



# University of Toronto Archives

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**Annual Report  
1994 – 1995**

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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

Fiscal 1994-1995 began optimistically with the approval of funding for the vacant Records Archivist position. The filling of this position ensured that records management initiatives being pursued by the Archives under the authority of the Presidential Advisory Committee on Archives and Records Management could once again go forward. Most significant among these was the Employment Records Project (Section 3.2)

The return to full staffing in the Archives also allowed previously postponed projects to be undertaken and for a more equitable distribution of workload. Highlights of the archival work accomplished this past year were the arrangement and description of the Helen Sawyer Hogg Personal Records (approximately 30 metres) (Section 4.1.1) and the launching of the Accessions Update Project (Section 4.4). Staff also appraised and accessioned university and private records at a level comparable to the previous year. With the receipt of funding from the Library to shred non-archival records, we were also able to keep pace with storage requirements as proposed in our storage plan of 1993.

In spite of these accomplishments, operations continued to be hampered by inadequate technology. Many of the projects mentioned in this report could have been undertaken more efficiently using equipment meeting University standards. This issue is explored in more detail in the enclosed document entitled "University of Toronto Archives Planning for 2000" (See Appendix D).

## 2. ACQUISITIONS

### 2.1 Policy

The Archives actively and reactively acquired records relating to the University's documentary heritage from both university and private sources. The materials acquired ranged from paper-based textual records to a variety of special media records including architectural drawings, photographs, sound recordings, video recordings, and works of art. Our collection of printed library materials continues to be dominated by the acquisition of periodicals including campus newspapers and university administrative publications.

Figure 1<sup>1</sup> illustrates collection growth over the last five years for archival records from university and private sources. During this past year, the number and volume of accessions acquired remained fairly consistent with figures for 1993-1994. A total of 174 metres (574 linear feet) of archival records from both university and private sources were added to our holdings. Acquisition of library materials (mainly as a result of transfers from university offices) amounted to less than 3 metres (8 linear feet), down from 6 metres in 1993-1994.

### 2.2 A Accessions

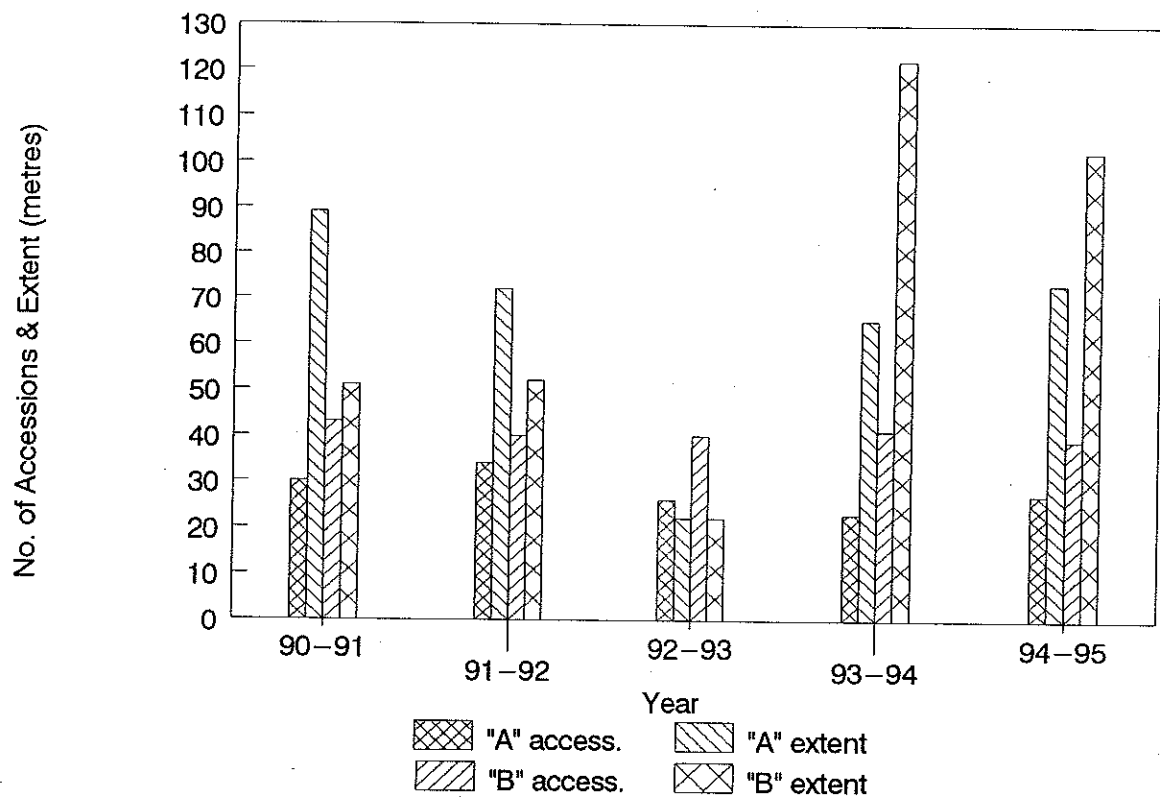
Acquisition of records from university offices increased slightly to 73 metres (240 linear feet). Among the total of 27 accessions received during the year were records from the Office of the Dean, Faculty of Medicine, the Centre of Criminology, Governing Council, the Centre for International Studies, University Tribunal, the Graduate Department of Speech Pathology and

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<sup>1</sup> Figure 1 and all other graphs and tables were formatted and printed by Barbara Edwards-Asubonteng.

## COLLECTION GROWTH

Figure 1



the Treasury Department. The majority of these records are paper-based, with the exception of records from the University Tribunal which included original audio cassettes of hearings. A complete list of university records received in 1994-1995 is in Appendix A.

### **2.3 B Accessions**

During the reporting period a total of 39 accessions (108.74 metres or 341 linear feet) of textual and non-textual records were received. While the volume represents an 8% decrease from last year, it is in line with previous years. ( See Figure 1) In 1994-1995, five donations alone accounted for 57% of the volume of records received.

We anticipate that the volume of private records received will continue at the current high level. One reason is that the initiative taken by the University Archives, through the Presidential Advisory Committee on Archives and Records Management, to inform retiring members of the University community of the option to deposit their records, is beginning to have a measurable impact. A number of individuals have approached the Archives regarding the potential deposition of their records, and three confirmed donations.

During the year a number of significant new acquisitions of personal records have been received. **Irvine Israel Glass** (B94-0033, 13.2 metres) was former director of the Institute for Aerospace Studies, a University Professor, and an internationally respected authority on shock waves. His deep commitment to human rights and his interest in his Jewish heritage resulted in extensive correspondence relating to Andrei Sakharov and other dissidents and refusniks in the former Soviet Union, to peace initiatives in the Middle East, and to Jews in China.

**Paul Fox** (B94-0024, 6.4 metres) is a retired professor of political science and former principal

of Erindale College. Amongst his files is a rich collection of radio and television scripts from the 1950s and the 1960s, when he served as a social commentator and political analyst for the CBC. **Sylvia Ostry** (B94-0016, 8.8 metres), Chair of the Centre for International Studies and, formerly, Chief Statistician of Canada and chair of the Economic Council of Canada, donated her records which document her impressive contribution to economic policy in Canada as a lecturer, senior civil servant, and research fellow. **Gordon Slemon** (B94-0034, 0.93 metres), former head of the Department of Electrical Engineering, donated the records he assembled as founder of the University of Toronto Innovations Foundation and a member of its Board during its first decade of existence. **Frederick E. Fry** (B94-0007, 7.2 m) taught in the Department of Zoology for almost forty years, beginning in 1936. A limnologist, he spent most of his career as Director of the Ontario Fisheries Research Laboratory and was responsible for the development of splake (a cross between speckled and lake trout). Included in his records are log books on splake and manuscripts and files from the Great Lakes Fisheries Commission. **Freda Hawkins** (B95-0007, 2.8 m) retired from the Department of Political Science in 1984. She was one of the first academics to give serious study to immigration policy and management in Canada. In addition to her professional correspondence, lecture notes and writings, her records contain the extensive files she assembled while a member of the Advisory Board on the Adjustment of Immigrants in the Department of Manpower and Immigration. A complete list of private records accessions received during fiscal 1994-1995 is in Appendix B.

## 2.4 Special Media (Table 1)

The Archives acquired three major special media accessions during 1994/95. The Eric Trussler Photographer acquisition (B94-0023) consisting of 1,175 film negatives represented the most significant acquisition of photographic media. These images document activities at the



ITEMS	1994					1995							YTD
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	
PHOTOGRAPHS													
Photoprints		137		16		12	293	56	22	323	138	15	1012
Negatives						1175	13			310	10		1508
Slides						100	736						836
SOUND RECORDINGS													
Reel to reel							1	5					6
Cassettes					56		1	5	2				64
Oral history													
Sound discs							3						3
MICROFORM													
16mm reels													0
35mm reels													0
Microfiche sheets													0
MOVING IMAGE													
Film													0
Video							3					18	21
WORKS OF ART				3									3
AUTOMATED RECORDS													0
ARCHITECTURAL													0
Plans & drawings											300		300
MAPS				1									1

Table 1

University from 1957-1962. Evidence of deterioration in approximately 10% of this collection was identified and will necessitate the production of duplicate negatives to ensure the preservation of these original images.

Through the efforts of Ihor Kotowycz, Manager, Property Design and Construction, the University Archives acquired by purchase approximately 300 original architectural plans from the firm of Allward and Gouinlock (B95-0008). Financial contributions for this purchase were received from the Faculties of Dentistry, and Nursing, the Departments of Mechanical Engineering and Chemistry as well as the University Archives. The buildings documented are Mechanical Engineering, School of Nursing, Dentistry, the Examination Hall and Victoria College Library for the period 1945-1982. The acquisition of original plans of university buildings from the original architectural firm ensures the preservation of the highest quality of documentation. Without such acquisitions, the University's collection will consist primarily of rapidly deteriorating copies of poor quality. The success of this cooperative venture may be a useful model for the future. Other architectural records received included microfilm of plans of six buildings (1959-1993) from Property Management, Design and Construction (A94-0016).

Finally, a historical photograph collection of the Faculty of Medicine, originally brought together by staff at Instructional Media Services, was donated to the Archives (A95-0008). The collection, numbering 94 images, contains Graduating Class composites from 1890-1993.

## **2.5 Donations for monetary evaluation**

A total of 20 accessions from private sources were evaluated for the 1994 tax year (See Appendix C). The value of these gifts-in-kind amounted to \$120,000.

### **3. RECORDS MANAGEMENT**

#### **3.1 Meetings of Presidential Advisory Committee on Archives and Records Management (PACARM)**

This Committee met six times during the year. Among the issues discussed were access to information and protection of personal privacy, the management of finance records, the employment records project (see below), insurance matters relating to on-site storage of semi-active and inactive records and records procedures relating to the Code of Behaviour on Academic records. The Committee also approved records schedules for University Tribunal and Human Subjects Review Committee records.

#### **3.2 Employment Records Project**

Following the hiring of the Records Archivist in June, 1994, the Employment Records Project was initiated. Between August and November, Jan Liebaers conducted a survey of employment records in six pilot offices. A preliminary report was submitted and discussed at January's PACARM meeting. A final report on Stage 1 of the Project was submitted and reviewed at the March and April meetings, and is awaiting further discussion. The Final Report compares the findings in the pilot offices with applicable legislation, and assists the development of a University Policy on Access to Employment Records.

#### **3.3 University Policy on Access to Information and Protection of Privacy**

At the request of the Secretary, Governing Council, the Archives assisted with the preparation of sections of this policy document. Since the University Archives is likely to receive the majority of requests for access to restricted records for research purposes, our participation in

the development of this policy has underlined the need to balance access rights with privacy rights. The University's policy was approved by Governing Council in February, 1995, and affects records created on or after September 1, 1995. In response to this new policy, the University Archives presented revised Access Policies to its holdings of university records held in the Archives to the PACARM for approval in April.

### **3.4 Records schedules**

Records schedules were prepared for two administrative areas: Human Subjects Review Committee in the Office of Research Services, and the University of Toronto Library. The schedules for Human Subjects Review Committee records focused on the final disposition of case files and were approved in December. The schedules for the Library dealt mainly with operational and administrative records. Scheduling of employee records in the Personnel Services area of the Library was deferred pending the completion of the employment records project (see above section 3.2) These schedules were submitted for approval at the end of this reporting period.

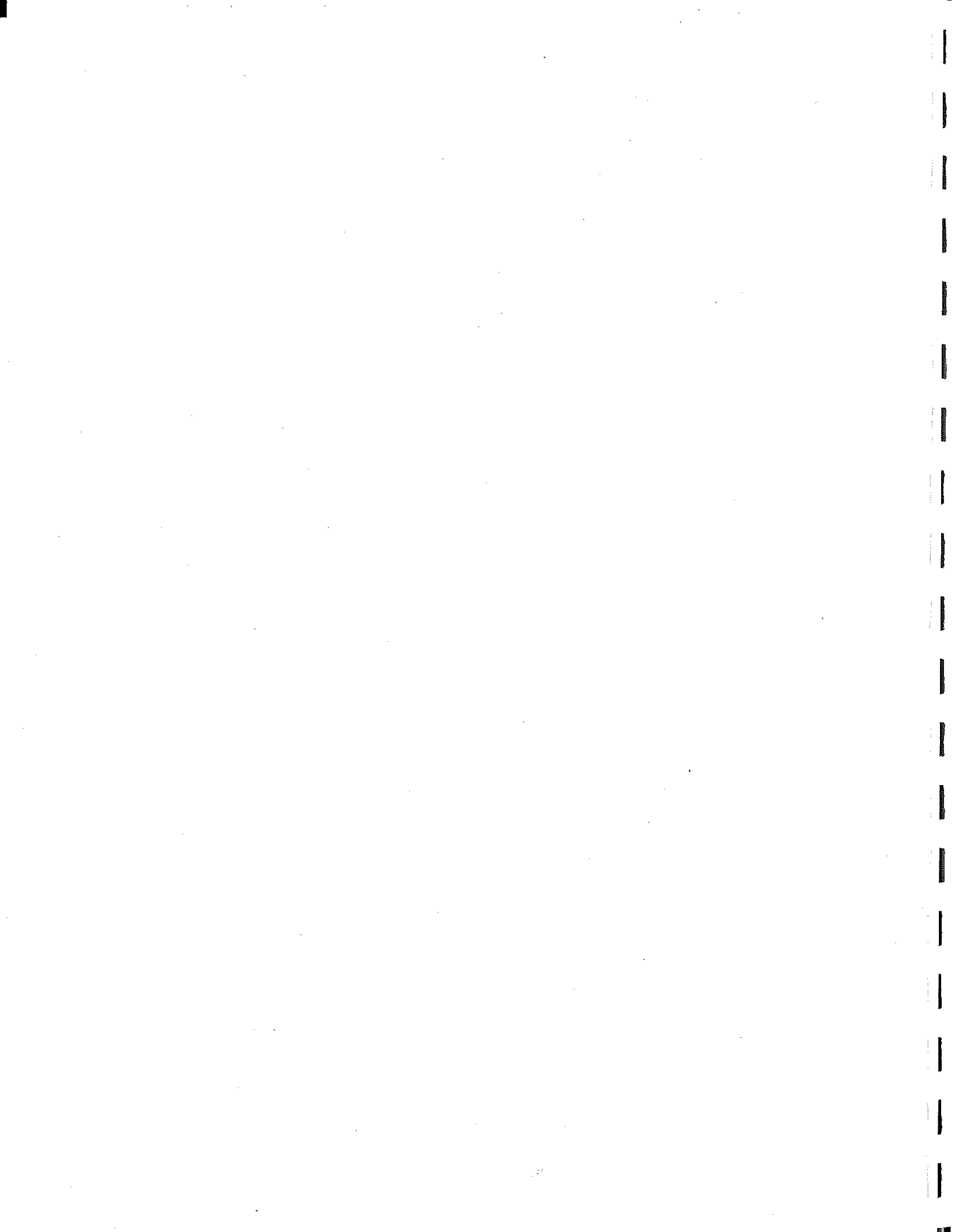
### **3.5 Records Management manual and distribution**

Barbara Edwards-Asubonteng arranged for the duplication and distribution of 12 manuals to academic and administrative offices. No new or revised sections were prepared during the year. However, some minor revisions were made to the Terms of Reference and Presidential Regulation on Archives and Records Management documents in Appendix A and B of the Manual. These involved editorial revisions to content, formatting and printing on Office of the President letterhead including the signature of the President. Susan Girard, Assistant Secretary, Governing Council was responsible for completing these revisions at the request of

the University Archivist.

### **3.6 Presentation**

In September, the University Archivist gave a two-hour presentation on the University's records management programme to administrative staff of the Systems Development office of U.T.C.C.. Discussion at this presentation centred on machine readable records and the future of recordkeeping practices at the University.



## 4. ARRANGEMENT AND DESCRIPTION

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

During the past year, a total of 185.2 metres (607 linear feet) of records, both current and backlog were physically processed. (See Table 2)<sup>2</sup> This represents a decline of 37% over last year's unusually high volume of 297.3 metres which included a number of large accessions of both university and private records.

Among University records, the processing and revising of the finding aid for the records of the Office of the Chief Librarian, 1890-1959, (A68-0001) was the most significant project. Work on reboxing, weeding and description was begun during the centenary year of the Library in 1992. Other obligations had delayed intensive work on this project until this year. Lagring Ulanday, Records Archivist, completed the majority of work on these records with assistance from Steve Zoltai, Assistant Library Technician. A total of 487 boxes were reprocessed and weeded. The revised finding aid is expected to be completed and available to researchers by the end of the first quarter of 1995-1996.

In addition to the Helen Sawyer Hogg Personal Records (See 4.1.1 below) finding aids were produced for the majority of private records accessions described in Section 2.3.

#### 4.1.1 Helen Sawyer Hogg Processing Project

The personal records of Dr. Helen Sawyer Hogg totalled 30 metres when acquired over a

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<sup>2</sup> Statistics for Table 2 Processing and Description compiled by Judy Mars.

	1994								1995					
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD	
PROCESSING—CURRENT														
A—Accessions														
Completed [metres]	0	16.87	6.24	0.13	1.38	0.33	0	0	21.4	3.57	0	15.8	65.77	
B—Accessions														
Completed [metres]	7.2	20.77	1.62	22.02	14	9.6	1.59	7.46	14.3	2.72	6.37	1.62	109.3	
M—Accessions Books	0	16	0	0	1	0	0	0	0	0	0	0	17	
Completed [metres]	0	0.07	0	0	0.07	0	0	0	0	0	0	0	0.14	
P—Accessions Serials	55	2	0	55	74	51	44	29	52	51	35	32	480	
Completed [metres]	0.2	0.07	0	0.1	0.14	0.15	0.07	0.07	0.16	0.15	0.1	0.13	1.34	
T—Accessions Theses	0	0	0	0	0	0	0	0	0	0	0	20	20	
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0.85	0.85	
TOTAL Completed [metres]	7.4	37.78	7.86	22.25	15.59	10.08	1.66	7.53	35.9	6.44	6.47	18.4	177.4	
PROCESSING—BACKLOG														
A—Accessions														
Completed [metres]	0	0	0	0	0	0.66	1.67	0	0	1.18	3.65	0	7.16	
B—Accessions														
Completed [metres]	0	0.07	0	0	0	0	0	0	0	0	0	0	0.07	
M—Accessions Books	0	0	0	0	0	0	0	0	0	0	0	0	0	
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0	
P—Accessions Serials	9	8	0	0	0	0	0	0	0	0	0	0	17	
Completed [metres]	0.2	0.02	0	0	0	0	0	0	0	0	0	0	0.22	
T—Accessions Theses	0	0	0	0	0	0	0	0	12	3	0	0	15	
Completed [metres]	0	0	0	0	0	0	0	0	0.1	0.2	0	0	0.3	
TOTAL Completed [metres]	0.2	0.09	0	0	0	0.66	1.67	0	0.1	1.38	3.65	0	7.75	
DESCRIPTION—CURRENT														
A—Accessions														
Completed [metres]	0.14	16.87	0	0.13	1.38	0.33	0	0	0.21	3.5	0	15.8	38.38	
B—Accessions														
Completed [metres]	7.2	0.77	0	2.16	13.85	13.69	10.28	3.9	11.3	11.9	6.37	1.62	83.1	
M—Accessions Books	0	0	0	0	0	0	6	0	0	6	0	0	12	
Completed [metres]	0	0	0	0	0	0	0.01	0	0	0.07	0	0	0.08	
P—Accessions Serials	37	55	0	0	80	76	24	36	48	43	32	29	460	
Completed [metres]	0.13	0.02	0	0	0.14	0.2	0.05	0.07	0.14	0.15	0.09	0.12	1.11	
T—Accessions Theses	0	0	0	0	0	0	0	0	6	0	0	20	26	
Completed [metres]	0	0	0	0	0	0	0	0	0.5	0	0	0.85	1.35	
Total No. of Finding Aids	15	18	0	8	31	31	4	16	37	27	34	75	296	
TOTAL Completed [metres]	7.47	17.66	0	2.29	15.37	14.22	10.34	3.97	12.1	15.6	6.46	18.4	124.0	

Table 2



	1994				1995								
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
DESCRIPTION—BACKLOG													
A—Accessions													
Completed [metres]	0	0	0	0	0	0.66	1.67	0	0	1.18	3.97	0	7.48
B—Accessions													
Completed [metres]	0	0.07	0	0	0	0	0	0	0	0	0	0.78	0.85
M—Accessions Books	0	0	0	0	0	0	0	0	0	0	0	6	6
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0.07	0.07
P—Accessions Serials	9	8	0	0	0	0	0	0	0	0	0	0	17
Completed [metres]	0.2	0.02	0	0	0	0	0	0	0	0	0	0	0.22
T—Accessions Theses	0	0	0	0	0	0	0	0	0	0	0	0	0
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
Total No. of Finding Aids	11	11	0	0	0	2	1	0	0	1	2	1	29
TOTAL Completed [metres]	0.2	0.09	0	0	0	0.66	1.67	0	0	1.18	3.97	0.85	8.62

period of several months the previous year. Under the direction of Special Media Archivist, Marnee Gamble, and with the assistance of Assistant Library Technician Steve Zoltai, the records were processed over a period of seven months and a detailed finding aid, describing nineteen series and three sous-fonds was prepared. The following brief excerpt from the finding aid sums up the importance of these records:

This accession contains the personal and professional papers of Dr. Helen Sawyer Hogg documenting her contribution to professional astronomy, her high regard as a popular educator as well as her responsibilities as a parent, daughter, wife and friend....

Because Dr. Hogg's career spanned nearly seven decades during a time astronomy as a discipline was still developing both nationally and internationally, these records are not only useful to those researching Dr. Hogg's achievements but will be insightful to those researchers studying the development of astronomy as a science and profession. Moreover, Dr. Hogg was a woman in a field of science which is still dominated by men. Those studying women's history may find Dr. Hogg's personal records a useful case study in one women's success in a largely male dominated profession.

## **4.2 Special Media**

### **4.2.1 Graphic Records Database**

In the winter of 1995, the GRAPHIC database was made available to archivists in the reading room. At the end of 1994/95, the database contained all the entries from the Guide to Graphic Records which was reformatted from WordPerfect to Inmagic. It also contained descriptions for A and B accessions received from 1992-1994. New accessions of graphic records are being entered as they are acquired and processed. It is hoped that the updating of the accession level descriptions for A and B Accessions received between 1986 and 1991 will be completed by 1996. At the moment, the Graphic Database serves as a descriptive accession level finding aid for the

graphic records. In the future, however, it will also be used to manage the collection by noting processing priorities and conservation needs.

#### **4.3 Varsity index**

The Archives gratefully acknowledges the work of Ms Mattie Clark, the sole volunteer for this project during 1994-1995. During the year Ms Clark completed the indexing of Volume 48 (1929-1930). Ms Clark has informed the Archives that this would be her final year of work on this project. There are no plans to continue the indexing project in the upcoming year.

#### **4.4 Accessions update project**

Archivists initiated a major project to update the level of description on all accessions of university and private records received by the Archives since the department's establishment in 1965. Since 1965 the Archives has received over 2000 individual accessions from both university and private sources. In 1992, basic information on each of these accessions was entered into the Accessions Description Database (ACCDDES) (See Annual Report, 1992-1993, p. 14). For the purposes of this project, each archivist was assigned a share of records from the database to update. The original plan to update "A" and "B" accession records based on *fonds* was amended in January to focus on university records only. This change was made to ensure restrictions on access to information were accurately recorded and in compliance with the University's Policy on Access to Information and Protection of Privacy. (See Section 3.3) By the end of this reporting period approximately 40% of all "A" accessions had been updated. While the main purpose for this project was to improve the administration of our holdings, the research benefits to patrons of the Archives are an important by-product. Accurate and complete information on each accession greatly enhances access to information in our holdings

and lessens the search time for researchers.

## 5. REFERENCE SERVICES

### 5.1 Research Services (Table 3)<sup>3</sup>

Research use of the Archives fell slightly over figures for 1993-1994. Compared over the past five years, however, the number of researchers and the volume of accessions used in the Reading Room continued at an average rate. (See Figures 2-7)

	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
1994-95	2244	429	882
<b>Average</b>	<b>2344</b>	<b>416</b>	<b>801</b>

The pattern of accessions use also remained consistent, with A Accessions (university records) being requested approximately one-third more often than B Accessions (private records).

### 5.2 Massey Personal records

The Archives received 14 letters of permission to access these records from the Master of Massey College during the year. Of these, six researchers visited the Reading Room to undertake their research.

### 5.3 Reprography

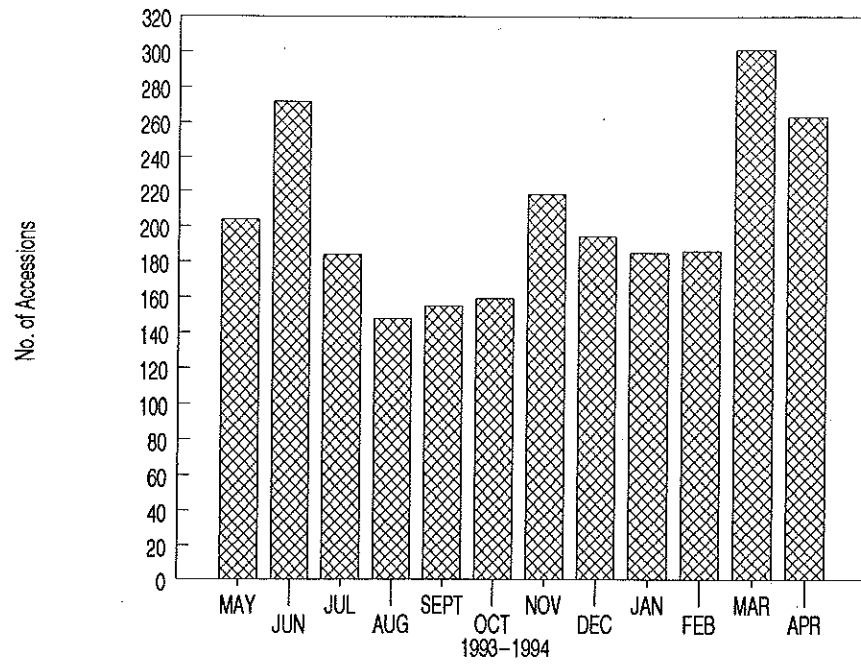
Duplication of archival material expanded this year to include statistics on video and sound

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<sup>3</sup> Statistics for Table 3 were compiled by Judy Mars.

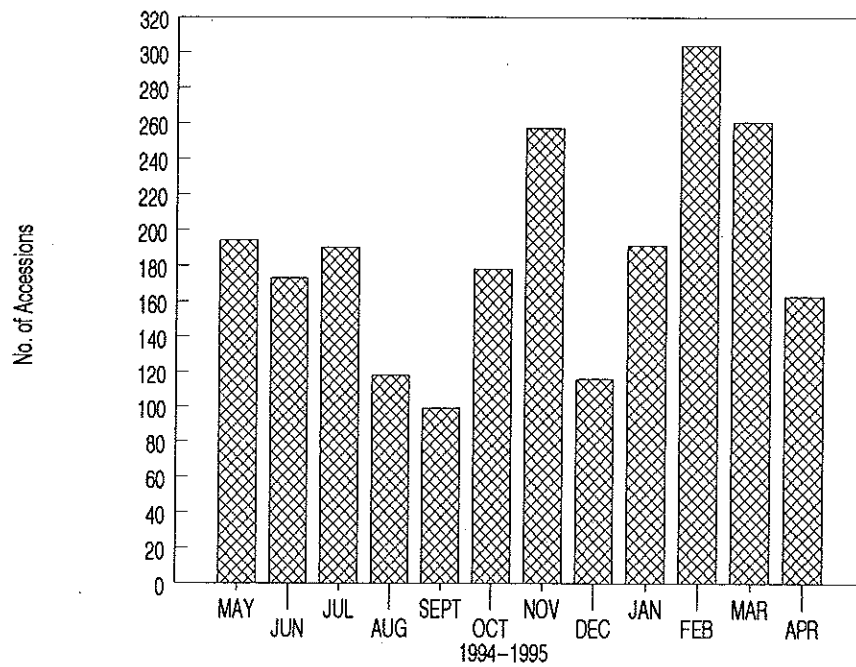
## UNIVERSITY ARCHIVES ACCESSIONS USE

Figure 2



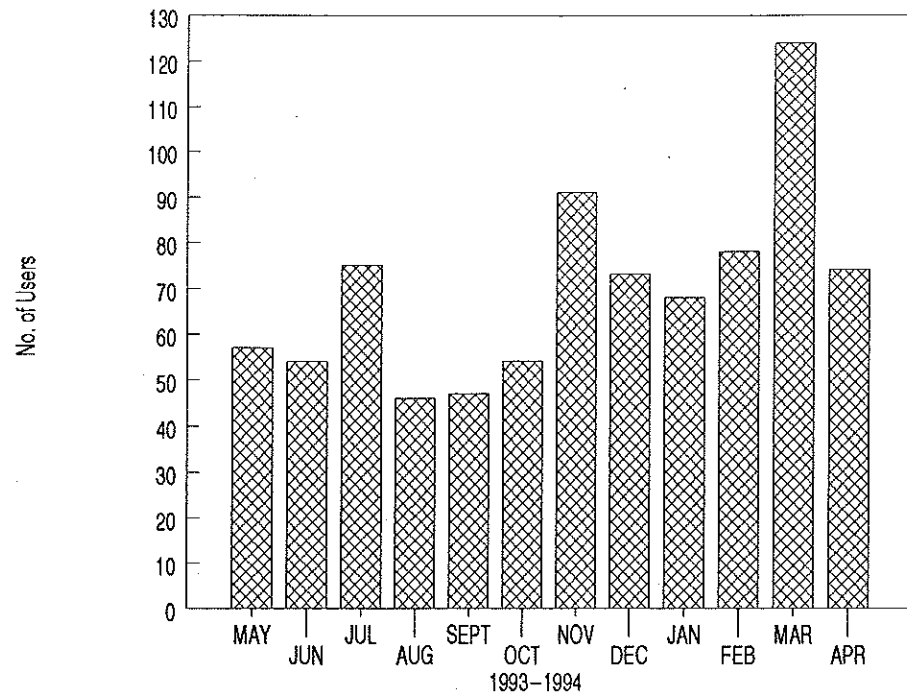
## UNIVERSITY ARCHIVES ACCESSIONS USE

Figure 3



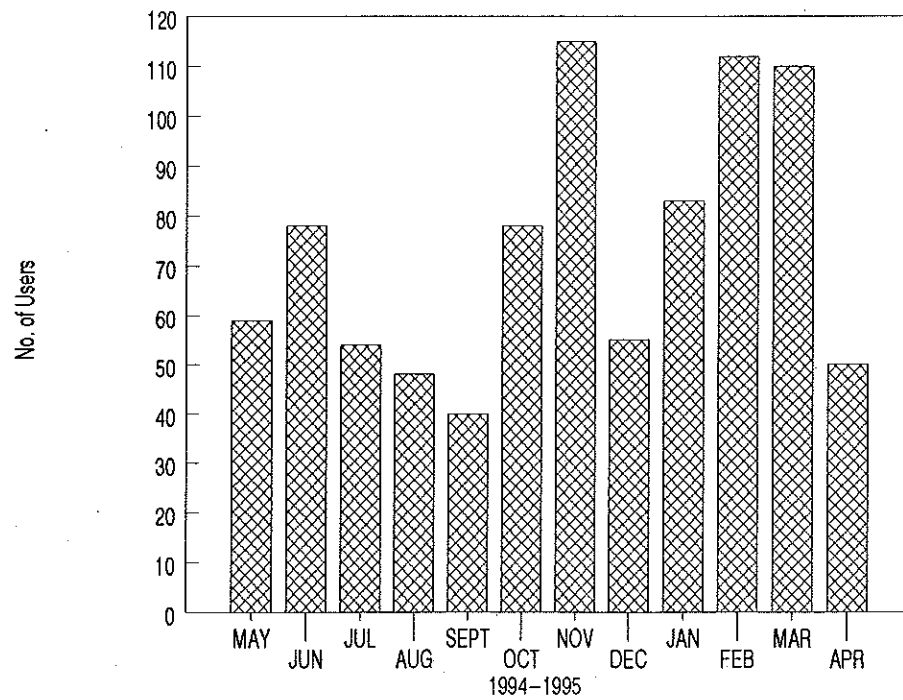
## UNIVERSITY ARCHIVES MONTHLY USERS

Figure 4



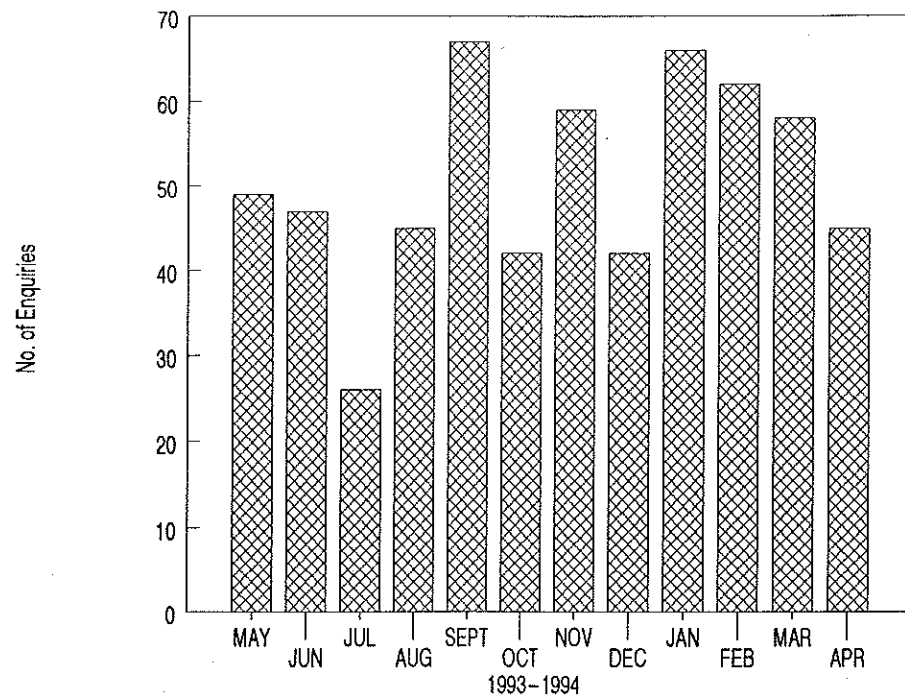
## UNIVERSITY ARCHIVES MONTHLY USERS

Figure 5



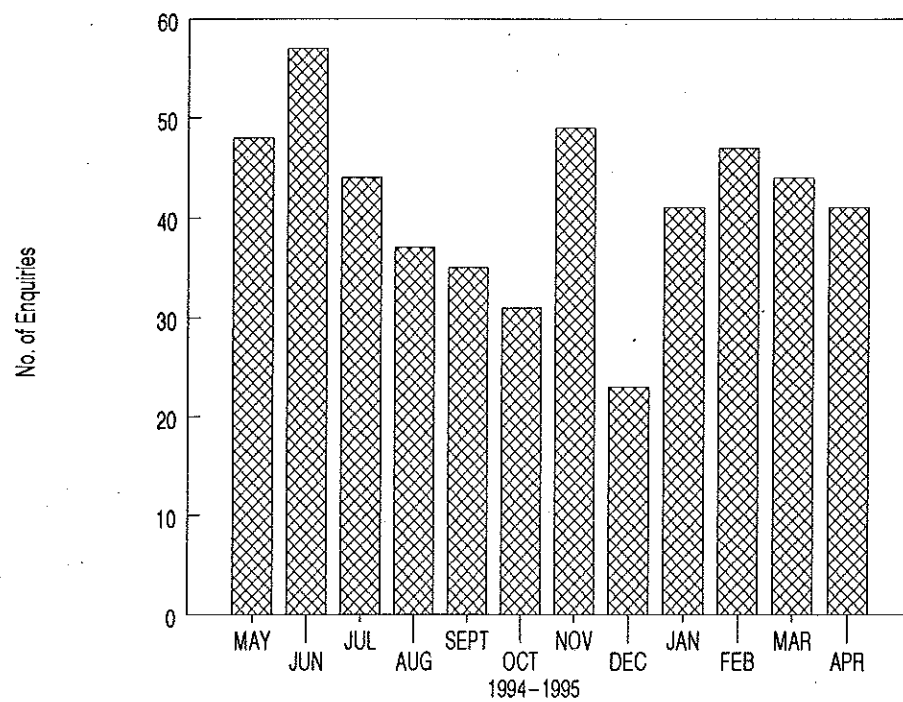
## UNIVERSITY ARCHIVES ENQUIRIES

Figure 6



## UNIVERSITY ARCHIVES ENQUIRIES

Figure 7





		1994								1995				
		MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
A-Acc:	Use	31	87	100	43	39	83	80	38	101	125	118	72	917
B-Acc:	Use	34	40	60	42	24	45	99	32	41	100	46	71	634
M-Acc:	Use	0	0	0	1	0	0	0	0	0	2	0	0	3
P-Acc:	Use	23	37	26	18	24	30	51	32	37	58	70	18	424
T-Acc:	Use	106	9	4	14	12	20	27	14	12	19	27	2	266
TOTAL ACCESS USE:		194	173	190	118	99	178	257	116	191	304	261	163	2244
TOTAL (1993-1994)		204	272	184	148	155	159	218	194	185	186	301	263	2470
% CHANGE		-5%	-57%	3%	-25%	-57%	11%	15%	-67%	3%	39%	-15%	-61%	-10%
New Readers		45	28	27	34	39	49	64	21	30	31	43	18	429
Daily Users		59	78	54	48	40	78	115	55	83	112	110	50	882
Daily Users(1993-1994)		57	54	75	46	47	54	91	73	68	78	124	74	841
% CHANGE		1%	14%	-11%	2%	-7%	13%	9%	-16%	8%	11%	-5%	-15%	2%
ENQUIRIES														
Written		9	7	7	5	3	4	8	6	7	11	9	11	87
Phone		31	43	36	27	29	20	38	13	30	32	31	27	357
ILL		8	7	1	5	3	7	3	4	4	4	4	3	53
TOTAL ENQUIRIES:		48	57	44	37	35	31	49	23	41	47	44	41	497
STUDENT RECORDS														
Copies		1	0	0	1	0	1	0	0	0	0	0	2	5
Loans		2	0	2	2	4	1	2	2	1	0	1	0	17
Unlocated		1	0	0	1	2	0	1	0	1	1	0	2	9
TOTAL SR REQUESTS:		4	0	2	4	6	2	3	2	2	1	1	4	31
DUPLICATION														
Microfilm		1	0	2	0	0	2	0	3	0	0	1	0	9
Microfiche		0	0	0	0	0	0	0	0	0	0	0	0	0
Video		1	0	0	0	0	0	0	0	0	0	8	0	9
Sound Recordings		0	4	0	0	0	0	0	0	0	0	3	0	7
Photographs														
Orders		2	4	3	11	2	3	0	7	5	2	5	4	48
Prints		9	7	26	84	13	8	0	44	0	13	10	4	218
Photocopying														
Orders		45	119	96	81	39	25	40	24	65	75	70	42	721
Pages		1220	1782	983	2145	481	460	1125	256	589	1383	1059	696	12179
Total \$		\$244	\$356	\$197	\$429	\$96	\$92	\$225	\$51	\$118	\$277	\$212	\$139	\$2,436
TOURS														
Groups			0	0	0	3	0	0	0	1	0	1	1	6
Persons		1	0	0	0	5	0	0	0	12	0	20	2	40
EXHIBITS														
		1	1	0	0	0	1	0	0	0	0	0	0	3

Table 3

recordings. While the Archives has provided duplicates of its holdings in these formats for some years, the increase in frequency for copies, especially of moving images records, has resulted in them being added to our reprographic statistics this year.

#### **5.4 Exhibitions/tours**

The U of T Day exhibit was presented on October 22nd. A total of 40 people visited the University Archives Reading Room. The change of venue from the second floor lobby of the Robarts Library, enabled the Archives staff to assemble the exhibit more quickly and at less cost. Harold Averill prepared an exhibit (untitled) to illustrate the variety of records housed in the University Archives. A selection of material, including the Charter of King's College, correspondence, diaries, contracts, programmes, photoprints, architectural drawings, maps, and original works of art were grouped under "The early years of the University", "University College", "The fire of 1890", and "Frederick Coates", who was art director at Hart House Theatre in 1922-1923 and from 1930 to 1935.

In addition to the above material, Marnee Gamble assembled a display of equipment, photoprints, glass plate negatives, lantern slides, drawings, film reels, video formats, audio tapes, wire recordings, and other items to illustrate the diversity of materials in special media archives and the technical problems associated with preserving them. The film, "Varsity Life", a look at Hart House in 1923, was shown in video format.

Five tours were given during the year. Tours in January and March coincided with presentations to students from the "Specialized Archives" course at the Faculty of Information Studies at U. of T. and a course in Conservation from the School of Library and Information

Studies at the University of Western Ontario.

## **6. CONSERVATION**

### **6.1 Canadian Institute for Historical Microreproductions**

The University of Toronto Archives continued to lend material to CIHM for microfilming. They are presently selecting post 1900 monographs relating to science for microfilming. Most of the publications lent were from the University of Toronto Studies Chemistry Series. Marnee Gamble co-ordinated the borrowing with a staff person from CIHM.

### **6.2 Newspapers**

In cooperation with the Preservation Services Department, the microfilming of the remaining university newspapers was completed during the year. Since 1993, a total of 10 newspapers dating from 1920 to 1990 have been filmed. Judy Mars updated the Archives' newspapers database as film was received, reviewed and approved. She also arranged for diazo duplicates of all titles to be placed on self-serve in the Reading Room of the University Archives and with the Microtext Department.

### **6.3 Photographic Preservation Project**

A proposal for the copying of glass plate negatives to safety film negatives was prepared by the Archives for the approval of the Chief Librarian. The source of funding for this project, consisting of approximately 5,700 glass negatives from Accession A65-0004 will be the Huenergard Estate. This project, to be undertaken over the next year, will be administered by the Preservation Services Department in cooperation with the Archives and will employ a contract Photograph Technician.

## **7. ADMINISTRATION**

### **7.1 Automation**

As in previous years, the Archives submitted its request for the upgrading of computer equipment to the Chief Librarian. Unfortunately, as in previous years, the Archives received no funding. In fact, by the end of the year, the Archives found itself with a net loss of computer equipment. This resulted from the failure of three computers (two XT's and one 386). The latter computer was repaired with no loss of data; only one of the two XT's was replaced -- with a reconditioned 386 personal computer. The failure of the balance of outmoded computer equipment is expected to intensify resulting in more disruptions to operations and a severe decline in productivity. The Archives will continue to press for the upgrading of equipment to University standards and for the installation of a LAN as outlined in the Archives plan submitted in 1992.

### **7.2 Planning 2000**

During the year, three planning meetings were held with staff to identify long and short term priorities. The April meeting was conducted in conjunction with the Planning 2000 initiatives undertaken in the Library. A companion document outlining the goals and strategies of the University Archives over the next five years was prepared and submitted to Richard Landon and Carole Moore. The full text of this document will be found in Appendix D to this Report.

### **7.3 Career Centre Extern programme**

In February, 1995, Sharon White, an honours BSc student (history of science and technology), was welcomed to the Archives for a one week job experience. Supervised by Harold Averill,

Sharon was given exposure to all aspects of the operations of the Archives including acquisition and appraisal, records management, arrangement and description, reference, and computer applications. She also talked to staff about career prospects in archives.

#### **7.4 Closing projects**

The focus of the year's closing was the destruction of student records according to approved records schedules. The University's preferred vendor, Shred-it, made six visits resulting in the destruction of 274 cu. ft. An additional 82 cu. feet of culls from private records were also destroyed. As this was being undertaken, staff removed another 127 cu. ft. from B1 shelves to await destruction in 1995-1996. As a result, a total of 483 cu. ft of shelving space was freed up for future accessions.

The other project undertaken during the closing was the completion of sorting of 30 metres of personal records of Helen Sawyer Hogg.

#### **7.5 Storage space**

Five bays of film shelving were installed in the 3rd floor stack area to accommodate archival film which has remained on reels. This special film shelving will accommodate growth in the sound and moving image area for several years.

#### **7.6 Policy Review committee**

This committee met with some and/or all staff a total of seven times during the year. The majority of the meetings dealt with policies and procedures relating to donations of private records and the accessions update project. These meetings, therefore, involved only the archivists. Two additional meetings were held with archivists to discuss the access policies

(Reference Policies Nos 8.16 and 8.17) developed in light of the University's access to information and protection of privacy policy.

### **7.7 Staff appointments (Appendix C)**

Staff complement returned to 1992-1993 levels with the appointment of Jan Liebaers as Records Archivist in June, 1994. The filling of this position lessened the load for archivists who had assumed additional responsibilities during 1993-1994, and allowed the continuation of records management initiatives such as the Employment Records Project.

### **7.8 Staff professional activities**

**Marnee Gamble** continued as editor of Archademe, newsletter of the ACA Universities and Colleges Special Interest Section and attended the annual conference of the Association of Canadian Archivists (ACA) in Ottawa in May. As Special Media Archivist she also attended a one day meeting of the Task Force on the Preservation of Canada's Sound and Moving Image Heritage sponsored jointly by the National Archives of Canada and the Department of Canadian Heritage. **Jan Liebaers** attended the annual conference of the ACA in Ottawa prior to his appointment to the UTA. In March, Jan was instructor at a workshop of the Archives Association of Ontario on archival arrangement and description in Kingston. **Lagring Ulanday** attended the international conference of the Association of Records Managers and Administrators (ARMA) in Toronto in January. She also continued her duties as Archivist for the Toronto chapter of this Association. Lagring continued as a member of the Library's Collection Preservation Committee and, in cooperation with another committee member, developed ideas to promote user education in the preservation of library materials. **Harold Averill** attended the Solandt Symposium held at Queen's University in Kingston in

May. Harold had been a member of the Planning Committee for this symposium since 1993. The display he prepared for this Symposium was installed in the Reading Room of the Archives at the conclusion of the conference. **Garron Wells** continued as Treasurer of the Canadian Archives Foundation, a non-profit organization which is preparing a revised version of the 1985 publication Ounce of Prevention.

Compiled by  
Garron Wells, with contributions from Archives staff  
University Archivist  
October, 1995



## **APPENDIX A**

University Records 1994-1995

## UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1994-1995

(10/24/95)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
A94-0008	University of Toronto. Faculty of Education.	Textual	April 1994	.07	April 1994 examinations for Contemporary Classroom, Computer Science, Data Processing, Mathematics and Technological Studies.	Open	
A94-0009	University of Toronto. Faculty of Medicine. Office of the Dean.	Textual Graphic Microform	1906-1987	7.60	Includes files from various committees and subcommittees; subject files; academic appeals and Board of Examiners records.	Restricted	
A94-0010	University of Toronto. Faculty of Applied Science and Engineering	Textual Graphic	1968-1994	0.07	Correspondence, memoranda, notes, calculations, sketches, plans, photocopies, and articles compiled by Professor Ian Dalton and relating to the design and erection of a sundial on the site of the former Toronto Magnetic and Meteorological Observatory on the grounds of the University of Toronto.	Open	

## UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1994-1995

(10/24/95)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
A94-0011	University of Toronto. Centre of Criminology	Textual Publications	1962-1980	10.4	Includes correspondence, graduate and certificate programmes, minutes, reports, memoranda, conference symposium material, granting agencies and files organized by names of institutions, organizations or individuals in Canada, U.S. and other countries dealing with criminology or law enforcement; publications.	Open	
A94-0012	University of Toronto. Faculty of Medicine. Office of the Dean	Textual	1984-1987	6.0	Includes correspondence, administrative and subject files pertaining to various research programs, health and medical issues, university and external committees and organizations, and educational matters.	Restricted	
A94-0013	University of Toronto. Office of the President	Textual	1985-1987	6.24	Includes correspondence, administrative and subject files regarding academic divisions, centres, institutes, programmes, U. of T. administration, colleges and universities, educational associations, post-secondary institutions, governments, as well as general correspondence and subject files.	Restricted	

## UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1994-1995

(10/24/95)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
A94-0014	University of Toronto. Faculty of Applied Science and Engineering. Ajax Division	Textual Graphic	1946-1949	0.13	Records of the Dean and Supervisor of Ajax Campus, Mr. Ron Perry. Includes correspondence, minutes and cash disbursement journal of the House Committee, 2 photographs of the Joint Residence and House Committee Executive, and files relating to the budget and library acquisitions.	Open	
A94-0015	University of Toronto. University Tribunal	Textual Sound recordings	1976-1984	0.84	University Tribunal recorded proceedings and transcripts of the Trial Division hearings. Includes 0.4m of textual records and 56 cassette recordings.	Restricted	
A94-0016	University of Toronto. Facilities and Services. Property Management, Design and Construction.	Architectural Microform	1959-1993	.16	35mm of architectural drawings for University buildings: Roll 1, Bldg 67, 215 Huron (1959-1993); Bldg 28, School of Architecture (1977-1989); Bldg 19, 21 King's College (1957-1991); Bldg 77, 21 Sussex Ave (1965-1993); Bldg 36, Faculty of Nursing (1973-1988); Bldg 132, Innis College (1974-1980). Includes Original master negative and duplicate negative.	Restricted	

## UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1994-1995

(10/24/95)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
A94-0017	University of Toronto. Library. Committee on Variable Hours	Textual	1974-1979	.40	Consists of memorandum, reports, minutes of meetings, correspondence, press clippings, journal articles and bibliography.	Open	
A94-0018	University of Toronto. Library. Task Group on Non-book Materials	Textual	1978-1991	.07	Consists of reports, memorandum and completed questionnaires.	Open	
A94-0019	University of Toronto. Library. Collection Preservation Committee	Textual	1983-1994	.07	Consists of minutes of meetings, annual reports, and memorandum.	Open	
A94-0020	University of Toronto. Faculty of Arts and Science.	Textual	1993-1994	.39	Final examinations for winter session, 1993-94, and summer session, 1994.	Open	
A94-0021	University of Toronto. University Archives	Sound recordings	13 November 1981	0.07	Interview with Albert Fisher, who had been second executive secretary of the Insulin Committee of the Board of Governors. The interview was conducted by David Rudkin, University Archivist and was done in conjunction with the transfer of records of the Committee in 1981 (See A82-0001). The origins and activities of the Insulin Committee are discussed as well as the history of the records found in A82-0001.	Open	

## UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1994-1995

(10/24/95)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
A94-0022	University of Toronto. Governing Council. Office of the Secretary	Textual	1986-1990; (pre 19.2 dominant 1972-1990)	19.2	Consists of subject files, covering such topics as the creation of Governing Council, comprehensive policy documentation, correspondence with academic divisions and teaching hospitals, materials pertaining to committees, advisory committees, task forces, associations; also includes financial statements, budget recommendations, guidelines and reports, newspaper clippings and press releases.	Restricted	
A94-0023	University of Toronto. Human Resources Department	Moving images	ca.1976-1985	0.75	Video cassettes (3/4" format) used by the Human Resources Department to orient new staff. Included are campus tours and various Presidents' welcome to new staff.	Open	
A95-0001	University of Toronto. Graduate Department of Speech Pathology	Textual	1991	0.07	Three reports regarding the Graduate Department of speech Pathology including a proposal for Independent Departmental status, a Complement Plan for Speech Pathology and an Ontario Council of Graduate Studies Review, all prepared by Paula H. Square, then chair of the department.	Open	

## UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1994-1995

(10/24/95)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
A95-0002	University of Toronto. Office of Statistics, Records and Convocation	Textual	1952-1994	.07	Approved changes to the Convocation Roll from 1952 to 1994; and two sets of Convocation Roll for 1994.	Restricted	
A95-0003	University of Toronto. Faculty of Arts and Science. Public Relations and Liaison	Sound recordings	November 1993	0.07	Wiegman Lecture Series 1993: "Marriage of the Celibate Professions, Medicine, Ethics and the Law" by Margaret Somerville (Nov.11, 1993); "The Anxiety of Change: Who We Are, or Might Be" by Dr. Christie McDonald (Nov.18, 1993).	Open	
A95-0004	University of Toronto. Faculty of Medicine. Office of the Dean	Textual	1968-1993	2.0	Contains minutes of Standing Committees of the Faculty of Medicine, Ad Hoc Committees (Immunology, Long Range Space Planning, Cardiovascular Surgery Task Force, Basic Science Assembly) (1988-1990), and Faculty Council (1985-1987).	Restricted	

## UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1994-1995

(10/24/95)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
A95-0005	University of Toronto. Library	Graphic	196- - 1992	0.26	Includes images of library staff, events such as receptions, book launchings and openings. There are also many negatives and prints of exterior and interior views of Robarts, Sigmund Samuel and Science and Medicine libraries. A selection of colour 4x6 views of campus scenes include images of several buildings: University College, Victoria College, Burwash Hall, Croft-Chapter House, Knox College, Earth Sciences Building, Hart House, Robarts and others. These latter photos were taken by the staff of Preservation Services for a contest on U. of T. Day (early 1990s).	Open	
A95-0006	University of Toronto. Department of Athletics and Recreation.	Textual	1983-1990	.07	Consists of minutes and background documentation of the Program Management Committee.	Restricted	



## UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1994-1995

(10/24/95)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
A95-0007	University of Toronto. Centre for International Studies	Textual Publications	1970-1986	10.0	Operational and administrative files of the Office of the Director including general correspondence and administration such as Bissell Professorship (1970-1985); financial records (1979-1986); conference files including correspondence, administration and planning files, copies of papers, accounts (1977-1984).	Restricted	
A95-0008	University of Toronto. Instructional Media Services	Graphic	1882-1992	3.24	Photographs relating to the Faculty of Medicine including early Medical Society Executive, Meds. Rugby Teams, portraits of professors of medicine and directors of the Nutritional Research Laboratory. There is also 58 Faculty of Medicine Graduating Class composites from 1890-91 to 1993 (some are copies).	Open	
A95-0009	University of Toronto. Faculty of Education	Textual	December 1994	0.07	December 1994 examinations for Principles and Methods of Teaching Technological Studies (ETS1010), Mathemathics 1220, and Modern Expository Rhetoric 5050.	Open	

UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1994-1995

(10/24/95)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
A95-0010	University of Toronto. Department	Treasury Textual	1947-1994	5.0	Estate and trust files containing wills, financial statements, correspondence, court documents (c1966-1992) for donations to U. of T. Reports to Board of Governors and Governing Council on matters relating to trusts and estates (1956-91); list of benefactors (1947-1958).	Open	
A95-0011	University of Toronto. President	Office of the Publications	1995-03-23	.07	Consists of an autographed copy of the program and lunch menu held in the Great Hall of Hart House in honour of the new Governor General and hosted by the Premier of Ontario. Printed in English and French.	Open	

## **APPENDIX B**

Private Records 1994-1995

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1994-1995

(10/24/95)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B94-0007	Fry, Frederick E.	Textual	194--197-	7.2	Papers of Frederick E. Fry, on staff in the Faculty of Zoology for almost 40 years starting in 1936. A specialist in the study of fish (limnology), he spent most of his career as Director of the Ontario Fisheries Research Laboratory. His papers include mainly correspondence, research notes including data logs on the "Splake", manuscripts and files from the Great Lakes Fisheries Commission.	Open	
B94-0008	University of Toronto. Faculty of Medicine	Graphic	1904 - 1908	0.64	Three photographs: University of Toronto, Faculty of Medicine Graduating Class 1908; At Home Committee, 1904, University of Toronto Medical Faculty, Alpha Epsilon Chapter, Alpha Kappa Fraternity, 1906-07.	Open	
B94-0009	University of Toronto Schools	Graphic	1939	1.0	Once panoramic photograph: University of Toronto Schools - First Rugby Team 1939.	Open	

## UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1994-1995

(10/24/95)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B94-0010	Ferguson, James Kenneth Wallace	Textual	1917 - 1989	0.13	Background reports, and briefs (1917-1961) and correspondence, memoranda, briefs, reports and press coverage of proposed changes in the relationship between the Connaught Medical Research Laboratories and the University of Toronto (1968-1972) and on the controversy over a proposal to sell CMRL land for residential development (1977); address by and article about J.K.W. Ferguson.	Open	
B94-0011	Skilling, Harold Gordon	Textual	1927-1993	1.19	Correspondence, addresses, lecture notes, minutes of meetings, memoranda, reports, manuscripts, publications, notes and press clippings documenting Professor Skilling's interest in Eastern Europe, particularly Czechoslovakia, and his association with the Commission on Security and Co-operation in Europe and the Royal Society of Canada.	Open	

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1994-1995

(10/24/95)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B94-0012	Phelps, Charles Stewart	Textual	1929-1946	0.98	Course and laboratory notes, term papers and examination questions in electrical and civil engineering, compiled by Charles Stewart Phelps and Edward Nelson Howard while students at the University of Toronto and by Phelps subsequent to his graduation; material on student activities.	Open	
B94-0013	Dean, William George	textual Graphic Cartographic	1961-1982	0.33	Correspondence, notes, memoranda, reports, manuscripts, articles, brochures, reviews, photoprints and maps documenting the production of the "Economic atlas of Ontario" which appeared in 1969. The project was directed by Professor William Dean of the Department of Geography.	Restricted	

## UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1994-1995

(10/24/95)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B94-0014	Stacey Family	Textual Graphic	1917-1990	.07	Personal correspondence to Dorothy Stacey Brown (sister of C.P. Stacey), Mrs. C.E. Stacey (mother of C.P. Stacey) (1927-1959); school essays 1917 and water colour drawings of C.P. Stacey; obituaries, memorials on death of C.P. Stacey (1989-1990); photoprints of wedding of C.P. Stacey and Doris Schiell; York University honorary doctorate.	Restricted	
B94-0015	[University College Toronto, Ont.)]	Graphic	1931	0.64	University College. Graduating Class 1931	Open	
B94-0016	Ostry, Sylvia	Textual Graphic	194--1992	8.8	Correspondence, addresses, certificates and diplomas, appointment books, course notes, lecture notes, memoranda, notes, manuscripts, publications photoprints and press clippings documenting Dr. Sylvia Ostry's career as a student; a university professor at Universite de Montreal, McGill University and University of Toronto; and as a career civil servant with the federal government of Canada, especially relating to economic and trade policies.	Open	

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1994-1995

(10/24/95)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B94-0017	Levi, Charles Morden	Textual	1988-1993	0.78	Correspondence, minutes, notes, memoranda, hand bills, flyers, reports, handbooks and calendars relating to the activities of Charles Levi as a member of student organizations at the University of Toronto and as a student representative on its Governing Council.	Open	
B94-0018	Biringer, Paul P.	Textual Graphic	1950-1992	2.4	Correspondence, lecture notes, student files, reports, publications, patents, photoprints and slides documenting Paul Biringer's career as a professor in the Department of Electrical Engineering at the University of Toronto and as a professional engineer.	Open	



## UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1994-1995

(10/24/95)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B94-0019	Safarian, A. Edward	Textual	1943-1993	10.8	Correspondence, course and lecture notes, memoranda, reports, manuscripts of publications, addresses, certificates and diplomas, press clippings and photoprints documenting Edward Safarian's career as an economist specialising on foreign investment and as a professor and administrator at the Universities of Saskatchewan and Toronto.	Open	
B94-0020	Solandt, Omond McKillop	Textual Artifacts Graphic	1932-1993	17	Correspondence, diaries, minutes of meetings, manuscripts, notes, reports, certificates, photoprints and medals documenting the life of Omond McKillop Solandt.	Open	
B94-0021	Chant, Clarence A.	Publications Graphic	1930	0.15	"One hundred astronomical lantern slides", prepared by C.A. Chant. Includes slides and accompanying handbook.	Open	

## UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1994-1995

(10/24/95)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B94-0022	Gotlieb, Calvin Carl	Textual	1984-1994	0.80	Correspondence, surveys, drafts of reports, reports, minutes, notices and addresses relating, in particular, to computer committees at the University of Toronto focussing on large-scale computation; to Professor Gotlieb's activities as colloquium coordinator in the Department of Computer Science (c1984-1994); and to the McIuhan Program in Culture and Technology.	Open	
B94-0023	Eric Trussler Photographer	Graphic	1957-1962	.65	University of Toronto (St. George Campus) photonegatives of events; faculty; building interiors and exteriors; convocation; students in classes, the Library and residences; York University opening ceremonies. 4x5" and 2x2" negs; some 5x7" negs; black and white only.	Restricted	

## UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1994-1995

(10/24/95)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B94-0024	Fox, Paul Wesley	Textual Publications Graphic	1948-1992	6.4	Correspondence, lecture notes, minutes, reports, manuscripts, radio talks, publication, press clippings and photoprints documenting the career of Paul Fox as a political scientist teaching Canadian politics at Carleton College and the University of Toronto.	Open	
B94-0025	Kaplan, William Edward	Textual	1946-1993	9.20	Correspondence, notes drafts of manuscripts, articles, memoranda and legal documents relating primarily to Professor Kaplan's work as editor of the "Canadian Labour Law Journal" and the "Labour Arbitration Yearbook, and as an arbitrator resolving and arbitrating labour - management disputes across Ontario.	Restricted	

## UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1994-1995

(10/24/95)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B94-0026	Watson, Andrew M.	Textual	1948-1989	.36	Lecture notes, reading notes, term essays and exams for courses in Economics and Political Science as an undergraduate and graduate student at University of Toronto (1949-1953); personal lecture notes of Andrew Watson for his course on European Economic History (1960-1966). Dept. of Economics Review of graduate programme - correspondence (1988-89).	Open	
B94-0027	Clark Family	Textual Publications Artifacts	1894-1994	0.13	Correspondence, course notes student handbooks, programmes, greeting cards, song sheets and a medal documenting the activities of two generations of the Clark family who attended the University of Toronto: Herbert Abraham, William Herbert David, E. Ritchie, Harriet A.L. and Martha (Mattie) Isabel.	Open	

## UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1994-1995

(10/24/95)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B94-0028	Hughes, Francis Norman	Textual Graphic	1929-1993	1.03	Includes correspondence, addresses, a report authored by Hughes regarding pharmaceutical education in Newfoundland and copies of a column he wrote regarding student life at the Ontario College of Pharmacist in "Drug Merchandising" (1928). Also includes several scrap books containing correspondence, awards, photographs, press clippings, programs and other memorabilia documenting Dr. Hughes' achievements.	Open	
B94-0029	Bothwell, Robert Selkirk	Textual Graphic	1933-1994	1.0	Records relating to Dr. Bothwell's activities as an historian and consisting of personal and administrative correspondence (University of Toronto); term papers; research files and interviews for his book, "Eldorado"; miscellaneous interviews (1978-1990); scripts for the autumn, 1990 Open College course on CJRT radio and approximately 200 interviews conducted for courses in this series, 1990-1994, and photoprints for book on C.D. Howe.	Restricted	

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1994-1995

(10/24/95)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B94-0030		Sound recordings	1979	0.07	Interviews with: Stella Clutton, secretary to Duncan Graham of the Faculty of Medicine and first chair in 1919; Dr. Walter R. Campbell, a faculty member of medicine from 1919 until 1952. Subject of tapes seem to focus on the role of Duncan Graham and the Faculty of Medicine from 1919 onward. The interviewer is unknown.	Open	
B94-0031	University of Toronto. Library. Oral History Project	Sound recordings	17 July 1989	0.07	Interview with Prof. Gordon Skilling, July 17 1989 conducted by Valerie Schatzker. [3 hrs. approx.]	Restricted	
B94-0032	Boeschenstein, Hermann	Textual	193-	0.88	Manuscript of "Traugott Ochsner" by Hermann Boeschenstein, a novel written in the 1930s and based on his first visit to Canada in 1926. Edited by Ernst Gallati, it was republished as "Hermann Boeschenstein: Traugott Ochsner" in 1992.	Open	

## UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1994-1995

(10/24/95)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B94-0033	Glass, Irvine Israel	Textual Sound recordings Graphic	1930-1994	13.2	Correspondence, notes, reports, manuscripts and offprints, course and lecture notes, grant applications, contracts, photographs, slides and audio tapes, documenting the life of Dr. Irvine Israel Glass, Professor Emeritus (Aerospace Studies) and University Professor.	Open	
B94-0034	Slemon, Gordon	Textual	1971-1990	0.93	Correspondence, minutes, notes, memoranda, reports and press clippings documenting Professor Slemon's role as a founder of the University of Toronto Innovations Foundation and as a member of its Board during its first decade of existence.	Restricted	
B95-0001	University of Toronto. Medical Society	Textual	1923-1968	.33	Records of the medical society including minute books from 1931 to 1948, as well as correspondence and reports. Also included are records of the medical society At Home Committee filed by its various sub-committees. Files contain correspondence, memoranda, reports, minutes and some memorabilia. There is also one minute book dated 1923-30.	Open	

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1994-1995

(10/24/95)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B95-0002	(University of Toronto. Faculty of Forestry)	Artifacts Graphic	1933	0.52	Graduating class photo, 1933 Faculty of Forestry. Also Forestry letters.	Open	
B95-0003	Pimlott, Douglas H.	Textual	ca.1950-1978	5.0	Correspondence, field notes, lecture notes, manuscripts, articles, publications, maps documenting Dr. Pimlott's career as a zoologist at the University of Toronto and elsewhere and including files on his moose studies in Newfoundland and his wolf studies in Algonquin Park and elsewhere.	Restricted	
B95-0004	University of Toronto. Women's Hockey Association	Textual	1937-1948	0.07	Minute book of the Women's Hockey Association.	Open	
B95-0005	University of Toronto. Homophobia Committee on	Textual Publications Graphic	1989-1003	1.45	Records of the Committee on Homophobia consisting of the constitution minutes, correspondence, memoranda, articles, notices, flyers, brochures, pamphlets, press clippings and posters.	Open	



## UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1994-1995

(10/24/95)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B95-0006	Dicimus Club	Textual	1940-1993	0.07	Constitution, minutes, membership lists, reports, programmes, and golf scores documenting the activities of members of the Dicimus Club, assembled by E. Ritchie Clark, an early member.	Open	
B95-0007	Hawkins, Freda	Textual	ca.1972-1992	2.8	Includes professional correspondence, lectures, manuscript of articles and addresses, research notes relating to her research on government immigration policy and practices. Also included are the records of the Advisory Board on Adjustments of Immigrants (1969-77) of which she was a member. Dr. Hawkins taught in the Political Science Department from 1966-1985 and served as an immigration consultant for several government bodies.	Open	

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1994-1995

(10/24/95)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B95-0008	Allward and Gouinlock Architects Inc.	Architectural	1945 - 1982	3.0	Architectural plans of university buildings including architectural, structural, mechanical, electrical and design drawings. Buildings include: Mechanical Engineering Building, the School of Nursing, Dentistry Building, the Examination Hall and Victoria College Library addition. Estimated number of drawings is 300, although they have not been counted.	Open	
B95-0009	Conference on Editorial Problems Committee	Textual	1965-1990	0.91	Includes the general administrative files of the committee relating to the organizing of the yearly conference. Files contain mainly correspondence but include also memos, agendas, minutes, list of participants, information packages about each conference etc. They are arranged mainly by conference. Also included are records relating to the publishing of the proceedings as well as financial records of the committee.	Open	

## UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1994-1995

(10/24/95)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS	ID
B95-0010	University of Toronto Engineering Society	Textual Graphic	1994-1995	0.07	Correspondence and council minutes documenting the activities of the Engineering Society. There are also some photographs of the Frosh prank consisting of miniature versions of all the Iron Ring pranks (April 3 1995).	Open	
B95-0011	Totton, Charles	Textual Graphic	ca.1905-1906	0.64	Photographs of Charles Totton and classmates of the biological and physical sciences course. Included are informal views of students in laboratories including one during a dissection. There is also a formal group photograph of the Biological and Physical Sciences Class of 1907 as well as Totton's graduation portrait and diplomas. Also included is the programme of the University College Ninth Annual Dinner complete with signatures of classmates, professors as well as the guest of honour Sir Wilfred Laurier. Charles Totton graduated with a BA in Natural Sciences in 1907 and from the Faculty of Medicine in 1909.	Open	

## **APPENDIX C**

**"B Accessions evaluated for Income Tax Purposes"**

**Evaluations for Income Tax Purposes for Tax year 1994**

1. B93-0041

**Olmond McKillop Solandt Personal Records, 1946-1988, 13 metres.**

Correspondence, addresses, minutes, reports, publications and photoprints documenting Dr. Solandt's career with Defence Research Board, Canadian National Railways, Dehavilland Aircraft and ERCO, and also the Chancellorship of U. of T.

2. B93-0047

**Thomas Greenfield Personal Records, 1949-1992, 1.0 metre**

Course notes, correspondence, addresses, articles, manuscripts, notes, minutes, photoprints and a sound recording relating to activities of Thomas Greenfield as a professor of educational administration at OISE and as a gay activist.

3. B94-0001

**Charles Kent Duff Personal Records, 1914-1955, .6 metres**

Correspondence as a student of engineering and research assistant in electrical engineering in the 1920's and 1930's, graduation diploma and photoprint and c.v from the 1950's.

4. B94-0002

**Helen Sawyer Hogg Personal Records, 18-- - 1993, 16.18 metres**

Professional and personal records of Dr. Helen Sawyer Hogg including correspondence, association files, manuscripts, research data, teaching files, school records, family papers, memorabilia, photographs, slides and sound recordings. Also contains some records of other astronomers including Frank S. Hogg, Ruth J. Northcott and C.A. Chant.

5. B94-0004

**Kenneth McNeill Personal Records, 1944-1992, 2.6 metres**

Correspondence, publication files, research notes, administrative files, consultancy files, teaching notes and school notes of Prof. McNeill, professor of physics specializing in nuclear physics at U. of T. from 1957 to 1992.

6. B94-0011

**H. Gordon Skilling Personal Records, 1927 - 1991, 2.47 metres**

Correspondence, manuscripts, articles, addresses, lectures, conference files and association files, documenting Prof. Skilling's role as a specialist in Czechoslovakian history and politics. Also included are some collected foreign newspaper clippings and articles on Czech society and history.

7. B94-0012

**Charles S. Phelps Personal Records, 1929-1946, .98 metres**

Course and laboratory notes, terms papers and examination questions in electrical and civil engineering, compiled by Charles Phelps and Edward Nelson Howard while students at the University of Toronto and by Phelps subsequent to his graduation; material on student activities.

8. B94-0013

**William G. Dean Personal Records, 1961-1982, .33 metres**

Correspondence, notes, memoranda, reports, mss, articles, brochures, reviews, photoprints and maps documenting the production of the "Economic Atlas of Ontario", 1969. The project was directed by Prof. Dean, Dept. of Geography.

9. B94-0014

**Stacey Family Personal Records, c1917-1990, .07 metres**

Personal correspondence of Prof. C.P. Stacey to his sister Dorothy Stacey Brown and to his mother, Mrs. C.E. Stacey; school essays and watercolour drawings by C.P. Stacey. Obituaries and memorials on death of Prof. C. P. Stacey; photoprints of wedding of C.P. Stacey and Doris Schiell, and York University doctorate.

10. B94-0016

**Sylvia Ostry Personal Records, 194- - 1991, 6.7 metres**

Personal records of Dr. Sylvia Ostry documenting her activities as a student, a professor at McGill University, Université de Montreal, and University of Toronto; and as a career civil servant in the Federal Government especially in relation to the Organization for Economic Co-operation and Development, and to the General Agreement of Tariffs and Trade negotiations of the late 1980's.

11. B94-0017                    **Charles Levi Personal Records, 1988-1993, .78 metres**

Correspondence, minutes, notes, memoranda, hand bills, flyers, reports, handbooks and calendars relating to the activities of Charles Levi as a member of student organizations at the University of Toronto and as a student representative on its Governing Council.

12. B94-0018                    **Paul Biringer Personal Records, 1950-1992, 2.4 metres**

Correspondence, lecture notes, student files, reports, publications, patents, photoprints and slides documenting Prof. Biringer's career as professor in the Department of Electrical Engineering at U. of T. and as a professional engineer.

13. B94-0019                    **A. Edward Safarian Personal Records, 1922-1993, 7.8 metres**

Correspondence, course and lecture notes, addresses, manuscripts, and publications, notes, memoranda, reports, briefs, press clippings, photoprints, documenting the career of Dr. Safarian as a professor of economics and an administrator, especially at the Universities of Saskatchewan and Toronto.

14. B94-0023                    **Eric Trussler Photographer Records, 1957-1962, 1200 items**

Original photonegatives and photoprints produced by Eric Trussler Photographer documenting the St. George Campus of University of Toronto: events, faculty, building interiors and exteriors, convocations, students in classes, the Library and residences; York University opening ceremonies.

15. B94-0024                    **Paul Fox Personal Records, 1947-1990, 2.6 metres**

Correspondence, publications and manuscripts, addresses, radio and television talks, professional activities, lecture notes, teaching files, biographical materials, photoprints documenting the career of Prof. Fox as a politician scientist teaching Canadian politics at Carleton College and the University of Toronto.

16. B94-0026                    **Andrew Watson Personal Records, 1949-1989, .36 metres**

Lecture notes, term essays and exams for courses in Economics and Political Science as an undergraduate and graduate student at the University of Toronto (1949-1953); personal lecture notes for his course on European Economic History (1960-1966). Dept. of Economics review of graduate programme - correspondence (1988-1989).

17. B94-0027

**Clark Family Personal Records, 1894-1994, .13 metres**

Correspondence, course notes, student handbooks, programmes, greeting cards, song sheets and a medal documenting the activities of two generations of the Clark Family who attended the University of Toronto: Herbert Abraham, William herbert David, E. Ritchie, Harriet A.L. and Martha (Mattie) Isabel.

18. B94-0028

**F. Norman Hughes Personal Records, 1929-1993, 1.03 metres**

Correspondence, addresses, reports, copies of column written as a student at Ontario College of Pharmacy in 1928, scrap books of correspondence, awards, photographs, press clippings, etc documenting Dr. Hughes' career as professor and Dean of Pharmacy (1953-1973).

19. B94-0029

**Robert Selkirk Bothwell Personal Records, 1933-1994, 1.0 metres**

Records relating to Dr. Bothwell's activities as historian, consisting of personal correspondence; administrative correspondence (University of Toronto) and term papers; research files and interviews for his book Eldorado; photoprints for his biography of C.D. Howe; transcripts of miscellaneous interviews; and transcripts of approx. 200 interviews conducted between 1990 and 1994 for courses that were broadcast from 1991 to the present.

20. B94-0032

**Hermann Boeschstein Personal Records, 193- , .88 metres**

Manuscript of "Traugott Ochsner" by Hermann Boeschstein, a novel written in the 1930's and based on his first visit to Canada in 1926. Edited by Ernst Gallati, it was republished as "Hermann Boeschstein: Traugott Ochsner" in 1992.



## **APPENDIX D**

### **Planning 2000 for UTA**

University of Toronto Library

UNIVERSITY OF TORONTO ARCHIVES

## PLANNING FOR 2000

April 13, 1995

## Planning for 2000

### Introduction

This report presents a plan for the University Archives parallel to that of the Library as expressed in the document Planning for 2000. While all eight strategies identified by the Library have been addressed in this report, the unique functions of the Archives relating to the management of archives have resulted in modifications in interpretation and content. The administrative function relating to the development and implementation of records management at the University is not explored in detail in this document. Further study needs to be undertaken to prepare a similar planning document.

Archives in Canada are still very much manually accessed research environments. The nature and volume of the materials they collect -- unique, organically created recorded evidence of humanity has inhibited the wide spread use of automated retrieval systems until recently. Lack of descriptive standards (cataloguing) for archival records has been one of the key reasons for this slow progress. However, in the last decade, progress has been made and university archives are among the leaders in North America to provide bibliographic access to their holdings through the use of automated systems developed essentially for library materials.

A recent report on Canadian archives catalogues accessible on the Internet<sup>1</sup> revealed there are six major databases on-line: Trent University Archives, Queen's University Archives, University of Calgary Special Collections and Archives Finding Aids, University of Saskatchewan Archives and Special Collections, the British Columbia Union List (mounted on the UBC Library's OPAC)<sup>2</sup>, and the British Columbia Archives and Records System (BCARS, the provincial archives). Four of these utilize a university library on-line cataloguing system. Moreover, the holdings described on these databases are almost entirely private records. The National Archives of Canada is putting selective finding aids on the Ottawa Freenet. A few other databases for selective collections are also available on-line, but these are also private records, rather than the records of the sponsoring organization.<sup>3</sup> With the exception of the provincial archives in British Columbia (BCARS), there is no on-line access to the archival resources of provincial and territorial archives across Canada.

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<sup>1</sup> Bennett McCardle, "An introduction to the Internet: Part 1", Office the Record, Vol 11, No. 4, Sept-Oct., 1994, p. 4-5.

<sup>2</sup> The BC Archives Union List has holdings for 129 institutions in the province.

<sup>3</sup> Ibid, p. 5. These are Centre for Newfoundland Studies at Memorial University of Newfoundland, Université du Québec, McMaster University, Athabasca University, University of New Brunswick, Concordia University, Dalhousie University, and Lakehead University.

## The Present University of Toronto Archives

The University Archives is a full-service department within the University of Toronto Library, offering the University community and the general public, reference and research services by operating a public reading room five days a week, and phone and mail responses. In addition to providing a full complement of research services, the staff of 7 full time employees ( 5 professionals and 2 non-professionals) undertake all the functions required for an Archives programme: acquisition, appraisal, accessioning, arrangement and description (cataloguing), and conservation. One-half of one FTE is responsible for implementing the University's records management programme. As of 1993-1994, total holdings amounted to over 20,000 linear feet (6,000 metres) of predominantly textual paper-based records from university administrative sources and private sources. Other materials included in these holdings are approximately 22,000 theses, 800 serials, 1500 monographs, 100,000 still images (photographs), 500 reels of film, 500 hours of sound recordings, and 2,000 architectural and cartographic records.

Over the past five years, the Archives has developed in-house locally accessed databases for controlling and retrieving information from the over 2,000 accessions of archival records, as well as for library materials such as serials. Additional descriptive tools used to find detailed information on the content of accessions are in hard copy form only. Less than 2% of the total holdings of the Archives are accessible through the Library's on-line catalogue (UTLINK), and these are all library materials.<sup>4</sup> With 98% of its holdings inaccessible to users outside the Reading Room, the Archives is a black hole in the "universe of knowledge" currently available to the University community.

The Archives also offers administrative services to the University through its role in implementing the records management programme under the authority of the Presidential Advisory Committee on Archives and Records Management. Data collected for these projects is managed on a stand-alone personal computer using its own software. No access to existing administrative systems is provided. The production of inventories of records series for the purpose of creating records retention schedules for the approval of the PACARM is a predominantly manual operation.

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<sup>4</sup> As of March 1995, there are 8390 bibliographic records on the Marion database for the University Archives. These include serials, theses and monographs only.

*Some statistics on the University Archives*

<u>Use 1993-1994</u>		<u>Resources 1993-1994</u>	
No. of users	841	Annual Acquisitions	
Accessions used in Reading Room	2470	University records	65.92 m
		Private records	123.61 m
Reference inquiries	608	Photographs	1827 items
Duplication services (no. of items)	12,892	Sound recordings	17 items
		Microform	23 items
		Moving images	111 items
		Video tape	10 items
		Works of art	193 items
		Monographs	27 items
		Periodicals	701 items

**The Archives in 2000**

As the Library expands its services beyond its buildings, the University Archives will be expected to keep pace. Unlike the Library, whose focus is on providing access to published, current information, the majority of Archives' holdings will remain by virtue of its definition, unpublished and non-current. Since the Archives acquires unique materials not duplicated anywhere else in the world, it will never evolve like the library model which "suggests that libraries will not need to duplicate those materials which can conveniently be recorded on the speedy access to distant resources that the electronic network permits."<sup>5</sup> Furthermore, the University Archives' holdings are reflective of the nature of record keeping within the university at a given time period. Today's University of Toronto creates, uses and stores the majority of its records in a paper format. Since the records generated today will not be transferred to the Archives for some years, the nature of our holdings will continue to be predominantly paper-based for some years beyond 2000.

The University Archives has an opportunity to take a leading role in automating access to its holdings in all formats and expanding awareness of its resources to the University of Toronto research and teaching community and the general public. By 2000, the means of accessing bibliographic information about these predominantly paper-based holdings will be fully automated. The University Archives' resources will be focused on providing on-line access to its holdings at the fonds (collection), series and/or file level, and for special media, to the item level. This will involve creative applications of existing UTL systems designed primarily for printed materials. Digital technology combining multi-media applications which present text, graphics (including photographs), audio and video must be developed to enhance access to the broad range of original resource material held in the

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<sup>5</sup> Planning for 2000, University of Toronto Library, p. 7

## University Archives.

The identification, acquisition and preservation of machine readable records documenting the University's development of an organization will be the greatest challenge in the 21st century for all archival repositories, including the University Archives. The University Archives, under the authority of the Presidential Advisory Committee on Archives and Records Management, will have closer ties with university administrators proposing and developing new automated systems to manage the University's affairs. Two major systems to manage financial information and human resource information are planned over the next two years. As stated in a recently released report on the Information Resources Sector, records managers and archivists "see positive signs in the wealth of information that can be stored or accessed electronically. However, they also see risks in users' controlling the disposition of information, and they have concerns about the amount and value of information which is being created and stored. It is increasingly important that the proper procedures and controls are in place, given that the user now has far more control over the creation, use and disposition of information."<sup>6</sup>

It can be assumed that additional systems will emerge that will streamline routine administrative operations and that the current proliferation of paper-based record keeping practices will decrease. The pace of this development towards the 'paperless office', however, may be somewhat slower than that envisioned for the academic environment. The reasons for this will be based on available resources and on legal and fiscal requirements under local, provincial and federal laws governing records retention. Any records management initiatives in this area should be focused on core administrative services. These have been defined as

*those which are indispensable to core programs, which ensure the health and safety of staff and students, which provide accessibility for disabled students, which ensure the preservation and enhancement of the University's assets, which ensure compliance with statutory regulations, and which improve the quality of learning and working environments.*<sup>7</sup>

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<sup>6</sup> "Information Resources Sector. Sector profile, pressures and trends" September 1994. (Alliance of Libraries, Archives and Records Management), p. 43

<sup>7</sup> See Memorandum re Review of *Long-range Budget Guidelines*, dated November 12, 1993, from Daniel W. Lang, Assistant Vice-president (Planning) and University Registrar, p. 21.

## Strategies

### 1. Linking Teaching and Research

*Goal: ensure that every student and faculty member benefits from the potential of the Library to link teaching and research*

*The University Archives will:*

*\*review services to strengthen teaching/research linkages*

*\*teach information-seeking skills and strategies*

*\*produce user aids and self-help tools to encourage self-instruction and to facilitate research*

*Rationale:*

The University Archives has a wealth of primary resources available to the research community. These resources provide the recorded information required for the production of original works such as dissertations, theses, publications, and class assignments at both the graduate and undergraduate level of study. The University Archives has a greater role to play in the instruction of students in the use of archival sources for original research projects in these disciplines and in increasing awareness of these resources by all members of the University community. In particular, the participation of archivists in seminars on methodology of primary sources research will be encouraged.

A greater role is to be played in the development of archival studies at the Faculty of Information Studies which should be encouraged to use the UTA as laboratory for students choosing the speciality degree in archival studies, including records management.

Bibliographic access to the all holdings of the University Archives through the Library's On-line public access system (UTLINK) will emphasize the self-help approach to archival materials. Automated retrieval of information from user aids known as "finding aids" will further enhance research objectives.

## 2. Improving access to knowledge

*Goal: will dramatically improve ease and speed of access to the universe of knowledge represented on campus and elsewhere in the world.*

The University Archives will:

*\*expand bibliographic access to resources*

*\*reduce time lag from acquisition to availability from Archives*

### *Rationale:*

On-line bibliographic access to the complete holdings of the University Archives in all formats will increase ease and speed of access for on-site and remote users. The UTLINK on-line catalogue, however, limits description to the *fonds* or collection level only. Since one fonds or collection may contain hundreds of feet of original documents, researchers require more detailed on-line descriptions at the series and/or file level to determine if the collection is relevant to their research project. Thus additional databases are required to enhance bibliographic access to the Archives' resources.

Additions to and updating of existing on-line bibliographic records of library materials will improve the accuracy and efficiency of researcher use.<sup>8</sup>

The issue of time lag for the Archives cannot be measured using the same methods as the Library. Currently there is a short time lapse between the accessioning of new acquisitions and their availability to researchers since no description (cataloguing) of the acquisition is undertaken before release to the researcher. The development and implementation of formal description (cataloguing) of accessions will understandably lengthen the time between acquisition and availability. The impact of this time lapse will therefore be monitored closely.

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<sup>8</sup> For example the University Archives has a collection of 22,000 theses. It is estimated that only 20% have bibliographic records on UTLINK.



### 3. Preserving and developing specialized collections

*Goal: will preserve and develop further its specialized collections to maintain its role as a major international resource and expand its capacity to serve as a leading supplier of scholarly information*

The University Archives will:

- \* expand areas of excellence in locally held resources in all formats*
- \* develop high quality digital databases to preserve, store and transmit knowledge widely*
- \*(new) develop and implement department-wide Preservation Management strategy*

#### *Rationale:*

The development of a proactive acquisition strategy for both university records and private records is required. Strengths and weaknesses in documentation must be reviewed and potential donors identified.

Digitization of archival records (ie conversion of textual/graphic hard copy) must be applied with caution since legal and fiscal requirements must be met for the laws of evidence. Similarly, the technology has not developed sufficiently to make it cost-effective to convert hand-written records (predominantly 19th century and the most fragile). Thus traditional forms of conversion such as microfilming will still be required. Pilot projects to digitize other graphic and printed materials including photographs, theses, serials should be pursued since they are high use sources.

#### *Resources:*

Cost implications for technological support

#### 4. Creating an outstanding information system

*Goal: will create and maintain an outstanding information system with world-wide connections*

The University Archives will

*\*expand connectivity and provide high quality network technology ...to support user and archives operational services*

*Rationale:*

The UTL on-line system will only support one function, that of description (cataloguing). Computer equipment meeting U of T. standards, plus full connectivity via a local area network reflecting these unique requirements are essential. Developing responsibilities relating to the UTA's administrative function of records management services to University offices requires connectivity to automated systems such as the Permanent Record Card System, the Financial Information System (scheduled for May 1995) and the Human Resources Information System (scheduled for 1996)

*Resources:*

Cost implications for technological support including:

1. complete personal computer workstations (compatible with University standards) for all 7 full-time staff plus reading room work station and temporary/alt work station Total: 9 workstations
2. local area network with file server and complete connectivity to all areas of the Library, the University and external.
3. suitable software to support unique archives functions of records management, acquisitions, description (cataloguing), public service, etc that are not supported by existing library systems

## 5. Customizing information services

*Goal: will provide customized information packages and research services for students, faculty members and others*

The University Archives will

*\*provide customized information packages...to faculty members and researchers in interdisciplinary areas, graduate and professional programs and continuing education.*

*\*produce research aids to support known teaching and research needs*

### *Rationale:*

The nature of archival research demands that consultation between researcher and archivist take place to ensure that resources relating to a topic/subject area are fully identified. The University Archives will enhance research services through the production of thematic or subject packages of archival sources in all formats for faculty, alumni, students, administrative staff and make them available in electronic and/or hard copy format.

### *Resources*

Cost for connectivity and access to national and international databases of archives.

## 6. Enhancing staff capacity to provide high quality service

*Goal: will enhance the capacity of its staff to provide high quality service to meet changing user needs.*

The University Archives will

*\* provide technology and facility support for core, operational and administrative needs to facilitate quality service*

*\*encourage and support on-going professional development and research to improve service quality*

*\*redesign services and staff roles as appropriate*

### *Rationale:*

As a full service department in the Library, ongoing training for both professional and non-professional staff in areas of computer applications unique to operational needs of the UTA and which may not be fully supported by UTL is required. This training will be crucial to successful delivery of quality service to clientele. Also new training skills are needed for use of Library specific technology for the on-line catalogue for both non-professional and professional staff.

The body of knowledge relating to the management of archives and records is continually expanding. Archivists will need ongoing support for professional development to implement rapidly changing approaches to management of new forms of recorded information in order to provide quality service to the University community.

On-going evaluation of Archives' operations must be undertaken to better distribute technical functions to non-professional staff.

7. Providing space which stimulates learning and discovery

*Goal: will provide space which facilitates learning and stimulates discovery*

The University Archives will

*\* review needs for the storage of collections in all formats*

*\* integrate multi-purpose computer facilities to improve equity of access to information resources*

*\* improve the physical environment and accessibility to services*

*Rationale:*

Storage space requirements must be reviewed and updated.

The public service areas (Reading Room and Reception) must be responsive to changing technology used in research activities such as personal computers. Facilities in the Reading Room must be upgraded to accommodate researcher use of personal computers, reader/printers, sound and moving image resources.

Remodelling of the reading room to provide for sound proof consultation area will enhance research environment for users.

*Resources*

Funding for wiring and renovations; capital expenditures for microfilm reader/printer.

## 8. Extending external partnerships

*Goal: will increase revenues from external sources and develop mutually beneficial partnerships*

The University Archives will

*\*expand efforts to increase revenues from external sources*

*\*develop partnerships to increase resources and development opportunities*

*\*publicize new services and products*

### *Rationale*

The UTA will pursue grants from identified public sources geared to archives to cover costs of processing and describing selected collections/fonds. The identification of and application to other non-public external funding sources relating to archives will be pursued in conjunction with the Library.

Greater awareness of resources and services through a better use of technology will be undertaken.

### *Resources*

Commitment of matching funds from Library for government sponsored projects.

## **APPENDIX E**

### **Organizational Chart**

## UNIVERSITY OF TORONTO ARCHIVES

### *University Archivist*

Garron Wells

### *Secretary*

Barbara Edwards – Asubonteng

### *Records Archivist*

Jan Liebaers

### *Records Archivist*

Lagring Ulanday

### *Asst University Archivist*

Harold Averill

### *Special Media Archivist*

Marnee Gamble

### *Clerk – typist*

Judy Mars