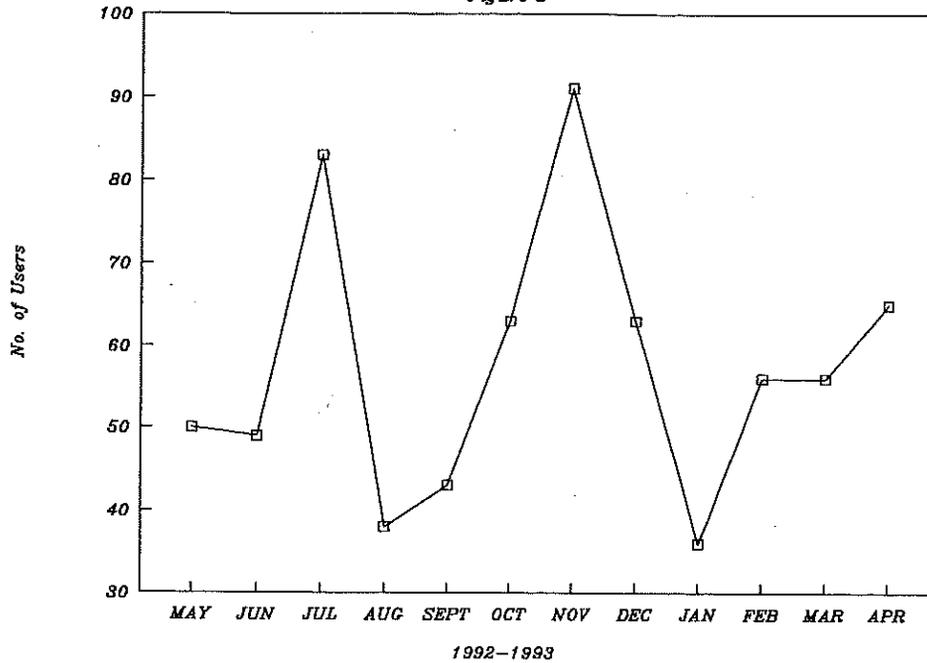
UNIVERSITY ARCHIVES ACCESSIONS USE

Figure 2



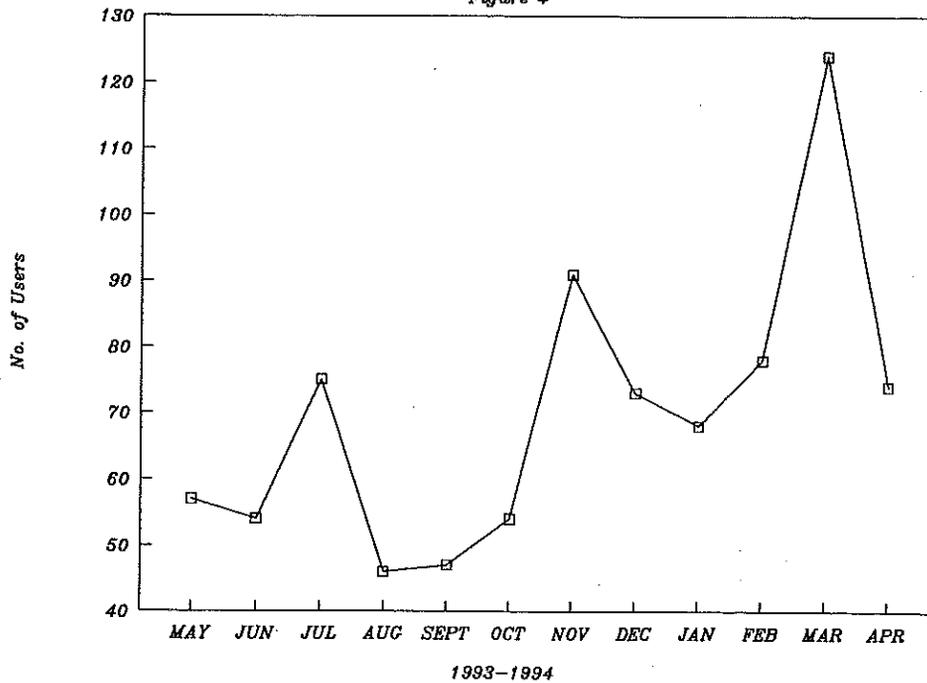
UNIVERSITY ARCHIVES MONTHLY USERS

Figure 3



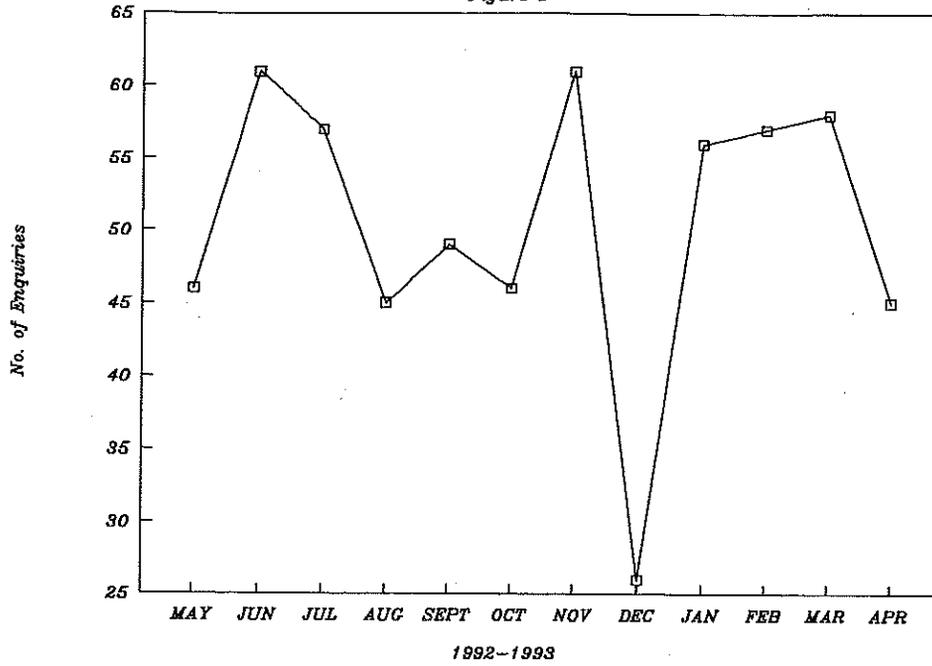
UNIVERSITY ARCHIVES MONTHLY USERS

Figure 4



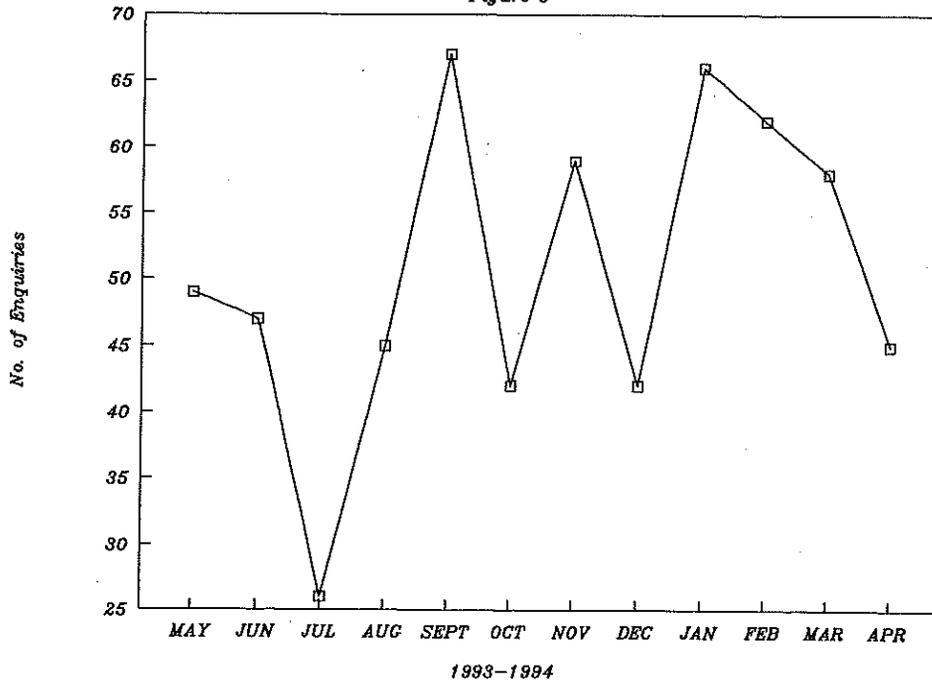
UNIVERSITY ARCHIVES ENQUIRIES

Figure 5



UNIVERSITY ARCHIVES ENQUIRIES

Figure 6



5.4 Reprography (Table 3)

Requests for reproductions either by photocopying or photography increased during 1993-1994. With the exception of 1990-1991, the volume of orders and pages reproduced by photocopying has steadily increased since 1989-1990. Requests for photographic reproductions as well has continued to rise slowly over the past five years. During fiscal 1993-1994, photocopy orders increased by 32% and the number of pages by 19%. While the number of photograph orders increased by 13%, the actual number of prints produced declined by 55% over last year.

5.5 Exhibitions/Tours

Only one exhibition was mounted during 1993-1994: the U. of T. Day exhibit on October 2. Harold Averill prepared an exhibit of photos on the history of athletics to coincide with the 100th anniversary of a formal athletics programme at the University. The film "Varsity Life" (1923) was also played for visitors. Garron Wells and Lagring Ulanday assisted Harold and Marnee in staffing the exhibit booth. The exhibit was later loaned to the Athletic Department for exhibit at the University of Western Ontario in the spring of 1994.

Harold Averill presented two seminars to students from the Faculty of Social Work and the Graduate Department of English on University Archives' resources. Garron Wells and Marnee Gamble gave presentations and tours to Faculty of Library and Information Science students in the course "Specialized Archives" relating to the management of university archives in general and the UTA in particular.

6. ORAL HISTORY PROGRAMME

The programme was essentially inactive during 1993-1994, and no meetings of the Committee were held. The remaining tapes of interviews undertaken in 1992-1993 were accessioned.

7. CONSERVATION

7.1 Conservation Survey - Phase 2

An additional grant was received from the Canadian Council of Archives, which, with the support of the University Library, allowed the Archives to complete the second year of this two-year project. Ken Lockwood of Dorset Conservation Inc. refined the sampling methodology and conducted an in depth analysis of paper-based and photographic records. His findings were documented in a two-volume report completed in March, 1994. Barbara Edwards-Asubonteng formatted, entered revisions to the text after editing by Garron Wells and arranged for final printing, binding and distribution.

The reports for Phase 1 and Phase 2 will be closely reviewed by Archives staff to 1994-1995 to develop a preservation management strategy.

7.2 Oversize photographs

A physical rearrangement of the oversize photographic material in the primary stack area was undertaken during the spring and fall of 1993 by Marnee Gamble, the Special Media Archivist with the help of Steve Zoltai, the Assistant Library Technician. This project accomplished two main goals: 1) ensured the proper containerization according to size of all oversize photographs, 2) regained control over the many oversize items that could not easily be located and to which locations were inaccurate. It also resulted in a freeing up of approximately 40% of available oversize shelving which can be used for future expansion of the collection. Nearly 75% of all oversize photographs have been boxed and the remainder are in individual acid free folders. A number of items have also been set aside for identification, accessioning, re-

appraisal and conservation. The SHEFLST Database was updated to reflect the new locations.

7.3 Newspapers microfilming

A total of 10 campus newspapers (mainly of student organizations) were forwarded to Preservation Services Department for preservation microfilming. This represents the first major preservation filming project for the Archives in nearly a decade.

Filming of issues for six newspapers dating from 1965 - 1991 were completed during fiscal 1993-1994. Judy Mars inspected each reel of film for defects in quality and completeness and arranged for refilming when required. Satisfactory reels were labelled and stored in cabinets in the Reading Room for research use. Judy also recorded appropriate information on each film reel in the NEWSPAPR database.

7.4 Water leakage B1 level storage area

For the second consecutive year, disaster threatened the safety of records stored in B1. Water leakage into the B1 level storage area was noticed on Wednesday, September 1. The water leakage was the result of finishing work on the mosaic floor during renovations to the First Floor Entrance of Robarts Library. Archives staff and Rare Books staff spent Thursday, September 2 covering all shelving systems in the B1 area with plastic sheeting. The sheeting was removed two weeks later.

7.5 Canadian Institute for Historical Microreproductions

A number of pre-1900 university publications were loaned to the CIHM for microfilming. Included was "Reminiscences of Toronto University", by Archibald M. MacMechan, "Electric screening in vacuum tubes" by J.C. McLennan and "Pass French and German in the University of Toronto" by William H. Fraser. Marnee Gamble co-ordinated the selection and delivery of these items to CIHM.

8. ADMINISTRATION

8.1 Computer equipment upgrading and LAN

Little progress was made in this area of Archives' operations. A staff terminal allowing access to the Library cataloguing system (UTLink) and to the VAX e-mail and internet was installed. However, no funding was received for the upgrading of personal computers from XT's to University standards (486's) or for wiring for a LAN during fiscal 1993-1994. The Archives level of automation remains at the levels described in the plan submitted to the Chief Librarian in the fall of 1992.³

8.2 Shelf List Database

As a result of work accomplished during the closing of the Reading Room in August, 1993, shelf list data was added for the Archives Library and Theses located on the 4th floor. Other revisions were also undertaken to reflect deaccessioning of student records. Marnee Gamble, Special Media Archivist assumed responsibility for the updating and maintenance of this database and printouts.

8.3 Correspondence Log and File Plan revisions

More efficient management of the Archives' correspondence log was achieved by the data being converted from DBASE IV to INMAGIC. Barbara Edwards-Asubonteng created the new datastructure and report format required for the INMAGIC database. It is now much easier to compile monthly statistics for written enquiries and interlibrary loans, and to search for relevant correspondence in the subject field.

³ See full Annual Report, 1992-1993, p. 25

Barbara Edwards-Asubonteng prepared and distributed two revisions of the Archives file plan to all staff members. The consistent updating of this administrative tool is essential to the ongoing operation of the Archives.

8.3 Closing of Archives, August 23 to September 3, 1993

The objectives of this year's closing project concentrated on improving shelving use in the B1 area and 3rd floor, and identifying holdings that could be deaccessioned and destroyed according to established records schedules or reappraisal. Since no funding for destruction of deaccessioned records was received, student records accessions were moved to temporary pallets on the floor of the B1 area. These were moved from the 3rd floor to suitable shelving in the B1 area. This resulted in 273 linear feet of shelving space being made available for new accessions in our primary storage area on the 3rd floor.

On the fourth floor, shelf locations and labels were completed for 75% of material in the Print Room. Physical rearrangement of Print Room materials was completed including unboxing of monographs and pamphlets, and their arrangement in Call No. order.

8.4 Storage Space

Included in last year's annual report (p.28) was a strategy for managing storage space for the Archives over the next six years. Unfortunately no funding for shredding was received during 1993-1994 and records slated for destruction continued to occupy much needed storage space. This request for funding was repeated in the 1994-1995 budget for the Archives. Without such funding, the Archives will exhaust all available storage space by the end of 1995.

8.5 Staff professional activities

Garron Wells completed her term as President of the Association of Canadian Archivists (ACA) and in this capacity chaired the Annual General Meeting held in St. John's, Nfld. in July. She also represented the archival profession on the Council of the Faculty of Library and Information Science. In February, 1994 she was appointed to the Board of the Canadian Archives Foundation where she will serve as Treasurer for the next two years.

Marnee Gamble continued as editor of "Archademe", the semi-annual newsletter of the ACA's Special Interest Section on Universities and Colleges.

During the year, Harold Averill represented the University Archives on the Organizing Committee of the Solandt Symposium to be held at Queen's University from May 8-10, 1994. Harold attended five meetings of the Committee in Kingston and produced the *Inventory of the Omond McKillop Solandt Personal Records* and a small photographic display for this event. Harold also continued as a board member of the Canadian Lesbian and Gay Archives and as a member of the Hart House Library Committee. Harold presented a paper entitled "Researching lesbian and gay history: the use of archives" at Out of the Archives!: Lesbian and Gay History Conference at York University in January, 1994.

Lagring Ulanday completed the first year of a two year term as archivist for the Toronto Chapter of the Association of Records Managers and Administrators. In this capacity, she chaired the ARMA Archives Committee and the History Committee. She also attended the Annual Conference of this chapter in January. Lagring continued as a member of the Library's

Preservation Committee.

Compiled and edited by Garron Wells with contributions from all staff members.
August 25, 1994

APPENDIX A

"B" accessions evaluated for Income Tax Purposes

University of Toronto Archives

Evaluations for Income Tax Purposes

1. B92-0031 **Lorna Marsden Personal Records.** [textual, graphic], 1970-1992. 3.33 m.

Correspondence, administrative files, addresses, speeches and lectures, review, student files and letters of reference, documenting Prof. Marsden's academic career as sociologist at the U. of T. and spokesperson for women's issues.

2. B93-0001 **William E. Kaplan Personal Records.** [textual], 1987-1992, 1.6 m.

Correspondence, lecture notes, manuscripts, diaries and other records relating to Professor Kaplan's activities as founding editor of the Canadian Labour Law Journal and the federal "Yes" campaign (1992).

3. B92-0009
 B93-0002 **Stacey Family Personal Records.** [textual, graphic], 1798-1970, .14 m.

Correspondence and accounts of William Stacey and family estate records of Doris Shiell Stacey, first wife of C.P. Stacey.

4. B93-0007 **Clark Family Personal Records.** [textual, graphic, artifacts], 1894-1992. 0.26 m.

Memorabilia and correspondence re activities of Herbert A. Clark as a student and graduate (1884-1939); program, biography of E. Ritchie Clark (1934-1976); course notes in household economics, files re extra-curricular activities, memorial for Harriet A. L. Clark (1930-1992); extra-curricular files for Mattie Clark, memorabilia (1930- 198-); course material, correspondence re Overseas Education League tour, 1924, memorabilia, and artifacts belonging to William H. D. Clark (1921-1968).

5. B93-0008 **Thomas Howarth Personal Records.** [textual, graphic, architectural drawings], 1943-1984. 8.11 m.

Correspondence, notes, memoranda, minutes, addresses, articles, reports, pamphlets, publications, photoprints, and architectural plans documenting the career of Thomas Howarth as an architect, professor and administrator.

6. B93-0009 **Herman Boeschstein Personal Records.** [textual], 193- - 1992, .20m
- Manuscripts of an autobiography, novels and plays written by Herman Boeschstein, some of which were published after his death. Prof. Boeschstein was head of the Dept. of German.
7. B93-0010 **Aron M. Rappaport Personal Records.** [textual, graphic, moving images], 1934-1992, 0.6m
- Course notes, manuscripts, lecture notes, minutes, photos, slides and film documenting Dr. Rappaport's career as a professor and research scientist. Dr. Rappaport was world renown as a specialist in liver diseases.
8. B93-0015 **Claude Thomas Bissell Personal Records.** [textual, graphic], 1930-1993. 1.56m
- Correspondence, notes, addresses, articles, photos, other material documenting the activities of Dr. Bissell as a student, professor of English and university president (Carleton and U. of T.).
9. B93-0016 **Ernest Armstrong McCulloch Personal Records.** [textual], 1965-1991. 3.6 m.
- Correspondence, minutes, memoranda, reports and publications documenting Dr. McCulloch's activities as a professor and an administrator at the Ontario Cancer Institute.
10. B93-0018 **School pin from Dental Nursing Course, 1937.**
11. B93-0020 **Kay Riddell Rouillard Personal Records.** [textual; graphic], 1948-1977. 0.40m
- Correspondence, minutes, notes, reports, photoprints and other material documenting Kay Riddell's involvement with foreign students at the University of Toronto with particular reference to Friendly Relations with Overseas Students and its successor the International Student Centre.
12. B93-0021
B93-0032 **Charles P. Stacey Personal Records.** [textual, graphic, artifacts], 1927-1982, .75 m.
- Correspondence, and photos of Prof. C. P. Stacey documenting his student days at University of Oxford and Princeton, and during World War II; medals commemorating honours received, c 1940's - 1982.

13. B93-0024 **Leslie Lloyd Murray Personal Records.** [textual], 1924-1926. .07m
- Course notes in gynaecology, obstetrics and pathology taken by Dr. Murray while a medical student at U. of T.
14. B93-0025 **Clarence Dana Rouillard Personal Records.** [textual, graphic, audio tape], 1931-1989. 3.22 m.
- Correspondence, notes, drafts of plays, articles, addresses, photos and audio tapes relating to Prof. Rouillard's research on the Turk in French literature, history and thought.
15. B93-0026 **R. Brian Land Personal Records.** [mixed media] 1928-1993, 1.87m.
- Correspondence, appointment books, lecture notes, addresses, manuscripts and works of art, documenting career of Dr. Land as professor and Dean of Faculty of Library Science.
16. B93-0036 **Elizabeth Allin Personal Records.** [textual, graphic], 1910-1989. 1.32 m.
- Correspondence, diaries, course and lecture notes, manuscripts, publications, and photoprints documenting the activities of Elizabeth Allin, Annie Theresa Reed and Kathleen May Crossley as student, staff and faculty in the Department of Physics, University of Toronto.
17. B93-0038 **Edward K. Brown Personal Records.** [textual], 1899-1987, 1.0 m.
- Correspondence, memoir, mss and printed articles, lecture notes of Prof. E. K. Brown, professor of English at U. of T. and University of Chicago.
18. B93-0039 **Peter Yates Personal Records.** [textual], 1950-1992, 5.16 m.
- Research and publication files, correspondence, course files, documenting Dr. Yates' contribution to the field of organic chemistry at the University of Toronto as professor and researcher.

19. B93-0040 **Gordon Neil Patterson Personal Records.** [textual, graphic], 1934-1941. .59m

Manuscripts, publications, notes and correspondence re activities of Prof. Patterson in his capacity as an aeronautical engineer in England and Australia, and as a director of the Institute for Aeronautical Studies at the University of Toronto.

20. B93-0042 **Blanche Van Ginkel Personal Records.** [mixed media]. 1962-1992, 5.8 m.

Correspondence, exhibition files, administrative files, lectures and teaching files, professional association files, student projects and theses documenting Dr. Van Ginkel's role as professor of architecture in the Faculty of Architecture and Landscape Architecture.

21. B93-0048 **John Satterly Personal Records.** [textual; graphic], 1886-1963. 1.10 m

Correspondence, obituaries, family documents, off prints, certificates and diplomas documenting John Satterly, Prof. of Physics.

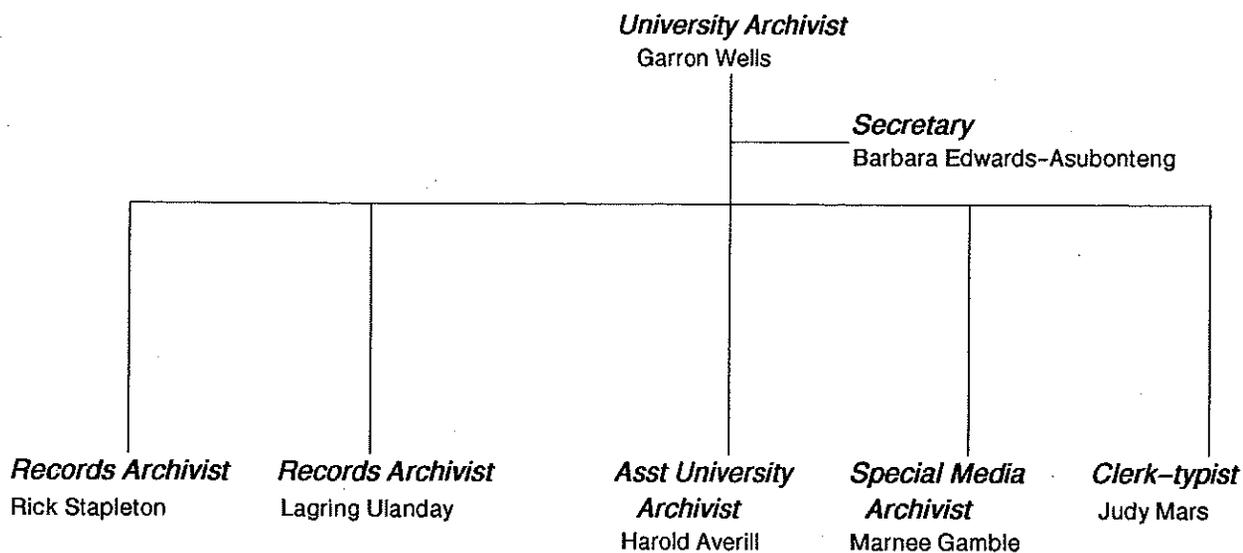
22. B93-0050 **Prof. John Tuzo Wilson Personal Records.** [textual; graphic; artifacts; moving images] 1853-1993, 11.71 m.

Correspondence, addresses, manuscripts, diaries, minutes, reports, publications, film scripts, photographs documenting Prof. Wilson's career as geophysicist, in particular his work on continental drift, as director general of the Ontario Science Centre, and as a member of many committees and commissions.

APPENDIX B

Organizational Chart

UNIVERSITY OF TORONTO ARCHIVES



APPENDIX C

List of Accessions Received 1993-1994

UNIVERSITY OF TORONTO ARCHIVES: LIST OF ACCESSIONS

(08/18/94)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
A93-0013	University of Toronto. Public Affairs	Textual Sound recordings Graphic	1991 - 1985	0.52	Convocation files, including addresses, media releases and photographs (1975-1985); files relating to sesquecentennial celebrations, Bovey Commission, Art Walk 1984, establishment of the Women's Studies scholarship. Apart from department files, there are also miscellaneous items collected by the Department i.e., New Songs of the U. of T.; invitations, programs and dance cards (1911-1915); class of 1915 directory.	Open	2448
A93-0014	University of Toronto. Education	Textual	1993	0.07	Copies of examinations held in April, 1993.	Open	2449
A93-0015	University of Toronto. Vice-President and Provost	Textual	1972-1990	38.0	Includes records of the Vice-President and Provost, 1983-1988; Vice-Provosts, 1972-1988; Assistant Vice-Provosts, 1977-1990	Restricted	2450
A93-0016	University of Toronto. Preservation Services Department	Graphic	1990-03	0.07	Two photoprints of University Archivist, Garron Wells, taken for the Staff Update. (Jim Ingram, Photographer).	Open	2451

UNIVERSITY OF TORONTO ARCHIVES: LIST OF ACCESSIONS

(08/18/94)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
A93-0017		Sound recordings	194-?	0.64	Sound Recording of Gen. Eisenhower at Convocation Hall, recorded by CFRB. Aluminum base, 16 inch discs.	Restricted	2452
A93-0018	University of Toronto. Dept. of East Asian Studies	Textual	1964-1982	1.40	Personnel files, course evaluations and various funds.	Restricted	2453
A93-0019	University of Toronto. Hungarian Studies	Textual	1978-1993	0.08	Files of George Bizstray, Chair of Hungarian Studies, covering various topics, including establishment of the chair in 1978 and other academic and administrative matters.	Open	2454
A93-0020	University of Toronto. Department of Geology	Textual Publications	1973-1983	2.53	Correspondence and subject files of David W. Strangway while chairman of the department; applications for teaching position and tenure files; grants, accreditation visit to Ecole Polytechnique (Montreal), Universities Space Research Association Proposal Evaluation Program, various reports, minutes of meeting and publications.	Restricted	2455

UNIVERSITY OF TORONTO ARCHIVES: LIST OF ACCESSIONS

(08/18/94)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
A93-0021	University of Toronto. Office of the Chief Librarian	Textual	1975-1984	.07	List of Library committees and the terms of reference of each body.	Open	2456
A93-0022	University of Toronto. Department of Athletics and Recreation	Moving images	1951-1981		Football films produced for Dept. of Athletics and Recreation by Chetynd Film Ltd. Contains: 10 video tapes, 3 8mm films, 76 16mm films.	Open	2457
A93-0023	University of Toronto. Office of Director of Finance	Textual Publications	1974-1984	8.4	Financial information relating to budget, payroll design, task force reports, grants, investment, funding, audit of university faculties, ancilliary enterprises and associated institution.	Restricted	2458
A93-0024	Office of the Vice-President. Internal Affairs	Textual Publications	1974-1982	2	Files relate to Vice-President, Internal Affairs (Frank Iacobucci). They consist mainly of correspondence, memoranda, minutes, reports and notes regarding budgets, salaries, staff classifications, labour relations and various committees, boards and associations.	Restricted	2459

UNIVERSITY OF TORONTO ARCHIVES: LIST OF ACCESSIONS

(08/18/94)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
A93-0025	University of Toronto. Medicine	Textual	1956-1989	4.8	Minutes of standing committees' meetings	Restricted	2460
A93-0026	University of Toronto. Faculty of Arts and Science	Textual	1992 - 1993	.39	Final examinations for winter session, 1992-93 and summer session 1993: Act - Eco; Ele - Phil, His - Zoo	Open	2461
A93-0027	University of Toronto. Library. Circulation Department	Textual Publications	1962-1979	.20	Files include minutes of senior staff meetings (1969-1974), index to 1967 meeting; minutes of circulation department meetings (1962-1963); circulation department manual (1968; n.d.); Chief Librarian memoranda (1964-1965); Ontario Universities' Library Co-operative System (1974-1979); publications.	Open	2462
A93-0028	University of Toronto. Archives	Textual	1988-1992	.40	Master copies of guides, inventories, annual reports and other publications of the University Archives. File plan #1617-20 and 1625-20.	Open	2463

UNIVERSITY OF TORONTO ARCHIVES: LIST OF ACCESSIONS

(08/18/94)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
A94-0001	University of Toronto. Faculty of Arts and Science. Public Relations and Liaison	Sound recordings	November 1992	0.07	Wiegand Foundation Lecture Series, 1992: "Cosmic Evolution: Toward a New Scientific Philosophy" by Dr. Eric Chaisson of the Space Telescope Science Institute; "Astronomy and Religion: Contributors or Contestants" by Dr. Christopher Corbally. The theme of the lecture series for 1992 was the Intersection of Science and Spirit.	Open	
A94-0002	University of Toronto. Faculty of Arts and Science. Public Relations and Liaison	Textual	1984-1992	3.2	Consists of three record series: Director's files, Liaison Officer's files, Public Relations Subject files. They are arranged by subject and contain varied types of records including correspondence, memos, invitations, samples, applications to various programs, agendas, etc.	Restricted	
A94-0003	University of Toronto. Faculty of Arts and Science	Textual	1973-1990	0.8	Records from the Committee on Admissions. Minutes, agendas, correspondence, statistics	Restricted	

UNIVERSITY OF TORONTO ARCHIVES: LIST OF ACCESSIONS

(08/18/94)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
A94-0004	University of Toronto. Faculty of Education	Textual	1993-12-14	.07	1993 fall term examinations for mathematics 1220, and technological studies (ETS 1010 & 6100).	Open	
A94-0005	Office of Statistics, Records and Convocation	Textual	1952-1993	.07	A list of Convocation Roll Book for the year 1993; and approved charges processed from 1952 to 1993.	Restricted	
A94-0006	University of Toronto. Library. Committee on the Science and Medicine Booklist.	Textual	1974 - 1975	.07	Minutes of meetings and report of the committee on the Science and Medicine Booklist.	Open	
A94-0007	University of Toronto. Library. Reader Services Area Council	Textual	1989 - 1993	.07	Minutes and report. Edward Schlauch chaired meetings in 1990 until the committee was officially disbanded.	Open	

UNIVERSITY OF TORONTO ARCHIVES: LIST OF ACCESSIONS

(08/18/94)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B93-0017	Falls, James Bruce	Textual Artifacts Graphic	1965 - 1968	0.39	Files relating to the organization of three international teach-ins by the International Teach-in Committee of the University of Toronto: "China: Co-existence or Containment" (2nd : 1966), "Religion and International Affairs" (3rd : 1967) and "Exploding Humanity - the crisis in numbers" (4th : 1968), Professor Falls was the general chair of the 1968 Committee.	Open	2480
B93-0018	Cowling, Audrey Maureen	Textual Graphic Artifacts	1936-1937	0.07	Programmes, invitations, memorabilia and clippings documenting Miss Cowling's education in the Dental Nursing. Also included is a photograph of the Dental Nurses Graduating Class of 1937 and two school pins.	Open	2481
B93-0019	University of Toronto. Faculty of Medicine	Graphic	1913	0.52	Photograph of the Medical 'At Home' Committee, 1913.	Open	2482

UNIVERSITY OF TORONTO ARCHIVES: LIST OF ACCESSIONS

(08/18/94)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B93-0020	ROULLARD, Kay Riddell	Textual Graphic	1948-1977	0.40	Correspondence, minutes, notes, reports, articles, press clippings, publications and photoprints documenting Kay Riddell's involvement with foreign students at the University of Toronto, in particular with reference to Friendly Relations with Overseas Students and its successor, the International Student Centre.	Open	2483
B93-0021	Stacey, Charles Perry	Textual	1927 - 1946		Correspondence of C.P. Stacey with Doris Shiell Stacey, Mrs. C.E. Stacey (mother).	Restricted	2484
B93-0022	Wilson, Daniel	Textual	1846 - 1890	.07	Copies of correspondence from Daniel Wilson (later Sir Daniel Wilson, former President of U. of T.) to individuals in Edinburgh and to institutions such as American Philosophic Society and Smithsonian Institution.	Open	2485

UNIVERSITY OF TORONTO ARCHIVES: LIST OF ACCESSIONS

(08/18/94)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B93-0023	Thomson Family	Textual	1907-1993	0.91	Correspondence, course notes, meeting cards, memorabilia, notebooks, manuscripts and publications, books, and photoprints documenting the activities of Margaret Head Thomson as a student at the University of Toronto and at the Sorbonne and as a proponent of improved relations between the French and English in Canada.	Open	2514
B93-0024	MURRAY, Leslie Lloyd	Textual	1924 - 1926	0.07	Course notes in gynaecology, obstetrics and pathology taken by Leslie Lloyd Murray while a medical student at the University of Toronto.	Open	2486
B93-0025	ROUILLARD, Clarence Dana	Textual Graphic Microform	1896 - 1990	1.60	Correspondence, research notes, notes, manuscripts, books, slides, photoprints and microfilm relating to Professor Dana Rouillard's research on the Turks.	Open	2487

UNIVERSITY OF TORONTO ARCHIVES: LIST OF ACCESSIONS

(08/18/94)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B93-0026	LAND, Reginald Brian	Textual Architectural Publications Graphic Cartographic	1956 - 1993	2.61	Correspondence, appointment books, lecture notes, addresses, manuscripts of publications, watercolour, pen and ink sketch, documenting career of Brian Land, primarily in relation to his career as a professor and Dean of the Faculty of Library Science.	Open	2488
B93-0027	Thomson, Thomas Kennard	Textual Architectural Publications Artifacts Graphic	1871 - 1952	3.86	Correspondence, certificates, reports, programmes, articles, photoprints, glass negatives, lantern, slides and architectural drawings documenting Kennard Thomson's career as a consulting engineer in New York and elsewhere and his relationship with the University of Toronto Engineering Society which he founded.	Open	2489

UNIVERSITY OF TORONTO ARCHIVES: LIST OF ACCESSIONS

(08/18/94)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B93-0028	Harold Gordon Skilling	Textual	1934-1988	3.41	Diaries, notebooks, personal and research correspondence, manuscripts, articles, press clippings and photoprints relating to Dr. Skillings trips to Eastern Europe, his personal life and his research and writings.	Restricted	2490
B93-0029		Textual	1922 - 1931		Two graduation diplomas: Bachelor of Medicine, 1922 and Bachelor of Arts 1933. Both are Latin and have the University of Toronto seal.	Open	2491
B93-0030		Graphic	1908	0.07	Photoprint of the class of 1908. School of Engineering	Open	2492
B93-0031		Graphic	193-?	0.07	Two photoprints of Prof. Haultain, from the School of Engineering, at work.	Open	2493

UNIVERSITY OF TORONTO ARCHIVES: LIST OF ACCESSIONS

(08/18/94)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B93-0032	Stacey, Charles Perry	Textual Artifacts Graphic	1939-1982	.26	Correspondence of C.P. Stacey to his mother during World War II, sympathy cards, estate accounts and papers related to death of Mrs. Jennie (Pearl) Margaret Stacey, mother of C.P. Stacey (1964-1968). Medals of C.P. Stacey. Photos of C.P. Stacey at Oxford and Princeton: portrait (c1920-1950).	Restricted	2494
B93-0033	University of Toronto Oral History Programme	Sound recordings	1993-03		Interview with Jean Burnet, student of Sociology, 1940's, at the University of Toronto and later faculty member of the Dept. of Political Economy. The interviews cover her life as a student and her professional career as a sociologist both within the University and outside. Subjects discussed include attitudes toward women faculty members, the Depts. of Political Economy and Sociology. [Karen Fejer - interviewer]	Open	2495

UNIVERSITY OF TORONTO ARCHIVES: LIST OF ACCESSIONS

(08/18/94)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B93-0034	University of Toronto Oral History Programme	Sound recordings	1993-04-14		Interview with archivist, Harold Averill, about Margaret Head Thomson, daughter of Robert Thomson, Chair of the Department of Botany and student in Classics in the late 1920s. Discusses her education at the University of Toronto and abroad, her father as chairman, her teaching career at McMaster and Acadia and public schools in Toronto, her work during World War II. [Karen Fejer - interviewer]	Open	2496
B93-0035	University of Toronto Oral History Programme	Sound recordings	1993-04		Interview with Elizabeth Allin, student of Math and Physics from 1922 - 1931 during which she received a B.A. Masters and Ph.D. in Physics. She taught Physics at the University of Toronto from 1934-1972. Discusses school years, faculty members and their position within the University [Karen Fejer - interview]	Open	2497

UNIVERSITY OF TORONTO ARCHIVES: LIST OF ACCESSIONS

(08/18/94)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B93-0036	Josephine Elizabeth Allin	Textual Graphic	1910-1989	1.32	Correspondence, diaries, course notes, lecture notes, manuscripts, publications, and photoprints documenting the activities of Elizabeth Josephine Allin, Annie Thersa Reed and Kathleen May Crosby as students, staff and faculty in the Department of Physics, University of Toronto.		2498
B93-0037	McLennan, Janet Cumming	Textual Publications Graphic	1928-1938	0.07	Manuscript by Arthur V. White, entitled "The McLennan laboratory: its initiation and purpose" (1936); copy of the Medical Research Council's (UK) Report on radium beam therapy research, 1934-37", with explanatory notes by Janet McLennan and copies of correspondence bound in; photo of J.C. McLennan in his lab (1928).	Open	2499

UNIVERSITY OF TORONTO ARCHIVES: LIST OF ACCESSIONS

(08/18/94)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B93-0038	Brown, Edward K.	Textual	1899-1987	1	Correspondence, Memoir, student matriculation papers, graded papers of his students scrapbook on William Makepeace Thackeray. (1899-1913) mss and printed articles, lecture notes of Prof. E.K. Brown, professor of English at University of Toronto and University of Chicago.	Open	2500
B93-0039	Yates, Peter	Textual	195---1992	6.4	Professional records of Peter Yates, professor and scholar of Bio-Chemistry. Included are files relating to workshops, seminars and lectures; project/publication files; files while editor of the Canadian Journal of Chemistry; correspondence; and files relating to the supervision of graduate thesis work.	Open	2501

UNIVERSITY OF TORONTO ARCHIVES: LIST OF ACCESSIONS

(08/18/94)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B93-0040	PATTERSON, Gordon Neil	Textual Publications Graphic	1934-1991	0.59	Manuscripts (with graphic images), publications, notes and correspondence relating to the activities of Professor Patterson in his capacity as an aeronautical engineer in England, Australia and as Director of the Institute of Aeronautical studies at the University of Toronto.	Open	2502
B93-0041	SOLANDT, Omund McKillop	Textual Publications Graphic	1946-1988	13.0	Correspondence, addresses, minutes, reports, publications and photoprints documenting Dr. Solandt's career, with particular reference to the Defence Research Board, Canadian National Railways, DeHavilland Aircraft Company, and ERCO, and to the many commissions and boards he sat on, including the chancellorship of the U. of T.	Open	2503

UNIVERSITY OF TORONTO ARCHIVES: LIST OF ACCESSIONS

(08/18/94)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B93-0042	Van Ginkel, Blanche Lemko	Textual Architectural Graphic	ca.1977-1992	5.52	Files documenting Professor Van Ginkel's activities as a professor and administrator in the Faculty/School of Architecture and as co-ordinator of its centennial celebrations. Included are lecture notes; reports, theses and correspondence re administrative matters, professional societies and exhibitions; and photoprints and posters.	Restricted	2504
B93-0043	Innis Communications Corporation	Textual	1969-ca 1983	9.20	Correspondence, minutes, financial statements, memoranda, articles, reports, legal documents and manuscripts relating to the project to publish Harold Adams Innis' unfinished manuscript as the "History of Communications".	Open	2505
B93-0044	Innis, Harold Adams	Textual	1918-1931	.07	Correspondence to Harold from family friends in Otterville, Ont. Typescript copies of letters prepared by Trish McDonald, student of Dr. Anne Innis Dagg.	Restricted	2506

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ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B93-0045	Wilson, William Stewart	Textual Graphic Architectural	1914-1963	0.52	Includes: diaries and notes during the 1st WW War in England and France; correspondence while commander of the COTC University of Toronto Contingent during WWII; personal correspondence while secretary of the Faculty of Applied Science and Engineering, 1927-; notes and 4th year thesis project while a student of Architectural from which he graduated in 1921.	Open	2507
B93-0046	Davidson, Arthur Campbell	Textual Graphic	1843-1990	0.78	Correspondence, notes, manuscripts of articles and addresses, lecture notes, articles and photoprints relating to his activities as a professor in the Department of Civil Engineering at the University of Toronto and as a professional engineer.	Open	2508

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ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B93-0047	GREENFIELD, Thomas Barr	Textual Graphic Computer files	1949-1992	1.0	Course notes, correspondence, addresses, articles, manuscripts, notes, minutes, photoprints and a sound recording relating to the activities of Thom Grenfield as a professor of educational administration at OISE and as a gay activist, especially in relation to Gay Fathers of Toronto.	Open	2509
B93-0048	Satterly, John	Textual Graphic	1886-1963	1.10	Includes obituaries, family documents, some correspondence, offprints, certificates and diplomas documenting John Satterly, Professor of Physics. Also portraits of Satterly and a 1903 group photo of the Cavendish Research Students.	Open	2510

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ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B93-0049 (Deaccessioned)	McNaught, Kenneth W.	Textual	1938-1991	1.27	Correspondence, course notes, lecture notes, memoranda, reports, addresses, manuscripts and press clippings documenting Kenneth McNaught's activities as a historian and social activist at United College in Winnipeg (the Harry Crowe case) and at the University of Toronto.	Restricted	2511
B93-0050	Wilson, John Tuzo	Textual; Sound recordings; Artifacts; Cartographic Publications; Graphic; Moving images	ca.1900-1993	25.6	Correspondence, minutes, reports, addresses, manuscripts, diaries, photographs, publications, certificates, maps, audio-tapes, film and artifacts documenting Tuzo Wilson's career as a geophysicist, as Director General of the Ontario Science Centre as a member of many commissions, committees and professional associations.	Restricted	2512
B93-0051	Beaven, Catherine	Graphic	18-		Pencil sketch of King's College by Catherine Beaven, daughter of James D. Beaven, Professor of Theology at King's College 1843-1872.	Open	2513

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ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B94-0001	Duff, C. Kent	Textual Graphic	1914 - 1955	0.6	Papers of Charles Kent Duff, student of engineering from 1914 to 1918 and research assistant in Electrical Engineering in the 1920s and 1930s under H.W. Price. Includes correspondence as a student, a lecture given to a class of Harold Innis', who, during their student days, was a roommate of Duff's. Also includes graduation diploma and photo, along with his C.V. from the 1950s.	Open	
B94-0002	Hogg, Helen Sawyer	Textual Publications Sound recordings Graphic Moving images	1905-1993	36	Includes personal correspondence, professional correspondence, diaries, lectures, addresses, manuscripts, research files, star cluster catalogue awards, student notes, photoprints, lantern slides and sound recordings documenting Dr. Hogg's work in astronomy as well as her personal life.	Restricted	
B94-0003		Graphic	1904	0.64	University of Toronto. Graduating Class in Arts, 1904.	Open	

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ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B94-0004	McNeill, Kenneth G.	Textual Graphic	194--198-	4.0	Correspondence; research and publication files; papers relating to professional associations and committees; student note books. Records document McNeill's activities within the Department of Physics and his role in nuclear research and policy development. Included are records on LINAC (Electron Linear Accelerator) and the University of Toronto Radiation Protection Authority.	Open	
B94-0005		Graphic	1896-1897		Two photoprints: 001P: 1896-97 Ontario College of Pharmacy Students; 002P: Ontario College of Pharmacy, Graduating Class of 1897.	Open	
B94-0006	Watson, C. Harold	Graphic	1917	0.07	Photograph of C. Harold Watson, 13th Battery, C.F.A., B.A. 1913. See A73-0026/497(62).	Open	