

University of Toronto Archives

Annual Report
1997-1998

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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 organisations 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 Archives staff spent most of fiscal 1997-1998 adapting operations to reduced staffing and new technology. The Archives' primary focus was to maintain services to its clientele in light of a 14% staffing cut experienced in 1996-1997. To the credit of both full and casual staff, this goal was achieved, and new initiatives were undertaken.

While collection growth was about a third less in volume than last year, important additions were made to both university and private records holdings. Acquisitions from University administrative offices such as the Office of the President and Devonshire House were substantial and, in the case of the latter office, extremely varied in media. As in previous years, arrangement and description was focussed on private records donations requiring monetary appraisal for income tax purposes.

The installation of upgraded computer technology in the fall of 1997 was met with relief and new challenges. Workflow changes have resulted in improved efficiency in day to day operations. We still await, however, upgrading of our database system to a Windows environment. In spite of this delay, staff proceeded with plans for an on-line catalogue of Archives' holdings. Descriptive standards were drafted for selected *fonds* and an action plan for placing the catalogue on our home page was finalised.

The allocation of funding for reformatting resulted in the initiation of microfilming projects for vital records held by the Archives. Convocation rolls, Senate and Board minutes were the primary concerns over this year and next. In other areas of preservation management, the status quo remains and records were moved off-site to allow for new acquisitions.

With no new funding for records management initiatives, the long-term plan was revised to focus on goals achievable with only one FTE over the next three years. Emphasis was placed on training and improved methods of distribution of information via electronic means through the development of a Records Management home page. Work in this area was delayed by several months, however, until replacement staff was hired.

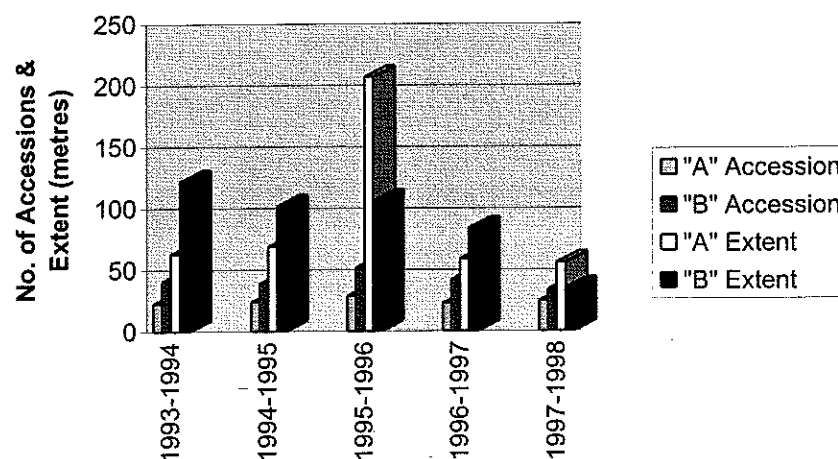
2. ACQUISITIONS

2.1 Collection Growth

Acquisitions of university and private records, as well as library materials, amounted to 95 metres (312.50 linear feet), a decrease of 36% over 1996-1997. This decline was the result of a lower volume of records received from private donors. The volume of records received from university offices remained virtually unchanged from last year's level. There was a noticeable increase in the number and form of special media records, resulting in an increase of 5,380 items to photographs, 236 items to works of art and 179 plans and drawings to our architectural holdings. These special media records were acquired from private individuals such as Thomas Howarth, Donald Putnam, and Frederick Coates and from university sources such as Devonshire House.

The Archives also added to its microfilm holdings as a result of the inauguration of a reformatting programme of university records. See Section 6.1 for details.

**University and Private Records
COLLECTION GROWTH**



2.2 A Accessions (University Records)

The Archives received 25 accessions of university records totalling 56 metres (185 linear feet). Among those records received from academic offices were examinations from OISE/UT and the Faculty of Arts and Science, records of the Sioux Lookout Programme, and the Department of Art as Applied to Medicine in the Faculty of Medicine, Innis College, and the Department of Athletics and Recreation. The Sioux Lookout Programme brought health care to northern Ontario and was organised by the Faculty of Medicine, the Hospital for Sick Children and the Department of National Health. This accession complements records already held by the Archives.

The largest volume of records were received from administrative offices such as the Office of the Chief Financial Officer (8 metres), the Office of the President (22.5 metres) and Devonshire House (11.5 metres). Devonshire House was built in 1908-09 as the first University (as opposed to college) residence for men and catered primarily to students in engineering and medicine. Its construction came as a result of a report leading to the University Act of 1906 which had recommended the erection of residences for men and women across campus, and Devonshire House marked the first move in that direction. Its closing in 1997 marked the end of an era.

See Appendix A for complete list.

2.3 B Accessions (Private Records)

As mentioned in Section 2.1, the Archives received donations of 34 accessions of private records amounting to 35 metres (115 linear feet). This is a decrease of approximately 36% over the volume received in 1996-1997. Additions were made to the existing fonds of Thomas Howarth (7.40 metres), Brian Land (2.65 metres), Frederick Coates (1 metre), and the Ontario College of Pharmacy (2.67 metres) and Douglas Hartle (1.47-metres). The two acquisitions from Dr. Howarth, with their extensive correspondence and graphic material relating to Charles Rennie Mackintosh means that the Archives now houses the largest archival resource on that Glaswegian architect outside of Glasgow itself.

New fonds received included the records of Thomas Hull, documenting his career in applied mathematics and

computer science (2.4 metres), Donald F. Putnam, Professor emeritus in Geography (6 metres) and Kenneth McNaught, professor of history and social activist (2.5 metres). The personal records of Prof. Putnam, recognised as the 'dean of English-speaking geographers', form a valuable addition to records relating to the Department of Geography, especially relating to its early years.

See Appendix B for complete list.

2.4 Special Media Records (Table 1)¹

With the closing of Devonshire House Residence in the spring of 1997, the Archives acquired a large collection of composite photographs dating from 1910. In total, some 155 photographs were preserved. The former dean of the School of Architecture, Thomas Howarth, presented the Archives with rich multi-media accession, which included photographs, negatives, slides, cassette tapes, architectural design drawing and plans.

¹ Barbara Edwards-Asubonteng compiled all Tables and Figures.

SPECIAL MEDIA

ITEMS	1997								1998				
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
PHOTOGRAPHS													
Photoprints	0	16	1360	0	3	25	55	0	1623	463	0	1	3546
Negatives	0	0	1400	0	0	10	20	0	398	0	0	0	1828
Slides	0	0	0	0	0	0	0	0	6	0	0	0	6
SOUND RECORDINGS													
Reel to Reel	0	0	0	0	0	0	0	0	16	0	0	0	16
Cassettes	0	0	0	0	0	0	0	0	8	0	0	0	8
Oral History	0	0	0	0	0	0	0	0	0	0	0	0	0
Sound Discs	0	0	0	0	0	0	0	0	0	0	0	0	0
MICROFORM													
16mm reels	0	0	0	0	0	0	0	0	33	0	0	0	33
35mm reels	0	0	0	0	0	0	0	0	12	0	0	0	12
Microfiche sheets	0	0	0	0	0	0	0	0	578	0	0	0	578
MOVING IMAGE													
Film	0	1	0	0	0	0	0	0	4	0	0	0	5
Video	0	0	0	0	0	0	0	0	0	0	0	0	0
													0
WORKS OF ART	0	8	0	0	106	0	0	0	0	122	0	0	236
MACHINE READABLE	0	0	0	0	0	0	0	0	0	0	0	0	0
ARCHITECTURAL													
Plans & drawings	0	0	0	0	0	1	0	0	178	0	0	0	179
MAPS	0	0	0	0	0	0	0	0	1	0	0	0	1

Table 1

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

The donation of 25 accessions of private records for the 1997 tax year represented a monetary value of \$94,525.

A complete list will be found in Appendix C. Three of these donations were evaluated at more than \$10,000 each, with the average value per gift of \$3,781.00.

3. RECORDS MANAGEMENT

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

In July, D.W. Lang resigned as Chair and was replaced by J. Dimond, Secretary of Governing Council. Meetings were held on October 22 and February 5. The Committee reviewed the Records Management long-term plan, submitted in February 1997. Since no increase in funding was received in the University's budget, objectives were redefined based on funding for one staff position for three years (notations in () indicate number of original objective in "*Records Management Programme 1997-2002*"):

1. *Prepare records retention schedule for employment records based on University File Plan (2c)*
2. *Publish master records retention schedule online for all administrators (for schedules that have been approved within the next three years). (2e)*
3. *Develop and distribute standards for the protection and security of computer-based records during records management training sessions. (3b)*
4. *Maintain and expand the Records Management Manual and distribute online to administrative staff. (4c)*
5. *Develop an online records management information system through a Records Management Homepage (4d)*
6. *Continue staff training programme in semi-active and inactive records. (4e)*
7. *Improve awareness of University's policies and procedures regarding records storage and records destruction through training sessions and through regular communication. (5a)*
8. *Improve compliance with approved records schedules by documenting the responsibility of administrators in their statement of accountability. (5d)*
9. *Conduct regular follow-up with offices holding records subject to approved records schedules and for which the date for record transfer to Archives is overdue. (5e)*
10. *Increase awareness of the application of micrographics and electronic imaging to meet administrative needs through training sessions. (6c)*

The accomplishments for 1997-1998 described below therefore reflect the resources available.

3.2 University of Toronto File Plan – Human Resources records (Revised Objective 1)

In response to the development of the Human Resources Information System (HRIS), the Chair and the University Archivist reviewed a retention schedule document prepared by the HRIS Project Committee (chaired by Brian Marshall) for documents supporting the system applications. Because implementation was scheduled for early May 1998, decisions on retention periods were made before presentation to the PACARM. A general schedule was prepared by the University Archivist for the signatures of the V.P. Administration and Human Resources and the Chair of the PACARM.

A draft section for the *File Plan* was reviewed by the University Archivist and revised based on the retention document prepared by the Human Resources Information System (HRIS) Project Committee. Additional primaries with proposed retention periods were included in the draft file plan. Copies were prepared for distribution to the PACARM and selected HRIS personnel in the first quarter of 1998-1999.

Preliminary work was undertaken to convert the word-processed version of the *File Plan* to hypertext mark-up language (HTML) for mounting on the Records Management Home page (See Section 3.5 below).

3.3 Records Management Manual (Revised Objective 4)

During the year, Barbara Edwards-Asubonteng responded to eleven requests for complete copies of the *Records Management Manual*. No revisions to this manual were undertaken during the year. Instead, attention was directed to the objective to distribute the manual online. The Records Analyst investigated the conversion of the electronic copy, which had been produced using desktop publishing by the Library's Graphic Arts department between 1991 and 1995. It was found that a substantial portion of the automated file could not be retrieved using conventional conversion software. While costs for rekeying were investigated by a service bureau, it was decided to refer the matter to the Library's Information Technology Systems staff. The success of this conversion will not be known until the fall, 1998.

3.4 Records Management Home Page (Revised Objective 5)

The Records Analyst, Jane Buzza, working with the Archives Secretary, Barbara Edwards-Asubonteng, began the work of writing and designing this new web site. As mentioned in other sections, it is expected that this electronic site will contain general information on the University's programme, the *University File Plan* and *The Records Management Manual*. Electronic links to other web sites such as the University's preferred vendors, the University Archives, and to the Administrative Management System (AMS) will be included.

3.5 Training (Revised Objective No. 6)

Jane Buzza organised and chaired two presentations on records storage and records destruction in November. Representatives from Shred-it and Pierce Leahy gave overviews of their services to 28 business officers. The majority of attendees (79%) represented academic areas.

In February, Jane Buzza and Garron Wells delivered the *Introduction to Records Management* seminar to 11 participants. Participants represented offices in University College, the faculties of music, law and medicine, the School of Graduate Studies, and administrative departments such as Public Affairs, Development and University Relations and Office of Statistics, Records and Convocations.

3.6 Accountability Report (Revised Objective No. 8)

In March 1998, the Chair of the PACARM submitted revisions to the Annual Accountability Report of Business Officers to Bob White, Chief Financial Officer. Specifically the revisions concerned Section 8, Records and Data, and recommended that changes in wording reflect other operational data and references to the *University File Plan* and *Records Management Manual*. Mr. White accepted these recommendations.

4. ARRANGEMENT AND DESCRIPTION

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

The records of Devonshire House (11 metres) required a great deal of arrangement and description because of the variety of media and the condition of the original records. The Special Media Archivist, assisted by Assistant Library Technician (ALT) Elizabeth Mackenzie, prepared a box list of the textual materials and chronological items listing for the photographic materials. (See also Section 2.4)

Records of the Chief Financial Officer and Office of the President (totalling 30 metres) were both accompanied by hard copy and electronic copy of inventories prepared by the office of origin as recommended under University Archives policy. Verification and final production of the finding aid for the Chief Financial Officer required additional work by Lagring Ulanday to produce an accurate description of contents. The Office of the President listing required only minor modifications.

During the year a total of 58.24 metres of records were arranged and described mainly by Harold Averill, Assistant University Archivist and Marnee Gamble, Special Media Archivist. These were records scheduled for evaluation for income tax purposes. Major private records accessions arranged and described included Thomas Howarth Personal Records (B96-0028, B97-0021) 22 metres; James M. Ham Personal records B97-0010, 5 metres; Keith McLeod Personal Records (B97-0018, B96-0030) 6 metres; and small accessions of approximately 3 metres each included Donald F. Putnam, Kenneth McNaught, Clark family, and Thomas Hull.

PROCESSING AND DESCRIPTION

	1997					1998								
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD	
PROCESSING-CURRENT														
A-Accessions														
Completed [metres]	0.71	5.34	12	0.46	9.56	0	0.6	1.73	0.07	0.59	0.4	22.94	54.4	
B-Accessions														
Completed [metres]	0	4.99	9.72	3.87	2.75	12.39	3.97	1.01	29.86	6.2	15.6	0.53	90.89	
M-Accessions Books														
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0	
P-Accessions Serials	146	29	8	14	23	31	23	19	31	31	50	24	429	
Completed [metres]	0.36	0.15	0.25	0	0.85	0.1	0.6	0.3	0.05	0.11	0.18	0.15	3.1	
T-Accessions Theses	0	0	0	0	0	0	0	31	0	8	2	0	41	
Completed [metres]	0	0	0	0	0	0	0	0.7	0	0	0	0	0.7	
TOTAL Completed [metres]	1.07	10.48	21.97	4.33	13.16	12.49	5.17	3.74	29.98	6.9	16.18	23.62	149.09	
PROCESSING-BACKLOG														
A-Accessions														
Completed [metres]	0	0	0	0	0	0	0	0	0.07	0.07	0.4	0	0.54	
B-Accessions														
Completed [metres]	8.56	0	0	0	0	0	0	0	0	0	0	0	8.56	
M-Accessions Books		75											75	
Completed [metres]	0	1.6	0	0	0	0	0	0	0	0	0	0	1.6	
P-Accessions Serials	0	0	0	0	0	0	0	0	0	0	20	25	45	
Completed [metres]	0	0	0	0	0	0	0	0	0	0	3	3	6	
T-Accessions Theses														
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL Completed [metres]	8.56	1.6	0	0	0	0	0	0	0.07	0.07	3.4	3	16.7	

Table 2

PROCESSING AND DESCRIPTION (continued)

	1997	1998											
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
DESCRIPTION-CURRENT													
A-Accessions													
Completed [metres]	0.07	0.07	12	0.46	1.42	0	0.6	1.73	0.07	0.59	0.2	22.9	40.15
B-Accessions													
Completed [metres]	0	3.03	2.4	0	0.59	7.43	5.94	0.26	26.2	6.2	6.2	0	58.24
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	53	29	8	14	23	31	23	19	31	31	20	24	306
Completed [metres]	0.1	0.15	0.25	0	0.85	0.1	0.6	0	0.05	0.11	3	0.15	5.36
T-Accessions Theses	0	0	0	0	0	0	0	31	0	8	2	0	41
Completed [metres]	0	0	0	0	0	0	0	0.7	0	0	0	0	0.7
Total No. of Finding Aids A & B	1	4	2	2	8	5	7	1	4	7	2	3	46
Total No. of Finding Aids P,M&T	31	10	7	9	15	16	13	46	6	24	2	15	194
TOTAL Completed [metres]	0.17	3.25	14.65	0.46	2.86	7.53	7.14	2.69	26.3	6.9	9.4	23.1	104.45
DESCRIPTION-BACKLOG													
A-Accessions													
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
B-Accessions													
Completed [metres]	8.2	0	0	0	0	0	0	0	0	0	0	0	8.2
M-Accessions Books													
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	0	0	0	0	0	0	0	1.6	3	3	7.6
T-Accessions Theses	16	43	30	0	7	37	20	51	44	6	22	54	330
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
Total No. of Finding Aids A & B	1	1	0	0	0	0	0	0	0	0	0	0	2
Total No. of Finding Aids P,M & T	16	43	30	0	7	37	20	51	44	16	22	64	350
TOTAL Completed [metres]	8.2	0	0	0	0	0	0	0	0	1.6	3	3	15.8

Table 2

4.2 Accessions Update Project

Harold Averill completed the updating of all B accessions with provenance starting with the letter 'C'. The majority of private records accessions records on the accessions descriptions database have now been updated. Further review will be undertaken to complete any overlooked accession records. The updating of the over 2,000 accession records in this database took the Archives staff approximately three years. It is hoped that with the purchase of DB/TextWorks, the windows version of INMAGIC, we will be able to load this catalogue of holdings onto our web site and for the first time, make such information readily available to the research community.

4.3 Special Media

4.3.1 Appraisal of A96-0008 Media Centre records

This project was deferred when the Special Media Archivist was assigned to a special project in the Library.

4.3.2 A65-0004 contact negative re-arrangement

Throughout the summer and fall of 1997, ALTs Demetra Kandalepas and Elizabeth Mackenzie completed the rearrangement of the Group series of contact prints. As a result, these images are now accessible through broad subject categories. A new box and file list was done and incorporated into the existing finding aid.

4.4 M Accessions Project

Demetra Kandalepas, under the supervision of the Special Media Archivist, continued the dismantling of the old M Accessions system used to catalogue monographs. It is expected that the initial appraisal and cataloguing information will be completed in the summer of 1998 followed by de-accessioning and re-cataloguing. This next step is expected to take some time since there is a significant volume.

4.5 Theses cataloguing

During the year Barbara Edwards-Asubonteng entered 371 Masters theses (dated 1946-1948) into the University of Toronto Library's online catalogue. This brings to a total of 2092 theses for the period 1890 to 1948 that she has entered since beginning this project in 1995. These additional on-line catalogue records moves us closer to our goal of providing on-line information to researchers interested in the graduate theses collection of the University Archives.

4.6 Guide to Holdings in the University Archives

During the year some preliminary work was undertaken relating to mounting an on-line guide to our holdings on the University Archives web site. Garron Wells drafted descriptive standards for *fonds* level descriptions using our current DOS version of INMAGIC. Also, selected fields from the Accessions Description Database (ACCDES) were loaded to test pages on the University Archives web site by the ITS Department of the Library. However, while this test met some success, conversion of DOS -based records to our site was a time consuming task for Systems staff. As a result the work was suspended until the Archives acquires DB/TextWorks, the windows-based version of INMAGIC software.

5. REFERENCE SERVICES

5.1 Research Services (Table 3)

Reference service in the Reading Room decreased in volume of accessions used (-14%) and the number of daily users (-9%), but showed an increase in the number of new readers registered (+20%). 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
1993-94	2470	462	841
1994-95	2244	429	882
1995-96	3036	396	1051
1996-97	2466	343	847
1997-98	2130	427	771
Average	2469	411	878

The use of accessions in the Reading Room reflected a wide subject interest including the history of sports such as rowing, football and ice hockey, the history of women, as well as specific University buildings, events, and academic programs. It is worth noting that there is a growing interest from genealogists in the University's archives. In particular, members of the Ontario Genealogical Society have made extensive use of land records in A68-0010 to trace relatives settling in nineteenth century Ontario.

Both phone and written enquiries showed increases in volume over last year, rising 12% and 18% respectively. Both ILL requests and student records requests declined.

The Archives continued to offer photocopying and photographic reproduction services, although limited staff resources both in the Archives and at the University's photography services, have necessitated an adjustment of time lines for completion of orders. This change in service did not generate any complaints from researchers since notices were posted well in advance, and new researchers were briefed during registration. In other reference areas, changes were made to our web site and to the *Reader Registration* brochure.

Requests for electronic copies of archival images generated by use of a scanner are increasing and the Archives, with the assistance of staff in the Information Commons were able to provide limited service. However, for this service to continue, there must be a service bureau able to accommodate the Archives' concerns for preservation and security. At this time, the Information Commons staff undertakes the scanning of an original archival image. However, if the trend changes to self-serve mode, the Archives will have to reconsider this arrangement. Also, no costing analysis has been established within the Library to determine an appropriate fee for this service.

5.2 University of Toronto History Project

In December, the University confirmed arrangements with Prof. Martin Friedland to write a history of the University of Toronto. This project is based in the Archives office area on the 4th Floor of the Fisher Building. To assist with this three-year project, Prof. Friedland requested the assistance of Harold Averill, Assistant University Archivist, to co-ordinate research, orient research assistants to the resources in the University Archives, identify sources for illustrations and review the manuscript for historical accuracy. Harold began work on this project in April and was formally seconded to the project on a part-time basis on May 1. It is expected that this project will put heavy demands on the reading room staff over the next two years. Other implications of this project are discussed under Section 7 Administration.

5.3 Exhibitions/Tours

5.3.1 Exhibitions

Only one exhibition to mark U. of T. Day was undertaken during the year. On Saturday, October 4 36 people visited the Archives reading room and toured the exhibit set out on the research tables.

5.3.2 Tours/Seminars

During the year the Archives conducted tours for three groups and one individual for a total of 18 people. In October, Harold conducted a seminar for graduate students in the Faculty of Social Work at the request of Professor Allan Irving. As in other years, Harold's presentation focussed on University Archives resources relating to Social Work at the University of Toronto.

REFERENCE SERVICES

	1997								1998				
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
A-Acc: Use	74	99	164	66	46	75	100	36	41	102	116	98	1017
B-Acc: Use	31	73	73	52	30	35	69	37	33	23	34	34	524
M-Acc:													
M-Acc: Use	0	0	0	0	1	0	0	0	0	0	0	0	1
P-Acc: Use	22	28	41	48	21	33	25	34	31	53	72	52	460
T-Acc: Use	4	12	4	3	14	10	10	16	20	6	13	16	128
TOTAL ACCESS USE:	131	212	282	169	112	153	204	123	125	184	235	200	2130
TOTAL (1996-1997)	276	166	283	178	159	248	257	168	196	210	205	120	2,466
% CHANGE	-53%	28%	0%	-5%	-30%	-38%	-21%	-27%	-36%	-	15%	67%	-14%
										12%			
New Readers	30	41	35	26	29	43	38	28	33	48	47	29	427
Daily Users	43	64	77	50	55	81	90	55	47	68	79	62	771
Daily Users (1996-1997)	87	44	79	39	76	102	104	66	73	62	69	46	847
% CHANGE	-51%	31%	-3%	22%	-38%	-26%	-16%	-20%	-55%	9%	13%	26%	-9%
ENQUIRIES													
Written	6	7	13	5	8	8	7	4	11	8	16	13	106
Phone	29	23	32	22	37	37	26	21	44	42	41	40	394
ILL	9	3	1	4	3	2	6	0	7	2	2	1	40
TOTAL ENQUIRIES:	44	33	46	31	48	47	39	25	62	52	59	54	540
STUDENT RECORDS													
Copies	0	0	2	0	0	7	3	3	1	0	3	1	20
Loans	0	0	0	0	0	0	0	0	0	0	3	1	4
Unlocated	1	0	0	0	0	0	0	0	0	0	2	2	5
TOTAL SR	1	0	2	0	0	7	3	3	1	0	8	4	29
REQUESTS:													
DUPLICATION													
Microfilm	0	0	0	0	0	0	0	0	0	0	0	0	0
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

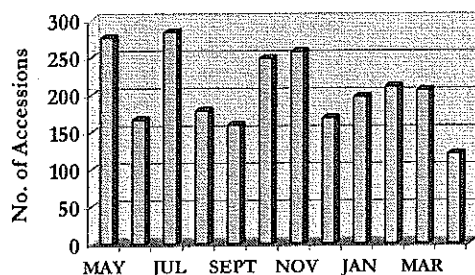
Table 3

REFERENCE SERVICES (cont'd)

	1997								1998				
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
Photographs													
Orders	5	4	6	4	6	6	4	3	3	7	4	3	55
Prints	8	6	12	14	14	16	13	9	4	13	7	3	119
Photocopying													
Orders	45	67	51	20	38	62	62	32	35	45	53	34	544
Pages	1520	942	807	300	326	1888	1530	150	1589	493	762	472	10779
Total \$	\$304	\$188	\$161	\$60	\$65	\$378	\$306	\$30	\$318	\$99	\$152	\$94	\$2,156
TOURS													
Groups	0	0	1	0	0	1	0	1	0	0	0	0	3
Persons	0	0	3	1	0	12	0	2	0	0	0	0	18
EXHIBITS	0	0	0	0	0	0	0	0	0	0	0	0	0

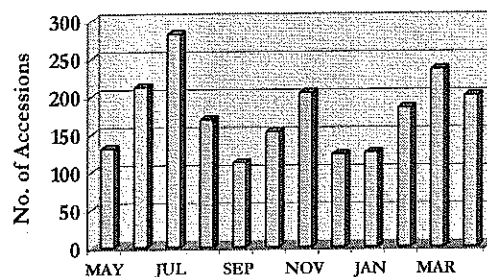
Table 3

UNIVERSITY ARCHIVES ACCESSIONS USE



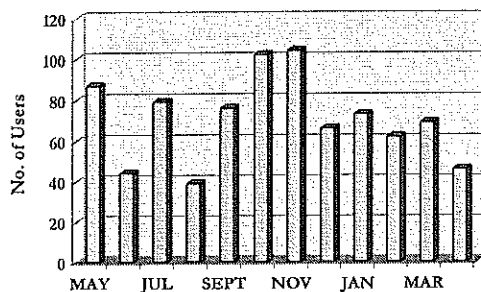
1996-1997
FIGURE 1

UNIVERSITY ARCHIVES ACCESSIONS USE



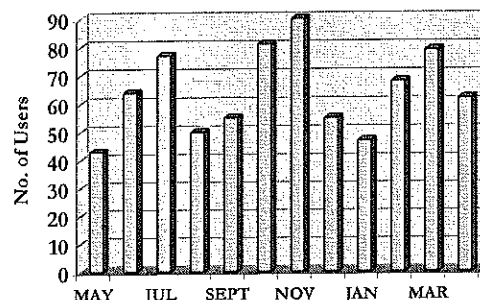
1997-1998
FIGURE 2

UNIVERSITY ARCHIVES MONTHLY USERS

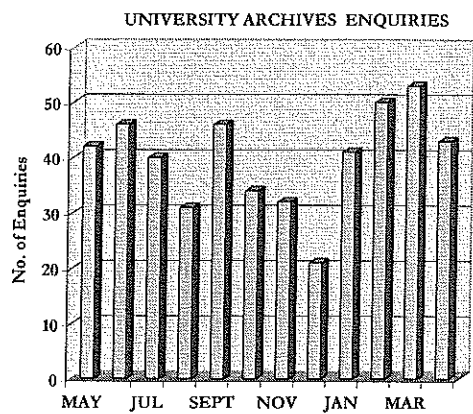


1996-1997
FIGURE 3

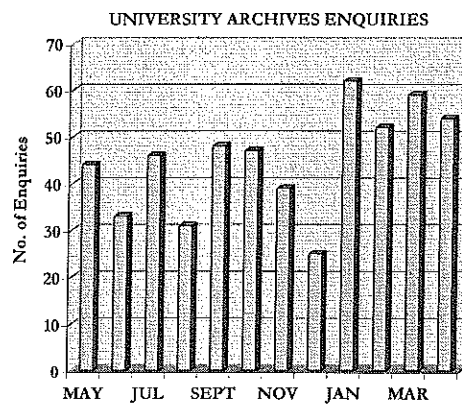
UNIVERSITY ARCHIVES MONTHLY USERS



1997-1998
FIGURE 4



1996-1997
FIGURE 5



1997-1998
FIGURE 6

6. CONSERVATION

6.1 Micrographics

With the provision of funding over the next two years, the Archives undertook the filming of official Convocation Rolls for 1984-1996 and began refilming Board of Governors minutes. The preparation of materials and checking of reels is labour intensive work requiring accuracy and attention to detail. Since no additional staff was hired to undertake this work, Lagring Ulanday, Records Archivist in addition to her regular responsibilities, has undertaken these duties. Under these circumstances, good progress has been made. The original timelines for completion of this project, however, have been lengthened and we do not expect to complete the filming of this series as well as Senate minute books by the end of fiscal 1999.

6.2 Storage space

During the year, Elizabeth Mackenzie, ALT prepared a total of 407 boxes containing theses and university records for shipment to commercial off-site storage facilities. At the end of this reporting period the University Archives has a total of 865.20 linear feet of records stored with the University's preferred vendor. Fortunately, costs have been kept low by storing records of low use and retrieval fees have been avoided.

6.3 Canadian Institute for Historical Microreproductions (CIHM)

CIHM continued to borrow items from the Archives Print room collection. In total, 29 items were borrowed for microfilming, mainly from the *University of Toronto Studies Series* relating to pure sciences.

7. ADMINISTRATION

7.1 Closing projects, August, 1997

The focus of this year's work was the checking of location of all accessions stored in our three on-site areas. The contents of each shelf were checked against printouts from the Shelf List database. Many problems were rectified during the checking process. In the weeks following, Marnee Gamble consolidated and reviewed all outstanding problems, and revised the database as required.

7.2 Other projects

With the launching of the University of Toronto History project and the secondment of Harold Averill as of May 1, 1998, the Archives requested funding for a contract archivist to undertake duties relating to private records acquisitions. Approval of funding was received through the Library and the Vice-president, Administration and Human Resources, and the position is expected to be posted in early fiscal 1998-1999.

In February, Marnee Gamble was seconded on a part-time basis to the Library to assist in the acquisition, appraisal, arrangement and description of a prospective special media donation to the University. As a result some of her routine duties were transferred to other staff, and other projects were postponed indefinitely.

7.3 Computer technology installation

From August through September, updated computer technology was installed at each staff workstation as well as the Reading Room, Workroom and Seminar Room. As can be imagined the move from a DOS based system to WINDOWS based system made for a considerable learning curve for Archives staff. For example, the University Archivist workstation was upgraded from an XT level personal computer with monochrome monitor to IBM Pentium II processor with 17" colour monitor. Full connectivity to the University's computer backbone was completed by the end of September. Two new printers were also installed since older equipment could not accommodate WINDOWS generated documents.

A further change affecting all staff was the move from WordPerfect software to the Library's preferred software, MS Word. Since all staff had to learn WINDOWS technology regardless of preferred word-processing software, a trial period of use of MSWord was agreed upon. By the end of September most staff, without any formal training, had mastered the basics of this new software. All staff were encouraged to register for formal training either through the Library or with Staff Development and Training.

Over the following eight months administrative practices have been gradually modified to reflect this new technology. Instead of the Secretary producing all final copies of correspondence, each staff member now creates, checks, prints and mails their own correspondence. Guidelines were prepared to ensure that all outgoing written products met a standard level of formatting (including e-mail responses), and that hard copies of all outgoing correspondence must still be submitted for filing.

To complete full conversion to this new technology, the Archives must acquire upgraded software for its databases. As mentioned in previous sections, DB /TextWorks has been recommended to upgrade INMAGIC 7.2 to a WINDOWS environment. If this can be accomplished in the next fiscal year, a complete catalogue of the holdings could be mounted on the Archives' web site.

7.4 Staffing

In June 1997 Jan Liebaers resigned his position as Records Archivist. Since funding had been renewed for this full-time contract position, the position was posted in the late summer. In September, Jane Buzza joined the Archives staff as Records Analyst. This change in title indicates an increased commitment to records management initiatives, a major goal of this department.

During the year, Demetra Kandelapas and Elizabeth Mackenzie were employed as Assistant Library Technicians. Demetra carried out duties relating to photocopying and retrieval of records for researcher use, and serials acquisitions, such as collecting, entering appropriate information in the Serials Database and filing in the Print Room. Elizabeth Mackenzie also shared public service duties and undertook special projects relating to special media records and off-site storage.

7.5 Professional Activities

In August 1997, Special Media Archivist Marnee Gamble attended a four-day course on photographic preservation offered by the Rochester Institute of Technology and the George Eastman House entitled "Preserving Photographs in a Digital World". Seminars on both traditional conservation and print identification were given along with technical seminars on digital technologies and its use in preserving images. Lagring Ulanday continued to represent the Fisher Library Building administrative staff on Library Council. She continued her position as Chapter Archivist of ARMA Toronto and attended monthly Board meetings and workshops offered by the chapter. She also attended four post-appointment courses in archives offered by the Archives Association of Ontario in her quest to complete the certificate programme. Barbara Edwards-Asubonteng represented CUPE 1230 staff of the Fisher Library Building on Library Council.

Garron Wells continued as a member of the Nominations, Elections and Awards Committee of the Association of Canadian Archivists, and as a member of the Board of the Canadian Archives Foundation. She attended information sessions on the Uniform Law Reform Commission's work regarding electronic records and the annual training session of the Ottawa chapter of Association of Records Managers and Administrators. Harold Averill resigned his position as Secretary to the Board of the Canadian Gay and Lesbian Archives in September, 1997. He continues to serve as a member of the Operations Committee of this organization.

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APPENDIX A

University Records 1997-1998

UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1997-1998

(10/26/98)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
A97-0010	Ontario Institute for Studies in Education of the University of Toronto.	Textual	1997-04-29	0.07	1997 final examination for courses: EDU 3131 and EDU 3202 which are requirements for the Bachelor of Education degree.	Open
A97-0011	University of Toronto. Thomas Fisher Rare Book Library	Graphic	1997	.07	Poster for the exhibit, "The stuff Dreams are made of: The Art and Design of Frederick and Louise Coates", held at the Thomas Fisher Rare Book Library, January 16 to March 27, 1997.	Open
A97-0012	University of Toronto. Faculty of Medicine. Sioux Lookout Programme	Textual Moving images	1969-1993	4.87	Consists of subject files on programme administration, Faculty of Medicine departments, organizations, foundations, committees, studies, task forces, external reviews, resident's programme, mental health programmes, etc. Also includes minutes of the Executive Committee, including documentation, agreements and communications with Sick Kids Hospital and Health Canada.	Restricted
A97-0013	Innis College	Textual	1980	0.07	Planning report entitled: "An Examination of the multi-faculty concept at the University of Toronto and Innis College, 1936-1980".	Open

UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1997-1998

(10/26/98)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
A97-0014	University of Toronto. Devonshire House	Textual Graphic	1910-1997 predominant 1955-1997	11.44	Records of Devonshire House including: general administrative subject files which contain correspondence, memos, minutes, notices, residence lists, committee files, financial records, etc. 1955-1986; General Correspondence 1987-1997; Subject files 1987-97, Awards and Scholarships 1987-97; Committee files 1986-97; Resident Council Minutes 1954-86; records of East House 1973-1997; photographs 1910-1997, Student Applications to Residence 1958-1997.	Restricted: Subject to review under UTA Access Policies; contains PIB's.
A97-0015	University of Toronto. Dept. of Athletics and Recreation	Textual	1929-1992 predominant 1959-1992	.39	Budget files of Women's Athletic Association (1959-1977); Budget files of Dept. of Athletics and Recreation (1977-1992); U.T. Athletic Association Trust Account Ledger Book (1929-1966); Varsity Stadium and Arena Renovation (1982-1988).	Restricted: Subject to review under University Archives access policies.
A97-0016	University of Toronto. Library.	Textual	1959-1993	0.07	Two reports: Presidential Advisory Committee on the planning for future library facilities (1959); "Towards a new library acquisitions budget policy for the University of Toronto (March, 1993).	Restricted: subject to review under UTA access policies
A97-0017	University of Toronto. Faculty of Education.	Textual	1988	.07	Final examinations during summer school, 1988, for the Department of History and Social Sciences.	Open

UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1997-1998

(10/26/98)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
A97-0018	University of Toronto. Department of Art as Applied to Medicine	Graphic	19-1946	1.42	Original drawings done by members of the Department of Art as Applied to Medicine including M.T. Wishart, long time director of the Department and her assistant E. Hopper. They were done for two publications: "Surgery of the Hand" by Dr. John H. Cowen, University of Toronto Press 1939 (box/001); "The Essentials of Obstetrics and Gynaecology" by Dr. A.W. Scott and Dr. H.B. VanWyck, Philadelphia, Lea and Fabiger, 1946 (boxes /002-/006).	Open
A97-0019	University of Toronto. Dept. of University Extension	Textual	1950-1954	.25	Correspondence files on the distribution and publication of "Out of the earth: the mineral industry in Canada" (Uoft Press, 1954) and on corporate donations. Book was based on lecture series "A popular course on the Canadian mineral industry" presented as evening course in winter 1950-51.	Open
A97-0020	University of Toronto. Faculty of Education.	Textual	1996-12-16	0.07	Examination in Mathematics EDU1220X held in the fall of 1996.	Open
A97-0021	University of Toronto. Chief Financial Officer	Textual	1971-1988	8	Records of the investment manager relating to policy, reports, correspondence, minutes, investment funds and pension funds.	Restricted: subject to review under the University Archives access policy.
A97-0022	University of Toronto. Faculty of Arts and Science	Textual	1996-1997	.60	Faculty of Arts and Science final examinations for the winter and summer sessions, 1996-1997.	Open

UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1997-1998

(10/26/98)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
A97-0023	University of Toronto. on External Hiring	Textual	1993-1996	1.60	Consist of minutes of meeting, correspondence and report in /001; case files on positions with internal applicants #1-106 in /002; #107-194 in /003; #195-220 to case files for no internal applicants #1-218 in /004.	Restricted: subject to review under UTA access policies
A97-0024	University of Toronto. Library.	Textual	1973-1995	.07	Files relating to Sigmund Samuel Library and include Reader Services annual report (1982/83) and a file on Sidney Smith Branch lending library (1973-1974). Operational files of Sigmund Samuel Library consist of collection policy (1985; 1995), statistics manual (1980; 1990), and minutes of meeting of the Sigmund Samuel Advisory Group (1989-1995).	Restricted: subject to review under UTA access policy.
A97-0025	University of Toronto Library Government Publications Section.	Textual	1960-1987	.40	Records relating to government publications and the administrative unit, committee and task force set up to review its operation. Consist of reports, minutes, memoranda and correspondence.	Restricted: subject to review under UTA Policies.

UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1997-1998

(10/26/98)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
A97-0026	University of Toronto. Sigmund Samuel Library	Textual Architectural	1971-1990	.43	Records relating to Sigmund Samuel Library and reports pertaining to the central library, including a report on Laidlaw Library. The operational records of Sigmund Samuel Library consist of annual reports (1972-1983); objectives and collection policies (1974-1983); short-term loan manual (1975); building renovations and reconstruction reports and specifications (1971-82), security survey (1990) reports on non-book material (1990), and information enquiries study (1981)	Restricted: subject to review under UTA access policy.
A98-0001	University of Toronto School of Graduate Studies	Textual Microform	ca1950-1988	.30	Student transcript cards on fiche sheets #1 to 287. "Archives" (1 sheet); "Deceased" students (1 sheet). Contains duplicates of A84-0032.	Restricted: subject to review under University policy on access to student academic records.
A98-0002	University of Toronto. Office of Statistics, Records and Convocation.	Textual	1997	0.07	Amendments to the Convocation Roll book vols. 1969 to v.1996 processed in 1997. No changes were made in vols. 1970-1977; 1979-1981; Convocation Roll Book 1997.	Restricted: Conservation reason

UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1997-1998

(10/26/98)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
A98-0003	University of Toronto. Faculty of Applied Science and Engineering	Textual Microform	1904-1968	1.0	Student transcript cards for undergraduates; "Translated transcript cards". Includes Original negative, printing master and diazo. (11 rolls per set).	Restricted: subject to review under University policy on access to student academic records.
A98-0004	University of Toronto. Department of Physics	Graphic	1928	0.52	'The Kramers Lecture Group, University of Toronto', (Department of Physics).	Open
A98-0005	Canadian Officers Training Corps. University of Toronto Contingent	Graphic	ca1914-1917	0.52	Group photograph of the C.O.T.C.	Open
A98-0006	University of Toronto. Department of Public Affairs	Textual Graphic	1984-1995	.27	Reports and plans relating to university development and community relations including its activities involving medical education for South African Blacks (MESAB), Government Relations Alliance at the University of Toronto (GRAUT), community impact study and campus plan. Includes photographs.	Restricted: subject to review under UTA policies.
A98-0007	[University of Toronto. Falconer House]	Graphic	1940	0.44	Panoramic photographic print of Women's Residence, Falconer Hall 1939-40.	Open
A98-0008	University of Toronto. Office of the President	Textual	1987-1993	22.5	Subject files containing correspondence, reports, minutes of meetings, etc relating to academic divisions centres, chairs, institutes and programs, federated and constituent universities and colleges administration, governments, educational associations and general.	Restricted: subject to review under UTA access policies.

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APPENDIX B

Private Records 1997-1998

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1997-1998

(10/26/98)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B97-0018	McLeod, Keith A.	Textual	1963-1982	0.40	Records relating primarily to multicultural education in Canada: correspondence, notes, briefs and submissions reports, term papers and course outlines. There are files on numerous courses and seminars, bilingualism, and organizations such as the Inter-Agency Council for Services to Immigrants and Migrants, Multiculturalism (magazine), and the Ontario Citizenship Branch.	Open
B97-0019	Hull, Thomas E.	Textual Graphic	1949-1996	2.4	Records of Dr. Thomas Hull documenting his career in applied mathematics and computer science. Includes correspondence and printed E-mail messages, talks, manuscripts of articles, research notes, reviews and recommendations. Dr. Hull was also a student of the well known mathematician Leopold Infeld at the time of his resignation from the University of Toronto in 1980 and there are some copies of correspondence between Hull and Infeld. Also included is Dr. Hull's collection of photographs which he took documenting various events of the Arts and Letters Club 1981-1996.	Restricted

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1997-1998

(10/26/98)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE (S)	METRES	SCOPE	ACCESS
B97-0020	Coates Family	Graphic	1895-194-	0.5	Photographs and art work documenting the work of Frederick Coates and his wife, Louise Brown, including photos of Coates sculpting, the building of their home "Sherwood", and scenes of Hart House theatre plays including 2 taken by Allan Sangster. Also included are water colours of costume designs.	Open
B97-0021	Howarth, Thomas	Textual Sound recordings Graphic Moving images Cartographic	1919-cal1990	7.40	Records relating to administrative matters in Faculty of Architecture; student assignments, term projects, class reports (1935-49), and theses; files on courses, conferences, seminars and professional organizations and interest; sketches for and other material on Laurentian University; records of Uoft Architecture Club (1919-29), 1942-43; drawings, plans, photographs, slides, audiotapes and film.	Restricted
B97-0022	Cleghorn Family	Textual	1888-1928	0.13	Course notes (1888-1890) taken by Allen Charles Mackenzie Cleghorn while a student Trinity Medical College, and correspondence (1903-1914) relating to medical research; course notes (1925-1928) taken by his son, Robert Allen Cleghorn during 4th, 5th and 6th year Medicine at the University of Toronto. Included in the latter are courses taught by Professors Duncan Graham, W.E. Gallie and Harold W. Wookey.	Open

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1997-1998

(10/26/98)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B97-0023	Bothwell, Robert Selkirk	Textual	1976-1997	0.60	Correspondence and e-mail (1976, 1988-1997); teaching material for courses offered on the Open College program of CURT Radio, and in history and international relations at the University of Toronto and Trinity College; his activities as a speech writer and a member of various boards and committees; drafts of articles and interviews for books.	Restricted: Interviews
B97-0024	Land, R. Brian	Textual	1942-1969	2.65	Records relating to Brian Land's activities as executive assistant to Walter Gordon (1963-64) as chair of his constituency association and relating to his unpublished memoir; records relating to the 1962 and 1963 federal election in Eglinton riding and Land's book on same; material on reorganization of U of T Library School Alumni Association; memorabilia.	Open
B97-0025	Hartle, Douglas G.	Textual	1972 - 1997	1.47	Correspondence, minutes, memoranda, notes, reports, lecture notes, and manuscripts documenting selected activities of Professor Douglas Hartle, in particular those associated with consulting projects in Botswana, with lecturing in commerce, economics, and political science at the University of Toronto, and with his writings as an economist, especially on the public service, tax reform, and the budgetary process.	Open

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1997-1998

(10/26/98)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE (S)	METRES	SCOPE	ACCESS
B97-0026	University of Toronto T-Holders' Association	Textual	1978-1985	0.07	Correspondence and related items documenting the administration of the T-Holders' Athletic Award.	Open
B97-0027	Fraser Family	Textual Graphic	1858 - 1992	0.84	Records documenting various members of the Fraser family including: Zahn Family Chronicle and other family history items; William H. Fraser's lecture notes in Spanish 1892-1905; some family correspondence mainly belonging to either Donald T. Fraser and Frieda Fraser including Frieda Fraser's correspondence with her aunt and cousin in Germany; sketches and paintings by Frieda Fraser; family photographs.	Restricted
B97-0028	Hogg, Helen Sawyer	Textual	1972-1990	0.13	Final additions to Hogg's globular cluster catalogue index card form.	Open
B97-0029	Putnam, Donald Fulton	Textual Graphic Cartographic	1921-1970's	6.0	Records documenting the early education, teaching, research and publications of Prof. Putnam in Dept. of Geography and Professor emeritus. Includes correspondence, class notes, certificates of early education, mss of publications, lecture notes, research materials, photographs and maps.	Open: Publishing restrictions

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1997-1998

(10/26/98)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B97-0030	Danyer, Joyce	Textual Graphic	ca1968-1974	0.39	Records relating to the founding and early operation of the Association of Part-Time Students, created and collected by its founding president Joyce Danyer. Includes briefs, reports, correspondence, memos, minutes, surveys and essays. Also documented, is Danyer's advisory role to the Ontario government on matters concerning part-time students especially regarding issues of student financial support. There are also some records relating to the Department of University Extension.	Open
B97-0031	McNaught, Kenneth W.	Textual Graphic	1938-1996	2.5	Correspondence, course notes, lecture notes, memoranda; reports; addresses, manuscripts and press clippings documenting Kenneth McNaught's activities as professor of history and social activist at United College, Winnipeg (including Harry Crowe affair) and at the University of Toronto.	Open

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1997-1998

(10/26/98)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B97-0032	Luckyj, George S.N.	Textual	1925-1997	0.20	Personal correspondence, 1971, 1987-1997; correspondence with publishers re History of Canadian Literature, 2nd ed. (1995-1997); letters from George Shevelov (1956-1997) and a chapter from his unpublished memoirs (1988); correspondence, notes and background material relating to the publication of selected letter of Panteleimon Kulish (1981); drafts of first Small Thesaurus of Ukrainian language (1997); photocopies of material from Vopliite collection, Kharkiv (1925-1928).	Restricted
B97-0033	Coates, Frederick	Textual Artifacts Graphic	ca.1905-1975	0.43	Notes, correspondence, memorial books and a will re Frederick and Louise Coates; photoprints, photo album, slides, scrapbook, sketchbook, greeting cards, 1 oil painting, medals, printing blocks, pottery, and a sculpture documenting their careers and artistic work.	Open
B97-0034	Revell, Daniel Graisberry	Textual	1892-1904	0.20	Course and laboratory notes taken by Daniel G. Revell while a student in Arts (1892-1894) Medicine (1898-1900), and as a Fellow in Anatomy at the University of Toronto. Also included are notes taken at this time and later when he was an instructor (1901-1907) at the University of Chicago.	open

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1997-1998

(10/26/98)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B97-0035	Harrison, Edward	Textual	1903-1906	0.63	71 engineering drawings (on 15"x22" drafting paper and linen), 3 lettering cards and 3 practice sheets compiled by Edward Harrison while a student in civil engineering in the Ontario School of Practical Science; 4 photoprints, including the last graduating class (1906) of the school.	Open
B97-0036	Parkes, Agnes Elsie Marie	Textual Graphic	1956-62	0.07	Memorabilia relating to the Extraordinary Honours Award given to Marie Parkes in 1958-59 for her work on the Students' Administrative Council and on the Women's Athletic Association including photographs of award recipients. Also included: early essay by Parks on Women's Athletics at the University of Toronto; photographs of the SAC Executive from 1956-1959; one photo of Parks at T-Holders Luncheon.	Open
B97-0037	Cook, Sidney Jabez	Textual	1913	0.07	Course notebooks of Sidney Jabez Cook (B.A. 1914)	Open

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1997-1998

(10/26/98)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B97-0038	Mappin, John N.	Textual Graphic	1926-1992	0.7	Collection by John Mappin, documenting the life of Joseph E. McDougall and The Goblin. Includes biographical material as well as correspondence, clippings, manuscripts and typescripts documenting the career of Joseph E. McDougall, a Canadian humorist; examples of sketches by Richard Taylor who also worked on the Goblin, including an original sketch of the Goblin's editorial offices; clippings and articles about the Goblin, including one original poster from 1926.	Open
B97-0039	[University of Toronto. Faculty of Arts]	Graphic	1906	0.5	University of Toronto. Graduating Class in Arts, 1906.	Open
B97-0040	University of Toronto. Faculty of Law Review	Textual	1968-1992; (predominant 1977-1992)	0.8	Records documenting various aspects of the University of Toronto Law Review including production, advertising, editing, distribution and finances. Includes financial records, correspondence, applications and papers submitted for review, account lists, distribution lists, memos and notes.	Restricted
B97-0041	[University of Toronto. Faculty of Arts]	Graphic	1897	0.5	University of Toronto. Graduating Class in Arts, 1897.	Open

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1997-1998

(10/26/98)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B97-0042	University of Toronto Faculty of Law. Legislative Research Bureau	Textual	1988-1992	0.07	Records documenting the Legislative Research Bureau (LRB), a student initiative within the Faculty of Law, set up to offer the research skills of law students to help groups develop policies and legislative proposals at the municipal and provincial government levels. Includes early proposal to establish the LRB; administrative records such as forms, mail outs, advertising; budget documents; minutes of meetings; and project proposals.	Open
B97-0043	Clark Family	Graphic	1893-1895	0.5	Photographs of: Officers of the Class of 1895, University of Toronto, 1893-94; University of Toronto, Graduating Class in Arts, 1895.	Open
B97-0044	[University of Toronto]	Graphic	ca.1922	0.07	Printed postcard of a painting of University College (colour).	Open
B97-0045	Rouillard Family	Textual Graphic	1885-1996 [bulk: 1928-1996]	0.75	Letters of condolence on death of Kay Riddell Rouillard's husband, Dana (1991); Dana Rouillard's diaries (1928-1968, 1970-1982) and appointment books (1990-91), diplomas; curriculum vitae, correspondence with colleagues and friends, including Robert Finch; material re unpublished ms of book, offprints; photographs and tintypes.	Open

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ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B98-0001	Ontario College of Pharmacy	Textual Graphic	1891-1957	2.67	Lecture notes of Dr. J. T. Fotheringham who taught at the Ontario College of Pharmacy from 1891-1921; student course notes ca.1901-1920; minutes of the senior class executive 1948-51. Also photographs of graduating class, athletic teams and two early certificates issued by the College.	Open
B98-0002	Ham, James M.	Textual Sound recordings Graphic	1921-1997	1.1	Includes records relating to the following series: Appointments and Honours; professional activities; correspondence; patent material; appointment books; non-professional activities particularly records relating to his naval service. Also includes some correspondence belonging to Mary Ham and detailed medical records documenting the progression of Parkinsons disease which eventually claimed Ham's life on September 16, 1997.	Restricted
B98-0003	Rouillard, Clarence Dana	Textual Publications	1954-1969	0.07	A copy of "Notaire due Havre", annotated, 1954 and related correspondence including some correspondence from author Georges Duhamel to Dana Rouillard.	Open

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ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B98-0004	Ancient Free and Accepted Masons. University Lodge	Textual Graphic	1923, 1998	.07	Hand-lettered and illustrated volume presented to Grand Master William Nesbitt Ponton on the occasion of his visit to the University Lodge No.496, Ancient Free and Accepted Masons, Toronto, March 4, 1923; with covering letter of March, 1998 and a photo-copy of the volume (user copy).	Restricted
B98-0005	Wyse, Marion Eleanor	Textual Graphic	1953-1998	0.53	Personal correspondence (1991-1998); appointment books, diaries (1991-1993); drafts of articles and a novel; course notes and research papers for doctoral studies programme at the Toronto School of Theology; photoprints of her paintings; 3 albums of personal and family photographs including trips to Israel and to China (1997).	Restricted
B98-0006	Friedland, Martin L.	Textual Graphic	1926-1997	30.0	Records documenting the career of Martin L. Friedland as a student, professor of law and administrator at the University of Toronto, as an expert on legal matters and as an author; also personal records of William Paul McClure Kennedy.	Restricted: For restrictions see donor agreement in case file.

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(10/26/98)

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE (S)	METRES	SCOPE	ACCESS
B98-0007	Cody, Barbara Blackstock	Textual	1950-1967	.07	Correspondence and report of Toronto Survey of Family and Children's Services (1950-51). Mrs. Cody was Chair of the Toronto Survey Committee, Welfare Council of Canada. Minutes, correspondence, notes relating to her work in the Toronto Social Work Historical Committee (1962-1963) and the work of Mary Jennison (Dip. Social Services UoT 1928) on the History of Settlement in Canada.	Open
B98-0008	Massey Family	Textual	1924, 1926	.05	Correspondence between Vincent Massey and Sir Henry Newbolt. Includes copy of memo on the Constitutional Crisis in 1926. Constitutes part of Massey Family records.	Restricted: Access governed by Massey College agreement relating to B87-0082.

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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 1997

B96-0026 Ian M. Drummond Personal Records

Correspondence, manuscripts and notes related to publications, papers and addresses; lecture notes for teaching; research materials, and diplomas documenting Prof. Drummond's career as an economic historian at the University of Toronto.

B97-0005 John Black Aird Personal Records

1986-1997; 0.13 m.

Records documenting John Black Aird's position as Chancellor of the University of Toronto, including correspondence, speeches, clippings and memorabilia.

B97-0010 James M. Ham Personal Records

1932-1996; 5.0 m

Records documenting James M. Ham's life as a student, teacher, engineer and administrator. Includes professional activities, correspondence files, addresses, articles, talks, reports, lecture notes, course notes while a student at the University of Toronto and Massachusetts Institute of Technology, some personal records and some records relating to his time as president of the University of Toronto.

B97-0017 Helen M. Carpenter Personal Records

1955-1984; 0.13 m

Correspondence, articles, addresses and papers documenting Dr. Carpenter's career in the Faculty of Nursing; correspondence and reports relating to her work as a consultant to the World Health Organization; biographical files on past directors of the School/Faculty of Nursing.

B97-0018, B96-0030 Keith A. McLeod Personal Records

1958-1996; 6.05 m.

Records documenting Keith McLeod as a professor in the Faculty of Education, with particular emphasis on multicultural and intercultural education, ageing and health care.

B97-0019 Thomas E. Hull Personal Records

1949-1996; 1.4 m.

Correspondence, including email, articles, papers, talks, professional association files, teaching and research papers, reviews, recommendations and photographs documenting Dr. Thomas Hull's career as professor of computer science at the University of Toronto.

B97-0021, B96-0028 Thomas Howarth Personal Records

1869-1996; 21.9 m.

Records of Thomas Howarth, relating primarily to his activities as an architecture student at the University of Manchester, as a professor and administrator there and at the Universities of Glasgow and Toronto, as professional architect and as an authority on Charles Rennie Macintosh.

B97-0022 Cleghorn Family

1888-1928; .13 m.

Course notes taken by Allan C.M. Cleghorn while a student at Trinity Medical College and correspondence relating to medical research (1903-1914); course notes (1925-1928) taken by his son, Robert Allan Cleghorn, during 4th and 6th year medicine at University of Toronto.

B97-0023 Robert Bothwell Personal Records

1976-1997; .60 m.

Correspondence and email (1976, 1988-1997), teaching materials, professional activities files, articles and addresses; radio scripts for CJRT Open College, interviews for books.

B97-0024 R. Brian Land Personal Records

1946-1969; 2.45 m.

Records documenting Prof. Brian Land's activities as a student and librarian at the University of Toronto; as executive assistant (1963-1964) to Walter Gordon and as a member of his constituency organization, and as an assistant in the writing of his memoirs which was written up as his MA thesis and published in 1965 as Eglinton.

B97-0025 Douglas Hartle Personal Records

1971-1997; 1.47 m.

Correspondence, minutes, memoranda, notes, reports, lecture notes and manuscripts documenting selected activities of Professor Hartle in particular those associated with consulting projects in Botswana. Includes lecture notes in commerce, economics, and political science at the University of Toronto and his writings as an economist.

B97-0027 Fraser Family Records

1858-1992; .84 m.

Records documenting various members of the Fraser Family including Zahn Family Chronicle; W.H. Fraser's lecture notes in Spanish, 1892-1905; family correspondence mainly of Donald T. Fraser. Sketches and paintings by Frieda Fraser.

B97-0029 Donald F. Putnam Personal Records

1920-1985; 2.33 m.

Includes correspondence, diaries, manuscripts of articles, books and addresses, lecture notes, student course notes, photographs and negatives documenting Prof. Putnam's lifetime achievements as a geographer, teacher and administrator.

B97-0031 Kenneth McNaught Personal Records

1909-1997; 2.42 m.

Correspondence, course notes, lecture notes, memoranda, reports, addresses, manuscripts and press clippings documenting Kenneth McNaught's activities as professor of history and social activist at United College, Winnipeg (including the Harry Crowe affair), and at the University of Toronto.

B97-0032 George S. Luckyj Personal Records

1925-1997; .20 m.

Personal correspondence (1971-1977); correspondence re History of Ukrainian Literature (1995-1997); letters from George Shevelov (1955-1997) and chapter from his unpublished memoirs (1988); correspondence and research files re selected letters of Panteleimon Kulish (1981); drafts of Small Thesaurus (1997); photocopies of Voplite collection, Kharkiv (1925-1928).

B97-0033 Frederick Coates Personal Records

1905-1975; .46 m.

Correspondence, greeting cards, notes, photos, slides, works of art and artifacts documenting artistic activities of Frederick and Louise Coates. Frederick Coates was an instructor in modelling and art director of Hart House Theatre.

B97-0034 Daniel G. Revell Personal Records

1892-1904; 0.20 m.

Course and laboratory notes taken by Daniel G. Revell while a student in Arts (1892-1894), medicine (1898-1900) and as a Fellow in Anatomy (1900-1901) at the University of Toronto. Also includes are notes taken while an instructor (1905-1907) at the University of Chicago.

B97-0035 Edward Harrison Personal Records

1903-1906; 0.63m

Engineering drawings, lettering cards and practice sheets compiled by Edward Harrison while a student in civil engineering in the Ontario School of Practical Science; 4 photoprints, including last graduating class (1906) of the school.

B97-0038 John Mappin Collection

1926-1992; 0.7m

Collection of John Mappin, documenting Joseph E. McDougall, a Canadian humorist and past editor the The Goblin. Includes correspondence, clippings, manuscripts and typescripts of writings. Also clippings about The Goblin and one original poster.

B97-0041 [University of Toronto. Faculty of Arts]

1897; 0.5m

Photoprint of Graduating Class in Arts, University of Toronto, 1897. Original photograph belonged to Bruce E. French (BA 1897), grandfather of donor Andrew French.

B97-0043, B96-0032 Clark Family Records

ca 1888-1960; 2.13 m.

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). Two photoprints: Class of 1895; Graduates in Arts, U. of T. 1895.

B97-0045 Dana Rouillard Personal Records

1885-1996; 0.75 m.

Letters of condolence on death of Dana Rouillard; Dana Rouillard's diaries (1928-1982) and appointment books (1990-1991); diplomas, correspondence with friends and colleagues, including Robert Finch; manuscripts; photographs and a tintype.

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APPENDIX D

Organizational Chart

UNIVERSITY OF TORONTO ARCHIVES

