

University of Toronto Archives

Annual Report
1996-1997

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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

The events of the past year emphasised how vulnerable the University Archives is to fiscal and organisational changes within the Library. Annual collection growth continued at an average rate of 400 cu. ft. Unfortunately, the preservation of these materials and existing holdings was jeopardised by the termination of funding for traditional reformatting technologies such as microfilming and wet photography by the Library. Thus, we were required to seek funding from external sources.

Available storage space also reached critical levels by the end of the year and challenged our ability to provide timely access and to preserve both university and private archival records. Without an increase in suitable onsite storage, greater funding will be required to store materials at a commercial offsite storage facility.

Budget cuts also affected staff levels at the Archives, although the full impact of this 14% decrease in FTE complement will not be realized until 1997-1998. Ongoing operations continued to suffer with the limitations of outdated computer technology. As with preservation, the Archives sought external Library funding for this essential operating equipment. The debilitating effects of this situation were off set, in part, by the expert support provided by the Library's Systems staff in the development of our web site.

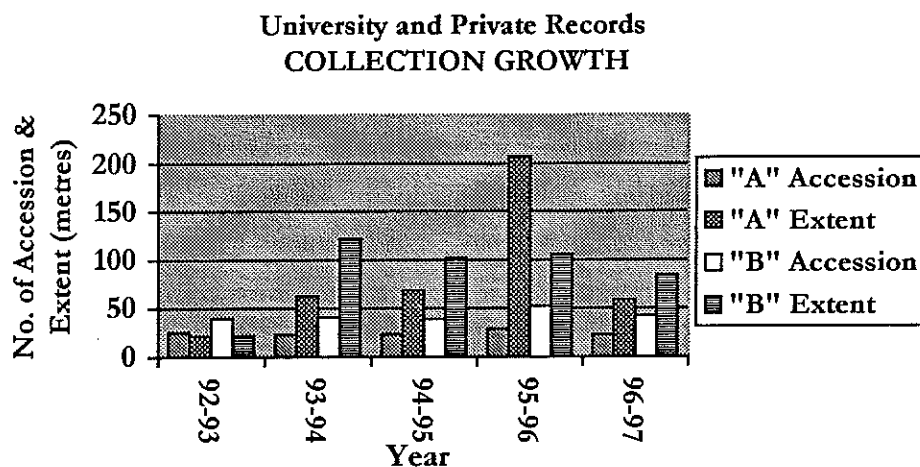
Our administrative responsibilities in support of records management expanded with the development of sections on financial and employment records in the University File Plan. The management of active records was discussed in more detail in a comprehensive long-term plan submitted to the Presidential Advisory Committee on Archives and Records Management. The six objectives of this plan provide a framework for records management initiatives over the next five years. With sufficient financial resources, a full records management programme could be in place throughout the University by 2002.

In spite of these challenges, Archives' staff made significant accomplishments in major areas relating to collections development, donor relations, and research and reference services, the details of which will be found in the following pages. Their continuing diligence, professionalism and patience during the past year are the main reasons for this success.

2. ACQUISITIONS

2.1 Collection Growth

The volume of acquisitions returned to more normal levels during this reporting period as shown below. A total of 65 accessions were confirmed from both university and private sources. This represents an extent of 143.36 metres (470 linear feet), a decrease of 119% from last year's unusual high of 313 metres. The additional volume of 7.45 metres of library materials received is comparable to previous years.



Unlike last year, the extent of private records accessions received during the year exceeded accessions received from university offices. As shown above, this pattern is common over four of the past five years. Textual, paper-based accessions continue to be the predominate medium of our acquisitions. Photographic materials (prints, negatives, slides), followed by sound and moving image records made up the next two major types of media received during the past year.

2.2 A Accessions (University Records)

During the past year, university offices transferred 58 metres (190 linear feet) of permanent value records to the Archives. Additional transfers were received from the Office of the Dean, Faculty of Medicine (23 metres), the Department of Public Affairs (3.20 metres) and the Department of Psychiatry (.27 metres). As a result of reorganization within the University, the Archives received 22 metres of records from the former Office of the Vice-president (Business Affairs). These records document predominantly the administrations of vice-presidents Alex Pathy, R.L. Criddle and B.P. Davies from 1981 to 1993, and complement other holdings in the Archives relating to financial administration of the University. New acquisitions included records from the Audio-visual Library (1970-1996; 2.40 metres), the Office of the Campus Library Co-ordinator (1974-1996; 1.60 metres) and the Status of Women Office (1974-1993; 2.40 metres). See Appendix A for a complete list of accessions received.

2.3 B Accessions (Private Records)

In the area of private records, the University Archives has continued to add to *fonds* already in the Archives, and to acquire records in areas not previously documented. In the former category, significant additions have been made to the personal records of professors E. K. Brown (english), Bernhard Cinader (immunology), Ian M. Drummond (political science), the Fraser Family (medicine), Keith A. McLeod (education), Thomas Howarth (architecture), and Edward Safarian (economics).

New acquisitions include the records of the Ham Family (including James Ham, president of the University, 1978-1982 and, before that, Dean of the Faculty of Applied Science and Engineering), John Black Aird (Chancellor, 1986-1991), C. Claude Brodeur (education), the McPhedran/Duncan/ Green Family (including Harris McPhedran, an associate professor in the Faculty of Medicine, and his second wife, Marie, an award-winning author of books for children), Vera Peters (medicine), Ezra Schabas (music), and Joan Winearls (map librarian).

In addition to the personal records of administrative staff and professors, the University Archives seeks to document the activities of students and student societies and clubs. Here, additions have been made to the personal records of two generations of the Clark Family (law, arts, education, and engineering) and to the records of Camp 1 of the Office of Camp Wardens, Ritual of the Calling of the Engineer. New acquisitions include: Gary Pieter's records of his involvement with the West Indian Students' Association; the course notes of Stefan Saganski, a student in mechanical engineering in the 1950s; Catherine Scroggie's files documenting the reunions of the class of 2T4, University College; and the records of the University of Toronto Medical Society and the Nursing Undergraduate Society. See Appendix B for a complete listing.

2.4 Special Media Records (Table 1)¹

As with other acquisitions, the volume of special media records declined to average levels during 1996-1997. The Department of Public Affairs transferred films, slides and audiotapes documenting the fund raising drives at the University between 1966 and 1976. Prof. Ezra Schabas' personal records comprise many videotapes, sound recordings and photographs documenting mainly the Musical Performance and Communication Programme offered by the Faculty of Music from 1971-1991. A small collection of lantern slides from the Omand Solandt estate documents the Atomic bomb damage suffered by Japan during World War II as well as hypothetical A-bomb damage to the Toronto area.

¹ All Tables and figures were compiled by Barbara Edwards-Asubonteng and Judy Mars.

SPECIAL MEDIA

ITEMS	1996					1997								YTD
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR		
PHOTOGRAPHS														
Photoprints				14		13	29	186	103	48	132	2	527	
Negatives								68		83	43		194	
Slides					17					305			322	
													0	
SOUND RECORDINGS														
Reel to Reel								7	2					
Cassettes				4				7	72				83	
Oral History													0	
Sound Discs													0	
													0	
MICROFORM														
16mm reels													0	
35mm reels													0	
Microfiche sheets													0	
													0	
MOVING IMAGE														
Film				1					2				3	
Video					2			40	9				51	
													0	
WORKS OF ART														
													0	
MACHINE READABLE														
													0	
ARCHITECTURAL														
Plans & drawings													0	
													0	
MAPS														
													0	

Table 1

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

The donation of 14 accessions of private records for the 1996 tax year represented a monetary value of \$50,150. A complete list will be found in Appendix C.

3. RECORDS MANAGEMENT

3.1 Presidential Advisory Committee on Archives and Records Management (PACARM)

During the year the Committee held three meetings to discuss records storage, University File Plan, automated systems development, employment records, training, and long term planning. Mark Britt, Director, Internal Audit, replaced Neil Hunter and Lynn Snowden replaced Alvan Bregman as the representative from the Provost's Office on this Committee.

3.2 Financial Records Project / University of Toronto File Plan

Four additional training sessions on the financial records section of the File Plan were held in July for 86 administrative officers. Participants during this series of workshops identified the need for some modifications and additions to this section of the File Plan. These were made by the Records Archivist, Jan Liebaers, and distributed via the Administrative Management System (AMS) Homepage. In the fall, business officers were asked to complete a survey on the application of the University File Plan in general, and the financial records section in particular. This survey was distributed via the AMS listserv in December 1996. The response rate of 10% must be understood within the context of identified Financial Information System (FIS) users since these were the individuals targeted for training and implementation of the File Plan.² In the conclusion of his report to the PACARM, Jan Liebaers stated that "one in three offices are using the Plan for filing and managing the life cycle of their financial records. By the end of 1997-1998,... another one third of offices is expecting to implement the Plan".

Jan Liebaers also completed a draft of the Human Resources section of the File Plan. This section is expected to be revised as a result of consultation with Human Resource personnel before implementation, expected in the fall of 1997.

² Approximately 400 business officers attended the training sessions held in April and July 1996. Thus the receipt of approximately 100 completed surveys represents a higher response rate.

3.3 Employment Records Policy Subcommittee

This subcommittee, consisting of Garron Wells (Chair), Jan Liebaers, Janice Draper, Mary Ann Ross and Marie Branker, completed "Regulations on Employment Records". This document provides guidelines for University administrators relating to the collection, use, disclosure and disposal of personal information on employees and lists common types of information. Following approval of the PACARM and the FOI Commissioner, J. Dimond, the document was forwarded to Michael Finlayson, Vice-president, Administration and Human Resources.

3.4 Records Management Manual

Requests for complete copies of the Manual were received from 15 university offices. The majority of these requests were the result of organizational changes within the University over the past year. No revisions to the Manual were undertaken during the year.

3.5 Records Management Long Term Plan

The University Archives submitted a five-year plan for records management to the PACARM in February. The goal of this plan is an effective and responsive records management programme that meets the needs of a rapidly changing administrative environment. Six objectives are identified:

1. to compile and maintain an accurate list of all records series created, used, distributed and maintained by University offices
2. to develop and maintain retention and disposition schedules for all University records based data collected in the records inventory
3. to plan and implement a University-wide vital records protection programme
4. to develop and implement effective University-wide standards for records creation and active records control and to distribute these either in paper or electronic format

5. to promote efficient, cost-effective control, storage and disposal of semi-active and inactive University Records
6. to promote the use of micrographic and electronic image management

Implementation of the full plan required total funding of \$339,000. Only \$120,000 (plus unspecified Library funding) was requested by the Chair to fund the first three years of the programme. Since this funding was considerably less than required, the Archives will review the objectives to identify what actions can be accomplished.

3.6 Training

The "Introduction to Records Management" seminar offered through Employment Training and Development was not held because of insufficient enrolment.

4. ARRANGEMENT AND DESCRIPTION

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

The majority of University records accessions received during this period were accompanied by container listings as required under UTA transfer procedures. Extensive work was undertaken, however, by Lagring Ulanday, Records Archivist, on the records of the Audio-visual Library. After final selection and consultation with the office of origin these were arranged and described. Backlog work relating to University records concentrated on the word processing of handwritten finding aids. Barbara Edwards-Asubonteng and Judy Mars were largely responsible for the word processing of 42 finding aids relating to A Accessions. The production of an electronic copy of these finding aids will allow for faster updating when records are processed, and for reformatting onto our Homepage (See Section 5.3).

Harold Averill and Marnee Gamble were responsible for arranging and describing the majority of private records accessions requiring monetary evaluation for the 1996 tax year. These private records accessions included McPhedran/Duncan/Green Family, James Prentice, Ezra Schabas, Grace Scott, Robin Harris and Joan Winerals. Harold Averill supervised a Faculty of Information Studies practicum student, Kim Murray, as she arranged and described the John Satterly personal records as a course requirement.

PROCESSING AND DESCRIPTION

	1996					1997							
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
<u>PROCESSING-</u>													
<u>CURRENT</u>													
A-													
Accessions													
Completed [metres]	1.6	0.14	26.27	0.51	0.67	0.14	22.67	0.6	5.54	2.67	0	0	60.81
B-Accessions													
Completed [metres]	0	0	12.16	21.57	8	21.42	4.13	23.58	0.75	3.16	5.43	0.26	100.5
M-Accessions Books													
Completed [metres]	0	0	0	0	0	2	0	0	0	2	0	0	4
Completed [metres]	0	0	0	0	0	0.07	0	0	0	0.07	0	0	0.14
P-Accessions Serials													
Completed [metres]	19	21	12	29	36	66	33	20	28	50	33	33	380
Completed [metres]	0.05	0.1	0.04	0.15	2	2.07	0.8	0.02	0.08	0.47	1	0.39	7.17
T-Accessions Theses													
Completed [metres]	0	0	1	0	0	0	0	0	0	0	1	0	2
Completed [metres]	0	0	0.07	0	0	0	0	0	0	0	0.07	0	0.14
TOTAL Completed [metres]	1.65	0.24	38.54	22.23	10.67	23.7	27.6	24.2	6.37	6.37	6.5	0.65	168.7
<u>PROCESSING-</u>													
<u>BACKLOG</u>													
A-													
Accessions													
Completed [metres]	0	0	0	0	0	0	0	1.1	0	0	0	0	1.1
B-Accessions													
Completed [metres]	0	0	0.39	0	0	0	0	0	0	0	0	0	0.39
M-Accessions Books													
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	50	50
Completed [metres]	0	0	0	0	0	0	0	0	3	0	0	1.5	4.5
P-Accessions Serials													
Completed [metres]	0	0	0	44	0	0	0	0	0	0	0	0	44
Completed [metres]	0	0	0	0.12	0	0	0	0	0	0	0	0	0.12
T-Accessions Theses													
Completed [metres]	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]	0	0	0.39	0.12	0	0	0	1.1	3	0	0	1.5	6.11

Table 2

PROCESSING AND DESCRIPTION (continued)

	1996				1997											
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD			
<u>DESCRIPTION-CURRENT</u>																
A-Accessions																
Completed [metres]	0	0.14	3.87	0.44	0.67	0.14	0.67	0.6	5.14	2.67	0	0	14.34			
B-Accessions																
Completed [metres]	0	8.16	1.28	3.6	1	0.72	4.27	15	3.19	1.3	0.63	0.26	39.41			
M-Accessions Books	0	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	0		
P-Accessions Serials	19	21	12	29	36	66	33	20	28	36	33	33	366			
Completed [metres]	0.05	0.1	0.04	0.15	2	2.07	0.8	0.02	0.08	0.27	1	0.39	6.97			
T-Accessions Theses	0	0	1	0	0	0	0	0	0	0	1	0	2			
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0			
Total No. of Finding Aids A & B	0	4	4	7	5	3	3	6	7	6	3	3	51			
Total No. of Finding Aids P,M&T	19	21	12	6	36	45	33	20	28	24	34	0	278			
TOTAL Completed [metres]	0.05	8.4	5.19	4.19	3.67	2.93	5.74	15.62	8.41	4.24	1.63	0.65	60.72			
<u>DESCRIPTION-BACKLOG</u>																
A-Accessions																
Completed [metres]	0	0	0	0	0	0	0	1.1	4.87	0	0	0	5.97			
B-Accessions																
Completed [metres]	0	0	0.39	0	0	0	0	0	0	0	0.78	0	1.17			
M-Accessions Books	0	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	0		
P-Accessions Serials	0	0	0	44	0	0	0	0	0	0	0	0	44			
Completed [metres]	0	0	0	0.12	0	0	0	0	0	0	0	0	0.12			
T-Accessions Theses	0	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	0		
Total No. of Finding Aids A & B	0	0	1	0	0	0	0	2	3	0	1	0	7			
Total No. of Finding Aids P,M & T	137	198	157	130	15	20	28	4	45	15	60	128	937			
TOTAL Completed [metres]	0	0	0.39	0.12	0	0	0	1.1	4.87	0	0.78	0	7.26			

Table 2

4.2 Accessions Update Project

Archivists Harold Averill, Lagring Ulanday, Marnee Gamble, Jan Liebaers and Garron Wells proceeded with the second stage of this project, that is, the updating of accessions information for private records (B Accessions) on the Accessions Description database. By the end of this reporting period approximately 50% of the 1269 database records had been updated. It is expected that this work will be completed by the end of December, 1997.

4.3 Special Media

4.3.1 Appraisal of A96-0008 Media Centre records

In the fall of 1996, Marnee Gamble, Special Media Archivist, began work on the appraisal of the approximately 3,000 video recordings received in the last quarter of 1995-1996. An appraisal criteria and time lines for this lengthy project were developed. A database was created to organize the tapes by title and to document the appraisal process. Most of the Special Media Archivist's time was spent collecting information on each title and inputting it into this appraisal database. It is hoped that over the next year, the selection of titles to be retained will be completed.

4.3.2 Graphic Records Database

Accession level descriptions of graphic records for 1995 and 1996 were added to the database. Unfortunately, due to time constraints presented by the A96-0008 appraisal project, the Special Media Archivist was unable to complete descriptions for accessions received in 1986 and 1987.

4.4 M Accessions Project

In 1996-97, a project to dismantle the old M Accessions system and reintegrate the monographs with the rest of the published materials in the Print Room was undertaken. The process is a lengthy one since many need cataloguing or deaccessioning. The M Accessions system was originally established as a control system for published books acquired by the Archives. Often these books on various topics relating to the University's history had already been catalogued by the Library's Technical Services Department, and assigned a Library of Congress classification number before transfer to the Archives. The imposition of another control system by the Archives resulted in unnecessary duplicate labour.

During the year, Demetra Kandelapas, Assistant Library Technician (ALT) reviewed 4.5 metres of books in this system. About 50% of the books were deaccessioned and the remaining were added to the Print Room in LC call number order. This work will continue throughout the following year under the direction of the Special Media Archivist.

4.5 Theses cataloguing

Barbara Edwards-Asubonteng continued with the long term project of entering cataloguing data for theses (T Accessions) on the Library's Marion database. During the year a total of 893 new catalogue records describing Master of Arts theses completed at the University from 1935 to 1946 became available to researchers using UTCAT. A total of 1721 new records have now been added to the on-line cataloguing system since the project began in 1995-1996.

4.6 Guide to Holdings in the University Archives

The development of the UTA Homepage (See Section 5.4 below) provided the Archives with a new approach to publishing a description of its holdings to a wider research audience. Unlike the Library, the University Archives has never produced a catalogue of its archival holdings on-line for public access. During the spring of 1997, Garron Wells, in consultation with Marc

Lalonde of the Library's Information Technology Services Department (ITS), developed a pilot project for *Fonds* and Accession Level Description of university and private archival records. The objective is to provide researchers with searchable access to descriptions of the various *fonds* (i.e. groups or collections) of both university and private records and to individual accession level descriptions comprising a particular *fonds*. Linkages will also be provided to the Library's on-line catalogue UTCAT. By the end of this reporting period data for five *fonds* and their related accessions were forwarded in ASCII files to Marc Lalonde to develop search engines and mount the data on the UTA homepage.

Once this work is completed, the archivists will proceed with the development of in-house descriptive standards and selection of additional *fonds* and related accessions. Ultimately, the Archives will have a complete catalogue of archival materials – textual, graphic, sound and moving image, architectural, cartographic – published on our web site.

5. REFERENCE SERVICES

5.1 Research Services (Table 3)

Reference service in the Reading Room returned to average levels in fiscal 1996-1997, with 343 new readers and a total of 847 users. The following table compares the past year's activity with the previous four years. (See also Figures 1 to 4)

	Accessions Use	New Readers	Daily Users
1992-93	1894	392	693
1993-94	2470	462	841
1994-95	2244	429	882
1995-96	3036	396	1051
1996-1997	2466	343	847
Average	2422	404	863

This pattern of activity was also evident in the number of phone and written enquiries as well as interlibrary loans (ILL). (See Figures 5 and 6). Phone, written and ILL enquiries from members of the university community and the general public declined an average of 13% over 1995-1996. However, this decline is well within average activity levels for the past five years.

REFERENCE SERVICES

		1996					1997							
		MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
A-Acc:	Use	94	81	111	149	53	139	125	104	95	116	109	48	1,224
B-Acc:	Use	135	49	139	19	66	67	71	27	47	30	44	46	740
M-Acc:	Use	0	0	0	0	1	0	0	0	0	0	0	7	8
P-Acc:	Use	36	26	28	5	35	30	47	29	38	62	33	15	384
T-Acc:	Use	11	10	5	5	4	12	14	8	16	2	19	4	110
TOTAL ACCESS.USE:		276	166	283	178	159	248	257	168	196	210	205	120	2,466
TOTAL (1995-1996)		305	209	218	172	227	312	323	96	215	381	415	163	3,036
% CHANGE		-11%	-26%	23%	3%	-43%	-26%	-26%	43%	-10%	-81%	-102%	-36%	-23%
New Readers		34	28	24	12	32	31	43	18	34	26	45	16	343
Daily Users		87	44	79	39	76	102	104	66	73	62	69	46	847
Daily Users (1995-1996)		105	76	118	83	82	124	75	50	70	102	116	50	1,051
% CHANGE		-21%	-73%	-49%	-113%	-8%	-22%	28%	24%	4%	-65%	-68%	-9%	-8%
ENQUIRIES														
Written		9	7	7	6	8	3	3	7	7	9	12	9	87
Phone		28	33	29	22	37	31	24	11	30	38	38	27	348
ILL		5	6	4	3	1	0	5	3	4	3	3	7	44
TOTAL ENQUIRIES:		42	46	40	31	46	34	32	21	41	50	53	43	479

Table 3

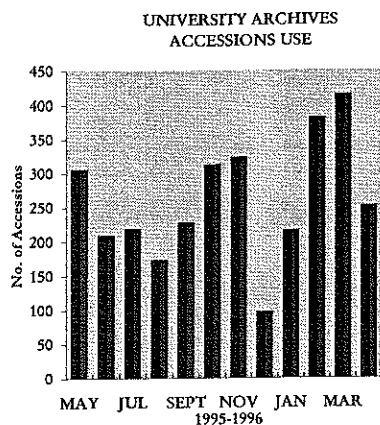


Figure 1

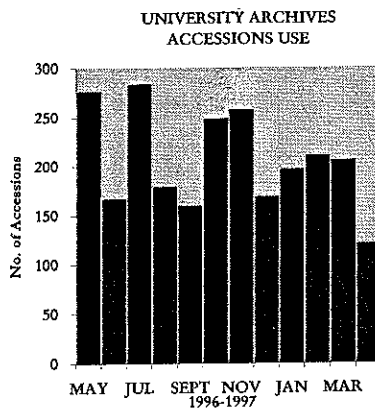


Figure 2

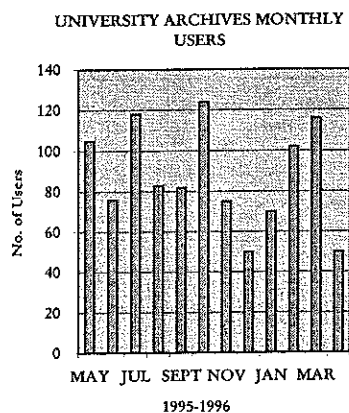


Figure 3

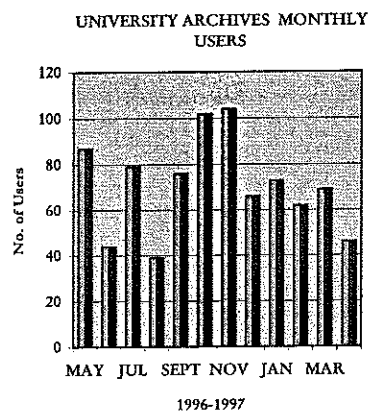


Figure 4

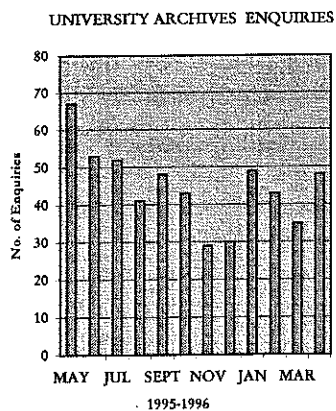


Figure 5

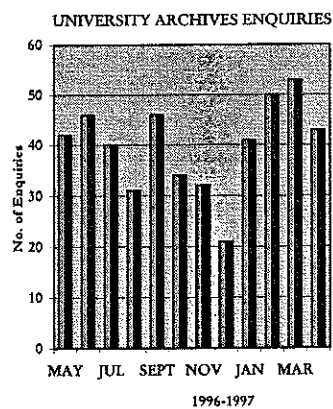


Figure 6

REFERENCE SERVICES (continued)

	1996								1997				
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
STUDENT RECORDS													
Copies	0	1	0	0	0	0	0	0	0	0	0	1	2
Loans	0	0	1	2	1	0	1	1	1	0	1		8
Unlocated	0	0	0	0	0	0	1	0	0	0	0		1
TOTAL SR REQUESTS:	0	1	1	2	1	0	2	1	1	0	1	1	11
DUPLICATION													
Microfilm	2	2	0	0	0	1	1	0	0	0	0	0	6
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	1	3	3	0	2	3	5	5	1	2	7	1	33
Prints	2	5	5	0	2	2	5	8	1	2	13	1	46
Photocopying													
Orders	80	118	107	178	78	49	146	64	46	129	97	67	1,159
Pages	1,254	1,622	1,596	2,641	1,944	422	1,689	957	1,159	2,146	1,589	1,065	18,084
Total \$	\$251	\$324	\$319	\$528	\$389	\$84	\$338	\$191	\$232	\$429	\$318	\$213	\$3,617
TOURS													
Groups	0	3	0	2	0	3	3	0	0	0	0	0	11
Persons	0	20	0	10	0	42	19	0	1	0	0	0	92
EXHIBITS	0	3	0	0	0	1	0	0	1	0	0	0	5

Table 3

5.2 Exhibitions, Tours and Seminars

5.2.1 Exhibitions

Harold Averill, Assistant University Archivist, assisted in the preparation of a very successful exhibition. "The Stuff Dreams are Made Of: The Art and Design of Frederick and Louise Coates" was held in the Thomas Fisher Rare Book Library during the first three months of 1997. The Coates were actively involved in the arts and crafts movement of the early 20th century. Fred was also, at various times, an instructor in modelling in the Department/School of Architecture and Art Director of Hart House Theatre. Curated by Paul Makovsky, the exhibition drew heavily on the personal records of the Coates Family in the University Archives. The exhibition has also identified potential donations to the University Archives of

additional material produced by the Coates from individuals who loaned material for the exhibition.

For our open house held on U of T Day in October, the University Archives staff mounted an exhibition that illustrated the varied nature of materials housed in the University Archives. Harold Averill and Marnee Gamble selected and displayed original archival materials in all media, which demonstrated both the variety of types of archival documents as well as the long and diverse history of the University. A total of 31 people viewed the display in the Reading Room of the Archives.

5.2.2 Tours/Seminars

During the year, the staff of the Archives conducted a number of tours and presentations. Harold Averill conducted a tour for City of Scarborough officials (relating to the Coates exhibition mounted in January, 1997) in August, 1996. In October, he and Marnee Gamble provided a tour and commentary for eleven students from the Faculty of Information Studies, and in November, Harold conducted a seminar on archival resources in the Archives for thirteen Faculty of Social Work students. During the summer, Garron Wells presented a seminar and tour on university archives to 22 students enrolled in the Special Archives course in the Faculty of Information Studies.

5.3 UTA Homepage

In February, the Archives launched its web site developed with the assistance of students in the Faculty of Information Studies, and ITS. All Archives staff contributed to the content and layout of the text and graphic images which provided general information on Archives' services and hours of operation, scope of holdings, notices of new acquisitions, staff contacts and links to other University and external homepages. Barbara Edwards-Asubonteng prepared the word processed text, scanned selected graphic images, converted all information to HTML, and worked with staff at ITS to complete the design and editing. The homepage is accessible

through the University of Toronto homepage or via its URL address:

<http://utl1.library.utoronto.ca/www/archives/index.htm>.

6. CONSERVATION

6.1 Photographic Preservation Project - A65-0004

The duplication of glass plate negatives in A65-0004, which began in July 1995, was completed by September 1996 with all copy negatives being stored in hanging sleeves in filing cabinets. The original conservation project was to include refolding and reboxing of glass plate negatives but due to a shortage of time and staff this part of the project was not undertaken. Instead, some time was spent reorganizing two series of contact prints so that the images will be easily accessible. Demetra Kandelapas, under the supervision of the Special Media Archivist, spent the winter sorting, labelling and reboxing the contact prints from the portrait series (135 series) into an alphabetical arrangement. During the next fiscal year, a similar rearrangement of the group series will be undertaken.

6.2 Preservation Strategic Plan

With the termination of microfilming and photographic services by the Library in the summer of 1996, a new strategy was required to ensure the preservation of the University's documentary heritage. In the spring, Garron Wells, with the input of Archives staff, prepared a preliminary plan outlining three strategies: reformatting, holdings maintenance and conservation. The trend in libraries toward the adoption of electronic imaging in place of microfilming is preferred to improve access to published materials. The reformatting of original archival records involves compliance with statutory requirements, as well as the need for permanent preservation. Thus the University Archives must have a preservation plan that utilizes both new and traditional technologies to ensure that operational and research needs are met. The Preservation Plan, with accompanying project proposals and costs, was submitted to the PACARM for approval. The Committee agreed to recommend funding for a portion of the reformatting costs for University records. The Chair made a submission of \$30,000 over the next two years to the University's Budget Planning Secretariat. Further discussion on long term funding for preservation of all Archives holdings will be undertaken by the PACARM in fiscal 1997-1998.

6.3 Storage space

The UTA exhausted its available onsite storage space in all locations during the year. A survey of shelving space in the summer of 1996 revealed that the UTA had less than 5% of our total capacity remaining. As a result, the Archives shipped a total of 202 boxes containing theses and university records to offsite storage. By the end of fiscal 1996-1997, the UTA had a total of 458 linear feet of records stored with the University's preferred vendor (Pierce-Leahy). Some space saving was achieved through the destruction of the remaining student records and other University records covered under records retention schedules. Annual funding from the Library resulted in the destruction of approximately 300 cu. ft. of university records and culls from private records accessions.

The need for additional onsite storage facilities has become critical for both the UTA and the Library in the past year. Recognizing this development, the Library initiated a Task Force on Long Term Space Utilization Plan for the Robarts Library Building. While its initial objective was to arrange for the storage of the undergraduate collection housed at Sigmund Samuel Library building, it is expected that this Task Force will be reviewing the B1 level of Robarts Library where the UTA and the Rare Book department store their collections. It is hoped that a plan for improved storage facilities (such as compact storage) will result. Until this is achieved, the Archives will require ongoing funding to ship annually approximately 350 cu. ft. to offsite storage to allow for the accommodation of new acquisitions.

6.4 Canadian Institute for Historical Microreproductions (CIHM)

The Archives continued to lend material to CIHM for microfilming, specifically post 1900 monographs relating to science. A total of 24 items were lent, mainly from the University of Toronto Studies series. Marnee Gamble co-ordinated the borrowing with a staff person from CIHM.

7. ADMINISTRATION

7.1 Closing projects, August, 1996

The annual closing of the University Archives to the public took place from August 19 to August 30. The main project undertaken during this period was the unpacking, sorting and inventorying of the over 3000 items received from Media Centre (A96-0008). Marnee Gamble, Lagring Ulanday and temporary employee, Aliesa Faherty, were responsible for the completion of this project. Harold Averill and Jan Liebaers completed a report on storage space. Remaining staff moved records in preparation for destruction, accessioned backlog materials and continued work on updating B Accessions information.

7.2 Staffing

The Archives was not immune during the past year to the repercussions of budgetary constraints felt by the Library. As a result, the Clerk-typist position was eliminated and Judy Mars was transferred to the Order Department on a part-time basis in January, 1997, and on a full-time basis on May 1, 1997. The duties of this position relating to retrieval and shelving of accessions used by researchers, photocopying of archival materials for researchers, serials maintenance, and word processing were distributed among remaining staff. The impact of this reduction of 14% of staffing complement will inevitably affect Archives' service to the University community in the coming year.

Marnee Gamble returned from leave in August, 1996. Aliesa Faherty (GALT) and Demetra Kandalepas (ALT) were employed as summer and fall/winter casual staff respectively.

7.3 Professional Activities

Harold Averill, Assistant University Archivist, continued in his position as Secretary to the Board of the Canadian Gay and Lesbian Archives and was editor of the 1997 edition of "Gay and Lesbian Archivist" newsletter. As a result of his involvement with this organization,

Harold was interviewed for the publication Liberating minds: the stories of professional lives of gay, lesbian and bisexual librarians and their advocates, edited by Norman G. Kester (Jefferson, North Carolina: McFarland & Company, 1997). The text of this interview is titled "Queering the historical records: an interview with Harold Averill of the Canadian Gay and Lesbian Archives". Revisions to his chapter for the biography of Daniel Wilson were also undertaken during the year.

Lagring Ulanday, Records Archivist, attended three workshops: "Marketing and Archives", "Arrangement and Description" and "Introduction to management of small archives" presented by the Archives Association of Ontario in 1996. These workshops are part of a series of courses leading to a certificate in archives. She also completed her Bachelor of Arts degree from the University of Toronto in June, 1996. Lagring also continued as archivist for the Association of Records Managers and Administrators (ARMA) Toronto Chapter and attended monthly meetings. She attended two other ARMA functions: "Leadership training" and the International Annual conference in Denver, Colorado. She also represented the Fisher Library area on the Library Council during the past year.

In November, 1996, Jan Liebaers, Records Archivist, attended a seminar on Electronic Records retention scheduling presented by the ARMA Toronto Chapter. In April, 1997 he attended, with Garron Wells, a presentation on the paperless office also presented by ARMA.

Garron Wells, University Archivist, began a two year term as member of the Nominations, Elections and Awards Committee of the Association of Canadian Archivist in 1996. She continued as well to serve as Treasurer of the Canadian Archives Foundation and worked with the authors preparing the manuscript for a revised edition of Ounce of Prevention. In January, she completed all requirements for designation as "Certified Records Manager" by the Institute of Certified Records Managers.

7.4 Automation

In the fall, the installation of the three on-line personal computer workstations received in fiscal 1995-1996 was completed. The use of these machines was shared among the seven FTE and one casual staff member. This event did mark, however, the first time staff was able to experience some of the full potential of on-line technology and became familiar with using e-mail and the Internet on a more regular basis. Unfortunately, no funding was received for the remaining six on-line workstations required to bring the Archives up to University standards. The Archives continues to operate with predominately substandard standalone equipment .

Compiled by Garron Wells
University Archivist
September, 1997

Univeristy of Toronto Archives
ANNUAL REPORT, 1996-1997

APPENDIX A

University Records 1996-1997

UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1996-1997

(10/10/97)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
A96-0009	Hart House. Programme Office	Textual Graphic	1991-1994	0.40	Consists of correspondence notes relating to meetings, agenda, information leaflets, newsletter, list of members of committees, clubs and guests, submissions to literary competition, awards, report, catalogue, holdings, cards, tickets to events, vouchers, policies, procedure manual and advertising contracts.	Open
A96-0010	University of Toronto. Department of Psychiatry	Textual	1982-1995	0.27	Annual report of the Chair of the Department of Psychiatry (1991-1995) and minutes of meetings of the Department of Psychiatry Executive Committee (1982-1990), with supporting documents.	Restricted
A96-0011	University of Toronto. Faculty of Medicine. Office of the Dean	Textual	1979-1992; (predominant 1987-1991)	23.20	Consists of records of Dean John Dirks, including subject files on companies, committees, associations, institutes, medical chairs, curriculum, departments, faculties, schools, medical specialties, political entities, foreign visits, as well as external review files on hospitals and medical departments and search files for directors, chairs and chiefs.	Restricted
A96-0012	University of Toronto. Department of Public Affairs	Textual	1960-1983	3.20	Biographical files contain curriculum vitae, press clippings, news release and biographical sketch relating to faculty members and selected honorary degree recipients.	Open

UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1996-1997

(10/10/97)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
A96-0013	University of Toronto. Faculty of Education	Textual	1996	0.07	Consists of spring 1996 examinations for History and Philosophy of Technological Studies (3070), Ontario Schools and Canadian Education (EDU 3202), and Issues in International and Global Education (EDU 3131).	Open
A96-0014	University of Toronto. Department of French	Textual	1928-1981; (predominant 1960-1975)	0.47	Consists of subject files compiled for the writing of a departmental history, including administrative files on undergraduate and graduate teaching. University divisions, French teachers, programmes, theatre productions, and oral history. Most files include annotations and notes.	Open
A96-0015	University of Toronto. Office of the Vice-President (Business Affairs)	Textual Graphic	1967-1993; (predominant 1981-1993)	22.0	Consists of records from the office of Vice-Presidents Alex Pathy, R. L. Criddle and B. P. Davies. Includes subject files on academic and administrative divisions, boards, advisory committees, Governing Council, Office of the President, other universities, governments, associations, budget planning, physical plant, financial and space management.	Restricted
A96-0016	University of Toronto. Faculty of Music	Graphic	1989-1995	0.44	Faculty of Music, graduating class photos: 1989, 1990, 1991, 1992 and 1995.	Open
A96-0017	University of Toronto. Library	Graphic	1994	0.07	Photographs (colour and b.w.) of the eighth millionth book celebrations and the tenth Anniversary of the Friends (1994-11-22)	Open

UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1996-1997

(10/10/97)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
A96-0018	University of Toronto. Department of Athletics and Recreation	Moving images	1993	0.07	Two videos documenting the success of the Varsity Blues Football team in winning the Vanier Cup. The first is a taped broadcast of the entire game (Nov. 20, 1993). The second, put together by Friends of the Varsity Blues Football, depicts the trials and triumphs of this championship year. It is entitled "From the Cut to the Cup" (11 min.). (VHS)	Open
A96-0019	University of Toronto. Map Library	Textual Architectural	1973-1996	.60	Correspondence, policy, procedure, minutes, reports, publications and plans reflect the functions of the Map Library as it acquires, catalogues and promotes use of the collections. Included are files relating to relocations and merge of Map Library with 2 other libraries.	Restricted: subject to review under UTA access policies.
A96-0020	University of Toronto. Department of Psychology	Textual	192--193-	0.07	Course outlines and lectures in various psychology courses put together by W.E. Blatz, E.D. MacPhee and K.M. Rogers courses include: Psychology of Learning, Syllabus Mental Tests, General Psychology (Arts), Psychology for Pupil Nurses, Short Course in Psychology - Third Year Medical Students, Introductory Psychology 1a.	Open

UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1996-1997

(10/10/97)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
A96-0021	University of Toronto. Faculty of Applied Science and Engineering. Engineering Archivist	Textual Graphic	1996	0.07	Memo, drawings and photographs discussing the suggested design and location of the exhaltatory plaque for the Queen Alexandra Gateway which rededicated at a ceremony October 14, 1995. Exhibits and memo was prepared by Engineering Archivist, I. E. Jones.	Open
A96-0022	University of Toronto. Faculty of Arts and Science	Textual	1995-1996	.60	Final examinations for the Faculty of Arts and Science in 1995/96 winter and summer sessions in 6 volumes: /001 (01) ACT240F - CLB404Y V. I, (02) CSC104F - ECO2214/457Y V. II; /002 (03) ENG100 - HIS495Y V. III; (04) HPS200Y - MGR357S V. IV; /003 (05) MGT101Y - PHL494F V. V, (06) PHY100F - ZOO373F V. VI.	Open
A97-0001	University of Toronto. Office of Statistics, Records and Convocation.	Textual	1963-1996	0.07	Convocation Roll Book for the year 1996 consists of programmes and amendments.	Restricted
A97-0002	University of Toronto. Audiovisual Library	Textual Architectural Publications Graphic	1970-1996	2.40	Files kept by Audio-visual Librarian (Liz Avison) document not only the founding of the AVL but also the instructional Media Centre. Consists of correspondence, minutes, reports, policies and procedures, programs, services, committees and task force file.	Open

UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1996-1997

(10/10/97)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
A97-0003	University of Toronto. Department of Public Affairs	Sound recordings Graphic Moving images	1966-198-	0.2	Sound recordings, film and slides documenting fundraising drives at the University of Toronto, 1966-1976. Audio lift from program "Universities Tomorrow" part of the "Where To From Here" series produced by the Media Centre and Global Television (see Media Centre Collection A96-0008 tape V-7113-C). Photographs of students from various departments - each is identified. Photos were possibly taken for a publicity brochure.	Open
A97-0004	University of Toronto. Office of the Assistant Vice President, Student Affairs.	Textual Architectural	1978-1990	0.40	Consists of subject files containing minutes, correspondence, agreements, memoranda and notes on Council on Student Affairs, Association of Counsellors, Athletics and Recreation Interdivisional Committee, scholarships, family memberships, Robert Street field. Files on the Varsity Arena renovations also contain architectural plans, tender reports and financial breakdowns.	Restricted
A97-0005	University of Toronto. Status of Women Office.	Textual	1974-1993	2.40	Consists of correspondence, policies, and files relating to events, committees, task forces and campus groups addressing women issues or relevant to women.	Restricted

UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1996-1997

(10/10/97)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
A97-0006	University of Toronto. Office of the Vice-President (Personnel and Student Affairs)	Textual Graphic	1970	0.07	Report to the University and City Liaison Committee: "Planning considerations The St. George Campus, University of Toronto, 1970" prepared by F. J. Hastie, Director of Physical Plant. Includes photographs of campus maps and plans.	Open
A97-0007	University of Toronto. Library. Campus Library Co-ordinator	Textual	1974-1996	1.60	Records of the successive C.L. Co-ordinators including Herb Sholler, Gwynneth Heaton and Donald Smith. Subject files include correspondence, reports, surveys, minutes of meetings. Includes Campus Union Catalogue Group, Council of Campus Libraries, Toronto School of Theology Library Committee.	Restricted: Subject to review under UTA access policies
A97-0008	[University of Toronto]	Graphic	1898-1900	0.52	Two photoprints: Math and Physics, Class of 1900 and Delta Upsilon, 1898.	Open
A97-0009	University of Toronto. Department of French	Textual	1971-72	.07	Course materials for FRE 120: "Introduction to University French Studies" used during academic year 1971-1972.	Open

Univeristy of Toronto Archives
ANNUAL REPORT, 1996-1997

APPENDIX B

Private Records 1996-1997

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1996-1997

(10/10/97)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B97-0016	University of Toronto. Nursing Undergraduate Society	Textual	1972-1996	0.13	Minutes and constitutions of the Nursing Undergraduate Society and the Faculty of Nursing Student Council as well as related reports from various sub-committees.	Open
B97-0017	Carpenter, Helen M.	Textual Graphic	1955-1984	0.13	Records documenting the career of Dr. Helen M. Carpenter, Director of the School of Nursing from 1962-1972, including correspondence, articles, addresses and papers; correspondence and reports relating to consultant work done for the World Health Organization; biographical files on past directors of the School/Faculty of Nursing including Edith Dick, Nettie Fidler, Florence Emory and Kathleen Russell.	Open

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1996-1997

(10/10/97)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B97-0011	MacLulich, D. A.	Graphic	1928-1933	0.52	Group photographs of the Brodie Club, taken at the Royal Ontario Museum, 1928 and 1933 and 371 Forestry Class taken at St. Williams, April 1931. [MacLulich, D.A. - photographer].	Open
B97-0012	India - Family Trip	Graphic Artifacts	1852-1860		Stereoscope and 2 boxes of glass stereographs of people, buildings, activities and scenes in Agra Province, Calcutta and Bengal, India. (Total of 60 glass stereographs). Most images are identified. Primus Stereoscopic Transparency Printing frame. Wooden frame, possibly for glass plate print. One glass plate negative of unidentified family group.	Open
B97-0013	Mathematical Instruments.	Artifacts	[19--?]	.07	Mathematical instrument set of 8 items in velvet lined case, Box labelled "Instruments Limited, Canada" and "u II b"; one "paragon" ruler; one slide rule "Keuffel and Esser Co. N.Y." in brown leather case.	Open
B97-0014	University of Toronto Ring	Artifacts	n.d.	.07	One 10K gold ring with U.of T. Crest. In purple velvet box.	Open
B97-0015	Bellows	Artifacts	[n.d.]	.48	Wood and red leather bellows with black metal framework, tripod legs and presser foot. Has spigot projecting from bottom side and net attached underneath. Measures 38cm high x 48cm wide.	Open

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1996-1997

(10/10/97)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B97-0007	Dade, Charles, Reverend	Textual	c1830-1901 predominant 1830-1972	.60	Scrapbook of newspaper clippings presumably collected by Rev. Charles Dade (b1803-d1872) former Mathematical Master at Upper Canada College (cal829). Inside cover inscribed "C. Dade Toronto U. Canada 1835". Obituaries at front of volume. Clippings relate to events in Upper Canada, including U.C. College and education.	Open
B97-0008	Ritual of the Calling of the Engineer. Office of the Camp Wardens. Camp I	Textual	1993-1995	0.13	Correspondence, minutes of meetings and reports which comprise the records kept by G. James Thomson, Secretary of Camp One.	Restricted
B97-0009	Onderdunk, John	Textual	1848-1850	.07	Two letters from Bursar, King's College (University of Toronto) to John Onderdunk relating to payments for land in Ameliasburg Twp. ie: East 1/2, Lot 95, 1st Concession.	Open
B97-0010	Ham Family	Textual Artifacts Graphic	1933 - 1997	10.18	Personal and professional correspondence, engagement books, course notes, lecture notes and problem sets, drafts of articles and addresses; conference files, memorabilia, photographs, and artifacts documenting activities of James Ham as an engineering professor and administrator; budget, accounts, and entertainment files assembled by Mary Ham while her husband was president of the University of Toronto (1978-1983).	Open

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1996-1997

(10/10/97)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B97-0003	Robinson, Gilbert de Beauregard	Textual	1945-1969	0.13	Administrative records including minutes, memoranda, correspondence and reports documenting Robinson's administrative responsibilities as a member of: The Plateau Committee, 1956-57, Presidential Advisory Committee on Policy and Planning 1959-1962, the Advisory Committee on Scientific Research, 1962-69 as well as his duties as Vice-President, Research Administration (1960-1969).	Open
B97-0004	Sampson, Robert Alan	Textual	1917	0.01	Five letters, an address, and a poem sent to Robert Alan Sampson, editor of the Varsity, by Malcolm Wallace, George Sidney Brett, J. Gibson Hume and W.J. Alexander; also a signature by J. Gibson Hume. Most are dated for late November, 1917.	Open
B97-0005	Aird, John Black	Textual	1986-1991	0.13	Records documenting John Black Aird's position as chancellor of the University of Toronto. Includes correspondence, speeches, clippings and memorabilia.	Open
B97-0006	University of Toronto. Engineering Alumni Association	Textual	1926-1963	0.07	Memorabilia relating to the Engineering Alumni Association including a program for the 1,118 Annual Dinner signed by Faculty members; a 1939 ticket to the tenth "school" reunion, 1939 and an invoice for a membership; financial journal used by the Association from 1926 to 1963.	Open

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1996-1997

(10/10/97)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B96-0034	Safarian, A. Edward	Textual	1943 - 1993	1.6	Course and lecture notes, correspondence, addresses, research notes, manuscripts and publications documenting Edward Safarian as a student, economist specializing in international trade, and an administrator.	Restricted
B96-0035	Paul, Derek	Textual	1974-1987	.50	Correspondence, minutes and conference materials of Science for Peace; lecture notes, teaching materials for courses in Physics; notes and manuscripts of talks and addresses of Prof. Derek Paul, Department of Physics at University of Toronto.	Open
B97-0001	University of Toronto. Faculty of Applied Science and Engineering. Department of Photography	Graphic	ca.1914-1918	0.07	Contact prints taken from glass plate negatives depicting military training on campus during World War I including tents pitched on back campus. Kenneth B. Jackson, photographer.	Open
B97-0002	University of Toronto Medical Society	Textual Graphic	1942-1996	0.9	Minutes 1942-1947 and 1972-1990; Daffydil Programs and Posters 1972-1996; Medical Open House Programs and Posters 1987-95; Constitution and revisions 1986-1989. Orientation handbooks have been transferred to the print room - see M009.006.	Open

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1996-1997

(10/10/97)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B96-0030	McLeod, Keith A.	Textual Publications	1966 - 1996	11.68	Records documenting Keith McLeod's activities as an administrator in the Faculty of Education at the University of Toronto, with particular emphasis on multicultural and intercultural education, and health care. Organizations include the Ontario Multicultural Association, the Multicultural Health Association, and the Interagency Council for Immigrant and Migrants, and OISE-FEUT merger.	Open
B96-0031	Samuel Beatty Fund	Textual	1952-1981	0.07	Minute Books (Vol.1 & 2) of the Samuel Beatty Fund, an endowment fund established in 1952 by the graduates of mathematics and physics programmes at the University of Toronto.	Open
B96-0032	Clark Family	Textual Graphic	1891-196- [predominant 1891-1946]	3.31	Course and lecture notes, term papers, engineering drawings and laboratory reports, research notes, correspondence and memorabilia documenting the activities of the following members of the Clark family: Herbert Abraham (BA 1895), William (BASC 1924), Harriet Anna Laura (BA 1934), and Martha (Mattie) Maud Isobel (BA 1934, MA 1936).	Open
B96-0033	Cook, Sylvia Ann	Textual	1877	.07	Deed of Land of J. Neill et ux to E. Crombie for sale of property located on the east side of St. George St. (Park Lots 13 and 14) north of Willcocks St. Dated November 3, 1877.	Open

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1996-1997

(10/10/97)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B96-0028	Howarth, Thomas	Textual Architectural Sound recordings Graphic Moving images	ca.1920-1992	15.1	Records of Thomas Howarth, relating primarily to his activities as an architecture student at the Universities of Manchester and Glasgow, as professor and administrator at the University of Manchester and the University of Toronto, as a professional architect, and as an authority on Charles Rennie Macintosh. Included is correspondence, notes, minutes, course and lecture notes, drawings, photographs, audio tapes, videos, programmes and pamphlets, and printing blocks and glass plate negatives relating to his book, Charles Rennie Macintosh and the modern movement (1952).	Restricted
B96-0029	Heimbecker, Raymond Oliver	Textual	1955-199-	0.13	Appointment books of Dr. Raymond O. Heimbecker for the years 1955-58, 1961, 1962, 1967 and 1981, with particular references to advances in cardiovascular surgery; greeting cards with two of his watercolour paintings.	Open

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1996-1997

(10/10/97)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B96-0023	Solandt, Omond McKillop	Graphic	194-	0.07	Lantern Slides: 001-009 Atomic bomb damage in Japan, October-November 1945; 010-015 Hypothetical A Bomb Damage - Toronto; 016-017 Jet Engine.	Open
B96-0024	Pieters, Gary	Textual Publications Graphics	1990-1996	.50	Correspondence, reports, publications, clippings, photographs relating to Gary Pieters student activities in the West Indian Students' Association and the Future Teachers' Group (OISE/UT) at the U. of T.	Open
B96-0025	University of Toronto Song Book	Textual	1887	.07	"University of Toronto Song Book" Published by I. Suckling and Sons, Toronto 1887. Soft cover 175pp.	Open
B96-0026	Drummond, Ian M.	Textual Graphic	ca1940-1989	1.0	Correspondence, research notes, manuscripts, notebooks, lecture notes, personal journals, diplomas, photos etc. of Prof. Ian Drummond as professor of economics at U. of T.	Open
B96-0027	Brodeur, C. Claude	Textual	1959-1993	0.65	Records documenting Claude Brodeur's career as educational psychologist in the Faculty of Education. Includes mainly correspondence, some files relating to workshops seminars and conferences, reports authored, speeches, articles, consultant files and some early counselling files.	Open

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(10/10/97)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B96-0019	Peters, Vera	Textual Graphic	1948 - 1993	0.47	Biographical files, photoprints, correspondence, drafts of addresses, research notes, manuscripts and articles documenting Dr. Vera Peter's career as a medical researcher and a pioneer in the treatment of Hodgkin's disease and breast cancer.	Open
B96-0020	Hogg, Helen Sawyer	Graphic	1958	0.07	Photos of the meeting of the International Astronomical Union Held in the Soviet Union, 1958. Helen Hogg, as well as other Canadian astronomers including A. Batten and S. van de Bergh, were present and can be seen in these shots.	Open
B96-0021	Winearls, Joan	Textual Microform Graphic	1969-1992	7	Records documenting Joan Winearls' career as a map librarian including, lecture notes and drafts of publications with supporting diaries, notes, research notes, card indices, correspondences, photoprints and microfilm. Especially well documented is her 1991 book, 'Mapping Upper Canada, 1780-1867'.	Restricted
B96-0022	Scroggie, Catherine	Textual Publications	1921-1989	0.07	Memorabilia, correspondence and clippings relating to the University College, class of 1924 alumni and reunions. Scroggie (nee McCleod) was herself a graduate of the class of 1924 and was involved in organizing various reunions. There is also some memorabilia such as "Admit to Lecture" cards from Scroggie's time as a student.	Open

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(10/10/97)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B96-0016	McPhedran/Duncan/Green Family	Textual Publications Graphic	1836-1974	3.94	Correspondence, diaries, notes, research files, interviews, manuscripts, addresses, certificates and diplomas, deeds, photographs, glass-plate negatives, postcards, and publications documenting the life of John Harris McPhedran, associate professor in the Faculty of Medicine, and members of his family -- his first wife, Florence Davidson, and their children, including Elizabeth Solandt; and his second wife, Marie Green Duncan, author of several books.	Open
B96-0017	Cinader, Bernhard	Textual	1949-ca.1992	12.4	Correspondence memoranda, notes, drafts of addresses and articles, lecture notes, grant applications and conference files documenting Dr. Bernhard Cinader's activities as an immunologist at the University of Toronto and in connection with numerous national and international immunological organizations.	Open
B96-0018	Kaplan, William Edward	Textual	1992-1996	3.6	Records of William Kaplan, consisting of correspondence, notes, memoranda and drafts of reports relating to labour arbitration cases in Ontario. Personal correspondence, July - December, 1995; daybook, 1995; addresses.	Restricted: Donor agreement of November 11, 1994 applies: no access without written permission until 5 years after death of donor.

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(10/10/97)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B96-0013	Schabas, Ezra	Textual Publications Sound recordings Graphic Moving images	1959-1994	9.5	Correspondence, clippings, manuscripts, papers, notes, including records of musical performance and communication programme (1971-1991). Photoprints, videos, audio cassettes. Records documenting Prof. Schabas' career as teacher and administrator with Royal Conservatory of Music and Faculty of Music.	Open
B96-0014	Saganski, Stefan	Textual	1952-1956	0.84	Course and laboratory notes in mechanical engineering taken by Stefan Saganski while an undergraduate; copy of his B.A.Sc. thesis.	Open
B96-0015	Luckyj, George S. N.	Textual Sound recordings	1902-1994	0.20	Records documenting the activities of George Luckyj as a professor in and chair of Slavic Studies. Subjects covered include assimilation and the Ukrainian diaspora; the Encyclopedia of Ukraine; and (on audiotape) the Chair of Ukrainian Studies at the University of Toronto (1980). Correspondents include Nikolai Tolstoy and Jewhen Swerstjuk. Much of the remaining correspondence relates to Professor Luckyj's publications, for which there are also notes, research files, and some manuscripts.	Restricted

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1996-1997

(10/10/97)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B96-0010	Victoria College (Toronto, Ont.)	Artifacts	1946-1950	1.5	University of Toronto Blazer (men's small, straight cut.) Dark blue wool with U. of T. Crest on pocket, 3 silver buttons with U. of T. Crest. "Hawko Toronto" trademark on inside seam. Purchased from Richardsons (Wellesley and Yonge) and worn by donor during undergraduate years at Victoria College. Victoria Class of 1950 pin (Gold).	Open
B96-0011	Hartle, Douglas Grant	Textual	1988-1995	0.34	Correspondence, notes, financial data, memoranda, and drafts of reports documenting Professor Hartle's activities as an economic advisor to the Government of Botswana and a director of the Botswana/Toronto Project. Also included is his study on separate income tax done in 1991 for the Ontario Fair Tax Commission.	Open
B96-0012	Brown, Edwards K.	Textual Publications Artifacts Graphic	1916-1988	1.28	Correspondence, notes, diaries, certificates and diplomas, photoprint, scrapbooks of news clippings re Prof. E. K. Brown; correspondence to his widow, Margaret Brown (1953-1988); Doctoral Cap; Governor General Literary award (1944); Lorne Pierce Medal.	Open

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APPENDIX C

“B Accessions evaluated for Income Tax Purposes”

University of Toronto Archives

Evaluations for Income Tax Purposes for Tax year 1996

Goudge, Thomas A.: Personal Records, B96-0009

1900-1993; 2.44 m.

Correspondence, diaries, course notes, research and lecture notes, addresses, manuscripts, and publications documenting career of Thomas A. Gougde as professor in and former chair of Dept. of Philosophy.

Harris, Robin: Personal Records, B95-0019

194--19; 2.4 m.

Records documenting Prof. Harris' research in higher education, his teaching in the department of English and his various administrative posts at the University of Toronto. Includes correspondence, administrative files, drafts and copies of addresses, articles and papers, lectures on English Literature and bibliographic index cards.

Hartle, Douglas: Personal Records, B96-0011

1988-1995; .34 m.

Correspondence, notes, financial data, memoranda, and drafts of reports documenting Professor Hartle's activities as an economic advisor to the Government of Botswana and a director of the Botswana/Toronto Project. Also included is his study on separate income tax done in 1991 for the Ontario Fair Tax Commission.

Heimbecker, Raymond Oliver: Personal Records, B96-0029

1955-199-; 13 m.

Appointment books of Dr. Raymond O. Heimbecker for the years 1955-58, 1962, 1967 and 1981, with particular reference to advances in cardiovascular surgery; greeting cards with two of his watercolour paintings.

Evaluations for Income Tax Purposes for Tax year 1996

Kaplan, William. Personal Records, B95-0054, B95-0045, B96-0018

197--1996; 11.45 m.

Personal correspondence, diaries, lecture notes and addresses; records relating to labour arbitration and sexual harassment cases in Ontario; research files and interviews, correspondence, and drafts of chapters of his book, Bad Judgement: the case of Mr. Justice Leo Landreville (1996).

Luckyj, George. Personal Records, B96-0015

1902-1994; .20 m.

Records documenting the activities of George Luckyj as a professor in and chair of Slavic Studies. Subjects covered include assimilation and the Ukrainian diaspora; the Encyclopedia of Ukraine; and (on audiotape) the Chair of Ukrainian Studies at the University of Toronto (1980). Correspondents include Nikolai Tolstoy and Jewhen Swerstjuk. Much of the remaining correspondence relates to Professor Luckyj's publication, for which there are also notes, research files, and some manuscripts.

McPhedran/Duncan/Green Family. Personal Records, B96-0016

1836-1995; 3.50 m.

Records documenting the lives of John Harris McPhedran, associate professor in the Faculty of Medicine, and members of his family, including his first wife, Florence Davidson, and their daughters, Isobel and Elizabeth, and his second wife, Marie Green Duncan, author of several books and winner of the Governor-General's Award for juvenile fiction.

University of Toronto Archives

Evaluations for Income Tax Purposes for Tax year 1996

Pieters, Gary. Personal Records; B96-0024

1989-1996; .35 m.

Personal records of Gary Pieters documenting his student activities at New College including his participation in the West Indian Students Association and Alumni Association. Also includes records as student at OISE/UT and work with the Future Teachers Club.

Prentice, Jim. Personal Records, B96-0008

1951-1995; 4.14 m.

Records documenting the academic and teaching career of James D. Prentice, early pioneer in the study of high energy physics and professor of Physics at the University of Toronto from 1963-1995. Includes correspondence, memos, notes, minutes, relating to professional associations, administrative duties, academic research, conferences and teaching. Also includes some course notes and papers documenting his graduate education and doctoral research.

Safarian, A. Edward. Personal Records, B96-0034

1943-1996; 1.36 m.

Course notes, lecture notes, correspondence minutes, memoranda, reports, research notes, manuscripts, and publications documenting A. E. Safarian's career as an economist with the federal government and as a professor and administrator at the University of Saskatchewan and the UofT.

Saganski, Stefan. Personal Records, B96-0014

1952-1956; .84 m.

Course and laboratory notes in mechanical engineering taken by Stefan Saganski while an undergraduate; copy of his B.A.Sc. thesis.

Evaluations for Income Tax Purposes for Tax year 1996

Schabas, Ezra. Personal Records, B96-0013

1958-1993; 12.20 m.

Correspondence, clippings, manuscripts, papers, notes, including records of musical performance and communication programme (1971-1991). Photoprints, videos, audio cassettes. Records documenting Prof. Schabas' career as teacher and administrator with Royal Conservatory of Music and Faculty of Music.

Scott, Dr. Grace: Personal Records, B95-0051

193--1980; 0.93 m.

Records document Scott's research and publishing activities on hibernation after the death of Dr. Kenneth Fisher, a respected biologist and for whom Scott worked as an associate researcher. Included are correspondence files, manuscripts, symposia and lecture files, research notes and laboratory notebooks. There are also records relating to Scott's education, undergraduate and graduate, at the University of Toronto in the 1930s.

Winearls, Joan. Personal Records, B96-0021

1964-1995; 3.96 m.

Records documenting Joan Winearls' career as a map librarian, including course and lecture notes, addresses and a photoprint; diary, correspondence, research notes and drafts of her book, Mapping Upper Canada, 1780-1867 c1991.

Univeristy of Toronto Archives
ANNUAL REPORT, 1996-1997

APPENDIX D

Organizational Chart

UNIVERSITY OF TORONTO ARCHIVES

