



University of Toronto Archives

Annual Report
1995 – 1996

TABLE OF CONTENTS

MISSION AND MANDATE	1
1. INTRODUCTION	2
2. ACQUISITIONS	3
2.1 Collection Growth	3
2.2 A Accessions (University Records)	3
2.3 B Accessions (Private Records)	4
2.4 Special Media Records (Table 1)	5
2.5 Donations for monetary evaluation (Gifts-in-kind)	6
3. RECORDS MANAGEMENT	7
3.1 Presidential Advisory Committee on Archives and Records Management Meetings	7
3.2 Financial Records Project / University of Toronto File Plan	7
3.3 Employment Records Policy	7
3.4 Records Management Manual	8
3.5 Training	8
3.5.1 University Policy on Access to Information and Protection of Privacy	8
3.5.2 Records Management training	8
4. ARRANGEMENT AND DESCRIPTION	10
4.1 University (A Accessions) and Private Records (B Accessions) (Table 2) ...	10
4.2 Accessions Update Project	12
4.3 Special Media	12
4.3.1 Graphic Records Database	12
4.4 Theses cataloguing	12
4.5 Varsity Index	13
5. REFERENCE SERVICES	14
5.1 Research Services (Table 3)	14
5.2 Massey Personal Records (B87-0082)	14
5.3 Exhibitions/Tours	15

6. CONSERVATION	16
6.1 Photographic Preservation Project - A65-0004	16
6.2 Reboxing of university records	16
6.3 Storage space	17
6.4 Canadian Institute for Historical Microreproductions	17
7. ADMINISTRATION	18
7.1 Closing projects, August, 1995	18
7.2 Staffing	18
7.3 Professional Activities	18
7.4 Automation	20

APPENDIX A: University Records 1995-1996

APPENDIX B: Private Records 1995-1996

APPENDIX C: "B Accessions evaluated for Income Tax Purposes"

APPENDIX D: Organizational Chart

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

This past year has been an exceptional one for the University Archives in two respects: the range and number of successful cooperative projects within the University community, and the increase in volume and use of accessions.

Much of this year's success in the records management programme was the result of cooperation between Archives staff and administrative staff in faculties and administrative offices. Such projects included the inventorying of inactive records of the Faculty of Management, the development, testing and implementation of the University File Plan for financial records, and the development of retention periods for financial records.

Acquisition of archival materials has always been a highly cooperative process between private donor or university office and the University Archives. Successful negotiations this year resulted in a 46% increase in the volume of acquisitions both from private and university sources. As well, the Archives launched a cooperative project with the Library's Preservation Services Department which will result in improved access to and use of a major photograph collection. Coupled with this growth in our holdings was a marked increase in researcher visits to the Reading Room, resulting in unprecedented levels of use of our public services.

None of these accomplishments, of course, could have been realized without the skill, dedication and professional expertise of the Archives staff. Specifics regarding these accomplishments will be found in the following sections of this report.

2. ACQUISITIONS

2.1 Collection Growth

Collection growth this year has been remarkable in both the number of accessions received and in volume of materials. The total extent for archival accessions alone (ie university and private records) is 313 metres (1,028 linear feet) an increase of 46% over last year. This increase is largely due to the acquisition of a single accession of 3000 sound and moving image records (predominantly video; approx 146 metres) received from the University's Media Centre (A96-0008). Figure 1¹ provides a summary of collection growth over the past five years.

Although not calculated into this overall total, but still reflected in the statistics for special media is the acquisition of the private records of the architectural firm of Mathers & Haldenby. This collection of over 5,000 architectural drawings of University buildings is currently stored with the Property Design and Construction Department at 215 Huron and will be transferred over a period of time to appropriate storage facilities at the Archives.

2.2 A Accessions (University Records)

Among the total of 28 accessions received during the year were paper-based records from the Office of the Vice-President, Human Resources, Office of the Vice-President, Computing and Communications, Department of Public Affairs, Robarts Library, Hart House, Science & Medicine Library, Faculty of Medicine, and Faculty of Management. The latter accession (A96-0001: totalling 12.8 metres) was the first for this faculty and documents its operation from establishment in 1966 to 1990. Hart House records have been an ongoing

¹ Figure 1 and all other graphs and tables for compiled and printed by Barbara Edwards-Asubonteng.

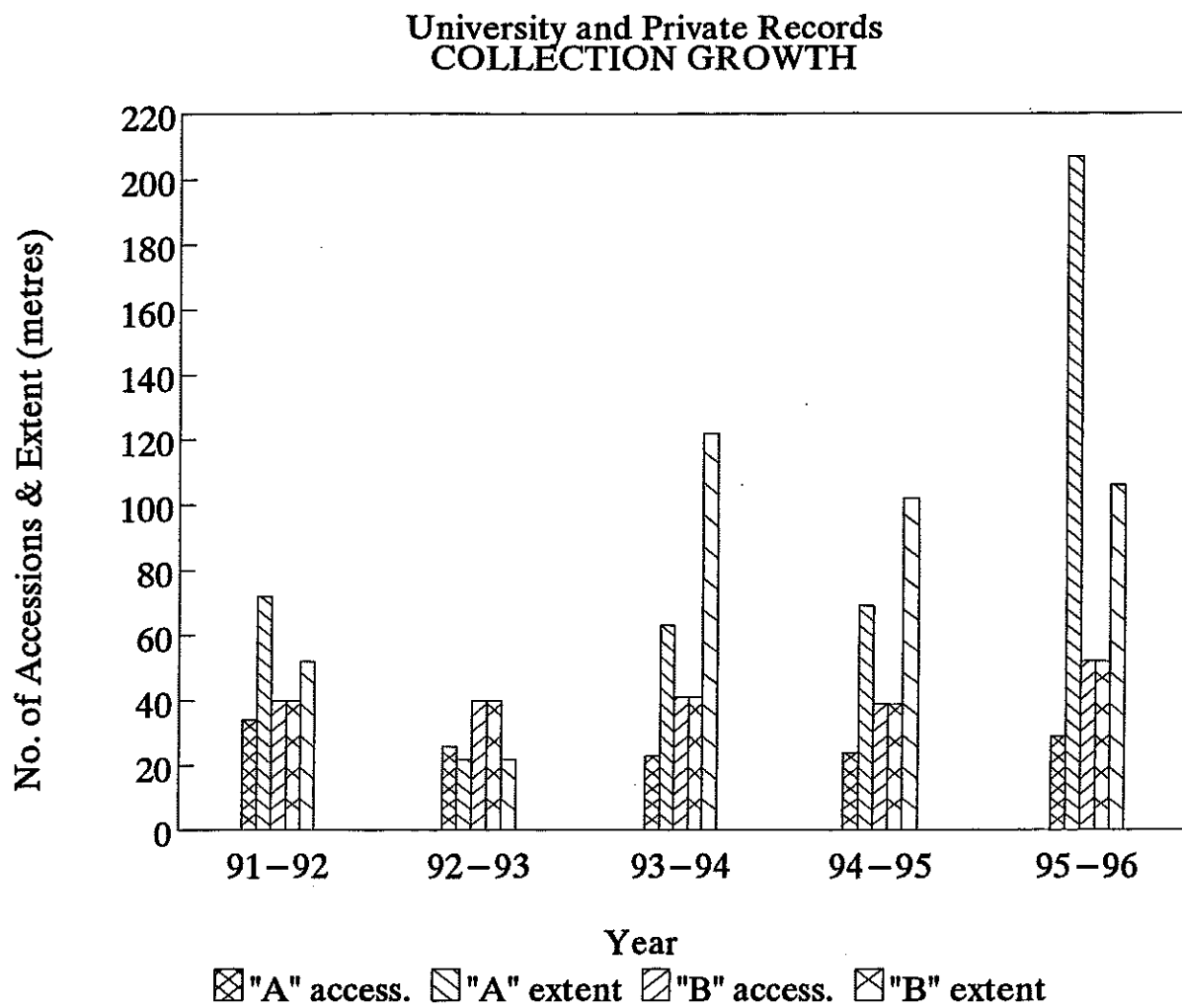


Figure 1

fonds, documenting the role played by this office in promoting student leadership outside the classroom and promoting culture through works of arts and exhibitions. This year's acquisition (A95-0017) adds to the series documenting the Hart House Art Gallery and its permanent collection. A complete list of these accessions may be found in Appendix A.²

2.3 B Accessions (Private Records)

The acquisition of private records over the past year continue to document the diversity of teaching, research, and other activities at the University. Some were further additions to personal records including Irvine Glass and Gordon Patterson (aerospace studies), James Lemon (geography), Harding Le Riche (epidemiology), Ernest McCulloch (cancer research) and Robert Bothwell (history). Others were additions to corporate records such as the Ritual of the Calling of an Engineer and the Engineering Society.

Among the more significant new acquisitions of private records received during this fiscal year were the Fraser Family Records, Ursula Franklin Personal Records, Derek Paul, and Leverne Williams. Prof. Ursula Franklin has had a rich and varied life as a metallurgist and a social activist. In her profession she is a pioneer. In her other activities, such as her peace and service work within the Quaker community, and the Voice of Women, nuclear energy, or chemical and biological warfare, she has provided leadership and been an inspiration to many people. Her personal records document her many activities on paper, on audio tape and on video. Additional commentary on the finding aids produced for the Fraser Family Records, and Dr. Leverne Williams, and Dr. Derek Paul will be found in Section 4.1

² Both Appendix A and B are produced directly from the ACCREG (Accession Register) Database and describe records as received.

The records of the Modern Drama Journal (1958 to 1980) complement the records of other publishers that have been donated to the University Archives, including the University of Toronto Press, the Research Society for Victorian Publications, and the Canadian Historical Review. A complete list of private records will be found in Appendix B.

2.4 Special Media Records (Table 1)

As a result of a move by the University of Toronto Media Centre, some 3000 videos and some film created and collected by this department were transferred to the Archives (Accession A96-0008). This is the largest single acquisition of sound and moving image records ever received by the Archives and occupies over 146 metres of shelving. Over the past 25 years, the Media Centre has been responsible for creating audio visual instructional programming in collaboration with various faculties. It also recorded many activities and events which took place on campus. The records will be appraised and selected for their archival value during 1996-1997. Assessing their physical condition, ensuring their preservation and making them available to researchers will be a long term goal of the Special Media Archivist.

As mentioned in 2.1 above, a major collection of architectural plans from the firm of Mathers and Haldenby, Architects was donated. This firm designed many of the University's major buildings between 1930 and the mid 1970's. This collection, consisting of over 5,000 items, of original drawings, blueprints, sepias, etc. is the most complete architectural record of such University of Toronto Buildings as Whitney Hall, the Fitzgerald Building, Connaught Labs (Spadina & Dufferin Division), Royal Conservatory of Music, Sir Daniel Wilson residence, Ontario Archives Building, Charles H. Best Institute, Banting Institute, Sigmund Samuel Library, Robarts Library, and the Botany Building. Among the most attractive and valuable

SPECIAL MEDIA

ITEMS	1995					1996								
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD	
PHOTOGRAPHS														
Photoprints	5	93	11	108	1						24		242	
Negatives			1	395									396	
Slides				12									12	
SOUND RECORDINGS														
Reel to Reel														
Cassettes														
Oral History														
Sound Discs														
MICROFORM														
16mm reels														
35mm reels				4									4	
Microfiche sheets														
MOVING IMAGE														
Film												50	50	
Video												3000	3000	
WORKS OF ART														
MACHINE READABLE														
ARCHITECTURAL														
Plans & drawings								5000					5000	
MAPS														

Table 1

of these plans are the eleven fine, large, early drawings for the David Dunlap Observatory in 1932.³

2.5 Donations for monetary evaluation (Gifts-in-kind)

The donation of 22 accessions of private records for the 1995 tax year represented a monetary value of \$151,200. A complete list will be found in Appendix C.

³ The Archives of Ontario acquired the bulk of the architectural records collection of Mathers and Haldenby in 1995. Contained in this collection are early architectural plans for the Botany Building, Pedagogy Building (Faculty of Education) (1909), Electrical Building (191-1920), Anatomy Building (1921), Forestry Building (1924), and the Pathological Building (1928-1929). A complete listing of this collection was provided to the UTA by the Archives of Ontario.

3. RECORDS MANAGEMENT

3.1 Presidential Advisory Committee on Archives and Records Management Meetings.

The Committee met four times during the year. Among the issues discussed were the development of an access policy for employment records, the management of finance records and the development of a standard file plan, insurance matters relating to disclosure of sensitive information, storage space for university records, inactive records of the Faculty of Management, and the University Archives' new access policy. The Committee also endorsed a revision of procedures for records transfers to Archives, and approved records schedules for the University of Toronto Library, and a general records schedule for financial records.

Details of the projects undertaken during this past fiscal year are discussed below.

3.2 Financial Records Project / University of Toronto File Plan

Following the introduction of the University's new Financial Information System, Jan Liebaers developed a standard file plan for paper records, and an accompanying records schedule for financial records, both of which were approved at PACARM's February, 1996 meeting. The File Plan defines the filing of all University records in general, and the management of financial records in detail. Approximately 600 paper copies of the File Plan were sent to PDAD&C and Finance and Business Officers throughout the University with the assistance of Linda Garment and Eric Karonen of the Office of the Vice-Provost and Assistant Vice-president (Planning and Budget). Terry Sanderson, Networking Services Department made the File Plan available online on the University's AMS-homepage.

3.3 Employment Records Policy

The PACARM approved the establishment of a small sub-committee, chaired by the University

Archivist, to prepare a policy. The subcommittee, consisting of representatives from Human Resources, Labour Relations and Zoology as well as the Archives, met three times and drafted a document which was submitted to the PACARM and the University's FOI Commissioner for review and comment.

3.4 Records Management Manual

Distribution of 204 copies of the Manual to heads of administrative and academic offices was undertaken during the spring and summer of 1995. As a result virtually all administrative and academic offices have at least one copy of this manual to consult. In the fall, revisions to Section 6 and Section 8 relating to transfer procedures to the archives and access and privacy policies, were approved by the PACARM and distributed by the University Archives office. Barbara Edwards-Asubonteng continued to maintain the database of subscribers and prepare and distribute copies of all updates to the 383 subscribers. Veronica Fisher, Graphic Artist, Robarts Library produced all the revisions using Desktop publishing.

3.5 Training

3.5.1 University Policy on Access to Information and Protection of Privacy

At the request of the Secretary, Governing Council, the University Archivist advised the five FOI officers of the University regarding the implementation of the policy. In November, Garron Wells presented two information sessions to FOI representatives. She also advised the FOI Officers on a response to an access to information request.

3.5.2 Records Management training

On February 1, Garron Wells and Jan Liebaers conducted a half-day introductory training

session in Records Management, as part of Human Resources' Staff Training and Development program of the Human Resources Department. This was attended by 18 staff members representing offices in both academic and administrative divisions. The information presented in this seminar was essentially an overview of records management practices and principles covering active, semi-active and inactive recordkeeping with special emphasis on the University's programme as it has developed over the past six years. Workshop evaluation forms received from attendees were very positive in both content and presentation methods.

From April 9 to 22, Jan Liebaers and Garron Wells conducted nine half-day training sessions on the University's File Plan (financial records primarily) for 182 business and financial officers from both administrative and academic divisions. Feedback received both verbally during the sessions and later in writing on workshop evaluation sheets indicated that the length and style of presentation as well as content seemed to meet most staff members needs. Further followup will be required to determine how many business officers have implemented the file plan as of target date May 1, 1996. As well it was evident that additional training sessions would be required to accommodate the remaining 100 or so staff members who were unable to make the April sessions.

4. ARRANGEMENT AND DESCRIPTION

4.1 University (A Accessions) and Private Records (B Accessions) (Table 2)⁴

The Archives continues its practice of requiring office administrators to maintain the original order of records and provide a description of the office's records prior to transfer to the Archives. In the case of the Faculty of Management acquisition (A96-0001), a contract staff member was hired to produce a comprehensive listing of all inactive records under the supervision of Jan Liebaers, Records Archivist. This resulted in a detailed list for material transferred to the Archives. For Hart House records, Lagring Ulanday began a review of the existing "Guide to Hart House Records" with the goal of describing records received since 1988. During the year, recent Hart House accessions requiring additional description were identified. This project will continue into the next fiscal year.

Among the 63 finding aids produced during this past year were series descriptions for major private records acquisitions such as the Fraser Family Records, Dr. Irvine Glass Personal Records (for records received in 1994 and 1995), Dr. Ian Drummond Personal Records, Dr. Derek Paul Personal Records, Dr. James Lemon Personal Records, and Dr. Leverne Williams.

The Fraser Family accession documents the activities of two generations of a University of Toronto family. William H. Fraser was professor of Italian and Spanish from 1887 to 1916. Other than his files, no substantial records of the department survive for that period. In addition to his academic work, he was a prolific author of high school textbooks in French and Italian. Of his children, Donald and Frieda, both professors in the Department of Hygiene and

⁴ Statistics for Table 2 Processing and Description compiled by Judy Mars

PROCESSING AND DESCRIPTION

	1995								1996					
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD	
PROCESSING-CURRENT														
A-Accessions														
Completed [metres]	0.71	21.13	0.75	0.21	0.14	6.51	3.53	0	12.8	0	14.4	0	60.32	
B-Accessions														
Completed [metres]	7.71	11.86	3.2	20.45	8	7.59	12.7	6	17.8	21.1	20.9	0	137.5	
M-Accessions Books	0	0	0	0	0	3	0	0	0	0	0	0	3	
Completed [metres]	0	0	0	0	0	0.02	0	0	0	0	0	0	0.02	
P-Accessions Serials	25	17	64	12	36	48	46	43	37	29	54	26	437	
Completed [metres]	0.07	0.1	0.18	0.1	1.75	1.27	1.22	1.02	1	0.2	1.02	0.06	7.99	
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 Completed [metres]	8.49	33.09	4.13	20.76	9.89	15.3	17.5	7.02	31.7	21.3	36.4	0.06	205.8	
PROCESSING-BACKLOG														
A-Accessions														
Completed [metres]	1.08	0	19.06	0	0.75	0	0	0	1.18	3.06	0	14	39.13	
B-Accessions														
Completed [metres]	0	1.09	0	0.46	0	0	0	0	0	0	0	0	1.55	
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	0	0	0	0	0	0	0	0	0	0	0	0	0	
Completed [metres]	0	0.07	0	0	0	0	0	0	0	0	0	0	0.07	
T-Accessions Theses	0	0	0	0	0	0	12	0	0	0	0	0	12	
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL Completed [metres]	1.08	1.16	19.06	0.46	0.75	0	0	0	1.18	3.06	0	14	40.75	
DESCRIPTION-CURRENT														
A-Accessions														
Completed [metres]	0.71	5.81	0.75	18.21	0.14	1.71	3.53	0	0.07	0	0	1.46	32.39	
B-Accessions														
Completed [metres]	4.97	7.47	3.35	19.88	2.53	7.2	6.83	11.5	4.07	1.14	3.5	0	72.44	
M-Accessions Books	0	0	0	0	0	3	0	0	0	0	0	0	3	
Completed [metres]	0	0	0	0	0	0.02	0	0	0	0	0	0	0.02	
P-Accessions Serials	25	17	17	12	36	48	42	43	37	29	54	26	386	
Completed [metres]	0.07	0.1	0.06	0.1	1.75	1.27	1.2	1.02	1	0.2	1.02	0.06	7.85	

Table 2

PROCESSING AND DESCRIPTION

DESCRIPTION - CURRENT	1995					1996							
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
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 - (A & B)	5	2	3	20	7	7	11	3	3	0	1	1	63
Total No. of Finding Aids - (P, M & T)	25	17	17	12	36	44	44	43	37	29	54	26	359
TOTAL Completed [metres]	5.75	13.38	4.16	38.19	4.42	10.2	11.5	12.5	5.14	1.34	4.52	1.52	112.7
DESCRIPTION - BACKLOG													
A-Accessions													
Completed [metres]	0	4.94	9.71	0	0.4	0	0	0	1.18	3.06	0	14	33.29
B-Accessions													
Completed [metres]	6.54	1.09	0	0.46	0	0	0	0	0	0	0	1.8	9.89
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	0	0	0	0	0	0	0	0	0	0	0	0	0
Completed [metres]	0	0.07	0	0	0	0	0	0	0	0	0	0	0.07
T-Accessions Theses	0	0	0	0	0	0	12	0	0	0	0	0	12
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
Total No. of Finding Aids - (A & B)	2	3	4	2	1	0	0	0	7	2	0	3	24
Total No. of Finding Aids - (P, M & T)	0	24	25	43	32	31	12	57	33	40	45	27	369
TOTAL Completed [metres]	6.54	6.1	9.71	0.46	0.4	0	0	0	1.18	3.06	0	15.8	43.25

Table 2 (continued)

Preventive Medicine, it is primarily Frieda's papers that have survived. Forty years of lecture notes and her research files on antitoxins, beginning in the mid-1920s, document a transitional period in the teaching of preventive medicine and in research. There are also several hundred letters, primarily from the 1920s and the 1930s, that record her relationship with her life-long companion, Edith. As this correspondence is unique in Canadian repositories, it will be of considerable interest to researchers.

A new acquisition, also in the pure sciences, was the personal records of Prof. Derek Paul (B95-0020). Arranged in nine series, this accession documents Prof. Paul's early education in England and Canada, his research and teaching activities at the Royal Military College, Kingston and University of Toronto, and his activities in peace and international organizations such as Science for Peace. Approximately half of this accession contains records relating to his extensive peace activities with such organizations as the Pugwash Conferences and Canadian Study Group on Arms Control and Disarmament and his work as one of the founders of the University of Toronto based Science for Peace.

The personal records of Prof. H. Leverne Williams (B95-0015) document the career of a distinguished chemical engineer and polymer scientist from the mid 1940's to his death in 1993. Leverne Williams made outstanding contributions to the field of macromolecular science, publishing over 100 scientific papers and authoring numerous patents in Canada, the United States, France, Italy and Germany. Arranged in eight series, this accession contains professional correspondence with academic colleagues and students as professor in the Department of Chemical Engineering at U. of T., manuscripts of books, articles and addresses, files relating to his activities with professional associations and records relating to his role as

director of Chemical Engineering Research Consultants Limited.

4.2 Accessions Update Project

Archivists completed the updating of accessions description data for the A Accessions (University Records) received by the Archives from 1965 to 1995. Some additional data will be added relating to graphic and other special media records by the Special Media Archivist on her return from leave. Work was also begun on updating B Accessions data (private records) with projected completion by the end of fiscal 1996-1997.

4.3 Special Media

4.3.1 Graphic Records Database

Over the 1995/96 year, the Graphic Records Database was updated to include description of accessions from 1988 to 1991 as well as some accessions from 1995. The Graphic Database serves as a descriptive accession level finding aid for the photographs, works of art and other graphic records and may be expanded to aid in the long term management of the graphic collection. Due to leave by the Special Media Archivist not all accessions acquired during the 1995/96 year have yet been described. During her return in fiscal 1996-1997, the database will continue to be updated and accessions for the years 1986 and 1987 entered as well.

4.4 Theses cataloguing

Barbara Edwards-Asubonteng began a long term project of entering catalogue information relating to theses into the UT Library's Marion Database. The Archives holds over 22,000 theses, only 10% of which are recorded on the Library's on-line system. Since her training by Margery Pearson of the Rare Book Library in June, 1995, Barbara has entered new records for

828 masters theses created between 1892 and 1935. Editing of existing records for theses on the Marion Database has also been undertaken to bring them up-to-date.

4.5 Varsity Index

Ms Mattie Clark, the sole volunteer for this project for several years, died on March 2, 1996. Ms Clark had visited the Archives intermittently over the past year to complete the filing of index cards for Volume 48. This project will be suspended until additional resources are acquired.

5. REFERENCE SERVICES

5.1 Research Services (Table 3) ⁵

A marked increase in Reading Room activity occurred during this reporting period. Accessions use in the Reading Room increased by 21% with a similar increase in the number of daily users.

	Accessions Use	New Readers	Daily Users
1991-92	2302	427	937
1992-93	1894	392	693
1993-94	2470	462	841
1994-95	2244	429	882
1995-96	3124	396	1075
Average	2407	421	886

As might be expected this rise in activity resulted in a corresponding increase in photocopy orders and pages copied. Much of this change was the result of major research projects being undertaken by doctoral students and by academics preparing publications on the history of students in professional faculties. Written and phone inquiries, on the other hand, increased only slightly from last year, with ILL requests showing a decline.

5.2 Massey Personal Records (B87-0082)

Nine researchers received letters of permission by the Master of Massey College to access these records. Of these new researchers, seven visited the Archives. As well two researchers made repeat visits to the Archives to continue research in this fonds.

⁵ Statistics for Table 3 were compiled by Judy Mars.

REFERENCE SERVICES

		1995								1996				YTD
		MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	
A-Acc:														
Use		153	124	97	65	135	214	167	43	115	261	265	134	1773
B-Acc:														
Use		63	50	81	94	39	50	105	13	37	44	79	52	707
M-Acc:														
Use		0	0	0	0	0	0	2	0	0	0	0	0	2
P-Acc:														
Use		84	32	40	8	51	39	35	29	47	64	57	45	531
T-Acc:														
Use		5	3	0	5	2	9	14	11	16	12	14	20	111
TOTAL ACCESS.USE:		305	209	218	172	227	312	323	96	215	381	415	251	3124
TOTAL (1994-1995)		194	173	190	118	99	178	257	116	191	304	261	163	2470
% CHANGE		36%	17%	13%	31%	56%	43%	20%	-21%	11%	20%	37%	35%	21%
New Readers		30	25	27	18	36	40	31	23	37	40	45	44	396
Daily Users		105	76	118	83	82	124	75	50	70	102	116	74	1075
Daily Users(1994-1995)		59	78	54	48	40	78	115	55	83	112	110	50	841
% CHANGE		44%	-3%	54%	42%	51%	37%	-53%	-10%	-19%	-10%	5%	32%	22%
ENQUIRIES														
Written		11	2	17	7	8	12	9	7	4	3	6	15	101
Phone		53	44	25	30	37	28	16	21	40	32	29	33	388
ILL		3	7	10	4	3	3	4	2	5	8	0	0	49
TOTAL ENQUIRIES:		67	53	52	41	48	43	29	30	49	43	35	48	538
STUDENT RECORDS														
Copies		0	0	0	0	1	0	0	0	0	0	0	0	1
Loans		0	1	1	2	1	0	0	0	1	2	0	0	8
Unlocated		1	1	0	1	3	0	0	0	0	0	0	3	9
TOTAL SR REQUESTS:		1	2	1	3	5	0	0	0	1	2	0	3	18
DUPLICATION														
Microfilm		0	0	0	0	1	0	2	0	1	1	0	0	5
Microfiche		0	0	0	0	0	0	0	0	0	0	0	0	0
Video		0	0	0	0	0	0	0	0	0	0	0	0	0
Sound Recordings		0	0	0	0	0	0	0	0	0	0	0	0	0
Photographs														
Orders		5	4	4	4	6	5	10	0	3	3	3	3	50
Prints		16	8	8	10	21	29	28	0	6	19	4	18	167
Photocopying														
Orders		70	113	76	71	75	109	62	58	31	50	208	147	1070
Pages		810	1002	1171	1766	1310	1771	1405	975	380	549	2239	1992	15370
Total \$		\$162	\$200	\$234	\$353	\$262	\$354	\$281	\$195	\$76	\$110	\$448	\$398	\$3,074
TOURS														
Groups		0	1	1	1	2	1	0	1	0	0	0	0	7
Persons		0	8	6	1	21	12	0	15	2	0	0	0	65
EXHIBITS		0	0	0	0	0	1	0	0	0	0	0	0	1

Table 3

UNIVERSITY ARCHIVES ACCESSION USE

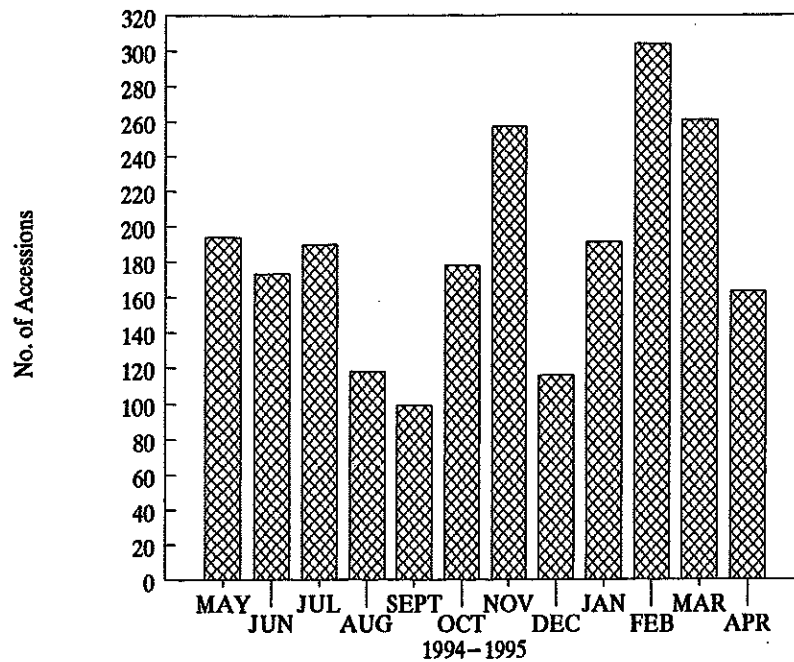


Figure 2

UNIVERSITY ARCHIVES ACCESSIONS USE

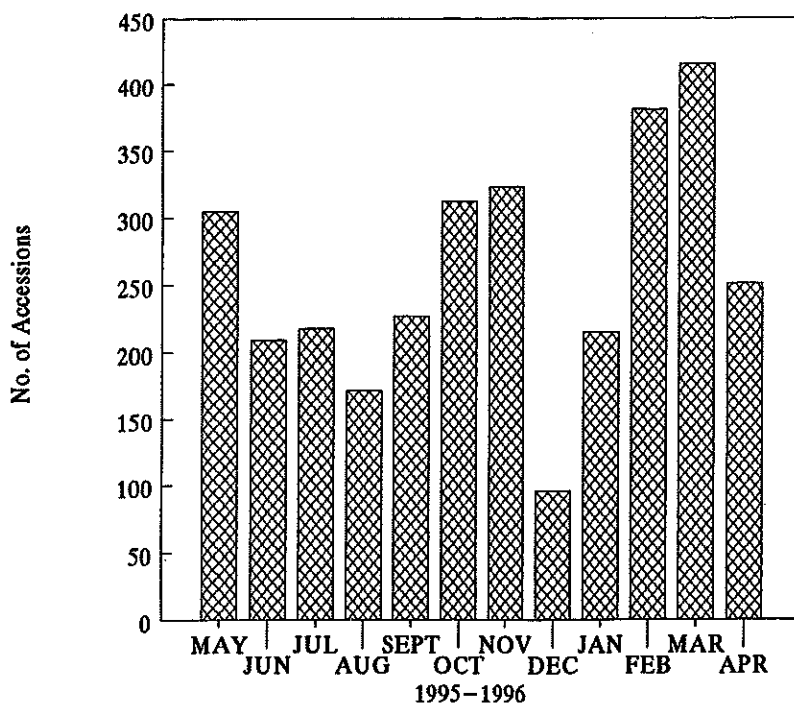


Figure 3

UNIVERSITY ARCHIVES MONTHLY USERS

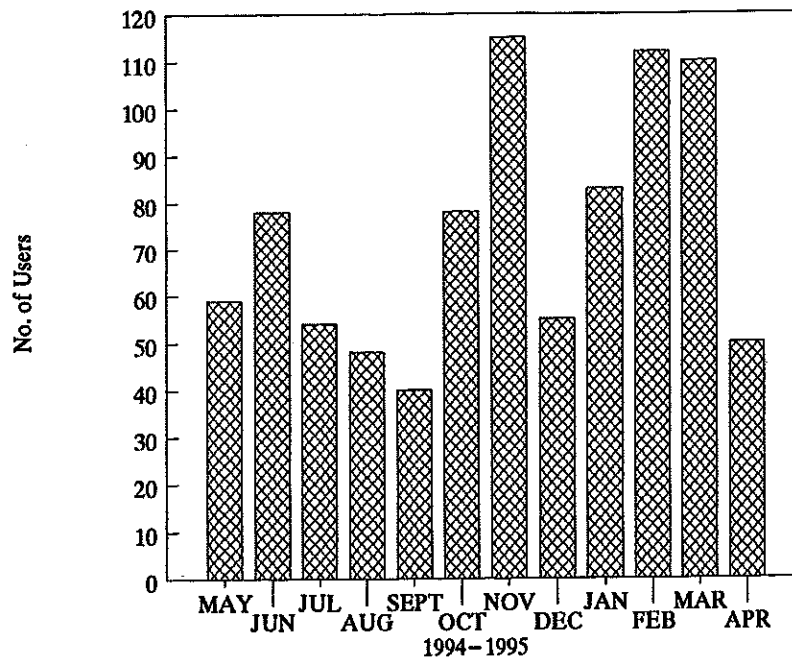


Figure 4

UNIVERSITY ARCHIVES MONTHLY USERS

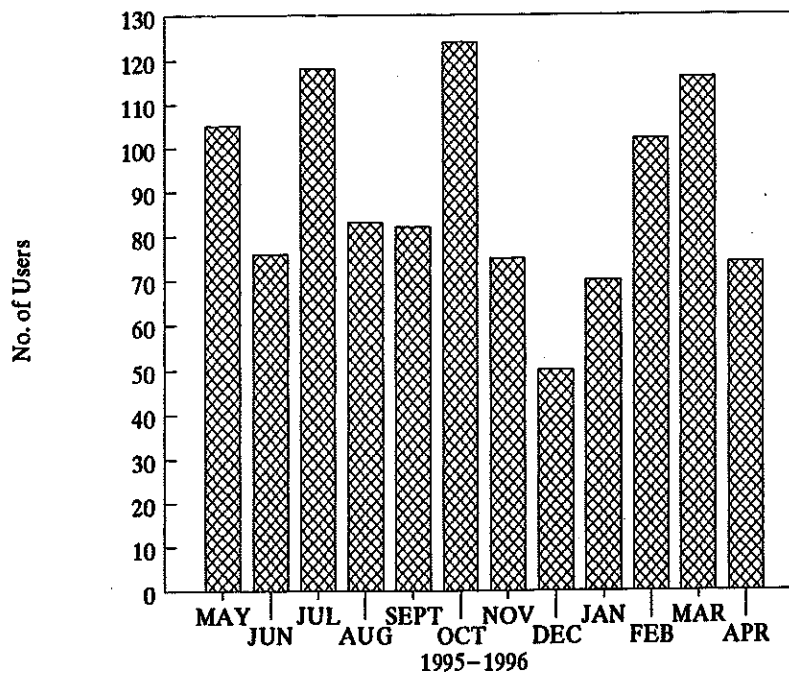


Figure 5

UNIVERSITY ARCHIVES ENQUIRIES

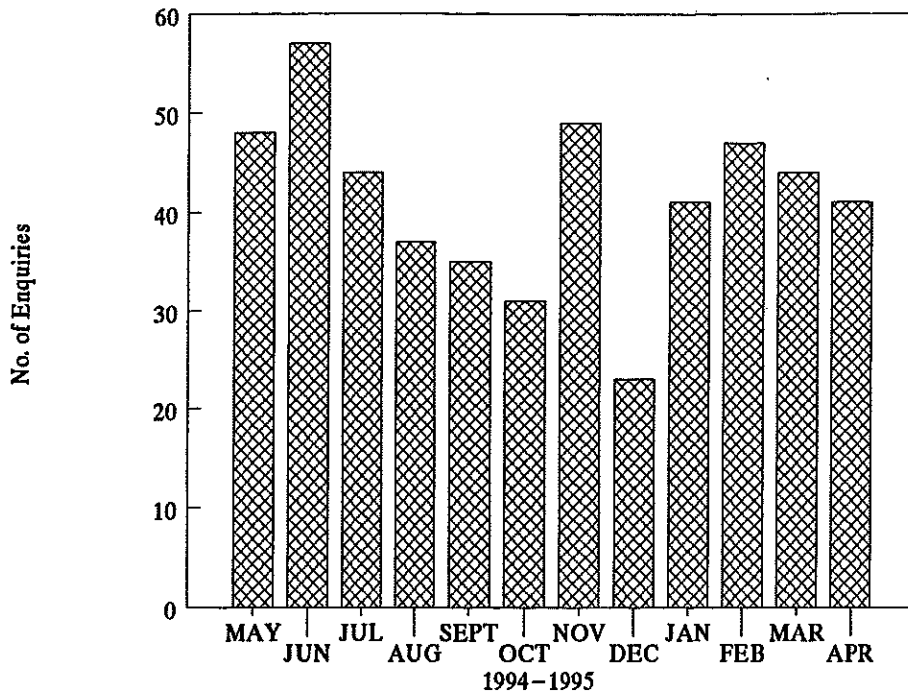


Figure 6

UNIVERSITY ARCHIVES ENQUIRIES

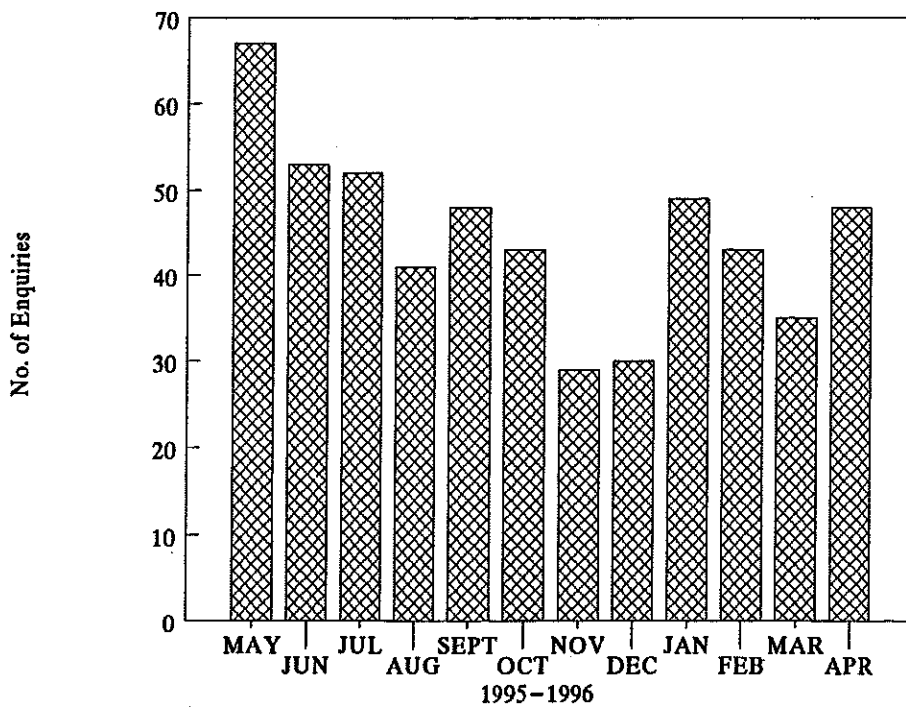


Figure 7

UNIVERSITY ARCHIVES MONTHLY USERS

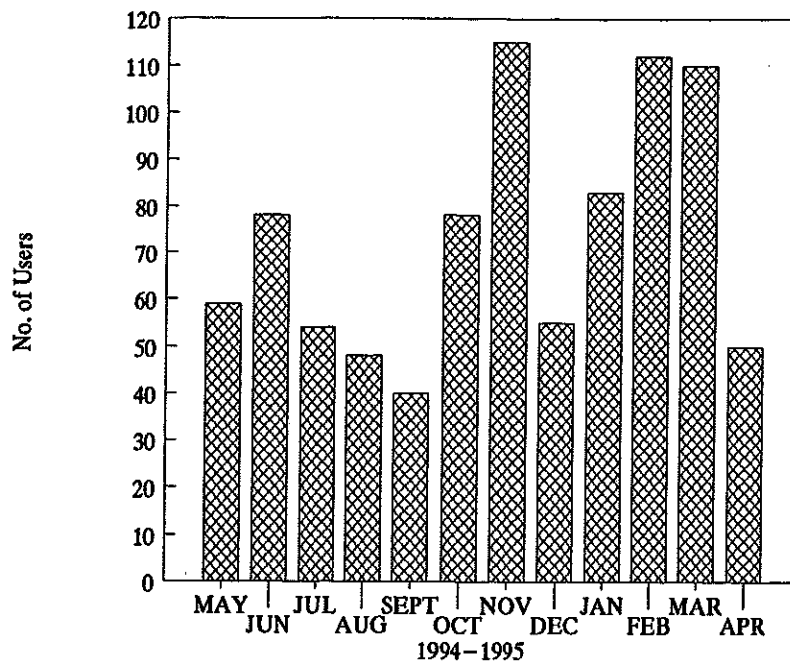


Figure 4

UNIVERSITY ARCHIVES MONTHLY USERS

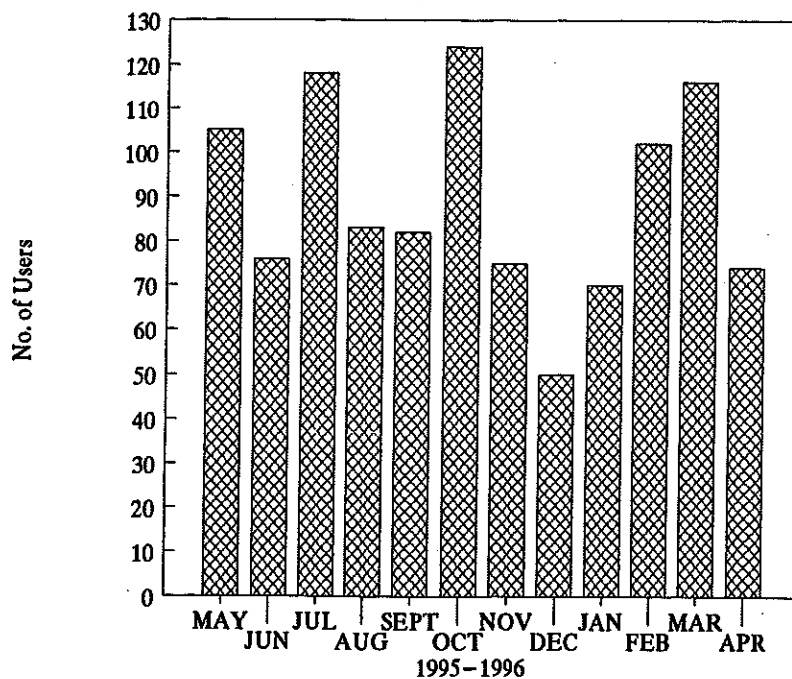


Figure 5

5.3 Exhibitions/Tours

During the fall of 1995, staff conducted several tours and presentations. In September, Harold Averill spoke to a group of University of Guelph undergraduate students about archival sources relating to the discovery of insulin at the University of Toronto. The following month, Harold presented a seminar to Faculty of Social Work graduate students on University Archives sources relating to the history of social work. On November 8, Jan Liebaers and Lagring Ulanday made presentations and conducted tours for 15 students and two professors from the School of Information Studies at the University of Western Ontario on preservation of archival material.

Staff also participated in preparing an exhibit and hosting the University Archives during U of T. Day in October. Harold Averill assisted the curator of an exhibit on Frederick Coates at the Barnicke Gallery, Hart House in January, 1996.

6. CONSERVATION

6.1 Photographic Preservation Project - A65-0004

As planned the previous year, Archives staff, with the cooperation of the Library's Preservation Services Dept. undertook to copy over 5500 glass plate negatives from the Department of Information records to ensure the preservation of this collection. Kari McMillan was hired as a contract photographer and began work on the project in July, 1995. A65-0004, containing thousands of images of buildings, people, groups and events, is one of the more important accessions of graphic records documenting the history of the university from the early 1900s to the 1940s. At the end of this reporting year, an estimated 3500 had been copied with the remainder to be completed by July, 1996. The project was supervised by both Special Media Archivist Marnee Gamble and, in her absence, by the University Archivist, Garron Wells. Assistant Library Technician, Elizabeth Pinter helped with the matching, sorting and filing of the copy negatives. Photographer Philip Ower from Preservation Services helped coordinate the technical aspects of the project.

6.2 Reboxing of university records

During the year, Assistant Library Technician, Craig Urquhart, reboxed several accessions from large, heavy boxes to smaller, more manageable acid free containers as recommended in the Conservation Survey report of 1993. The accessions reboxed were A79-0003 Hart House records (3 boxes), A72-0024 Department of Alumni Affairs (22 boxes), and A70-0004 School of Social Work records (24 boxes). Finding aids were revised with the new box numbers and new labels prepared.

6.3 Storage space

A shortage of storage space in the Robarts/Fisher library complex necessitated the movement of selected archival holdings to the University's off-site storage location managed by a commercial vendor. Funding was received from the Library which allowed 216 feet of records (hardcopy of microfilmed theses) to be stored off-site. This strategy must be pursued for the foreseeable future until additional storage space is found on-site for permanent value records. In April, additional shelving was installed in the B1 storage area to accommodate the storage of the sound and moving image collection received from the Media Centre. Two ranges of theses were moved from the third floor to the new B1 shelving and the Media Centre collection was shelved in the available space on the 3rd floor.

6.4 Canadian Institute for Historical Microreproductions

The University of Toronto Archives continued to lend material to CIHM for microfilming. They are currently selecting post-1900 monographs relating to science, such as University of Toronto Studies series in Chemistry, Pathology and Physical Laboratories. During Marnee Gamble's absence Jan Liebaers co-ordinated the borrowing with a staff person from CIHM.

7. ADMINISTRATION

7.1 Closing projects, August, 1995

The closing of the Reading Room during the last two weeks of August has become an annual event allowing staff to undertake a review of holdings and special projects that would not be possible during the busy research months of the year. This past year, over 334 cu. ft of student records were destroyed, freeing up valuable storage space for new acquisitions. As well an additional 100 cu. ft of weeded records from 1995 private records donations were also destroyed. Staff also completed a shelf list inventory of special media materials held on the 3rd floor and this information was added to our shelf list database. Other materials were reviewed and appraised for accessioning or destruction.

7.2 Staffing

Staffing complement remained stable throughout the year, but work load was impacted by the leaves of two archivists, Lagring Ulanday and Marnee Gamble. During the last two quarters of 1995-1996, Lagring Ulanday and Barbara Edwards-Asubonteng, undertook additional reading room duty during the absence of Marnee Gamble. Elizabeth Pinter and Craig Urquhart were employed as Assistant Library Technicians during the fall and winter terms; Steve Zoltai was employed at the Graduate Assistant Library Technician level in the Reading Room during the summer of 1995.

7.3 Professional Activities

In October 1995, **Marnee Gamble** attended the Annual Conference of the Association of Moving Image Archivists held in Toronto. She attended sessions on automatic indexing, multimedia publishing, access and selection of moving image records as well as a one day

"Moving Image Archives: Basic Training Workshop". In November she represented the UTA at an archival film night hosted by the Toronto Area Archivists Group where she screened a short film entitled "Varsity Life".

Lagring Ulanday attended the final meeting of the Library Collection Preservation Committee, which debated and finally recommended to disband. In its place, it was proposed that a task force should deal with collection preservation issues. Lagring continues to serve as Archivist of the ARMA Toronto Chapter and attended meetings regularly, one annual conference and a workshop in document management. During the summer, Lagring prepared and circulated an information/survey sheet for the purpose of setting up an undergraduate course in Philippine history. **Harold Averill** continued his work with the Canadian Lesbian and Gay Archives serving as Secretary to the Board, contributor to its newsletter, and appearing as its representative on Rogers Cable Channel 10, in October, 1995. In addition Harold was also credited with providing CGLA source material for the production of two films "Fiction and Other Truths: a film about Jane Rule" (Lynne Fernie and Aerlyn Wiesman, directors, 1994) and "Jim Loves Jack" (David Adkin, Director, 1995).

In June, 1995, **Jan Liebaers and Garron Wells** attended a two day workshop on "Access to information and protection of privacy" sponsored by the Archives Association of Ontario in Toronto. **Garron Wells** continued as Treasurer of the Canadian Archives Foundation, a non-profit organization devoted to educational initiatives in archives. The Board continues to supervise the production of a revised edition of An ounce of prevention: disaster contingency planning for archives, libraries and record storage centres. Garron also completed five examinations required for certification as records manager sponsored by the Institute of Certified Records Managers.

7.4 Automation

The Archives received three 486 personal computer workstations, one-third of the required equipment as presented in the department's long term plan. Wiring was also completed to the 4th floor. Set up and programming of these workstations is expected to be completed in the first quarter of 1996-1997.

Compiled by Garron Wells
University Archivist
September, 1996

Univeristy of Toronto Archives
ANNUAL REPORT, 1995-1996

APPENDIX A

University Records 1995-1996

UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1995-1996

(09/09/96)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
A95-0012	University of Toronto. Library	Graphic	197-?	0.64	Two water colours painted by Vilma G. Firschau, staff member of the library's Order Department. One is an exterior view of Robarts Library from the south-east. The second is a painting of the interior of Trinity Chapel.	
A95-0013	University of Toronto. Botany Department of	Textual Graphic	19---1973	0.07	Correspondence and related award record sent to the Dean of Botany regarding the Isabella Moffat Gilchrist Prize (1973) and four photographs of Archibald Gilchrist and his Gilchrist Lillies (n.d. but pre-1936). Textual records relate to records in A82-0036 - see Box 14 File 'Isabella Moffat Gilchrist Prize'.	Open
A95-0014	University of Toronto. Office of the Vice-President, Human Resources.	Textual	1921-1991; (predominant 1978-1991)	18.0	Consists of subject files in the following series: administration; compensation; departments, divisions and faculties; faculty; human resources; minutes; non-academic staff; policies and procedures; unions; and U. of T. Press.	Restricted: subject to review under UTA Access Policies.
A95-0015	University of Toronto. Department of Economics. Economic History Workshops.	Textual	1971-1995	1.6	Contains papers presented by academics and PhD students at the Economic History Workshops, and supporting administrative documents.	Restricted: Subject to review under UTA Policies.

UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1995-1996

(09/09/96)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
A95-0016	University of Toronto. Department of Biochemistry	Textual	1922-1965	0.79	Seminar papers by students in biochemistry (1935-1964); mimeographed laboratory outlines in biochemistry for students and medical students, which belonged to Molly Delamere (1943-1949); mimeographed notes for a course in food analysis, Department of Food Chemistry (1948-1949); mimeographed copies and offprints of papers in biochemistry (1922, undated); examination booklets for students in biochemistry (1965).	Restricted: subject to review under UTA policies.
A95-0017	Hart House	Textual Graphic	1970-1993	.46	Includes files relating to the Hart House Art Gallery, the Art Committee and the Permanent Collection.	Restricted
A95-0018	University of Toronto. Faculty of Education. Registrar's Office	Textual Graphic Moving images	(predominant 1964-1990) 1914-1990	0.74	Records from the Registrar's Office including correspondence and memos with the Dean's Office; committee files such as the Admissions Committee and Committee on Future Directions; collected statistics and statistical reports on admissions, enrollment and graduate employment. There are also photographs and videos documenting the Faculty's history including a video entitled 'We are the Faculty of Education'.	Restricted: Subject to review under UTA Access Policies.
A95-0019	University of Toronto. Map Library	Cartographic	1949	0.75	Plan of survey of Hart House Caledon Hills Farm property: lots number 2 & 3, Concession 3, Township of Caledon, County of Peel.	Open

UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1995-1996

(09/09/96)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
A95-0020	University of Toronto. Department of Information Services	Graphic	1979	0.07	Photoprints of Timothy Findley, writer in residence 1979-80, taken for the January/February issue of "The Graduate". [Photographer: Robert Landsdale]	
A95-0021	University of Toronto. Library	Graphic	1968-1986	0.13	Contains: Film strip negatives and some prints of the construction of Robarts Library, its sod turning and cornerstone laying ceremonies (contact sheets accompany negatives); slides of the Sigmund Samuel Library, circulation department (1975-1978); colour photoprints and slides of Marion Brown's retirement party as head of Rare Books and Special Collections Department; staff photograph of the University Archives ca.1983-84; photoprints and accompanying negative of the farewell party for departing Chief Librarian, Maureen Hutchinson (1986).	Open
A95-0022	University of Toronto. [Faculty of Medicine. Class of 1908]	Graphic	1958	0.07	Group photograph of the 50th reunion of the Faculty of Medicine, class of 1908, June 1958.	Open
A95-0023	[University of Toronto. Department of Biology]	Graphic	October 1920	0.07	Group of students on the steps of the University Biological museum.	Open
A95-0024	-	Graphic	1936	0.7	Group photo, Lake Couchiching Conference, 1936 (?)	Open
A95-0025	University of Toronto. Department of Chemistry	Graphic	190?	0.07	Photograph of a janitor, possibly in the department of Chemistry.	Open
A95-0026	[University of Toronto]	Graphic	ca. 1900-1920	0.07	Glass plate negative of a laboratory, unidentified.	Open

UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1995-1996

(09/09/96)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
A95-0027	University of Toronto. Office of the Vice President, Computing and Communications	Textual	1989-1994	0.8	Consists of subject files on programs such as undergraduate education projects, UTLAS, UTOInet, local office systems, correspondence with University divisions and external companies and organizations (e.g. Bell, IBM, Apple, Alliance of Ontario Universities), records on the Advisory Forum on Instructional Technology (AFIT), and minutes of the VPCC Steering Committee.	Restricted
A95-0028	University of Toronto. Department of University Extension and Publicity	Textual	1941	0.07	'A Verbatim Report of the lectures and discussions in the Second University Extension Course on Real Estate Problems'; a course given at the university November 27th, 28th and 29th, 1940.	Open
A95-0029	University of Toronto. Department of Public Affairs	Textual	1979-1992	4.0	Consists of records of the Office of Community Relations, pertaining to the University's outreach program towards ethnic communities and the establishment of ethnic Chairs and fellowships at the U. of T. (1979-1990). Also includes records dealing with Ethnocultural Notes and Comments, the office's newsletter, including correspondence, drafts, notes and sample newsletters (1985-1992).	Restricted
A95-0030	University of Toronto. Facilities & Services. Property Management, Design & Construction	Architectural	1959-1995	.20	35mm microfilm of drawings for University buildings: Chemistry Building #73, Zoology Building #72, Physics Lab #78A & 78B, Pharmacy Building #79.	Restricted

UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1995-1996

(09/09/96)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
A95-0031	University of Toronto. Faculty of Arts and Science.	Textual	1994-1995	.42	Final examinations for winter session, 1994-95, and summer session 1995.	Open
A95-0032	University of Toronto. Science and Medicine Library	Textual	1956-1990	3.40	Consists of correspondence, minutes and reports relating to this library's operations, services, planning and projects. Includes files pertaining to hospital and departmental libraries, advisory body and committees.	Restricted
A96-0001	University of Toronto. Faculty of Management	Textual	1966-1990	12.8	Consists of subject files on MBA, PhD and EMBA programmes, academic appointments, trust funds, fellowships, academic exchange programmes, budgets, Faculty Council, internal and external committees (1966-1990). Also includes records on the Federation/Council of Deans of Management (1976-1988), and records of FACSVM Consulting Group (1971-1990).	Restricted
A96-0002	University of Toronto. Office of Statistics, Records and Convocation	Textual	1956-1995	0.07	Contains 1995 convocations for University of Toronto and federated colleges; changes to the convocation Roll Book, 1956-1995; lists of diplomas upgraded to honours; and in absentia graduates.	Restricted
A96-0003	University of Toronto. College of Electors	Textual	1972-1995	0.07	Consists of minutes and background documentation.	Open

UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1995-1996

(09/09/96)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
A96-0004	University of Toronto. Faculty of Medicine. Office of the Dean	Textual	1977-1988 (predominant: 1981-1984)	14.4	Consists of records of Dean F. W. Lowy, including subject files pertaining to associations, programmes, committees, boards, task forces, hospitals, centres, research projects, as well as administrative files on personnel, finance and general administration.	Restricted: subject to review under UTA access policies.
A96-0005	Banting and Best Department of Medical Research	Textual	1979-1990	.07	One album containing signatures of participants to the Xth International Congress of Biochemistry held on July 8-13, 1979; other events from 1980-1982, and 1990.	Open
A96-0006	University of Toronto Library. Office of the Chief Librarian	Textual	1976	.07	Contains report of the Task Force on Library Service in the Sciences and the responses from various sources. The Task Force, chaired by Principal A.C.H. Hallett, was established by the Library subcommittee of the Academic Affairs Committee on April 23, 1975 and ceased meeting on October 13, 1976.	Open
A96-0007	University of Toronto. Faculty of Medicine. Office of the Dean	Textual	1987-1993	1.6	Consists of minutes and related subject files pertaining to internal committees and Faculty Council of the Faculty of Medicine (1987-1991), including Board of Examiners (1987-1991), and Appeals Committee (1989-1991). Subject files for 1989-1990 are not included.	Restricted: Subject to review under UTA Access Policies.

UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1995-1996

(09/09/96)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
A96-0008	University of Toronto. Media Centre	Sound recordings Moving images	c1965-1993	146	Consists of videos (1", 3/4" and 2") and VHS film, audio tapes etc collected and produced by Media Centre relating to educational programmes, events, lectures etc at U. of T. and external sources.	Restricted

Univeristy of Toronto Archives
ANNUAL REPORT, 1995-1996

APPENDIX B

Private Records 1995-1996

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1995-1996

(09/09/96)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B95-0012	Patterson, Gordon Neil	Textual Sound recordings Graphic	1930-1990	2.34	Correspondence, certificates, contracts, addresses, manuscripts and publications, audio tapes and photocopies documenting the career of Gordon Neil Patterson, founder and first director of the Institute of Aerospace Studies at the University of Toronto.	Open
B95-0013	Drummond, Ian Macdonald	Textual	1952-1987	8.0	Personal and professional correspondence, manuscripts, lecture notes, teaching materials as professor of economics and administrator in the Faculty of Arts and Science at the University of Toronto.	Open
B95-0014	Glass, Irvine Israel	Textual Graphic	1942-1988	1.8	Correspondence; correspondence, programs, notes and photocopies relating to trips to China, Soviet Union and elsewhere (1969-1985); certificates (1947-1985); addresses, and photocopies.	Open

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1995-1996

(09/09/96)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B95-0015	Williams, H. Leverage	Textual Graphic	1947-1992	3.5	Records documenting the career of Dr. H. Leverage Williams as a chemical engineer and distinguished polymer scientist. Includes papers, articles, addresses, reviews, correspondence, manuscripts, association files, lectures, reports, certificates and photographs. Records cover both his research at Polymer Corporation (Sarnia, Ont.) 1946-1967 and his work as a faculty member of the Department of Chemical Engineering 1967-82, as well as Professor Emeritus from 1982 until his death in 1994.	Open
B95-0016	[University college (Toronto, Ont.)]	Graphic	1995	0.07	Photograph of a stereograph showing a display case in the original museum which was destroyed in the 1890 fire of University College.	Open
B95-0017	Luckyj, George S. N.	Textual Graphic	1952-1995	0.90	Correspondence, minutes, reports, interviews, press clippings and photoprints documenting the career of George S.N. Luckyj as a professor and chair of the Department of Slavic Studies at the University of Toronto. Included is a comprehensive account of the controversy over the establishment of the Chair of Ukrainian Studies at the U. of T. (1978-80). Professor Luckyj's diaries and his memoirs (1987), and the memoirs of his paternal grandfather (1942) and his mother (1970).	Restricted

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1995-1996

(09/09/96)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B95-0018	Lemon, James T.	Textual	19-- - 1994; predominant 1966-1994	5.6	Professional records of Dr. Lemon, documenting his academic career as a historical geographer and his political career mainly as a community activist. Includes correspondence, association files, lecture notes, student recommendations and graduate student files, conferences and speaking engagements, research grants articles and manuscripts. Also some personal correspondence and family papers.	Open
B95-0019	Harris, Robin Sutton	Textual	ca1850-1989(bu 1k 1950-1989)	6.88	Research notes, correspondence and bibliographic index cards related to Harris' research on higher education and on the history of the University of Toronto; manuscripts of articles, addresses and lectures; notes and lectures on English literature; records of the University of Toronto Teaching Staff Association, the Joint University of Toronto/Toronto Board of Education Committee and the Higher Education Group/OISE; documents including correspondence relating to Harris genealogy (1850-1900).	Open

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1995-1996

(09/09/96)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B95-0020	Paul, Derek A. L.	Textual	1947-1992	3.2	Records documenting career of Derek Paul as a physicist, as a founding member of Science for Peace and as a member of other groups involved in disarmament and peace initiatives. Included are course and lecture notes, correspondence, course materials, term papers, drafts of reports on nuclear energy, conference files, minutes, and drafts of articles and addresses.	Open
B95-0021	Le Riche, William Harding	Textual Graphic	1922-1984	0.33	Correspondence; lecture notes on tropical diseases; drafts of addresses and publications including the proposed second edition of HUMAN ECOLOGY FOR STUDENTS OF MEDICINE AND BIOLOGY (1978) documenting Dr. Le Riche's activities as an epidemiologist and administrator in the School of Hygiene and the Department of Preventive Medicine and Biostatistics; biographies and bibliographies of U. of T. scientists (1922-1978).	Open
B95-0022	Stacey family papers	Textual	1960-1972	.07	Correspondence from C. P. Stacey to his sister Dorothy Stacey Brown (1960-1979); Typescript of draft biography of C. P. Stacey by D. G. Creighton for "policy by other means; essays in honour of C. P. Stacey". Edited by Michael Cross (1972).	Open

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1995-1996

(09/09/96)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B95-0023	Mickle, Henry Walter	Textual	1897-1932	0.13	Records assembled by Henry W. Mickle relating to the attempt in 1897 to form a University Battalion, and of subsequent attempts, through the President's Committee on Military Training, to form an Officers' Training Corps; file on 50th anniversary reunions of the Class of 872, University College. Included is correspondence, memoranda, minutes, reports, petitions, and background reports and regulations.	Open
B95-0024	Loudon, Thomas Richardson	Textual Graphic	1919-1962	0.07	Correspondence, memos, manuscripts, programs, poster, decals, press clippings and mementos documenting Professor Thomas Loudon's activities as an aeronautical engineer and an amateur rowing enthusiast, the latter with particular relation to the 8th Olympiad in Paris (1924).	Open
B95-0025	Walter, Arnold Maria	Textual	1970-1973	0.02	Course notes from a Spanish course taken by Professor Walter in 1970-71; notes and lecture notes in German and English.	Open
B95-0026	Diltz, Bert Case	Textual	1947-1985	0.02	Correspondence, notes and book reviews, documenting the writings of Bert C. Diltz, a noted education theorist, especially "The Sense of Wonder" and "New Horizons".	Open

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1995-1996

(09/09/96)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B95-0027	Defosse, John F. E.	Textual	1946-1947	0.03	Course notes consisting of review problems and laboratory reports for a 3rd year course in machine design taught in the Department of Mechanical Engineering, taken by John Defosse, a student in aeronautical engineering.	Open
B95-0028	Gill, Robert	Textual	1955-1972	.07	Two notebooks belonging to Robert Gill, Director of Hart House Theatre, containing notes on 1) lecture notes (1966-1967) and course outlines for a class (1971-1972) and notes on actors; 2) notes on University of British Columbia Opera (1959), Hart House Theatre Summer School (1963?, 1964), course outlines for lectures (1955-1965, 1962-1963), and other notes.	Open
B95-0029	Strangway, David W.	Graphic	1980	.07	Portrait of David W. Strangway, professor of physics and geology on the occasion of him having been elected vice-president of the International Society of Exploration Geophysicists, 1980-81 (see people file for details)	Open
B95-0030	[Queen's Own Rifles. 'X' Company]	Graphic	1885	0.07	Members of the 'X Company', Queen's Own Rifles, 1885. One photo taken on the steps of University College. An original of this photo can be found in A73-0003/002.(36).	Open
B95-0031	Phillips, William Eric	Graphic	1960-1970	0.07	Copy print of a sketch of Colonel William Phillips and one print of Phillips, 1970.	Open

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1995-1996

(09/09/96)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B95-0032	Clark, Alexander F. R.	Graphic	n.d.	0.07	Portrait of Alexander F. R. Clark, professor of French.	Open
B95-0033	Graham, Duncan	Graphic	192-?	0.07	Portrait of Dr. Duncan Graham of the Faculty of Medicine.	Open
B95-0034	MacLeod, John T. R.	Graphic	n.d.	0.07	Portrait of John J. R. MacLeod co-recipient of the Nobel Prize for the discovery of insulin.	Open
B95-0035	McCulloch, Ernest A.	Textual Graphic	195--1995	3.5	Research and laboratory notes, (1960-197-); grant applications; consulting work for the Krevier Commission; daily diaries, correspondence and reports relating to Dr. McCulloch as a visiting professor at the University of Texas (1991-1993); addresses; drafts of articles and some offprints; other professional correspondence; photoprints.	Open
B95-0036	University College (Toronto, Ont.). Natural Science Club.	Graphic	1867-1868	0.07	University College Natural Science Club, 1867-1868.	Open
B95-0037	[University College. Class of 1876]	Graphic	1873	0.07	Natural Science Class of 1876 taken in the Spring of 1873. Individuals identified and include: A.K.B. Blackadar, R.H.A. Graham, Peter Bryce, H. Montgomery and R.K. Orr.	Open

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1995-1996

(09/09/96)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B95-0038	Deadman, William J.	Textual	ca.1950-1965	0.07	Scrapbook on forensic pathology compiled by Dr. William Deadman, city pathologist for Hamilton from 1919 to 1956 and graduate of the University of Toronto, Faculty of Medicine, 1913. Scrapbook includes, notes and reports on topics such as suicide, criminal abortion, infanticide, rape, poisoning and many others.	Open
B95-0039	Cassels Brock and Blackwell	Textual	1907	.02	Deeds for land at Bloor and Spadina between George Dickson and the University of Toronto (July 1907) and for land at Bloor and Huron Street between W. G. Gooderham and Trustees and Governors of the University of Toronto (27 June 1907).	Open
B95-0040	Office of the Camp Wardens. The Ritual of the Calling of an Engineer, Camp I	Textual	1971-1994	0.13	Correspondence, notes, memoranda, lists, minutes and forms relating to the Ritual of the calling of an Engineer for Camp I (University of Toronto).	Restricted
B95-0041	Gibson, Thomas and John F. Van Every	Textual Publications	1894-1920	0.07	Programmes and a pamphlet documenting events at University College while Thomas Gibson (B.A.1897) and John F. Van Every (B.A. 1896) were students at the University of Toronto. Includes a programme of the Classical Association of University College, 1894-95 as well as an 1899 pamphlet on the Phi Alpha Fraternity. Also a copy of the Twig, University of Toronto Schools 1933 (transferred to print room) which contains a tribute to J.F. Van Every.	Open

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1995-1996

(09/09/96)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B95-0042	Franks, Wilbur Rounding	Graphic	1995	0.07	Two colour photoprints of the Franks Flying Suit on display at Camp Borden, Ontario.	Open
B95-0043	Canada. Canadian Army. 67th (Varsity) Battery	Graphic	191-	0.07	Postcard of the 67th Varsity Battery.	Open
B95-0044	Fraser Family	Textual Graphic	ca.1900-1994	11	Correspondence, diaries, course and laboratory notes, lecture notes certificates, notes, research notes, drafts of articles, watercolours and sketches, photoprints and slides documenting careers of members of the Fraser family, in particular Frieda Helen Fraser, Edith Bickerton Williams, Donald Thomas Fraser and William Henry Fraser.	Restricted
B95-0045	Kaplan, William Edward	Textual Moving images	199- - 1995	5.33	Records of William Kaplan, professor of law and a specialist in labour arbitration,, containing diaries and personal correspondence; correspondence, notes, memoranda, and drafts of reports relating to labour arbitration and sexual harassment cases in Ontario; and lecture notes.	Restricted: Donor agreement of 11 November, 1994 applies: 5 years after death of donor.

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1995-1996

(09/09/96)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B95-0046	Clement, Tony Peter Panayi	Textual	1981-1993	2.4	Course notes, term papers, calendars, and handbooks documenting Tony Clement's activities as an undergraduate student in arts (1981-1983) and law (1983-1986); correspondence, minutes, notes and press clippings documenting his extra-curricular activities, especially with the University College Literary and Athletic Society, Students' Administrative Council, Lawyers for Fundamental Freedoms, and the University of Toronto Progressive Conservative Association; files documenting his post-graduation activities in a number of University-related organizations, especially the University College Council and the University College and University of Toronto Alumni Associations.	Restricted
B95-0047	Stevenson, Adlai	Sound recordings	1965	0.07	Address by Adlai Stevenson, United States Ambassador to the United Nations upon receiving an Honorary Doctorate of Laws from the University of Toronto. (cassette side 1: 40 min.) Speech by General Maxwell Taylor discussing U.S. policy toward Vietnam given to the Empire Club, Toronto. (cassette side 2: 40 min)	Open

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1995-1996

(09/09/96)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B95-0051	Scott, Grace	Textual	c1940-1970	4.5	Records of the research of Dr. Grace Scott, zoologist and associate of Dr. Kenneth Fisher. Includes correspondence, research notes, laboratory notebooks, reference index cards, Mss. and draft articles.	Open
B95-0052	Israel, Milton	Textual	ca1925-1993	2.0	Correspondence, research material, notes and card files relating to, with drafts of, Milton Israel's book, COMMUNICATIONS AND POWER: PROPAGANDA AND THE PRESS IN THE INDIAN NATIONALIST STRUGGLE, 1920-1947 (1994)	Open
B95-0053	Gray, Jack	Textual Sound recordings Graphic	1919-1972	0.65	Consists of records collected while working on a history of Hart House Theatre and Robert Gill. Included are Hart House Theatre scrapbooks compiled by Gill containing programs, clippings and photographs; financial records of Hart House Theatre as well as some original correspondence; numerous photographs of Hart House Theatre, Hart House and its staff; scrapbook and minutes book of the Players Club. Included as well, is a manuscript on the history of Hart House Theatre (draft) written by Jack Gray as well as taped interviews conducted by Gray with Hart House Theatre staff including Robert Gill.	Open: copyright restrictions

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1995-1996

(09/09/96)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B95-0054	Kaplan, William Edward	Textual	197- - 1995	4.52	Records pertaining to the writing of William Kaplan's book, "Bad Judgement: the case of Mr. Justice Leo Landreville (1996)". The research files contain original documents obtained from Judge Landreville. There is also correspondence, notes drafts, of chapters and interviews with, amongst others, Landreville, J.J. Robinette, Gordon Fairweather, Yves Fortier, Edgar Benson	Open: Copyright restrictions only
B96-0001	Black, David	Textual Graphic	1907	.07	Graduating Class photoprint of Ontario Veterinary College, 1907. David Black shown, 3rd row, right of centre. Copy print shows exact position. Certificate of Honorary Fellowship, 28 March 1907 in Veterinary Medical Society.	Open
B96-0002	[University of Toronto. Best Institute]	Graphic	1969	.07	Group photoprint (b&w) of (L to R): J. Campbell Cowan, Eric Baer, Manny Rosenthal, and William R. Franks taken at the Best Institute. (12.5cm x 20.5cm)	Open
B96-0003	Modern Drama Journal	Textual	1958-1993	5.0	Contributors files for Journal when produced by University of Kansas (1950-1972) and at University of Toronto (1972-1979); Editorial Board minutes and correspondence (1973-1980); Rejection files (1972-1978)	Restricted

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1995-1996

(09/09/96)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B96-0004	Franklin, Ursula Martius	Textual Sound recordings Graphic Moving images	1945-1994	20	Correspondence, diaries, course notes, daybooks, research notes and addresses (including audio tapes and videos); drafts of articles and books, certificates and diplomas, press clippings, photographs and other material documenting the life of Ursula Franklin as a researcher, administrator, professor of metallurgy and materials science, University Professor, and social activist, especially with regard to the rights of women and the peace movement. These records are in English and/or German.	Restricted
B96-0005	Lee, Donovan Alfred Samuel	Textual	ca.1918-1925	0.07	Material belonging to Donovan A.S. Lee, BSc (Chemical Engineering), 1925, including a diary (1918?) and notebook; student handbooks (1921-1924) annotated with information about courses and social activities; and memorabilia (1923-25) of social activities and the Canadian Officers Training Corps.	Open
B96-0006	[University of Toronto. Faculty of Applied Science and Engineering]	Graphic	1915	0.69	Mounted black and white photoprint of graduating class, Faculty of Applied Science and Engineering, 1915. (47 x 39cm.)	Open

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1995-1996

(09/09/96)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
296-0007	University of Toronto Engineering Society	Graphic Artifacts	1943-1995	3.5	Composite photoprints of Engineering Athletic Association Executive members; b&w; colour, approx. 8x10" to 20x30"; Engineering Ski Team, Feb. 8, 1984; U. of T. Athletic Association Intramural Championships, Faculty of Applied Science and Engineering Plaque (1943-49).	Open
296-0008	Prentice, James Douglas	Textual Graphic	1949-1993	5.6	Correspondence, course and lecture notes, administrative files, professional association and other personal interest files, drafts of manuscripts, addresses, and photoprints documenting the career of Professor James Douglas Prentice as specialist in particle physics. Well documented is his involvement with the research facilities at CERN, DESY, CERN, CHEER, AND FNAL; professional organizations such as the Canadian Association of Physicists and the Institute of Particle Physics; and, at the University of Toronto, the University Research Association and Women in Natural Sciences (SHEWINS).	Restricted: Personnel information files relating to the hiring and firing of University staff are restricted. All other files are open.

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1995-1996

(09/09/96)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B96-0009	Goudge, Thomas A.	Textual	1927 - ca. 1988	2.0	Correspondence, diaries, notes, certificates, lecture notes, research notes, card indices, manuscripts, addresses, and publications documenting the career of Thomas A. Goudge as professor in and former Chair of the Department of Philosophy at the University of Toronto, and as a writer.	Open

Univeristy of Toronto Archives
ANNUAL REPORT, 1995-1996

APPENDIX C

"B Accessions evaluated for Income Tax Purposes"

University of Toronto Archives

Evaluations for Income Tax Purposes for Tax year 1995

1. B94-0020 **Omond McKillop Solandt Personal Records, 1932-1993; 17 metres**

Correspondence, diaries, minutes of meetings, manuscripts, notes, reports, certificates, photoprints and medals documenting the life of Omond McKillop Solandt.
2. B94-0022 **Calvin Carl Gotlieb Personal Records, 1984-1994; .80 metres**

Correspondence, surveys, drafts of reports, reports, minutes, notices and addresses relating, in particular, to computer committees at the University of Toronto focusing on large-scale computation. Includes records of Professor Gotlieb's activities as colloquium coordinator in the Department of Computer Science (c 1984-1994); and the McLuhan Program in Culture and Technology.
3. B94-0025 **William Edward Kaplan Personal Records, 1946-1993; 9.20 metres**

Correspondence, notes, drafts of manuscripts, articles, memoranda and legal documents relating primarily to Prof. 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.
4. B94-0033,B95-0014 **Irvine Israel Glass Personal Records, 1930-1994; 15 metres**

Correspondence, notes, reports, drafts of addresses, articles and books, offprints, course and lecture notes, grant applications, contracts, conference and travel files, certificates and diplomas, photoprints, slides and audio tapes, documenting the life of Dr. Irvine Glass as professor of aerospace studies and as specialist in gasdynamics, shock tubes and waves. The files on the Committee for Concerned Scientists (both for Israel and the USSR), Canadian Professionals for Peace in the Middle East, and the Sino-Judaic Institute document his abiding interest in the Jewish people.

5. B95-0003

Douglas H. Pimlott Personal Records, ca 1950-1978; 5.0 metres

Correspondence, field notes, lecture notes, manuscripts, articles publications, and maps documenting Dr. Pimlott's career as a zoologist at the University of Toronto and elsewhere and includes files on his moose studies in Newfoundland and his wolf studies in Algonquin Park and elsewhere.

6. B95-0007

Freda Hawkins Personal Records, ca1972-1992; 2.8 metres

Professional correspondence, lectures, manuscripts of articles and addresses, research notes relating to her research on government immigration policy and practices. Also includes records of the Advisory Board on Adjustments of Immigrants (1969-1977) of which she was a member. Dr. Hawkins taught in the Political Science department from 1966-1995 and served as an immigration consultant for several government bodies.

7. B95-0011

Charles Totton Personal Records, ca 1905-1907; .64 metres

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; formal group photograph of Biological and Physical Sciences Class of 1907 as well as Totton's graduation portrait and diplomas.

8. B95-0012

Gordon Neil Patterson Personal Records, 1930-1990; 2.34 metres

Correspondence, certificates, contracts, addresses, manuscripts and publications, audio tapes and photoprints documenting the career of Prof. Patterson, founder and first director of the Institute of Aerospace Studies at the University of Toronto.

9. B95-0013

Ian Macdonald Drummond Personal Records, 1952-1987; 8.0 metres

Personal and professional correspondence, manuscripts, lecture notes, teaching materials created by Dr. Drummond as professor of economics and administrator in the Faculty of Arts and Science at the University of Toronto.

10. B95-0015

H. Leverne Williams Personal Records, 1947-1992; 3.5 metres

Correspondence, articles, addresses, reviews, manuscripts, associations files, lectures, reports, certificates and photographs documenting Dr. H. Leverne Williams as a chemical engineer and faculty member in the Department of Chemical Engineering and distinguished polymer scientist.

11. B95-0017

George S.N. Luckyj Personal Records, 1952-1995; .90 metres

Correspondence, minutes, reports, interviews, press clippings and photoprints documenting the career of Dr. Luckyj as a professor and chair of the Department of Slavic Studies at the University of Toronto. Includes a comprehensive account of the controversy over the establishment of the Chair of Ukrainian Studies (1978-1980), Prof. Luckyj's diaries and memoirs, and the memoirs of his paternal grandfather (1942) and his mother (1970).

12. B95-0018

James T. Lemon Personal Records, 19-- - 1994; 5.6 metres

Professional records of Dr. Lemon, documenting his academic career as a historical geographer and his political career mainly as a community activist. Includes correspondence, association files, lecture notes, student recommendations and graduate student files, conferences and speaking engagements, research grants, articles and manuscripts. Also some personal correspondence and family papers.

13. B95-0020

Derek A. L. Paul Personal Records, 1947-1992; 3.2 metres

Records documenting the career of Derek Paul as a physicist, as a founding member of Science for Peace and as a member of other groups involved in disarmament and peace initiatives. Includes are course and lecture notes, correspondence, course materials, term papers, drafts of reports on nuclear energy, conference files, minutes and drafts of articles and addresses.

14. B95-0022

Stacey Family Personal Records, 1960-1979; .07 metres

Correspondence from C.P. Stacey to his sister Dorothy Stacey Brown (1960-1979); typescript of draft biography of C. P. Stacey by D. G. Creighton for "Policy by other means: essays in honour of C.P. Stacey", edited by Michael Cross (1972).

15. B95-0035

Ernest A. McCulloch Personal Records, 195- - 1995; 3.5 metres

Research laboratory notes (1960-197-), grant applications, consulting work for the Krever Commission, daily diaries, correspondence and reports relating to Dr. McCulloch as visiting professor at the University of Texas (1991-1993); addresses; drafts of articles and some off-prints; other professional correspondence; photoprints.

16. B95-0037

University College, Class of 1876, 1873; .07 metres

Natural Science Class of 1876 taken in the Spring of 1876. Individuals identified include: A.K.B. Blackadar, R.H. A. Graham, Peter Bryce, H.

Montgomery and R.K. Orr.

17. B95-0044

Fraser Family Personal Records, ca 1900-1994; 11 metres

Correspondence, diaries, course and laboratory notes, lecture notes, certificates, notes, research notes, drafts of articles, watercolours and sketches, and photoprints documenting the careers of members of the Fraser Family, in particular, Frieda Helen Fraser, Edith Bickerton Williams, Donald Thomas Fraser and William Henry Fraser.

18. B95-0046

Tony Peter Panayi Clement Personal Records, 1981-1993; 2.4 metres

Course notes, term papers, calendars, and handbooks documenting Tony Clement's activities as an undergraduate student in arts (1981-1986); correspondence, minutes, notes and press clippings documenting his extra-curricular activities, especially with the University College Literary and Athletic Society, Student's Administrative Council, Lawyers for Fundamental Freedoms and the University of Toronto Progressive Conservative Association; files documenting his post-graduation activities in a number of University related organizations, especially the University College Council and the University College and University of Toronto Alumni Associations.

19. B95-0048

Henry John C. Ireton Personal Records, ca 1907-1962; .07 metres

Includes Ireton's records as a high school and university student including notes, essays, drawings and report cards. Also included is some correspondence and addresses as well as memorabilia. Photographs include his graduation portrait, views of the University of Toronto Campus as well as a number of images of the Ontario Military Hospital, Kent, England.

20. B95-0050

Robert Selkirk Bothwell Personal Records, c 1982-1995; .75 metres

Personal and professional correspondence, drafts of chapters and interview files for "Canada and Quebec" (1995); research materials for "Eldorado" and "Laying the Foundation"; scripts for Open College radio programmes on CJRT; speeches and papers.

21. B95-0052

Milton Israel Personal Records, ca 1925 - 1993; 2.0 metres.

Correspondence, research material, notes and card files relating to, with drafts of Milton Israel's book Communications and Power: propaganda and the press in the Indian nationalist struggle, 1920-1947. (1994).

22.

Mathers and Haldenby, Architects, Records, 1930-1990; 5000 items

Architectural drawings and plans of buildings relating to the University of Toronto: Whitney Hall, Fitzgerald Building, David Dunlap Observatory, Connaught Labs (Spadina and Dufferin Div.), Royal Conservatory of Music, Sir Daniel Wilson Residence, Ontario Archives Building, Charles H. Best Institute, Banting Institute, Sigmund Samuel Library, Robarts Library, Thermodynamics, Bookshop and Botany buildings.

Univeristy of Toronto Archives
ANNUAL REPORT, 1995-1996

APPENDIX D

Organizational Chart

UNIVERSITY OF TORONTO ARCHIVES

