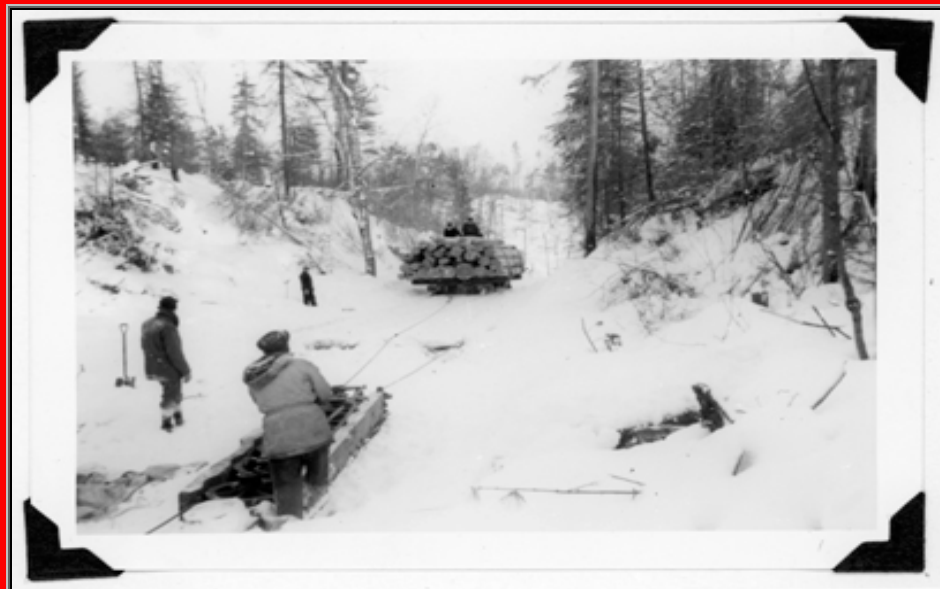




ANNUAL REPORT
2006-2007



[“J.J. McFadden Co., Ltd. Blind River. Lowering load down a hill on a crazy- wheel, February 1949”](#)
[Provenance: University of Toronto. Faculty of Forestry. Digital Image No: 2004-71-10MS](#)

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UNIVERSITY OF TORONTO ARCHIVES AND RECORDS MANAGEMENT SERVICES

MISSION

University of Toronto Archives and Records Management Services (UTARMS) 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

University of Toronto Archives and Records Management Services 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. UTARMS 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 department 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

Over the past year, many of our accomplishments have been related directly to the impact of provincial legislation on access and privacy. Indeed the impact of this legislation has resulted in a realignment of our 5-year plan to focus more on accountability rather than research. The first quarter of the year found staff heavily involved in implementation of our strategies to comply with the *Freedom of Information and Protection of Privacy Act (FIPPA)*. Preparations for the enactment of this legislation on June 10, 2006 had been well underway in the preceding months. By mid June, staff had implemented new procedures for administering researcher requests to restricted university records accessions including the updating of online database records, the distribution of new Informal Access Review request forms and a notice of collection of personal information for registration purposes. In addition, staff completed the severing of unpublished personal information from more than 50,000 biographical files in A1973-0026 (See Section 7.3). This work allowed a heavily used historical resource to be issued to researchers without any breaches of privacy.

In spite of this new challenge, staff still maintained a consistent level of service to researchers and donors. Collection growth continued with the department accepting 44% more acquisitions than in the previous year including gifts-in-kind valued at more than \$200,000. Training of more than 150 university administrators in best practices for records management continued throughout the year. These seminars have become increasingly important to administrators with the enactment of *FIPPA*.

A highlight of the year was the completion of a revamped web site. Using the Library's new content management system, Archives staff revised the site and presented it in a new up to date look. New pages were added relating to Donor relations, as well as an enhanced description of holdings supported by a new *fonds* level listing. An online exhibit relating to the history the University's Charter as well as a gallery of images also enhanced the content of our web site.

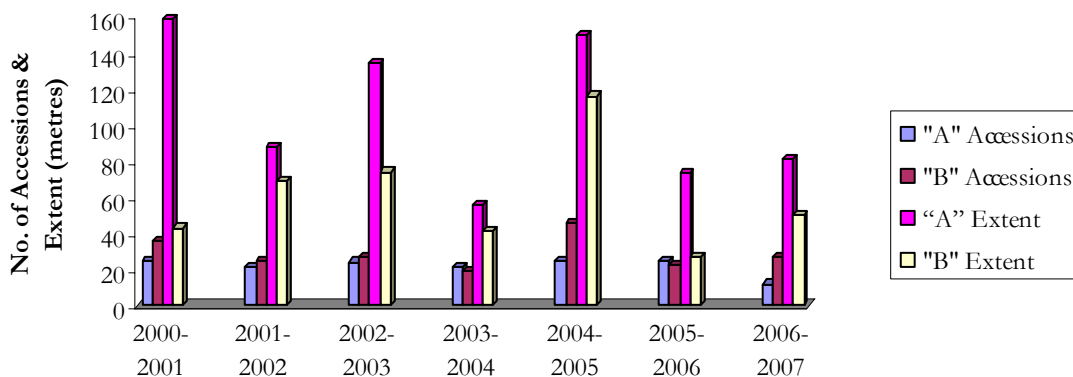
2. ACQUISITIONS

2.1 Collection Growth¹

The department continued to acquire substantial volumes of both university and private records. Eighty-one metres (266 feet) of university records and 50 metres (164 feet) of private records (gifts-in-kind) were received during the year. In addition 2.86 metres of serials and .14 metres of monographs were received and catalogued. We did not receive any theses during the year, reflecting our long standing practice of no longer acquiring these materials. Thus a total of 131 metres (430 feet) of archival materials, plus 3.0 metres of library materials were acquired. The grand total of 134 metres is an increase of 44% over 2005-2006 volume of 93 metres. Our overall collection growth volume now stands at 8,825 metres (28,953 feet).

While the majority of the new acquisitions in the past year are textual, a significant increase of special media was also noted. During the year more than 15,000 prints and slides received in 2005-2006 were described and added to our holdings. Other special media included works of art, and some sound and moving image records.

University and Private Records
COLLECTION GROWTH



2.2 University Records (A Accessions)

During the year, 81 metres were received from university offices – an increase of just 8 metres over 2005-2006. Major acquisitions included four accession accruals to the fonds of Office of the President (21 metres), and Office the Vice-president, Business Affairs (49 metres). The remaining 8 accessions consisted of transfers of some special media as well as new acquisition of records from the Health Science Information Consortium of Toronto.

See Appendix A for complete listing.

2.3 Private Records (B Accessions)

A total of 27 accessions were received from private sources for a total of approximately 50 metres of material. The majority of these were gifts-in-kind received directly from retired faculty or from their estates. These acquisitions were an increase of 72% over 2005-2006 (29 metres)

New fonds received included papers of Melvyn Fuss (economics), Howard Chapman (architecture), Barry French (aerospace), and John Evans (medicine and former President). Accruals to existing fonds included Gordon Slemon, James E. Guillet, Thomas P Morley, R.G. Riddell, Michael Bliss, H.S.M Coxeter, and C.P.Stacey, among others.

Many of these were processed as gifts for the 2006 tax year. See Section 4.1.2 for details.

For full listing see Appendix B.

2.4 Special Media Records (Table 1)

Of the accessions received, the following are important additions to our collections and include, among others, over 55 glass lantern slides (B2006-0031) dating from the 1920's and created to illustrate helium experiments articles undertaken by J. Wilhelm as a student working with Prof. J. C. McLennan. Also received were sketch books of Anne McJanet (B2007-0001). These were created by her while she was an undergraduate architecture student in the mid 1950s. Four water colours by Toronto artist Anthony Batten provided contemporary documentation of St. George campus scenes and adjacent buildings on Huron Street. Another work of art included a framed charcoal portrait of Dr. John Price Brown (MB 1868, MD 1869) drawn by his son, Newton Harcourt Brown (PhmB 1895). Photographs of University of Toronto graduating classes, sports and ceremonies were received from both university offices and private donors.

¹All figures rounded to nearest metre. All tables and charts on the following pages were prepared by Barbara Edwards.

SPECIAL MEDIA (ITEMS)

ITEMS	2006							2007				
	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
PHOTOGRAPHS												
Photoprints	169	180	0	92	10	135	55	57	88	10	13	809
Negatives	10,798	2270	0	0	0	2	0	0	0	0	8	13,078
Slides	0	0	0	313	975	0	0	55	0	1	0	1344
DIGITAL IMAGES	0	0	0	0	0	0	0	0	0	0	0	0
SOUND RECORDINGS												
Reel to Reel	0	0	0	0	0	6	0	0	0	0	0	6
Cassettes	0	0	0	0	0	0	0	0	0	0	2	2
Oral History	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
CDs	0	0	0	0	0	0	0	0	0	0	0	0
MICROFORM												
16mm reels	0	0	0	0	0	0	0	0	0	0	0	0
35mm reels	0	0	0	0	0	0	0	0	0	0	0	0
Microfiche sheets	0	0	0	0	0	0	0	0	0	0	0	0
MOVING IMAGE												
Film	0	0	0	33	0	0	0	0	0	0	0	33
Video	0	0	0	0	0	0	0	0	0	0	0	0
CD/DVD	0	0	0	0	0	0	0	0	0	0	0	0
WORKS OF ART	0	0	0	1	0	0	0	0	4	0	0	5
ARCHITECTURAL												
Plans & drawings	0	0	0	0	0	0	0	0	0	0	0	0
ARTIFACTS	0	0	0	0	0	0	0	0	0	0	0	0

Table 1

2.5 Donations for Monetary Evaluation (Gifts-in-kind)

In 2006 tax year, staff received and processed 18 donations of private papers valued at \$200,450. As in previous years the majority of these gifts were received from current or former faculty, or their families. We are grateful to all our donors for their contributions to preserving the history of the University through their gifts of their own or their relative's personal papers.

For a complete list of gifts see Appendix C.

Value of Gifts over the last five years²

Year	Value \$
2006	200,450
2005	337,685
2004	225,495
2003	197,515
2002	226,095
Total	1,187,240
Average	237,448

² Values have been adjusted to reflect evaluations undertaken after the last reporting period

3. RECORDS MANAGEMENT

3.1 Training Session

Between May 2006 and April 2007, Loryl MacDonald, Records Archivist, presented six seminars to 90 employees attending the Records Management series three core courses. Participants represent 8 administrative units and 4 academic offices. Loryl also provided four special presentations to staff: Techknowfile with Garron Wells on May 17 (20 attendees), the Business Officers Training Program on November 10 (13 people), University of Toronto Mississauga on November 22 (19 people), and the Directors of VP-Research Services with Garron Wells (14 people). In all, a total of 156 staff received training on various records management topics.

3.2. Consultation, inquiries, and other activities

During the past year, 88 inquiries were received relating to records management. Loryl made 33 site visits. Among the offices receiving this service were the Ethics Review Office, Governing Council, the Faculty of Information Studies' Registrars Office, the Pierre Trudeau Institute for Peace, the Office of the President, Procurement Services, St. Michael's College Registrar's Office, and the Office of the Vice-President Business Affairs.

5 Year Overview

Year	Training	Inquiries	Site visits
2002-2003	77	255	13
2003-2004	138	166	19
2004-2005	280	130	21
2005-2006	231	133	28
2006-2007	156	88	33
Total	882	772	114

3.3 Provincial access and privacy legislation

3.3.1 Freedom of Information and Protection of Privacy Act

On June 10, 2006, amendments to this Act came into force making all universities in Ontario subject to its provisions. Since 2005, annual reports of this department have detailed discussions, negotiations, strategies and plans undertaken by the Ontario university community and the University of Toronto. In last year's report, Section 7.1 described the processes to be undertaken by this department to comply with the Act which covered virtually all university records held in the Archives and some private records as well. Loryl MacDonald incorporated the implications of this legislation on University record keeping practices during training sessions.

Specific training on how to administer the legislation within university offices is under the jurisdiction of the University's Director, Freedom of Information and Protection of Privacy. More details on the impact of this legislation on our operations are described in Section 5 Reference and Section 7 Administration.

Shortly before the implementation of this legislation, Garron Wells and Loryl MacDonald met with Graham Kemp, Manager, Administrative Management Systems to develop a pilot project for a University "Directory of Personal Information Banks" in compliance with reporting requirements under *FIPPA*. Following several meetings, Garron Wells designed a database in DBTextWorks and entered 46 sample records based on existing records retention schedules. This DBTextWorks database was made available on-line with the assistance of Marc Lalonde in the Library's ITS office. This project was suspended in June when the University postponed a decision to publish such a directory pending further direction from the provincial government.

4. ARRANGEMENT AND DESCRIPTION

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

4.1.1 University (A Accessions)

As more offices review their record keeping practices, in part as a result of the implications of *FIPPA*, the need to determine the final disposition of inactive files has become more pressing. Our procedures require that offices provide a list of all records they wish to transfer to the Archives. For some offices, this can be an onerous task given limited resources and often very short timelines for completion. In some cases offices work with the Archives staff to develop a cooperative project to list, pack and dispose of inactive records. Such a project was conducted with the Office of V.P. Business Affairs. Funds from this office paid for the services of a contract archivist who worked under the supervision of Loryl MacDonald, Records Archivist. The contractor boxed and compiled a file list in standard format to simplify the process of appraisal and selection, since these records were not subject to any pre-approved retention schedule. As a result, the Office of V.P. Business Affairs was able to transfer to the Archives some 49 metres of records, resulting in the freeing up of valuable office space within a relatively short time period. Such projects are very productive and we will continue to encourage university offices to undertake such projects in cooperation with the Archives.

During the year, Lagring Ulanday reviewed accessions containing examinations to determine whether they could be open to research because they were only the questions and therefore not subject to *FIPPA*. This affected 59 accessions for 16 fonds.

Finding aids were also revised or produced depending on the current state of these research tools. Motivation for revisions or production of finding aids this year resulted from review of records subject to *FIPPA*. For example, the finding aid for A1967-0007, Office of the President records (Robert Falconer) was repeatedly revised as files were reviewed and their access status determined. This finding aid has been expanded now to describe many boxes at the file level, resulting in 50% more pages. In addition to these finding aids, an additional 336 pages of file level finding aids (for approximately 20 accessions) were produced. Garron Wells and Loryl MacDonald, with the assistance of ALTS and contract staff were largely responsible for this work.

4.1.2 B Accessions (Private Records)

Harold Averill and Marnee Gamble undertook the arrangement and description of 10 gifts-in-kind eligible for 2006 tax receipts and for one remaining from the 2005 tax year. They included papers of Dr. James Till, (medicine), Margaret Allemang,(Nursing) Edward Barbeau, (economics) Rudi Christl (photographer), H.S.M. Coxeter (mathematics), Barry French (aerospace), Melvyn Fuss (economics), James Guillet (chemistry) W.Harding le Riche, (hygiene) Thomas P. Morley (medicine) and Robert G. Riddell.(history). As a result a total

of 213 additional pages of description were produced and the relating finding aids made available on line through our web site.

4.2 Special Media

4.2.1 Image Bank Database – Web version

Another 78 images were described and added to the on-line Image Bank. The total now stands at about 1350 images.

4.2.2 Graphic Records

All 2006 accessions containing graphic images were described in the in-house Graphics Database. In total 17 descriptions were added. In other work, over 10,000 negatives and over 3,000 slides received in accession A2005-0019 (Records of the Faculty of Physical Education and Health) were described by Marnee Gamble.³ This finding aid is still in progress but is expected to be available by mid 2007-2008.

4.2.3 Sound and Moving Images Database

Plans to add B2005-0025 (Edgar Vaar film relating to Canadian and U. of T. track and field events) description to the Sound and Moving Images database was deferred to 2007-2008.

4.2.4 Architectural records: New Guide to Architectural Records

Garron Wells began work on an item level finding aid to B1995-0055, records of Mathers & Haldenby, Architects consisting of approximately 500 drawings. Up until this time the collection has been stored with Property Design and Construction at 250 Huron Street and was used as working drawings for many major buildings on the campus. A database in DBTextWorks was designed to accommodate both this collection as well as the data of the former *Guide to architectural records* produced in 1988, and any other accessions of architectural drawings. During this reporting period approximately 30% of the drawings in B1995-0055 were described. When this work is completed the database will be made accessible to the public.

4.3 Theses and Print Room materials

4.3.1 Graduate Theses – online records

Barbara Edwards continued to update SIRSI workflows with data from the University Archives card catalogue of M.A. theses. An additional 151 records were created in UT Library's online catalogue (UTCAT). Subsequently, records totalling 1296 University of Toronto M.A. theses from 1890 to 1966 which are held in the Archives are now available to the U of T community and the general public.

Barbara continues to represent the Archives as a member on the Library's Theses Committee.

4.3.2 Monographs

Barbara processed 93 books (M-accessions) of which 82 data entries were described in SIRSI workflows. These consist of items with LC call numbers and pamphlets with unique call numbers. The pamphlet collection has acquired an additional .64 metres contributing to overall 216 monographs entered in UTCAT for this period.

4.3.3 Periodicals

Records for new and current periodicals (P-accessions) continue to be created and updated in the Archives' in-house Serials database and then stored in the Print Room. For this reporting period, work on current newspapers and other serials were done by Assistant Library Technicians Lauren Bride-Stillie and Meredith White. During May to August, Lauren filed and entered data relating to 13 issues of newspapers. From September 2006 to April 2007, 116 newspaper issues and 82 other serials were added by Meredith White. Meredith also entered data for existing issues classified as 'P' accessions to records for current newspapers such as *The Varsity*, *The Independent* and others. This work now allows faster access to original materials filed in our print room. Similarly, previous years' periodicals (backlog P-accessions) were processed by Barbara Edwards and 13.22 metres described. The acquisition of many of these backlog periodicals and monographs has helped to fill gaps in the Print Room's holdings.

See Table 2 – Processing and Description, for more detailed statistical analysis of M, P and T accessions.

³ The tally of these appears in statistics for this reporting period on Table 1; details of this acquisition were discussed in Section 2.4 of *Annual Report 2005-2006*, p. 5

PROCESSING AND DESCRIPTION

	2006					2007							
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
PROCESSING-CURRENT													
A-Accessions													
Completed [metres]	0	0.38	0.8	2.13	1.41	0.23	0.07	0	0	0	0.07	3.6	8.69
B-Accessions													
Completed [metres]	0.02	5.27	0.07	0.26	1.78	0	1.79	13.93	0	5.1	6.8	0.6	35.62
M-Accessions													
Books													
Completed [metres]	0	0	0	0	0	0	0	0	0	2	0	0	2
P-Accessions													
Serials													
Completed [metres]	0.01	0.14	0.13	0.02	0.22	0.09	0.22	0.15	0.26	0.16	1.34	0.12	2.86
T-Accessions													
Theses													
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Completed [metres]	0.03	5.79	1	2.41	3.41	0.32	2.08	14.08	0.26	5.4	8.21	4.32	47.31
PROCESSING-BACKLOG													
A-Accessions													
Completed [metres]	0	4.87	0.65	0	0.8	0	17.2	0.63	7.07	3.19	0	48.4	82.78
B-Accessions													
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
M-Accessions													
Books													
Completed [metres]	0.13	0	0.12	0	0.03	0.03	0.02	0.09	0.26	0.22	0.27	0.22	1.39
P-Accessions													
Serials													
Completed [metres]	0.16	0	0.17	0	0.01	0	0.06	0	0.08	0.035	0.3	0.4	1.215
T-Accessions													
Theses													
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Completed [metres]	0.29	4.87	0.94	0	0.84	0.03	17.3	0.72	7.41	3.445	0.57	49	85.39

PROCESSING AND DESCRIPTION (continued)

DESCRIPTION-	2006				2007				DEC	JAN	FEB	MAR	APR	YTD
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV							
DESCRIPTION-CURRENT														
A-Accessions														
Completed [metres]	0	0.38	0.66	2.13	1.41	0.23	2.4	0	0	2.67	0.07	3	12.95	
B-Accessions														
Completed [metres]	0	5.27	4.27	2.19	1.78	0	3.51	2.28	2.43	5.43	5.07	3.88	36.11	
M-Accessions Books														
Completed [metres]	0	0	0	1	0	0	0	0	0	2	0	0	3	
P-Accessions Serials														
Completed [metres]	0.01	0.14	0.12	0.02	0.22	0.09	0.09	0.1	0.2	0.08	1.25	0.09	2.40	
T-Accessions Theses														
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total No. of Finding Aids A & B	0	5	1	1	6	1	1	2	2	5	2	5	31	
Total No. of Finding Aids P,M&T	3	3	8	6	11	6	22	14	8	18	16	13	128	
TOTAL Completed [metres]	0.01	5.79	5.05	4.34	3.41	0.32	6	2.38	2.63	8.18	6.39	6.97	51.67	
DESCRIPTION-BACKLOG														
A-Accessions														
Completed [metres]	0	4.87	0.65	0	0.8	0	14	0.63	7.07	2.67	0	48.4	79.05	
B-Accessions														
Completed [metres]	0	0	0	0	2.1	0	0.07	0	0	0	0	4	6.17	
M-Accessions Books														
Completed [metres]	0.13	0	11	0	1	1	2	3	26	4	13	9	79	
P-Accessions Serials														
Completed [metres]	0.16	0	25	0	1	0	2	0	6	2	15	9	65	
T-Accessions Theses														
Completed [metres]	0	0	22	0	10	1	22	8	17	0	27	44	151	
Total No. of Finding Aids A & B	0	1	0	0	1	0	1	7	29	0	0	1	40	
Total No. of Finding Aids P,M&T	11	0	15	0	12	0	26	11	48	6	49	61	239	
TOTAL Completed [metres]	0.29	4.87	0	0	2.94	0.03	14.2	0.72	7.29	2.93	0.57	52.9	99.46	

Table 2

5. REFERENCE SERVICES

5.1 Reference and Research Services (Table 3 and Figures 1-3)

Reference and research volumes changed very little over last year as indicated in the table below. While reading room use of accessions showed a decline to 1,671 (from 2117 in 2005-06), daily users volume remained stable. Since declines are evident in both the use of university records and private records, it seems that the application of *Freedom of Information and Protection of Privacy Act* as of June 2006 has not really deterred research. (See 5.2 below for details). Furthermore written (mainly email) inquiries as well as phone enquires remain at or above levels experienced in 2005-2006, prior to the implementation of the legislation.

In 2007 two faculties, Education and Forestry, celebrate their centennials. The Archives assisted both in preparing for their celebrations: in particular, Mark Kulhberg in his writing of the history of the Faculty of Forestry and for OISE/UT's 'Centennial Archives Project' and DVD, 'Celebrating 100 Years of Education at the University of Toronto'. In 2006, Professor Craig Brown began research for his history of the Faculty of Arts and Science.

Five year review

Year	Accessions Use	New Readers	Daily Users
2002-2003	1946	343	636
2003-2004	1500	323	566
2004-2005	1256	310	410
2005-2006	2117	294	541
2006-2007	1671	272	542

5.2 Informal Access Reviews and Research Agreements

As reported last year, the Archives implemented two strategies to facilitate research access to university records subject to review under *FIPPA*. Garron Wells and Loryl MacDonald were responsible for carrying out much of the work related to these two strategies. The following statistics are for period June 12, 2006 to April 30, 2007.

Informal Access Reviews

Informal access reviews involve the reading of all documents in files subject to review under *FIPPA*. A detailed process is in place whereby

- researchers provide list of records (Accession no., box no. and/ or file no) on the Informal Access Review Request form

- Archives staff reviews each page for any sensitive personal information.
- The record, file or box is determined to be either Open, or Restricted in part or Restricted in whole
- Archives staff segregate if possible any sensitive records from a file or box, filing these in another box designated as 'restricted'
- Archives staff revises the finding aid, if one exists.

Most researchers opted for this approach.

No of researchers making requests: 28

No. of pages reviewed: 112,000

No. of hours @ 30 minutes per 100 pages: 560 hours (or 77 working days)

Research agreements

Research agreements may be issued to researchers under Regulation 460 (10) (1). To protect personal privacy researchers must agree not to use any information on an identifiable individual without the express written permission of the University Archives. The process involves a personal interview, the compilation of a list of relevant accessions by the researcher, and the preparation of a research agreement document with a specified time limit to conduct the research.

No. of research agreements issued: 15

5.3 Web site developments

5.3.1 Redesign of web site

The University Library rolled out a new Content Management System (CMS) for the production of web pages on departmental web sites. University Archives staff attended training sessions and then developed a plan to redesign the look and layout of information on our web site. The old content of the web site was reviewed and a new presentation developed. Some pages were updated and/or edited with a view to improving the presentation of information to three broad groups of users: researchers, university administrators and donors. Pages relating to records management remained relatively unchanged, while those dealing with research were simplified. New pages relating to donations of both monetary and gifts-in-kind were added. A new homepage reflecting the CMS design and new graphics were produced with the assistance of Information Technology Services department and published in March.

Another addition to the web site was an online exhibit detailing "The Story of the University of Toronto's Charter". Written by Harold Averill and illustrated with pages of the original 1827 Charter and other historical images, viewers learn of this important document's place in our University's history. Viewers can also examine closely each page of the Charter and the official seal. We look forward to developing similar exhibits highlighting significant archival records relating to the University's long history.

5.3.2 Fonds level descriptions

In January, new pages listing university records fonds and private records fonds were developed. In March, two alphabetical listings were published, along with sample fonds level pages. Only a small percentage of full fonds level pages with corresponding links to finding aids (in PDF) and/or Accessions database records have been produced to date. This is a long term project and new pages will be added as time permits. For the time being work is being undertaken primarily by Garron Wells with assistance from Lagring Ulanday.

5.4 *Old Messengers, New Media: the Legacy of Innis and McLuhan*

During the 2006-2007 year, the University Archives worked in partnership with Library and Archives Canada (LAC) to provide content for their new web site entitled *Old Messengers, New Media: the Legacy of Innis and McLuhan*.

The site is <http://www.collectionscanada.ca/innis-mcluhan/index-e.html>

The following is an extract from the Introduction to the website:

“Welcome to *Old Messengers, New Media*. The main goal of this website is to introduce and discuss the ideas of two great Canadian thinkers in the field of communications -- Harold Innis and Marshall McLuhan -- both of whom had an enormous influence on the foundation and direction of the study of modern communications.As with its other websites, LAC has endeavoured to illustrate the current theme with photographs, manuscripts, and audiovisual materials from its own collections, as well as from the University of Toronto, which holds a rich collection on Harold Innis, including his private papers. Given that both of the thinkers featured in *Old Messengers, New Media* were concerned with media's role in, and effects on, society and knowledge, it is interesting to consider what McLuhan and Innis would have thought about their ideas being presented through such a variety of media, including the World Wide Web.”

This online exhibit documents the writings and contributions of two major twentieth century scholars, both of whom were University of Toronto faculty members: Prof. Harold A. Innis (1894-1952) and Prof. Marshall McLuhan (1911-1980). Marnee Gamble, Special Media Archivist, facilitated the digitization of nearly 100 items from accessions in the Harold Adams Innis Fonds including photographs, textual items and sound recordings, as well as items relating to Marshall McLuhan, professor of communications at the University of Toronto (1946-1979), contained in the Robert Lansdale Photography fonds. Of those provided to LAC, about 25% were published in the online exhibit, which was launched in March 2007.⁴ The web site also includes original essays by experts on Innis and McLuhan. Two authors in particular, Prof. William Buxton (Concordia University) and Prof. Michael Cheney (University of Illinois) used resources in the University Archives extensively.

Marnee Gamble also began consultation with the Faculty of Physical Education and Health for a proposed exhibit on Track and Field history at Varsity Stadium to be completed for July 2007. With the help of Dean Bruce Kidd, preliminary processing and description was completed for the Edgar Vaar film (B2005-0025),

⁴ The papers of Marshall McLuhan are held by the LAC

purchased for the Archives in 2005-2006 with plans for full electronic description in the Sound and Moving Image database to be completed next year.

REFERENCE SERVICES

	2006							2007					
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
A-Acc:													
Use	189	168	61	45	100	75	65	24	43	41	45	43	899
B-Acc:													
Use	44	55	61	46	45	71	80	25	15	36	41	42	561
M-Acc:													
Use	3	0	2	3	4	1	2	2	5	2	1	0	25
P-Acc:													
Use	6	7	14	8	58	18	6	6	5	1	7	3	139
T-Acc:													
Use	12	3	1	6	3	4	7	1	0	4	4	2	47
TOTAL ACCESS.USE:	254	233	139	108	210	169	160	58	68	84	98	90	1,671
TOTAL (2005-2006)	194	220	197	104	172	193	241	96	129	165	251	155	2,117
% CHANGE	31%	6%	-29%	4%	22%	-12%	-34%	-40%	-47%	-49%	-61%	-42%	-21%
New Readers	26	23	21	15	32	38	23	13	16	26	20	19	272
Daily Users	75	62	38	33	52	63	52	23	38	32	38	36	542
Daily Users (2005-2006)	47	61	49	33	35	27	49	26	41	46	77	50	541
% CHANGE	60%	2%	-22%	0%	49%	133%	6%	-12%	-7%	-30%	-51%	-28%	0%
ENQUIRIES:													
<u>Archives</u>													
Written	31	32	21	14	36	33	23	16	22	26	20	18	292
Phone	13	7	17	14	24	21	14	8	11	14	14	14	171
ILL	3	3	2	3	2	6	7	1	7	9	5	3	51
In Person	124	113	174	54	214	231	135	59	142	191	93	140	1,670
<u>Records Management</u>													
General	0	0	1	2	1	2	3	0	1	2	6	2	20
RM Manual/Web site	0	0	0	0	0	0	0	0	0	0	0	0	0
File Plan	2	2	1	2	0	0	3	1	1	1	1	1	15
Schedules	6	6	6	4	5	8	5	5	3	2	6	7	63
Training/Promotion	27	4	2	9	8	23	94	16	19	6	13	12	233
TOTAL ENQUIRIES:	206	167	224	102	290	324	284	106	206	251	158	197	2,515
STUDENT RECORDS													
Copies	0	2	0	0	1	0	0	0	0	0	0	0	3
Loans	0	0	0	0	0	0	0	0	0	0	0	0	0
Unlocated	0	9	0	0	0	0	0	0	0	0	0	0	9
TOTAL SR REQUESTS:	0	11	0	0	1	0	0	0	0	0	0	0	12

REFERENCE SERVICES (continued)

	2006			2007							YTD		
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB		MAR	APR
DUPLICATION													
Microfilm	0	0	0	0	0	0	0	0	0	0	0	0	0
<u>Video</u>													
Orders	0	0	0	0	0	0	0	0	0	0	0	1	1
Video	0	0	0	0	0	0	0	0	0	0	0	1	1
<u>Sound Recordings</u>													
Orders	0	0	1	0	0	0	0	0	0	0	0	0	1
Sound Recording	0	0	3	0	0	0	0	0	0	0	0	0	3
<u>Digital copies</u>													
Orders	2	0	2	3	1	3	3	0	1	1	1	4	21
Images - Photos	6	0	11	4	6	4	5	0	1	1	1	14	53
Images - Textual	0	0	0	0	0	0	0	0	0	0	0	0	0
<u>Original Scans</u>													
Orders	3	3	6	3	8	6	2	1	1	7	2	4	46
Images	8	4	67	16	19	12	5	1	3	3	3	12	153
<u>Photocopying</u>													
Orders	53	61	45	41	27	59	63	23	18	43	23	22	478
Pages	1907	1402	1100	4082	908	1298	2471	948	442	791	487	673	16,509
Total \$	\$381.40	\$280.40	\$220.00	\$816.40	\$181.60	\$259.60	\$494.20	\$189.60	\$88.40	\$158.20	\$97.40	\$134.60	\$3,301.80
TOURS													
Groups	0	0	0	0	0	0	0	0	0	1	1	2	4
Persons	0	0	0	0	0	0	0	0	0	18	1	2	21
EXHIBITS													
	0	0	0	0	0	0	0	0	0	0	0	0	0

Table 3

Figure 1

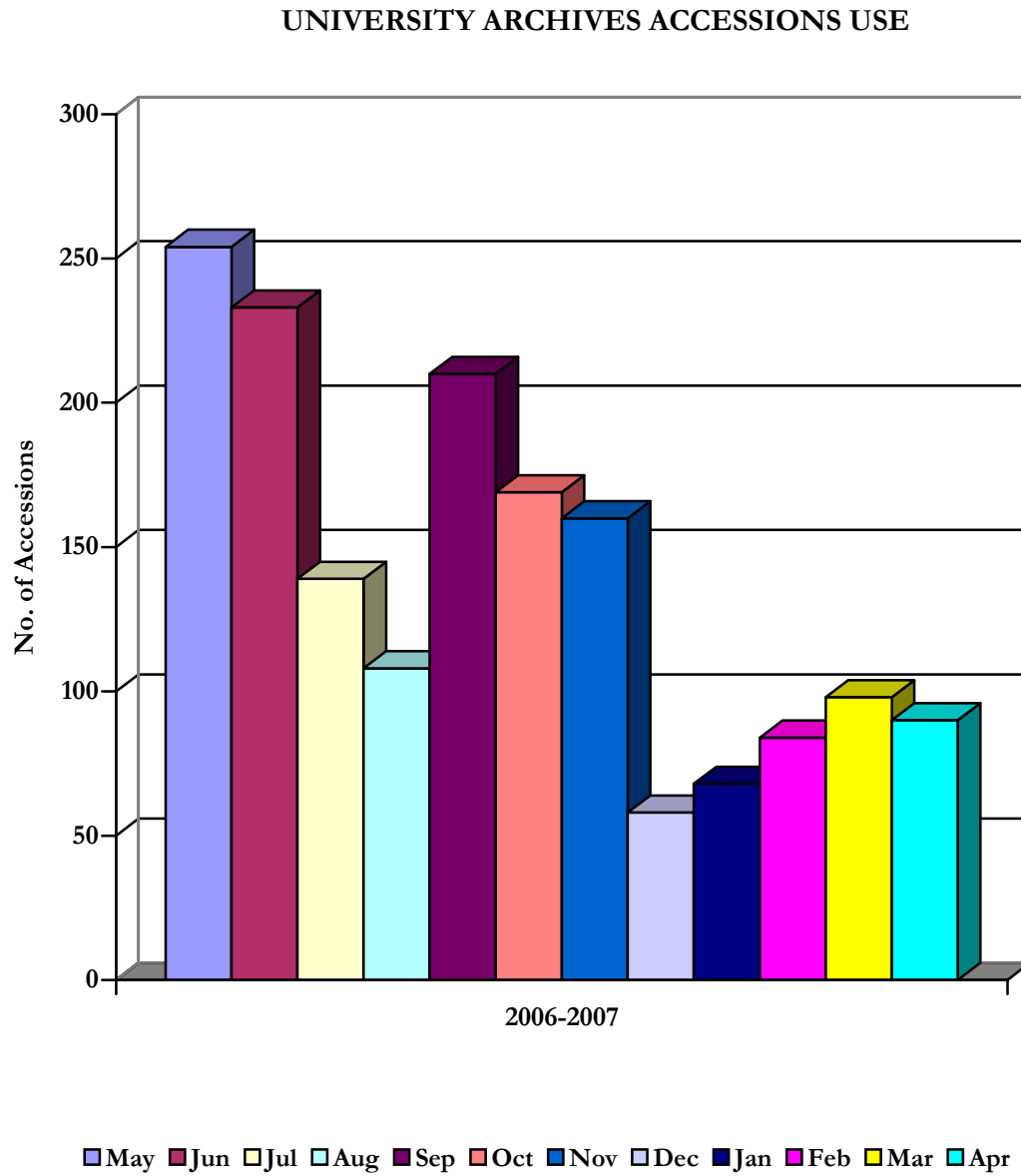


Figure 2

UNIVERSITY ARCHIVES MONTHLY USERS

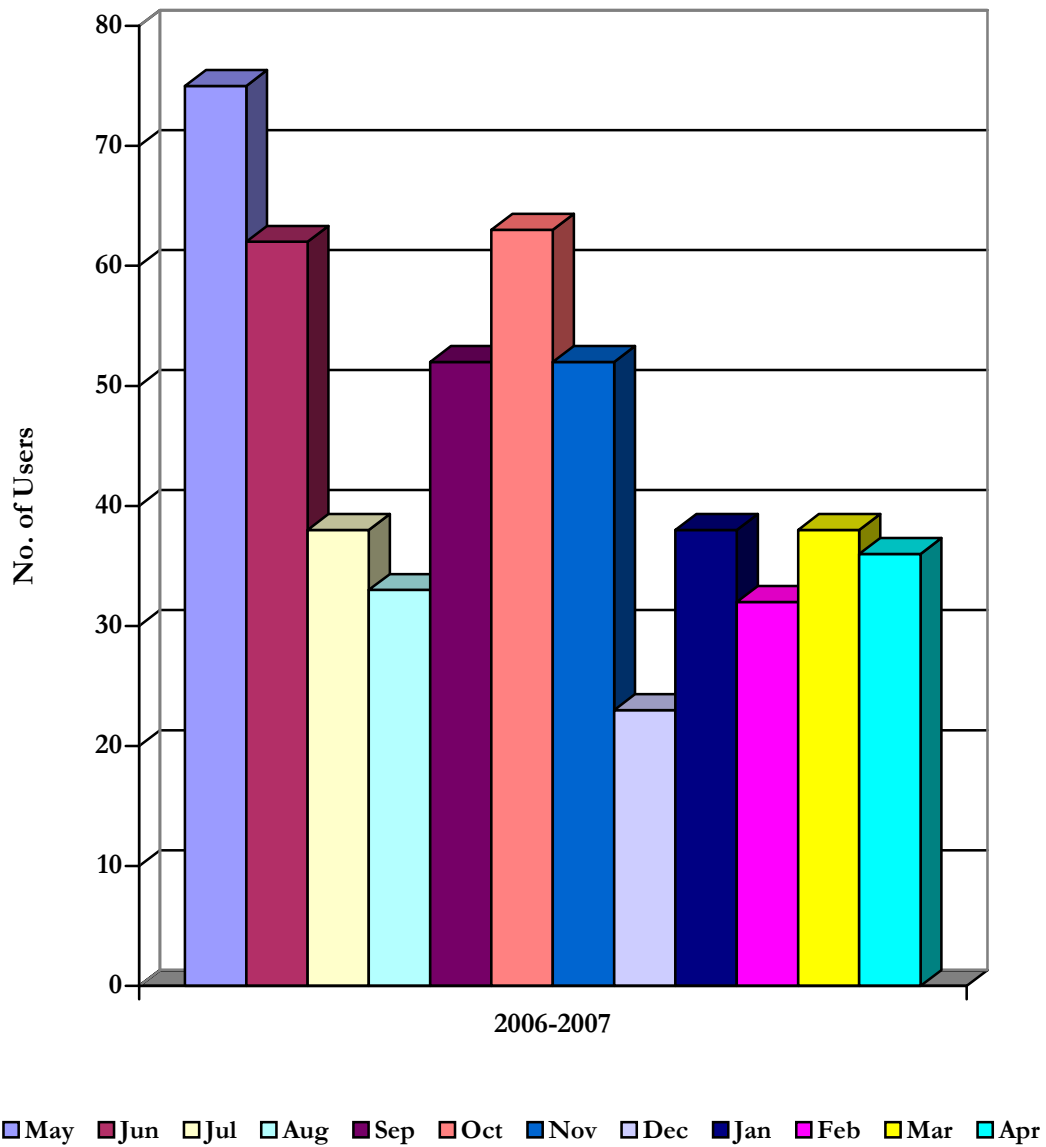
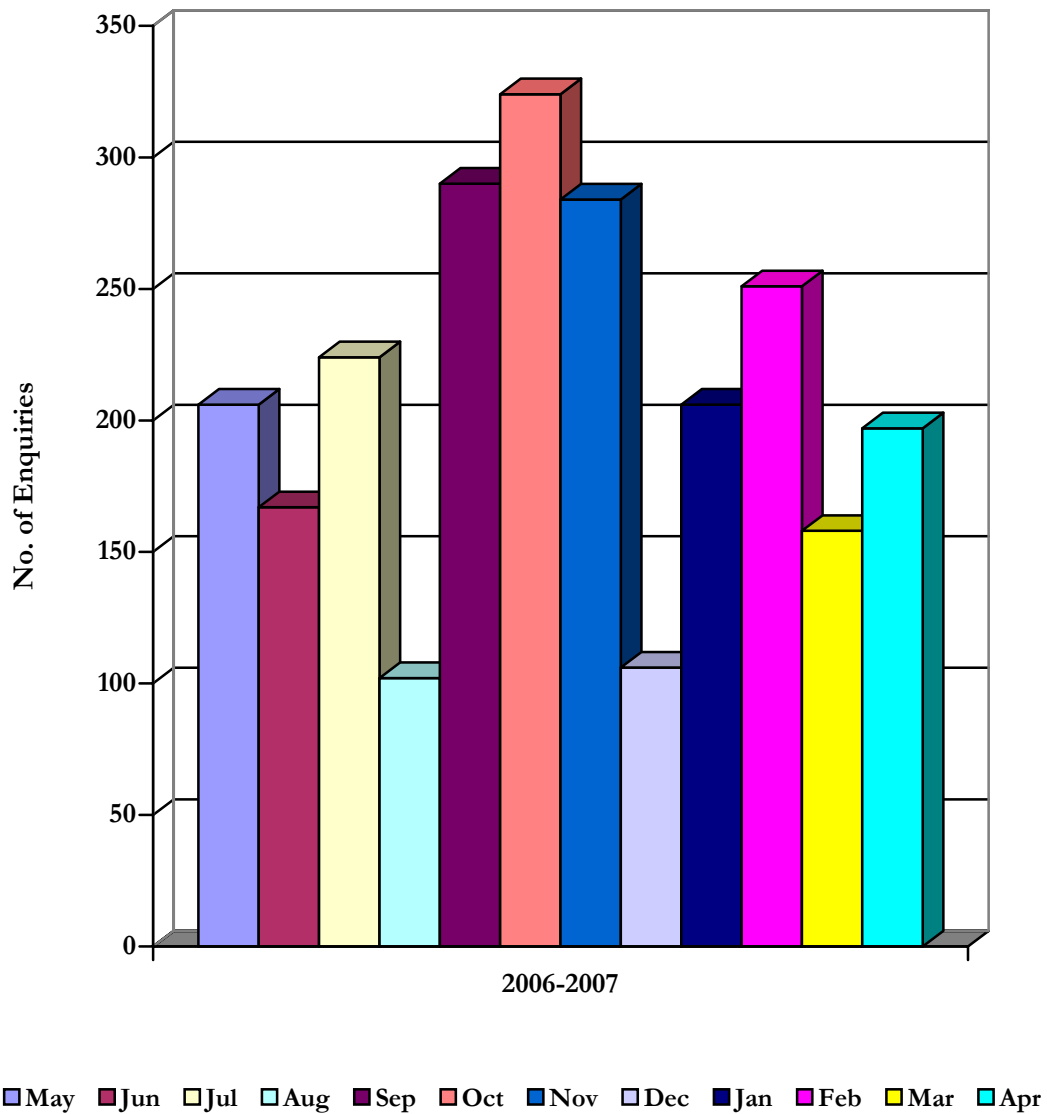


Figure 3

UNIVERSITY ARCHIVES ENQUIRIES



6. FACILITIES

6.1 Storage

Our use of commercial off-site storage space continued to grow as a major storage space for university records accessions. Discussions continued with Library staff regarding to use of University of Toronto Libraries at Downsview (UTLD) for the storage of holdings, but no final decisions were made. The volume of materials held off site grew by 51 metres (167 feet) to a total of 1590 metres (5,216 feet).

7. ADMINISTRATION

7.1 Compliance with *Freedom of Information and Protection of Privacy Act (FIPPA)*

As reported last year, the Archives had developed a plan to bring the operations of the department in line with this new legislation. By the summer, new policies and procedures had been issued to all staff detailing new approaches to reference services, reading room registration, and accessions use. Researchers were advised both verbally and in writing about the legislation and the resulting delays in accessing restricted university records accessions. An information sheet on the Informal Access Review process was provided to readers and to those inquiring by phone and mail. Garron Wells and Loryl MacDonald met with readers as necessary to discuss the informal access review (IAR) option or the use of Research Agreements. An IAR database was developed by Loryl MacDonald to record each record, file or box reviewed and statement on access.

7.2 Staffing

No changes to full time staffing occurred during this period. Assistant Library Technicians during this period were Lauren Stillie, Ruth Namisato, and Meredith White.

7.3 Closing, August 2006

A major project conducted during this annual two week closing period was the review of 50,000 files in A1973-0026. This project was undertaken as part of our strategy to comply with the provisions of *FIPPA*. This accession consists of biographical files arranged in alphabetical order and containing both published and unpublished materials on an identifiable individual. Each staff member was assigned approximately 10,000 files to review for sensitive personal information, to pull the relevant documents and file them separately according to predetermined procedures. When appropriate, original photographs were also segregated from the files. During the two week period, staff completed the review of 40,000 files and the remainder was completed by mid October. Meredith White completed the boxing and shelving of these files in the fall. As a result this high use series of records was made accessible without delay to researchers for the new academic year.

7.4 Professional and Other Activities

Marnee Gamble and Barb Edwards attended an Introduction to Photoshop course.

Loryl MacDonald conducted a class on legal issues in records management and archives for Professor Barbara Craig's Faculty of Information Studies graduate class, 1330 Archives Concepts and Issues.

Loryl also continued to serve on the Association of Canadian Archivists' (ACA) Board as Director without Portfolio. She also served as Chair of the ACA Review and Renewal Committee. In addition, Loryl presented a paper entitled, *Enter at Your Risk: Electronic Records as Admissible Evidence* and taught a one day ACA workshop on

legal issues at the ACA Annual Conference in St. John's Newfoundland in June. Further, she also taught a two day workshop, *Law and Original Order*, for the Association of Manitoba Archives in February and gave a lecture on archives and legal issues for George Brown College archival students in April. Loryl also discussed a career in archives with Patricia Singleton, Robert Caldwell, and Sean Smith. In February, she talked about archival associations for 18 George Brown College archives students at the U. of T Archives. **Harold Averill** continued with his volunteer work at the Canadian Lesbian and Gay Archives serving as a member of the operations committee and the facilities committee. **Lagring Ulanday** continued in her position as Chapter Archivist with the Toronto Chapter of ARMA, attending meetings of the Board and advising on the preservation and use of the Chapter's archival records including the negotiation of arrangements with the City of Toronto Archives as the permanent repository.

Garron Wells presented a paper entitled "Private Archives – can we afford them anymore?" at the Annual Conference of the Association of Canadian Archivists in St. John's Newfoundland in June. She continued as a member of the Steering Committee of the ICA/SUV (International Council on Archives/Section on Universities and Research Institutions archives). During the year she chaired the Nominations Committee and reported the results of elections at the annual meeting in Reykjavik, Iceland in September.

Garron also supervised a student undertaking an arrangement and description project of the C. P. Stacey fonds for the Faculty of Information Studies course FIS1331 (Prof. Wendy Duff).

Compiled by Garron Wells with contributions from Archives staff.
October 2007

APPENDIX A: University Records 2006-2007

University of Toronto Archives and Records Management Services, ANNUAL REPORT 2006-2007

Accession Number	Provenance	Physical Form	Date(s)	Extent	Scope and Content	Access
A2006-0010	University of Toronto. Office of the Vice President. Business Affairs	Textual	1982-2004	7 m	Consists of records from the office of Vice-President of Business Affairs, Felix Chee, such as subject files on academic divisions, budget planning, committees, and capital projects. Also included are the records of Janice Oliver, Assistant Vice-President, Operations & Services, and of Bernie Angelow of the Real Estate Department.	Restricted
A2006-0011	University of Toronto. Department of Fine Art	Textual	1974-2006	.30	Correspondence between Prof. Joseph Shaw and mainly students, former students, and colleagues involved in the Kommos Excavations project. /001 Allouin to Fortgang; /002 Gifford to Strom,Cy; /003 Strom, Cy to Wright	Restricted
A2006-0012	University of Toronto. Faculty of Medicine	Publications	1972-1974	0.65	Examination questions (1972-1973) and syllabi (1973-1974). Catalogued syllabus available in Gerstein Science Information Centre.	Open
A2006-0013	University of Toronto. Office of the President	Textual	1984-2003 (predominant 1993-1999)	13	Predominantly consists of records from the Office of President Robert Prichard covering the years 1993-1999 and arranged in the following series: Academic Divisions; Centres, Chairs Institutes, and Programs; Federated and Constituent Universities and Colleges; Administration; Post-Secondary Institutions; Educational Associations; and Governments. There are also the President's appointment books, 1984-2003.	Restricted
A2006-0014	University of Toronto	Graphic	1900	0.64	Graduating Class composite 1900 for the University of Toronto.	Open

University of Toronto Archives and Records Management Services, ANNUAL REPORT 2006-2007

Accession Number	Provenance	Physical Form	Date(s)	Extent	Scope and Content	Access
A2006-0015	University of Toronto	Graphic	1905	0.65 m	University of Toronto. Graduating Class in Arts 1905.	Open
A2006-0016	University of Toronto. Faculty of Arts and Science	Textual	2003-2004	1.17	Examinations questions in 2003 December (/001-003); in 2004 April/May (/003-008); and in 2004 August (/008-009)..Zoology exams not included..	Open
A2006-0017	University of Toronto. Office of the Vice-President, Business Affairs	Textual	1886-1992 [predominant 1945-1990]	42 m	Real estate records from the Office of the Vice-President Business affairs such as property acquisition files, studies, planning documents, specifications, capital projects files, property management reports, building files and contracts.	Restricted
A2006-0018	University of Toronto. Office of Gift Planning	Textual	1927-2006	4.32	Estate and trust files containing financial statements, correspondence, and court documents for donations to the University of Toronto in support of various activities.	Restricted
A2007-0001	University of Toronto. Office of Convocation	Textual	2006	.14	Official Convocation Roll Book 2006 consists of Diplomas Upgraded to Honours, In Absentia Graduates, Spring and Fall Convocations. User copy available.	Restricted
A2007-0002	Health Science Information Consortium of Toronto	Textual	1990-2003	3.0	Records of the Consortium including minutes and related records of Board of Directors, Management Committee, Annual General meetings, and task forces; bylaws and other documents relating to the formation of the Consortium; benchmarking surveys; press releases and DACEBEC documents.	Restricted

Accession Number	Provenance	Physical Form	Date(s)	Extent	Scope and Content	Access
A2007-0003	University of Toronto. Office of the President. Associate Director of University Events and Assistant to the Chancellor	Textual	1977-2004 (predominant 1985-2004)	8	Consists of files pertaining to special events hosted by the President (1977-2004), convocations (1986-2004), and honorary degrees (1986-2004) as well as greetings on the installations of H.N.R. Jackman as Chancellor, Rose Wolfe as Chancellor, David Peterson as Chancellor, and David Naylor as President.	Restricted

APPENDIX B: Private Records 2006-2007

University of Toronto Archives and Records Management Services, ANNUAL REPORT 2006-2007

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2006-0010	Goodwillie, Frederick Barber	Textual	1892-1894	0.02	Two volumes of course notes taken by Frederick Barber Goodwillie while a student in the Faculty of Arts at University College. The first is of notes on lectures in Medieval History delivered by Charles Allan Stuart, who took over from Sir Daniel Wilson at the beginning of March, 1892 and taught for the remainder of the term. The second volume contains notes of the complete set of lectures delivered by Professor William John Alexander to fourth year honours students in English (October 1893 to April 1894).	Open
B2006-0011	Morley, Thomas P.	Textual	199- - 2004	1.6	Records documenting the career of Dr. Thomas Morley, professor of surgery and chief of the Division of Neurosurgery in the Toronto General Hospital. Includes some records documenting his professional activities but mainly consists of records relating to the writing of a biography on neurosurgeon Kenneth McKenzie.	Open
B2006-0012	Riddell, Robert Gerald	Textual Graphic	1929-1997	1.0	Personal papers of Robert G. Riddell, professor of history and special assistant in the Dept. of External Affairs and later Canada's permanent representative to the United Nations. Includes personal correspondence mainly with Kay Dobson Riddell before and after their marriage; general correspondence, manuscripts, scrapbook prepared by External Affairs staff on Riddell's appointment to the U.N. in 1950; condolences to Kay Riddell on death of Prof. Riddell in March 1951; 1997 memoir by Kay Riddell on courtship and early marriage. 4 photographs of R.G. Riddell at Victoria College (1934-1939)	Open
B2006-0013	Fuss, Melvyn A.	Textual Computer Files	1969-2006	4.0	Personal records of Professor Melvyn A. Fuss of the Department of Economics. Includes correspondence, manuscripts, course materials and lecture notes, research materials.	Restricted

University of Toronto Archives and Records Management Services, ANNUAL REPORT 2006-2007

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2006-0014	McConkey, Hilda Maude	Textual Graphic	[1949]	.07	Personal records of graduate student, Hilda Maude McConkey including copy of Master of Arts thesis entitled "Biochemical Genetics", incomplete lab notes and outline for thesis. Also includes graduation proof photo, 1949	Open
B2006-0015	Bliss, John Michael	Textual Graphic	1960-2006	12	Personal records of Michael Bliss, professor of history, consisting of correspondence, consulting and editorial work, manuscripts and publications, lecture notes and associated teaching files, addresses, references; 1,216 slides illustrating a wide variety of subjects in Canadian history; 93 slides illustrating the Montreal smallpox epidemic of 1885; photographs relating to themes in Canadian business and general history.	Restricted
B2006-0016	Allemang, Margaret	Textual Graphic Publications	1915-2004	3.6	Personal records of Margaret Allemang, consisting of correspondence, appointment books, minutes, reports, administrative and teaching files, research notes, theses, oral history interviews, photographs, posters, and other material relating to her pioneering research on and support of the history of nursing in Canada and her teaching duties at the University of Toronto, Ontario Society for the History of Nursing, Canadian Association for the History of Nursing, and the Canadian Nurses Association Advisory Council.	Open
B2006-0017	Watson, John Henry Love	Textual Graphic Publications	1938-2000	0.10	Personal records of John H. L. Watson, relating to his education at McMaster University and the University of Toronto, with particular reference to the development at the latter of the development of the electron microscope (1939-1943) and the subsequent evolution of electron microscopy as a discipline. Includes correspondence, term papers programmes, awards, photographs and numerous publications by Watson.	Open

University of Toronto Archives and Records Management Services, ANNUAL REPORT 2006-2007

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2006-0018	Chapman, Howard D.	Textual Graphic Publications Architectural	1934-1985	0.26	Personal records of Howard D. Chapman, architect and former University of Toronto student, consisting of course notes in architecture (1934-1938) and a course of lectures in architecture (1944); professional files relating to the construction of the Superintendent's Building and Innis College; a feasibility study for the Faculty Club and the renovation of the former Central Library as the Koffler Student Services Centre. Includes photos and plans, reports on the University of Toronto master plan, and newsletters.	Open
B2006-0019	Brown, Newton Harcourt	Graphic	ca. 191-	1.0	Framed charcoal portrait of Dr. John Price Brown, University of Toronto graduate (M.B. 1868, M.D. 1869) drawn by his son Newton Harcourt Brown (Phm.B. 1895).	Open
B2006-0020	University of Toronto	Graphic	1921	0.64	Copy print of an original composite showing the 1921 University of Toronto Hockey Team, O.H.A., Allan Cup and Intercollegiate Champions.	Open
B2006-0021	University of Toronto. Falconer House	Graphic	1955-56	0.07	Group portrait of Falconer House residents, 1955-56.	Open
B2006-0022	University of Toronto Alumni Association. Soldiers' Tower Committee	Graphic	2003	0.07	Laser copy prints of photographs taken at the Remembrance Day Ceremonies at Soldiers' Tower, November 11 2003.	Open
B2006-0023	Coxeter, Harold Scott MacDonald	Graphic Textual	ca. 1930-2003	0.6	Correspondence, manuscripts, photographs, diary, essays, and memorabilia document the career of renowned mathematician Donald Coxeter.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2006-0024	French, Barry	Textual	1958-199-	6.4	Records document the research and teaching activities of Dr. Barry French of the Institute of Aerospace Studies. Records include correspondence, lectures, notes, research reports, talks, addresses and manuscript of articles. Noteworthy are records documenting early research in the TAGA project that led to the founding of SCIEX. There are also notes relating to French's Ph.D. in fluid dynamics.	Open
B2006-0025	Blake, Gerald Edward	Textual	1915	.07	Four letters written by Gerald Blake to his sister, Constance and his mother in 1915 while serving in W.W. I. Also includes typescript of "Dedicatory Prayer" on death of Gerald Blake.	Open
B2006-0026	Stacey, Charles Perry	Textual Artifacts	1947-1980	0.30	Convocation programmes for the awarding of honorary degrees to Vincent Massey (1947) and Francois Charles Archile Jeanneret (1951) and address by Massey on occasion of centenary of University College (1953); programme for the annual reunion dinner, University College, 1948; programme for the 'Science and Technology Studies Toronto 80' conference at the University of Toronto (1980); framed crest of the Royal Regiment of Canada, presented to C. P. Stacey (n.d.).	Open

University of Toronto Archives and Records Management Services, ANNUAL REPORT 2006-2007

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2006-0027	Evans, John Robert	Textual	ca. 1960 - 2005	10.4	Personal records of John R. Evans, president of the University of Toronto (1972-1978), consisting of correspondence, addresses, memoranda, minutes of meetings, reports, photographs, and associated material relating to his activities as a president, member of boards of directors, or adviser to government and private agencies in health, educational and informational fields, including the government of Ontario, Canadian Foundation for Innovation, McMaster University, Ontario Institute for Cancer Research, MaRS, the World Bank/Rockefeller Orphan Drug and Vaccine Project, the Pew Global Stewardship Initiative, and governance generally. Also includes accounts of trips to China, Japan and Myanmar, and files on numerous conferences.	Open
B2006-0028	Slemon, Gordon	Textual	1972-1997	0.26	Records document Prof. Slemon's role on various University of Toronto committees and his involvement in University events including: installation and ongoing correspondence regarding the Murray Sculpture of Becca's Hi; his trip to China with President Ham; a CIDA project in Xian China; the task force to look into the future of the Slowpoke Reactor; and the Innovations Foundation.	Open
B2006-0029	Guillet, James E.	Textual	1946-2004	1.06	Personal records of James E. Guillet, Professor of Chemistry, consisting of course notes and related material documenting his activities as a student from the undergraduate to the post-doctoral level; files on patents, consulting and industrial innovation, and research generally; and drafts of articles and addresses.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2006-0030	Safarian, A. Edward	Textual	1956-2004	1.20	<p>Personal records of Edward Safarian, Professor of Economics at the University of Toronto consisting of his interviews done in 1956 and later relating to his research on foreign ownership, especially his book 'Foreign Ownership of Canadian Industry' (1966); interviews for his book, 'Multinational Enterprise and Public Policy' (1993) and his monograph, 'Governments and Multinationals' (1983); notes on confidential meetings of the Canadian-American Committee (1972-1992) and on confidential meetings of the Canadian Institute for Advanced Research (1991-1997); notes on discussions and correspondence with officers of the CIAR and the directors and members of the Growth Program; personal correspondence (1991-2004) and other private exchanges with several people in the above files.</p>	Restricted
B2006-0031	Wilhelm, Joseph Oscar	Graphic	ca. 1927-1930	0.1	<p>Fifty-five glass lantern slides document helium experiments that took place in Department of Physics in the 1920s. They originally belonged to Prof. Joseph O. Wilhelm, lecturer and co-author with J.C. McLennan of various articles. The slides were used to illustrate these articles and may also have been used for teaching. Includes original spectrographic data for the Raman Effect, views of scientific laboratory equipment, mostly likely the helium laboratory, as well as line drawings of the Helium Liquefier and the Oxygen Apparatus.</p>	Open
B2007-0001	McJanet, Ann E.	Graphic	1955-1959	0.47	<p>Sketch books for 2nd and 3rd year assignments, as well as one group photograph of 1st year University of Toronto architecture students, 1955, document Ann McJanet's (nee Hill) time as a student in Architecture, 1955-57. There is also a group photograph of residents of Falconer House for 1955-56. Each photograph has a partially completed key that identifies some of the individuals.</p>	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2007-0002	Batten, Anthony	Graphic	1994, 2004	1.52	Two paintings by Anthony Batten: 1) Huron St., Toronto (Just South of Bloor) University of Toronto Properties ; watercolour unframed 41"x 29 1/2" ca. 1994 2) Edward VII statue in Queen's Park looking west towards Hart House; acrylic on canvas, unframed 24" x 20", 2004	Open
B2007-0003	Batten, Anthony	Graphic	1994	2	Two paintings by Anthony Batten: 1) West side of Huron St., Toronto (Just South of Bloor) University of Toronto Properties ; watercolour framed 39 1/2"x 29 1/2" ca. 1994 2) "Tower Walk, University" the back campus with Wycliffe's Leonard Library, Hart House, Soldier's Tower, University College; watercolour, framed 36" x 30", 1994	Open
B2007-0004	University of Toronto	Textual Graphic	1909	0.52	University of Toronto Wall Calendar from 1909. Illustrated by Pepi .C. Fux (B.A.Sc 1908) and (James) Ross Murray (B.A. 1907)	Open
B2007-0005	Griffith, Byron Alexander	Textual	1926-1930	0.07	This accession is made up of course notebooks belonging to Byron A. Griffith, while a student of Math and Physics. Included are notes on 1st and 3rd year Physics and 3rd year Properties of Matter courses. Griffith went on to get a PhD. in Mathematics in 1936 and taught Applied Mathematics at the University of Toronto for over two decades. More notably, he played an early role in establishing the University of Toronto Computation Centre.	Open

APPENDIX C: Gifts-in-Kind for tax year 2006

Gifts-in-Kind 2006

Allemang, Margaret

B2006-0016

1915-2004 Textual Graphic Publications 3.6

Personal records of Margaret Allemang, consisting of correspondence, appointment books, minutes, reports, administrative and teaching files, research notes, theses, oral history interviews, photographs, posters, and other material relating to her pioneering research on and support of the history of nursing in Canada and her teaching duties at the University of Toronto, Ontario Society for the History of Nursing, Canadian Association for the History of Nursing, and the Canadian Nurses Association Advisory Council.

Barbeau, Edward J.

B2006-0003

1956-2004 Sound recordings Textual 4.0

Personal records of Professor Edward J. Barbeau created during his career as professor of mathematics at the University of Toronto. Includes records relating to teaching including materials for U of T graduate and undergraduate courses and high school classes; research, manuscripts, correspondence with students re math problems as well as "Aftermath" column, transcripts of CBC Ideas broadcasts, etc.

Blake, Gerald Edward

B2006-0025

1915 Textual .07

Four letters written by Gerald Blake to his sister, Constance and his mother in 1915 while serving in W.W. I. Also includes typescript of "Dedicatory Prayer" on death of Gerald Blake.

Bliss, John Michael

B2006-0015

1960-2006 Textual Graphic 12

Personal records of Michael Bliss, professor of history, consisting of correspondence, consulting and editorial work, manuscripts and publications, lecture notes and associated teaching files, addresses, references; 1,216 slides illustrating a wide variety of subjects in Canadian history; 93 slides illustrating the Montreal smallpox epidemic of 1885; photographs relating to themes in Canadian business and general history.

Brown, Newton Harcourt

B2006-0019

ca. 191- Graphic 1.0 m

Framed charcoal portrait of Dr. John Price Brown, University of Toronto graduate (M.B. 1968, M.D. 1869) drawn by his son Newton Harcourt Brown (Phm.B. 1895).

Chapman, Howard D.

B2006-0018

1934-1985 Textual Graphic Publications Architectural 0.26

Personal records of Howard D. Chapman, architect and former University of Toronto student, consisting of course notes in architecture (1934-1938) and a course of lectures in architecture (1944); professional files relating to the construction of the Superintendent's Building and Innis College; a feasibility study for the Faculty Club and the renovation of the former Central Library as the Koffler Student Services Centre. Includes photos and plans, reports on the University of Toronto master plan, and newsletters.

Christl, Rudi

B2006-0009

ca. 1983 Graphic 0.07

One hundred and thirty-four slides depict the University of Toronto campus in the early 1980s. These images were taken by photographer Rudi Christl for use in "University of Toronto: A Souvenir" published by Oxford press in 1984.

Coxeter, Harold Scott MacDonald

B2006-0023

ca. 1930-2003 Graphic Textual 0.6 m

Correspondence, manuscripts, photographs, diary, essays, and memorabilia document the career of renowned mathematician Donald Coxeter.

French, Barry

B2006-0024

1958-199- Textual 6.4 m

Records document the research and teaching activities of Dr. Barry French of the Institute of Aerospace Studies. Records include correspondence, lectures, notes, research reports, talks, addresses and manuscript of articles. Noteworthy are records documenting early research in the TAGA project that led to the founding of SCIEX. There are also notes relating to French's Ph.D. in fluid dynamics.

Fuss, Melvyn A.

B2006-0013

1969-2006 Textual Computer Files 4.0

Personal records of Professor Melvyn A. Fuss of the Department of Economics. Includes correspondence, manuscripts, course materials and lecture notes, research materials.

Guillet, James E.

B2006-0029

1946-2004 Textual 1.06

Personal records of James E. Guillet, Professor of Chemistry, consisting of course notes and related material documenting his activities as a student from the undergraduate to the post-doctoral level; files on patents, consulting and industrial innovation, and research generally; and drafts of articles and addresses.

le Riche, William Harding

B2006-0004

194--2005 Textual Graphic 1.72

Personal records of Dr. W. Harding le Riche including family and professional correspondence, diplomas, clippings, articles and off prints, document his personal and professional life as an epidemiologist and past administrator of the School of Hygiene.

McConkey, Hilda Maude

B2006-0014

[1949] Textual Graphic .07

Personal records of graduate student, Hilda Maude McConkey including copy of Master of Arts thesis entitled "Biochemical Genetics", incomplete lab notes and outline for thesis. Also includes graduation proof photo, 1949

Morley, Thomas P.

B2006-0011

199- - 2004 Textual 1.6 m

Records documenting the career of Dr. Thomas Morley, professor of surgery and chief of the Division of Neurosurgery in the Toronto General Hospital. Includes some records documenting his professional activities but mainly consists of records relating to the writing of a biography on neurosurgeon Kenneth McKenzie.

Riddell, Robert Gerald

B2006-0012

1929-1997 Textual Graphic 1.0

Personal papers of Robert G. Riddell, professor of history and special assistant in the Dept. of External Affairs and later Canada's permanent representative to the United Nations. Includes personal correspondence mainly with Kay Dobson Riddell before and after their marriage; general correspondence, manuscripts, scrapbook prepared by External Affairs staff on Riddell's appointment to the U.N. in 1950; condolences to Kay Riddell on death of Prof. Riddell in March 1951; 1997 memoir by Kay Riddell on courtship and early marriage. 4 photographs of R.G. Riddell at Victoria College (1934-1939)

Wilhelm, Joseph Oscar

B2006-0031

ca. 1927-1930 Graphic 0.1 m

Fifty-five glass lantern slides document helium experiments that took place in Department of Physics in the 1920s. They originally belonged to Prof. Joseph O. Wilhelm, lecturer and co-author with J.C. McLennan of various articles. The slides were used to illustrate these articles and may also have been used for teaching. Includes original spectrographic data for the Raman Effect, views of scientific laboratory equipment, mostly likely the helium laboratory, as well as line drawings of the Helium Liquefier and the Oxygen Apparatus.

Wrong, George M.

B2006-0001

1839 Publications .07

Bound volume of "Report on the affairs of British North America from the Earl of Durham, Her Majesty's High Commissioner". House of Commons, 1839. With appendices A and B. Annotated and signed by "George M. Wrong 1897".

APPENDIX D: Organisational Chart

