



UNIVERSITY of TORONTO

ARCHIVES AND RECORDS MANAGEMENT SERVICES

BIENNIAL REPORT 2007-2009



“Pfurtscheller, copy by I.Nosyk 1955, Gastropoda, Pulmonata, Helix pomatia”  
A2007-0019 Moll. 36 Dept. of Zoology.

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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

This report covers two years: May 1, 2007 to April 30, 2009 <sup>1</sup>, a period that was marked by remarkable collection growth and corresponding challenges for Archives staff. The report is divided into sections relating to our primary functions, viz., acquisition, arrangement and description, reference services, facilities and administration.

Overall our total volume of holdings increased by 30% adding some 465 metres (1525 feet). Our total holdings are now more than 9,200 metres (30,479 feet). With no increase in staffing levels, the challenge for existing staff has been to manage this increasing volume and complexity of our holdings while still meeting our commitments to researchers and donors. Of particular note is the growth in volume of individual gifts-in-kind which require processing in preparation for monetary evaluation and the issuing of tax receipts. During these two years we have met most of these commitments, but a backlog is developing simply because the work exceeds our resources. Donors will be waiting longer for their tax receipts in the years to come.

Permanent value university records continue to be transferred at a steadily increasing rate. Ongoing records management training provided by UTARMS has served to facilitate better management of current records and promote the scheduling and transfer of inactive records in University offices. Compliance with provincial privacy legislation has added to this department's workload resulting in the need for accurate and detailed finding aids to ensure no breaches of privacy occur and to facilitate the release of information in a timely manner to researchers and university administrators. Work was undertaken on some of the backlog of holdings but this is a long term endeavour given our limited resources.

Collections are now spread over two onsite and two off site storage areas which presents ongoing challenges for management and preservation. University records acquisitions are now routinely sent to off site storage to make way for incoming gifts-in-kind from private donors. Acquisitions of special media from both university and private sources have necessitated further adjustments to storage areas to provide appropriate accommodation. A separate report recommending a strategy for the use and preservation of moving image records, a fragile medium which requires not only stable storage conditions, but also digital migration to prevent technological obsolescence.

UTARMS is fortunate to have a stable complement of experienced, professional staff, along with an ever-changing resource of two part-time student assistants. This team has met the challenges of the past two years to the best of their abilities and both researchers and donors continue to laud their performance and service.

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<sup>1</sup> The University Archivist was on research leave during calendar year 2008 and thus deferred the production of the 2007-2008 annual report.

## 2. ACQUISITIONS

### 2.1 Collection Growth<sup>2</sup>

The past two years have continued a trend of significant collection growth begun in 2006-2007. Since May 1, 2007 more than 465 metres (1525 feet) of permanent value records in all media have been added to our holdings. This brings our total holdings to 9290 metres (30,479 feet) at the end of 2008-2009. A break down of this growth is as follows (and in the graph below) :

#### **2007-2008:**

A accessions (University records) = 100 metres (328 feet)

B accessions (Private records)= 86 metres (283 feet);

Other accessions (publications, theses): 2.0 metres

Total of 188 metres (617 feet). This represents a 29% increase over the previous year.

#### **2008-2009:**

A (University records) accessions = 153 metres (501 feet);

B Accessions (Private records)= 120 metres (393 feet);

Other accessions (publications,theses) = 4 metres

Total of 277 metres (909 feet), or an increase of 31% over the previous year.

The types of materials received by the Archives during this time period have been far ranging encompassing all forms of media including the traditional paper and photographic forms. In 2008-2009 especially we saw the acquisition of an unprecedented high volume of special media records in the form of video, and film, as well as works of art and other graphic materials. The following sections provide more detail about the specific acquisitions made during the past two years.

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<sup>2</sup>All figures rounded to nearest metre. All tables and charts on the following pages were prepared by Barbara Edwards.

University and Private Records  
COLLECTION GROWTH



**2.2 University Records (A Accessions)**

Over the past two years, 45 accessions were received from University Offices totalling 253 metres (830 feet). Such transfers of records in all media included accruals to existing funds such as Office of Governing Council (3 accessions for total of 60 metres), Real Estate Operations (50 metres), Ethics Review Office (11 metres) and Department of Psychiatry (11 metres). New funds included Faculty of Information (11 metres), and The Innovations Group (18 metres).

**2007-2008:** A accessions = 23; total metres = 100 metres (329 feet)

**2008-2009:** A accessions = 22; total metres = 153 metres (501 feet)

Acquisitions in 2007-2008 represent an increase of 19% over 2006-2007. In 2008-2009 we surpassed even that level taking in an unprecedented level of 153 metres, a 50% increase over the previous year.

See Appendix A for complete listing.

**2.3 Private Records (B Accessions)**

The total volume received amounted to 206 metres (676 feet) with 86 metres (in 21 accessions) in 2007-2008 and 120 metres (in 31 accessions) during this past year. Overall, we saw our holdings of private records increase by an average 32% over acquisitions in 2006-2007.

Among the 52 gifts received over the past two years were a number of new fonds including former faculty and staff such as J.N Patterson Hume (computer science), James Bruce Falls and Irene Nosyk (zoology), Larry Richards and Frederic Urban (architecture), McCarthy Family (engineering and medicine), Phyllis E. Jones (nursing), Carl Berger (history), William J. Fowler (applied psychology), and G.Peter Richardson (religious studies). Accruals to existing funds included R. Craig Brown, C.P. Stacey and Robert Bothwell (history), R. Brian Land and Joan Winearls (library science), T.J. Meek (near eastern studies), Marion Wyse (student), Scott Eddie

(economics), Howard F. Andrews (urban geography), James Ham (engineering), David Rayside (Political Science), Ezra Schabas (music) and Martin Friedland (law).

Over the past four years we have seen a growing trend towards larger individual gifts while the number of gifts per year remains fairly constant. In 2005-2006, the average size of a gift was a little over 1 metre. In 2007-2008 it peaked to 10 metres per gift, falling to an average of 4 metres per gift in 2008-2009.

For full listing see Appendix B.

#### **2.4 Special Media Records (Tables 1a and 1b)**

The 2007-2008 and 2008-2009 years were dominated by acquisitions of special media mainly from university offices as a result of large scale renovations of a department's space or impending move to a new building. Of special interest was the transfer of 245 architectural drawings from Office of Capital Projects (A2007-0006). (See Section 4.2.4 for more details) The old Zoology Department, through the Department of Cell and Systems Biology, arranged for the transfer of approximately 700 teaching charts (A2007-0019) in the fall of 2007, followed a year later by 5.8 metres of photographs, slides, negatives, sound recordings and videos (A2008-0016). Again in the fall of 2007, the Faculty of Medicine transferred records from the old Instructional Media Services including 2.4 metres of graphic records (A2007-0017) from the photography unit and, in January 2008, 130 boxes of tapes and sound reels as well as 240 cans of film from the media productions unit.(A2008-0003). Other offices contributing to a record extent of special media acquisitions include: Office of the President with 10 metres (30,000 items) of photographs (A2008-0004), Faculty of Physical Education and Health with 2 metres of photographs (A2008-0017), New College with 20 sound recordings (A2007-0018) and Hart House with 1.7 metres of photographs.

Multimedia private acquisitions also added considerably to special media holdings. These records include photographs, slides, negatives, sound recordings, film and video document various disciplines. Some of the more significant collections include Richard Lee (anthropology), Patterson Hume (computer science), and T.J. Meek (Middle Eastern studies)

These years also saw the acquisition of several pieces of artwork through private donations. The staff artist responsible for painting many of the Zoology teaching charts donated 13 of her own personal original works of art. The Archives also received two paintings by Faculty of Architecture professor, William Carswell and a unique gift of 3 oversized holographs was donated by Prof. Michael Page of the Ontario College of Art & Design. These items were produced in collaboration with University of Toronto's Institute of Optical Science.

## SPECIAL MEDIA (ITEMS)

Table 1a

ITEMS	2007				2008								
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
PHOTOGRAPHS													
Photoprints	0	0	0	0	1795	125	4	6	35	18	0	0	1983
Negatives	0	0	0	0	1300	110	0	0	0	0	0	0	1,410
Slides	0	0	0	0	0	0	50	0	262	0	0	0	312
DIGITAL IMAGES	0	0	0	0	0	0	0	0	0	0	0	0	0
SOUND RECORDINGS													
Reel to Reel	0	0	0	0	0	0	0	0	14	0	4	0	18
Cassettes	0	0	0	0	0	0	20	11	0	0	0	0	31
Oral History	0	0	0	0	0	0	0	0	0	0	0	0	0
Sound Discs	0	0	0	1	0	0	0	0	0	0	0	0	1
CDs	0	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	0
35mm reels	0	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	0
MOVING IMAGE													
Film	0	0	0	0	0	0	0	0	0	0	0	0	0
Video	0	0	0	0	7	0	0	0	0	0	2	0	9
CD/DVD	0	0	0	3	0	0	1	0	0	0	0	0	4
WORKS OF ART	0	0	0	0	0	9	0	710	0	0	0	0	719
ELECTRONIC RECORDS	0	0	0	0	0	0	0	0	0	0	0	0	0
ARCHITECTURAL													
Plans & drawings	0	0	0	0	0	0	0	0	0	0	0	0	0
MAPS	0	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	0



Table 1b

ITEMS	2008				2009							
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
PHOTOGRAPHS												
Photoprints	0	0	26617	400	0	0	0	0	0	11	0	7
Negatives	0	0	172	200	0	0	0	0	0	0	0	0
Slides	0	0	61	1500	0	0	0	0	0	0	0	0
DIGITAL IMAGES												
0	0	0	0	0	0	0	0	0	0	0	0	0
SOUND RECORDINGS												
Reel to												
Reel	0	0	0	200	0	0	0	0	0	0	0	0
Cassettes	0	0	0	0	0	0	0	0	0	0	0	0
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	3143	5	0	0	0	0	0	0	0
Video	0	0	0	0	6	6	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	0	12	0	0	0	2	0	0	0	3
ELECTRONIC RECORDS												
0	0	0	0	0	0	0	0	0	0	0	0	7
ARCHITECTURAL												
Plans & drawings	0	0	0	0	1	0	0	5	0	0	0	0
MAPS												
0	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	0

### 2.5 Donations for Monetary Evaluation (Gifts-in-kind) 2007 and 2008

Total value of gifts for these two years amounts to \$318,500. The 2008 value, much less than other years, reflects the fact that several large gifts were received late in 2008, and remain unprocessed prior to monetary evaluation. This value is expected to increase once these gifts are evaluated in the next year. The 2006 value below reflects adjustment for 2 gifts evaluated in 2007.

For a complete list of gifts see Appendix C.

#### Value of Gifts over the last five years<sup>3</sup>

<b>Year</b>	<b>Value \$</b>
2008	69,550
2007	248,950
2006	356,250
2005	337,685
2004	225,495
<b>Total</b>	1,237,950
<b>Average</b>	247,586

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<sup>3</sup> Values have been adjusted to reflect evaluations undertaken after the last reporting period

### **3. RECORDS MANAGEMENT**

#### **3.1 Training Sessions**

Over the past two years, Loryl MacDonald, Records Archivist, has conducted 15 seminars comprising our 3 core course series for a total of 225 employees. In addition, between May 1 2007 and April 30 2008, Loryl provided three special seminars to 47 staff from VP Research Services (11 attendees), the Ontario Institute for Studies in Education (27 attendees), and Procurement Services (9 attendees). In 2008-2009 Loryl did a special presentation on electronic records for the Office of Continuing Education & Professional Development, Faculty of Medicine (20 people).

#### **3.2. Consultation, inquiries, and other activities**

Between May 1 2007 and April 30 2008, 147 written and 61 phone inquiries were received relating to records management practices and procedures. In 45 instances, Loryl made site visits at the request of the office. Among the offices receiving this service were Capital Projects, Governing Council, Hart House, the Faculty of Information, the Innovations Group, Ontario Institute for Studies in Education, Procurement Services, and Undergraduate Medical Education. Activities in this area declined slightly in 2008-2009, with Loryl responding to a total of 156 inquiries. As a result 36 site visits were undertaken at the request of offices. Among the offices visited were the Department of Anthropology, the Faculty of Architecture, the Department of Chemical Engineering, the Division of University Advancement, Environmental Health and Safety, the Department of Laboratory Medicine and Pathobiology, VP Government Relations, Research Ethics Office, Rotman School of Management, Trinity College Archives, and the UTSC Principal and Registrar's Office.

Garron Wells met with staff of central Human Resources concerning the management and disposition of SESU records (USWA job evaluation) in January 2008. Following this meeting, a subsequent meeting was held with Mary Ann Ross and staff of Office of Labour Relations regarding the management and disposition of that department's records. Loryl and Garron also met with staff of the Vice President Academic to discuss their records management concerns.

In the summer of 2008 both Garron and Loryl met with Real Estate Operations staff to discuss plans for that office's move to quarters at 255 McCall Street. The focus of this meeting centred on plans to accelerate the disposal of inactive records held by individual employees in their offices simply because there would not be enough room in the new quarters for the storage of large quantities of inactive records. The department had hired a consultant to assist them in developing plans for their "Purge Day". Archives staff recommended the review of existing records schedules to ensure the accurate disposal of inactive general administrative records, and to work

towards preparing records retention schedules for unique operational records. Materials determined to have long term value would be transferred to the Archives. As a result of this discussion, a large series of records containing specifications for many building projects was identified for transfer to the Archives, and summer Archives staff was trained to inventory and prepare these records for transfer by the end of the summer. The department did not submit a request for the development of records schedules pertaining to these or other operational records.

#### 5 Year Summary

<b>Year</b>	<b>Training</b>	<b>Inquiries</b>	<b>Site visits</b>
2004-2005	280	130	21
2005-2006	231	133	28
2006-2007	156	88	33
2007-2008	167	208	45
2008-2009	125	156	36
<b>Total</b>	<b>959</b>	<b>715</b>	<b>163</b>

### 3.3 Records Schedules

The Archives continues to recommend to offices the development of filing systems and records retention schedules for their current and semi-active administrative records. Over the past 2 years, Loryl MacDonald worked with such offices as Procurement Services in developing a file plan for their electronic records. In January 2008, Loryl worked with staff at the Innovations Group (TIG), under the Office of the Vice President, Research and Association Provost in developing seven schedules for their office's records. Revised and new schedules were also developed for Governing Council's new Judicial Affairs Office which took over responsibility for university tribunal and other quasi-judicial activities.

## 4. ARRANGEMENT AND DESCRIPTION

### 4.1 University Records and Private Records (Tables 2a and 2b)

#### 4.1.1 A Accessions (University Records)

Existing policies and practices require that, wherever possible, university offices are required to prepare a listing of files to be transferred to the Archives for permanent retention. This arrangement has been in place for a number of years, and has, since 2006, become even more important with the application of *Freedom of Information and Protection of Privacy Act (FIPPA)*. Of the 45 transfers received during the two years under review, 75% of offices were in compliance with this arrangement. Staff archivists modify the file lists to comply with our departmental practices. In some cases, two versions of a finding aid must be produced in order to protect the privacy of individuals in compliance with provincial legislation: a public version reflecting the removal of personal identifiers and a restricted version containing all personal identifiers for internal use only. In total, 33 finding aids were completed resulting in an additional 350 pages of description at the file level

As mentioned above, a small percentage of the offices either were unable or unwilling to produce a file listing. Certain types of media such as photographs, film, video and architectural drawings are examples of the type of records where offices rarely submit the necessary listing. As a result, Archives staff devoted considerable time in compiling original listings, often at the item level. Finding aids produced for special media are discussed in more detail in Section 4.2 below.

Finding aids for textual records received from Faculty of Arts and Science (A2007-0013 & A2008-0018; 4.0 metres), Office of Convocation (A2008-0006 & A2009-004 & A2009-0005; .21 metres), Real Estate Operations (A2008-0009; 50 metres), and Earth Sciences Library (A2008-0008; .39 metres) were produced resulting in 75 pages of description.

#### **Backlog work**

Considerable quantity of A accessions of university records require processing in order to make them available to researchers and to ensure compliance with privacy legislation. During the past two years, Lagring Ulanday undertook much of this work. Among the projects was the reclassification of records deemed to be outside the jurisdiction of *FIPPA*. Two fonds were undertaken in 2008-2009: the University of Toronto Athletic Association (UTAA) records and the Women's Athletic Association (WTAA) records. For UTAA, 6 ephemera accessions (A1000s) and two A major accessions (A1979-0019 and A1984-0033) were reviewed, reappraised and where warranted, reclassified. The two major A Accessions were reclassified, necessitating the re-labelling of boxes, the editing of existing finding aids and the updating of the accession records database. The reappraisal of the ephemera material resulted in the majority of material being destroyed as duplicates and the adding of a couple of

items to existing Serials materials. Similar work was undertaken for the WTAA materials. In total, approximately 9.0 metres of records were reclassified. The experience of this process will be useful in reappraising the records of other university related organizations deemed to be outside the jurisdiction of FIPPA. However, such work is labour intensive and will be undertaken only as time permits.

In addition to this work, Lagring also completed finding aids for eight A Accessions, adding a further 59 pages of description. These included, among others, A1978-0008 records of the Faculty of Applied Science and Engineering (48 boxes; 6.18 metres). Compliance with FIPPA also necessitated the review of more biographical clippings files in the five boxes comprising A1975-0026 and A1978-0003. Lagring completed this work in the winter of 2008, thus making these records quickly open to researchers by removing records containing personal information.

#### **4.1.2 B Accessions (Private Records)**

The acquisition of gifts-in-kind from private donors necessitates the production of original finding aids by Archives staff in order to meet requirements for the issuing of tax receipts for the fair market value of such gifts. Indeed virtually all arrangement and description processing work resulting in series and fonds level finding aids is confined to new acquisitions for a particular year. The sheer volume of these gifts over the past years occupies staff time so completely that description of backlog private records is only undertaken if funding is received from an external source.

During the past two years in particular, the bulk of the processing of new private records gifts-in-kind was undertaken by Marnee Gamble and Harold Averill<sup>4</sup>, with Garron Wells processing a smaller percentage as time permits. During 2007-2009, arrangement and description of 19 gifts (received between 2006 and 2008) was undertaken, producing a total of 217 pages of new or revised finding aids. Of these 80% were fonds level finding aids.

The volume of material received from retiring faculty and staff as discussed in Section 2.3 above, combined with more complex rules from Revenue Canada and, in particular, the Canadian Cultural Property Export Review Board, means that the time line for donors receiving their tax receipts is lengthening. Increasingly, this means that a donor of a large quantity of personal records may wait often more than a year and occasionally even longer before monetary evaluation can be undertaken and a tax receipt issued. At this writing, a number of 2008 gifts, and several from 2007 are awaiting processing for income tax purposes.

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<sup>4</sup> Garron Wells was on research leave during calendar year 2008.

#### **4.1.3 Online access to accessions and fonds**

In spring 2009, a total of 44 accession records for acquisitions of A and B accessions received in 2007 and 2008 were dumped into our public Accessions Database accessible from our web site. In addition 16 finding aids totalling 279 pages for B Accessions and A Accessions were published online in PDF.

With the University Archivist on research leave during 2008, no fonds level descriptions were added to the web site in 2007-2008. On return from leave in January 2009, Garron Wells wrote 15 fonds level descriptions for private records. Publication of these pages was postponed as the Library prepared to move departmental web sites to upgraded Plone 3 software. These will be published later in the spring when the Archives web site is moved to the new platform.

### **4.2 Special Media**

#### **4.2.1 Graphic Records**

Marnee Gamble supervised the listing for the Zoology wall charts (A2007-0019) as well as 30,000 photographs from the Office of the President (A2008-0004). For accession A2007-0019, staff in the former Department of Zoology had prepared a spreadsheet listing the charts and also provided the original card index on which it was based. SLA Meredith White was assigned the task of checking the collection contents with this list to verify receipt. As a result, considerable staff time was saved since no extensive data entry had to be undertaken. The resulting finding aid at the item level comprises 23 pages, with an appendix of missing charts. In contrast, accession A2008-0004 consisting of over 30,000 photographs arrived with no listing. However, arrangement was, with the exception of 4 boxes, chronological within some 90 binders. SLA Karen Emily Suurtamm spent most of the summer of 2008 compiling a file level list in which groups of photographs were described. Each file level entry in the 18 page finding aid includes a brief description highlighting the individuals and/or event documented. In September 2008, the Archives facilitated the scanning of about 10% of these images from the Office of the President by the Division of University Advancement. Unfortunately, many of the scanned images were lost when the hard drive that stored the data was accidentally dropped. Marnee was able to retrieve about half of the scanned images stored on the Digital Studios computer.

Due to the large volume of acquisitions in this reporting period, the graphic database was not updated with the 2007-2008 records. However, 37 accessions from 1965 that had never been previously described in the Graphic database were copied from the Accessions database. These were often one item accessions that had been left out of the original Graphics Guide.

#### **4.2.2 Image Bank Database – Web version**

Ninety one records with accompanying images were added to the on-line image bank in November 2007. At the end of 2008-2009, 160 images had been described and are in need of jpg copies before they can be mounted on the online Imagebank. Space on the P drive where the master scans are stored has become a problem and this issue will need to be addressed in the 2009-2010 year. This has delayed the mounting of many of the 160 images that are described.

#### **4.2.3 Sound and Moving Images Database**

A request for access to the original Northrop Fry lectures by the Fry Society at Victoria College resulted in the digitization of approximately 400 ¾” Umatic tapes by the Information Commons Media Productions unit during the summer of 2008. These tapes were in A1996-0008 and were part of the Bible and Literature Series produced by the Media Centre in the 1980s.

As a result of discussions with the Chief Librarian around issues on tape obsolescence and the need to digitize many other titles in A1996-0008, Marnee Gamble prepared a report on how to proceed. Entitled *Preservation Strategy: Media Centre Videotape Collection A1996-0008*, the report outlines a strategy on re-mastering the tapes and once digitized, how these masters could be managed over the long term. This report was submitted to the Chief Librarian in June 2008.

Thirty-five descriptive records were added to the in-house Sound and Moving Image Title Database. The database was used to describe film, video and sound recordings found in three accessions: A2007-0018, New College; B2007-0007 Patterson Hume; and B2007-0018, Richard Lee.

The acquisition of 130 boxes of video from Instructional Media Services came with a listing of the tapes in an Excel spreadsheet. Marnee Gamble designed a database to capture this data and supervised SLA, Karen Emily Suurtamm, in inputting some 3000 Betacam and VHS tapes as well as over 200 reels of sound recordings. This database gives item level control of the collection and allowed the Archives to transfer the majority of these tapes to off site storage. Plans to enter the remaining 1” open reel tapes are underway for 2009-2010.

#### **4.2.4 Architectural records: Architectural Records Database**



During 2007 Garron Wells completed the arrangement and description of B1995-0055, Mathers and Haldenby Architects fonds. A total of 617 drawings were described at the item level during 2006 and 2007, and the resulting data added to the Architecture Database. In addition, data for 245 architectural drawings from A2007-0006 Office of Capital Projects were added to the Architecture database. For each of these accessions, a paper based report at the item level was generated which provided researchers with building by building listing of all plans. The database itself remains an internal resource for staff to respond to enquiries from academic and administrative researchers.

Some work was undertaken to add approximately 118 entries from the original *Guide to Architectural records* to the database but additional work will be required since only minimal data was recorded in the original *Guide*. When resources are found to undertake such a project, the additional data from the *Guide* will make the database a worthwhile online resource for the research community. For further information on work related to the storage of architectural drawings please see Section 6 Facilities.

### **4.3 Theses and Print Room materials**

#### **4.3.1 Graduate Theses – online records**

During this period, data for graduate Theses held by the University Archives continued to be updated and revised in SIRSI for electronic retrieval of records in the University of Toronto online catalogue (UTCAT). This work, supervised by Barbara Edwards - Reference Specialist, was done with the assistance of the University Archives Student Library Assistants: Meredith White, Kelly Bishop, Karen Emily Suurtamm, Emily Monk-Leeson and Rachael Hazlett. In 2007 – 2008 Barbara completed data input for 143 Masters Theses with unique alphanumeric call numbers and designated Archives location. Similarly, in 2008 – 2009, 211 data entries for Masters Theses were completed, totalling an additional 353 Masters Theses records held by the University Archives with precise location and call number in UTCAT.

University Archives SLA staff completed a total of 1853 data entries for electronic PhD Theses records during 2007 – 2008. These were dissertations largely for the 1940s to 1960s. During 2008 – 2009, entries for 5716 PhD Theses records were completed. These dissertations comprised the years 1934 to 1940, 1963 to 1977, 1985 to 1986. This represents a total of 7569 dissertations in the University Archives with electronic records in UTCAT.

Overall, with these additional 7922 entries to online graduate records, it means that end-users can retrieve precise results showing Archives location and call number. Barbara continues to represent the Archives as a member of the Library's Theses Committee.

#### **4.3.2 Monographs**

The Print Room material, largely consisting of Monographs and Periodicals, continues to be maintained under Barbara's supervision. For this biennial reporting period, Barbara processed 190 (3.6m) books (M-accessions) and entered data for 102 records in SIRSI workflows for online access in UTCAT. She assigned call numbers, derived from the LC classification system, and created records of items for the pamphlet collection that are represented by UTARMS consecutive call numbers.

#### **4.3.3 Periodicals**

During reporting period Barbara created 75 new record titles for Periodicals (P-accessions) in the Archives In-house Serials DBText database. With the assistance of SLAs Meredith White, Kelly Bishop, and Emily Monk-Leeson 136 records were modified by entering holdings for issues of new and current newspapers and other serials. An overall total of 740 items (8.16m) were processed and 629 described (5.21m).

## PROCESSING AND DESCRIPTION

Table 2a

	2007			2008							YTD		
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB		MAR	APR
<b>PROCESSING-CURRENT</b>													
A-Accessions													
Completed [metres]	0	0	0	0.07	5.31	3.50	1.83	0	0	0	0.07	0.47	11.25
B-Accessions													
Completed [metres]	0	4.87	47.94	3.44	2.93	1.7	2.81	17.74	2.83	4	1.6	0.58	90.44
M-Accessions Books													
Completed [metres]	1	0	0	2	0	0	2	0	0	0	0	0	5
Completed [metres]	0.07	0	0	0.05	0	0	0.14	0	0	0	0	0	0.26
P-Accessions Serials													
Completed [metres]	11	11	9	0	24	32	47	15	20	30	87	30	316
Completed [metres]	0.11	0.04	0.03	0	0.11	0.22	0.31	0.15	0.06	0.1	0.2	0.16	1.49
T-Accessions Theses													
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Completed [metres]	0.18	4.91	47.97	3.56	8.35	5.42	5.09	17.89	2.89	4.1	1.87	1.21	103.4
<b>PROCESSING-BACKLOG</b>													
A-Accessions													
Completed [metres]	2.52	0	0	0	0	0	0.87	0	0	0	0	0	3.39
B-Accessions													
Completed [metres]	7	0	3	33	0	0	0	0	0	0	0	0	43
M-Accessions Books													
Completed [metres]	25	2	1	1	11	0	1	5	10	5	13	0	74
Completed [metres]	0.23	0.1	0.02	0.02	0.21	0	0.04	0.05	0.1	0.03	0.13	0	0.93
P-Accessions Serials													
Completed [metres]	9	11	30	3	2	4	1	5	5	5	1	14	90
Completed [metres]	0.1	0.11	0.33	0.08	0.08	0.08	0.01	0.05	0.05	0	0.07	0.27	1.23
T-Accessions Theses													
Completed [metres]	0	0	0	2	0	0	0	0	0	0	0	0	0
Completed [metres]	0	0	0	0.59	0	0	0	0	0	0	0	0	0.59
TOTAL Completed [metres]	9.85	0.21	3.35	33.7	0.29	0.08	0.92	0.1	0.15	0.03	0.2	0.27	49.14

## PROCESSING AND DESCRIPTION

Table 2a (continued)

DESCRIPTION-	2007			2008									YTD
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	
<b>DESCRIPTION-CURRENT</b>													
A-Accessions													
Completed [metres]	0	0	0	0.07	5.31	3.5	2	15	0	0	0.07	0.39	26.34
B-Accessions													
Completed [metres]	0	1.2	6.9	3.44	1.6	0.98	2.48	2.48	0.01	6.18	9.97	0	35.24
M-Accessions Books	1	0	0	2	0	0	2	0	0	0	0	1	6
Completed [metres]	0.07	0	0	0.05	0	0	0.14	0	0	0	0	0.07	0.33
P-Accessions Serials	14	6	7	0	4	10	24	12	10	15	73	22	197
Completed [metres]	0.15	0.01	0.025	0	0.03	0.12	0.19	0.12	0.03	0.05	0.105	0.13	0.96
T-Accessions Theses	0	0	0	0	0	0	0	0	0	0	0	0	0
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
Total No. of Finding Aids													
:													
A & B	0	0	1	2	3	2	3	0	0	3	2	2	18
P,M&T	9	6	6	2	6	6	9	11	5	6	7	13	86
TOTAL Completed [metres]	0.15	1.21	6.925	3.51	6.94	4.6	4.67	17.6	0.04	6.23	10.15	0.52	62.87
<b>DESCRIPTION-BACKLOG</b>													
A-Accessions													
Completed [metres]	5.21	0	0	0	0	0	0.87	0	0	0	0	0	6.08
B-Accessions													
Completed [metres]	9.37	0	3	0	0	0	4	0	0	0	0	0	16.37
M-Accessions Books	25	2	1	1	2	1	3	5	17	3	4	5	69
Completed [metres]	0.27	0.1	0.02	0.02	0.08	0.07	0.11	0.05	0.29	0.03	0.04	0.1	1.18
P-Accessions Serials	9	11	30	3	6	10	1	5	5	0	1	14	95
Completed [metres]	0.1	0.11	0.33	0.08	0.12	0.31	0.01	0.05	0.05	0	0.07	0.27	1.5
T-Accessions Theses	32	3	30	2	6	693	173	32	583	0	444	173	2171
Completed [metres]	0	0	0	0.59	0	0	0	0	0	0	0	0	0.59
Total No. of Finding Aids													
:													
A & B	17	0	3	0	0	0	9	0	0	0	0	0	29
P,M & T	66	16	61	8	15	705	178	37	611	23	477	189	2386
TOTAL Completed [metres]	14.95	0.21	0	0.69	0.2	0.38	4.99	0.1	0.34	0.03	0.11	0.37	25.72

## PROCESSING AND DESCRIPTION

Table 2b

	2008				2009								
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
<b>PROCESSING-CURRENT</b>													
A-Accessions													
Completed [metres]	0	10	0	31.2	7.26	1.30	0	0	0	0.14	0	2	51.91
B-Accessions													
Completed [metres]	0.57	21.2	0.8	1.49	1.26	12.5	1.2	33.96	40.6	14.24	0.1	2.31	130.3
M-Accessions Books													
Completed [metres]	1	3	0	0	0	0	0	0	0	0	0	0	4
Completed [metres]	0.07	0.12	0	0	0	0	0	0	0	0	0	0	0.19
P-Accessions Serials													
Completed [metres]	14	7	6	3	0	34	18	9	22	12	78	12	215
Completed [metres]	0.08	0.03	0.03	3	0	0.23	0.17	0.03	0.05	0.051	0.24	0.12	4.02
T-Accessions Theses													
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL													
Completed [metres]	0.72	31.4	0.83	35.7	8.52	14	1.37	33.99	40.65	14.43	0.44	4.43	186.4
<b>PROCESSING-BACKLOG</b>													
A-Accessions													
Completed [metres]	0	0	0	0	0	13.6	1.17	0	0.047	46.94	0	9.56	71.36
B-Accessions													
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
M-Accessions Books													
Completed [metres]		3	0	0	0	0	0	1	4	0	0	1	9
Completed [metres]	0	0.12	0	0	0	0	0	0.07	0.055	0	0	0.03	0.275
P-Accessions Serials													
Completed [metres]		0	0	85	0	0	0	5	1	0	8	20	119
Completed [metres]	0	0	0	0.32	0	0	0	0.15	0.04	0	0.04	0.87	1.42
T-Accessions Theses													
Completed [metres]													0
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL													
Completed [metres]	0	0.12	0	0.32	0	13.6	1.17	0.22	0.142	46.94	0.04	10.5	73.05

## PROCESSING AND DESCRIPTION

Table 2b (continued)

	2008						2009						YTD
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	
<b>DESCRIPTION-CURRENT</b>													
A-Accessions													
Completed [metres]	0	0	9.26	27.6	1.46	1.3	0	0	0	0.14	0	2	41.76
B-Accessions													
Completed [metres]	0.57	17.5	6.1	1.49	0.46	10.5	3.48	4.56	8	7.2	4	5.3	69.18
M-Accessions Books													
Completed [metres]	1	3	0	0	0	0	0	0	0	0	0	0	4
Completed [metres]	0.07	0.12	0	0	0	0	0	0	0	0	0	0	0.19
P-Accessions Serials													
Completed [metres]	15	6	4	2	0	32	18	6	22	12	78	12	207
Completed [metres]	0.05	0.03	0.02	0.03	0	0.2	0.17	0.03	0.05	0.051	0.44	0.12	1.19
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	1	2	5	3	3	1	1	4	5	2	2	29
P,M&T	10	8	3	2	0	14	9	6	12	8	12	9	93
TOTAL													
Completed [metres]	0.62	17.6	15.38	29.1	1.92	12	3.65	4.59	8.05	7.391	4.44	7.42	112.3
<b>DESCRIPTION-BACKLOG</b>													
A-Accessions													
Completed [metres]	2.39	0.79	17.9	0.66	0	13.6	1.17	0	0	46.94	0	9.56	93.05
B-Accessions													
Completed [metres]	0	0	0	0	0	0	0	0	0.47	0	0	0	0.47
M-Accessions Books													
Completed [metres]	0	4	13	0	0	0	0	1	4	0	0	1	23
Completed [metres]	0	0.14	0.16	0	0	0	0	0.07	0.055	0	0	0.03	0.455
P-Accessions Serials													
Completed [metres]	0	0	9	85	3	0	0	4	1	0	8	20	130
Completed [metres]	0	0	0.07	0.32	0.04	0	0	0.18	0.04	0	0.04	0.87	1.56
T-Accessions Theses													
Completed [metres]	1911	1660	632	77	1	357	268	152	165	121	128	26	5498
Completed [metres]													0
Total No. of Finding Aids													
A & B	1	1	1	1	0	0	8	0	1	1	0	1	15
P,M & T	1911	1763	645	539	4	357	277	164	169	121	130	48	6128
TOTAL													
Completed [metres]	2.39	0.93	0	0.98	0.04	13.6	1.17	0.25	0.565	46.94	0.04	10.5	95.54

## 5. REFERENCE SERVICES

### 5.1 Reference and Research Services (Tables 3a and 3b and Figures 1-3)

Public service activities relating to reading room operation and responses to inquiries continued at a similar rate to previous years. Daily users increased by about 16% in 2008-2009 over 2007-2008 levels. This may in part be the result of two major history projects in progress: History of the Faculty of Arts and Science (launched in 2008) and History of the Faculty of Medicine (launched in 2009). The former project involves two researchers and the latter project has had up to three researchers. All researchers are working under the terms of research agreements since they are relying heavily on University records (A Accessions) subject to review under the *Freedom of information and protection of privacy act (FIPPA)*. These two projects have made heavy demands on photocopying services and our student assistants have been working at maximum levels to keep these and other requests up-to-date. As a result the number of pages copied in 2007-2008 of 13, 571 rose to 15, 952 in 2008-2009.

#### Five year review

Year	Accessions Use	New Readers	Daily Users
2004-2005	1256	310	410
2005-2006	2117	294	541
2006-2007	1671	272	542
2007-2008	1553	292	564
2008-2009	1577	261	656

Phone and email inquiries (the main source of all written inquiries) totalled 756 for the past two years with 389 phone calls and 4,140 in person inquiries.

Over the past two years Harold Averill has made five revisions to and added 10 pages of entries to his online bibliography of publications based on sources in the University of Toronto Archives since its founding in 1965. This bibliography, begun in 1994, now comprises 45 pages of references to books, articles and theses, as well as plays, movies, TV broadcasts and other formats such as websites.

Several television and film productions have been supported by both staff and materials in the University Archives. They included a documentary on Wilfrid G. Bigelow by Les Productions Rivard inc. and a documentary on the COTC entitled *No Country for Young Men* produced by Stornoway Productions for the Breakout Educational Network. The latter film revisits the memories of Canada's lost tradition of university military training when citizenship, leadership and service were part of a university education. Photographs documenting World War I also assisted in the visual research for the Canadian feature film *Passchendaele* and the records of

Donald Coxeter were used extensively for the TVO documentary on the famous mathematician entitled *The Man Who Saved Geometry* which is scheduled to air in the fall of 2009

The special media holdings, especially the graphic collection, have also supported many displays and departmental histories in the past two years. Some of the offices that relied on visuals to support their endeavours are: Faculty of Physical Education and Health (Wall of Fame); University of Toronto Library (WWI display); Ontario Institute for the Studies in Education (history of the Faculty of Education and University of Toronto Schools); Division of Advancement (restoration of Convocation Hall), UofT Magazine, Soldier's Tower Committee (display), Department of Physiotherapy (departmental history), Faculty of Forestry (faculty history), Facilities and Services (phone book cover), and Cities Centre (décor).

## **5.2 Informal Access Reviews and Research Agreements in compliance with *FIPPA*.**

### ***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: 35 researchers

No. of items (i.e. folder or box) reviewed: 528

No. of hours @ 30 minutes per item: 264 hours (or 35 working days).

The bulk of these reviews during calendar year 2008 were undertaken by Loryl MacDonald since the University Archivist was on research leave. In 2007-2008 we reviewed nearly double the number of items than in 2008-2009 (190 items). This drop in volume over the last year may be as a result of the fact that more research agreements were issued in 2008-2009, thus alleviating the responsibility of staff to review the records, a process that can be time consuming and result in excessive delays for researcher access.

### ***Research agreements***

Research agreements may be issued to researchers under Regulation 460 (10) (1) of *FIPPA*. 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:

2007-2008 = 13

2008-2009 = 20

As mentioned above we issued nearly double the number of research agreements.

### ***FIPPA Formal Requests***

The Archives participated in two formal inquiries under the legislation during these two years, all the result of denial of access by the Archives to records of an identifiable individual who had been dead for less than 30 years. In each case, we turned over copies of the records in question to the FIPPA office staff for final decision on access.

### **5.3 Tours**

Staff of the Archives conducted tours for 88 people in 14 different groups over the past two years. They included groups from such faculties as the Faculty of Information and departments like Research Ethics Office. External visitors from Ryerson University, Queen's University Archives and the National Archives of Korea were also given tours over this period.

## REFERENCE SERVICES

Table 3a

	2007						2008						YTD
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	
<b>A-Acc:</b>													
Use	39	56	96	98	52	57	81	20	58	76	55	82	770
<b>B-Acc:</b>													
Use	11	47	32	14	26	60	38	11	29	107	73	75	523
<b>M-Acc:</b>													
Use	1	2	0	4	2	10	10	3	0	5	1	3	41
<b>P-Acc:</b>													
Use	12	12	4	19	9	16	29	12	13	21	7	10	164
<b>T-Acc:</b>													
Use	7	15	0	2	3	2	12	0	3	0	1	10	55
<b>TOTAL ACCESS.USE:</b>	70	132	132	137	92	145	170	46	103	209	137	180	1,553
<b>TOTAL (2006-2007)</b>	254	233	139	108	210	169	160	58	68	84	98	90	1,671
<b>% CHANGE</b>	-72%	-43%	-5%	27%	-56%	-14%	6%	-21%	51%	149%	40%	100%	-7%
<b>New Readers</b>	20	39	26	10	21	32	28	17	28	36	18	17	292
<b>Daily Users</b>	37	39	48	36	45	65	59	23	46	66	41	59	564
<b>Daily Users (2006-2007)</b>	75	62	38	33	52	63	52	23	38	32	38	35	541
<b>% CHANGE</b>	-51%	-37%	26%	9%	-13%	3%	13%	0%	21%	106%	8%	69%	4%
<b>ENQUIRIES:</b>													
<u>Archives</u>													
Written	51	37	28	33	26	31	24	14	28	13	25	34	344
Phone	30	16	18	10	21	14	19	10	19	15	19	12	203
ILL	1	0	3	2	2	4	3	3	0	4	4	3	29
In Person	156	190	313	50	182	249	158	68	176	177	159	285	2,163
<u>Records Management</u>													
General	5	1	6	0	2	0	1	1	5	8	3	5	37
RM Manual/Web site	0	0	0	0	0	0	0	0	0	0	0	0	0
File Plan	6	2	2	2	2	2	3	1	1	2	5	5	33
Schedules	10	7	7	6	3	3	7	9	5	9	6	12	84
Training/Promotion	64	2	30	0	17	4	20	17	29	25	24	13	245
<b>TOTAL ENQUIRIES:</b>	323	255	407	103	255	307	235	123	263	253	245	369	3,138
<b>STUDENT RECORDS</b>													
Copies	0	0	0	0	0	0	0	0	0	0	0	0	0
Loans	0	0	1	0	0	0	0	0	0	0	0	1	2
Unlocated	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL SR REQUESTS:</b>	0	0	1	0	0	0	0	0	0	0	0	1	2

**REFERENCE SERVICES**

Table 3a (continued)

	2007				2008								YTD
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	
<b>DUPLICATION</b>													
Microfilm	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Video</b>													
Orders	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
<b>Sound Recordings</b>													
Orders	0	0	0	0	0	0	0	0	0	0	0	0	0
Sound Recording	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Digital copies</b>													
Orders	3	1	1	3	3	3	1	0	2	1	3	3	24
Images - Photos	5	1	18	4	3	4	1	0	45	1	11	3	96
Images - Textual	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Original Scans</b>													
Orders	50	4	3	4	8	10	4	0	1	3	1	6	94
Images	4	6	16	4	37	30	18	0	4	3	1	3	126
<b>Photocopying</b>													
Orders	39	29	22	108	44	53	26	23	29	42	42	69	526
Pages	1047	529	413	3551	715	1783	484	653	389	716	1422	1769	13,471
<b>Total \$</b>	\$261.75	\$132.25	\$103.25	\$887.75	\$178.75	\$445.75	\$121.00	\$163.25	\$97.25	\$179.00	\$355.50	\$442.25	\$3,367.75
<b>TOURS</b>													
Groups	6	0	0	0	0	0	0	0	0	0	0	0	6
Persons	58	0	0	0	0	0	0	0	1	0	0	0	59
<b>EXHIBITS</b>	0	0	0	0	0	0	0	0	0	0	0	0	0

**REFERENCE SERVICES**
**Table 3b**

	2008					2009							YTD
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	
<b>A-Acc:</b>													
Use	54	76	82	21	84	77	50	35	70	73	109	83	814
<b>B-Acc:</b>													
Use	36	26	66	19	49	34	86	34	22	31	39	81	523
<b>M-Acc:</b>													
Use	1	2	3	0	8	5	6	0	3	12	6	0	46
<b>P-Acc:</b>													
Use	6	9	10	0	10	8	21	12	7	9	17	28	137
<b>T-Acc:</b>													
Use	5	11	1	0	0	4	4	12	4	9	4	3	57
<b>TOTAL ACCESS.USE:</b>	102	124	162	40	151	128	167	93	106	134	175	195	1,577
<b>TOTAL (2007-2008)</b>	70	132	132	137	92	145	170	46	104	209	137	180	1,554
<b>% CHANGE</b>	46%	-6%	23%	-71%	64%	-12%	-2%	102%	2%	-36%	28%	8%	1%
<b>New Readers</b>	21	21	21	4	21	28	30	11	27	20	28	29	261
<b>Daily Users</b>	55	52	50	17	48	63	75	25	57	68	70	76	656
<b>Daily Users (2007-2008)</b>	37	39	48	36	45	65	59	23	46	66	41	59	564
<b>% CHANGE</b>	49%	33%	4%	-53%	7%	-3%	27%	9%	24%	3%	71%	29%	16%
<b>ENQUIRIES:</b>													
<u><i>Archives</i></u>													
Written	31	32	33	29	24	32	28	17	40	23	35	28	352
Phone	21	13	19	10	16	15	9	9	27	16	16	15	186
ILL	7	4	2	2	0	2	2	0	2	1	5	4	31
In Person	95	144	123	107	166	223	295	121	106	180	190	227	1,977
<u><i>Records Management</i></u>													
General	6	4	7	5	0	0	2	2	7	4	5	1	43
RM Manual/Web site	0	0	0	0	0	0	0	0	0	0	0	0	0
File Plan	3	0	3	3	0	0	0	0	3	0	4	0	16
Schedules	9	10	9	4	0	0	8	5	5	3	3	5	61
Training/Promotion	54	6	11	4	0	0	24	1	9	26	40	21	196
<b>TOTAL ENQUIRIES:</b>	226	213	207	164	206	272	368	155	199	253	298	301	2,862
<b>STUDENT RECORDS</b>													
Copies	4	0	0	0	0	0	0	0	0	0	0	0	4
Loans	0	0	0	0	0	0	0	1	0	0	0	0	1
Unlocated	0	0	0	1	0	0	0	1	0	0	0	0	2
<b>TOTAL SR REQUESTS:</b>	4	0	0	1	0	0	0	2	0	0	0	0	7

**REFERENCE SERVICES**
**Table 3b (continued)**

	2008					2009							YTD
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	
<b>DUPLICATION</b>													
Microfilm	0	0	0	0	0	0	0	0	0	0	0	0	0
<u>Video</u>													
Orders	0	0	0	0	0	1	0	0	0	0	0	0	1
Video	0	0	0	0	0	1	0	0	0	0	0	0	1
<u>Sound Recordings</u>													
Orders	0	0	0	0	0	0	0	0	0	0	0	0	0
Sound Recording	0	0	0	0	0	0	0	0	0	0	0	0	0
<u>Digital copies</u>													
Orders	2	5	3	3	6	1	1	1	0	3	1	4	30
Images - Photos	2	6	5	6	15	2	1	3	0	7	1	22	70
Images - Textual	0	0	0	0	0	0	0	0	0	0	0	0	0
<u>Original Scans</u>													
Orders	5	3	4	1	7	3	1	2	2	3	4	0	35
Images	6	5	25	1	14	5	2	4	7	10	15	0	94
<u>Photocopying</u>													
Orders	44	26	47	21	37	48	33	40	51	44	42	45	478
Pages	801	1168	1202	529	611	1152	1317	1084	1344	1220	2624	2900	15,952
<b>Total \$</b>	<b>\$200.25</b>	<b>\$292.00</b>	<b>\$300.50</b>	<b>\$132.25</b>	<b>\$152.75</b>	<b>\$288.00</b>	<b>\$329.25</b>	<b>\$271.00</b>	<b>\$336.00</b>	<b>\$305.00</b>	<b>\$656.00</b>	<b>\$725.00</b>	<b>\$3,988.00</b>
<b>TOURS</b>													
Groups	0	0	1	0	0	3	3	0	0	1	0	0	8
Persons	0	1	1	0	0	5	20	0	0	2	0	0	29
<b>EXHIBITS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Figure 1

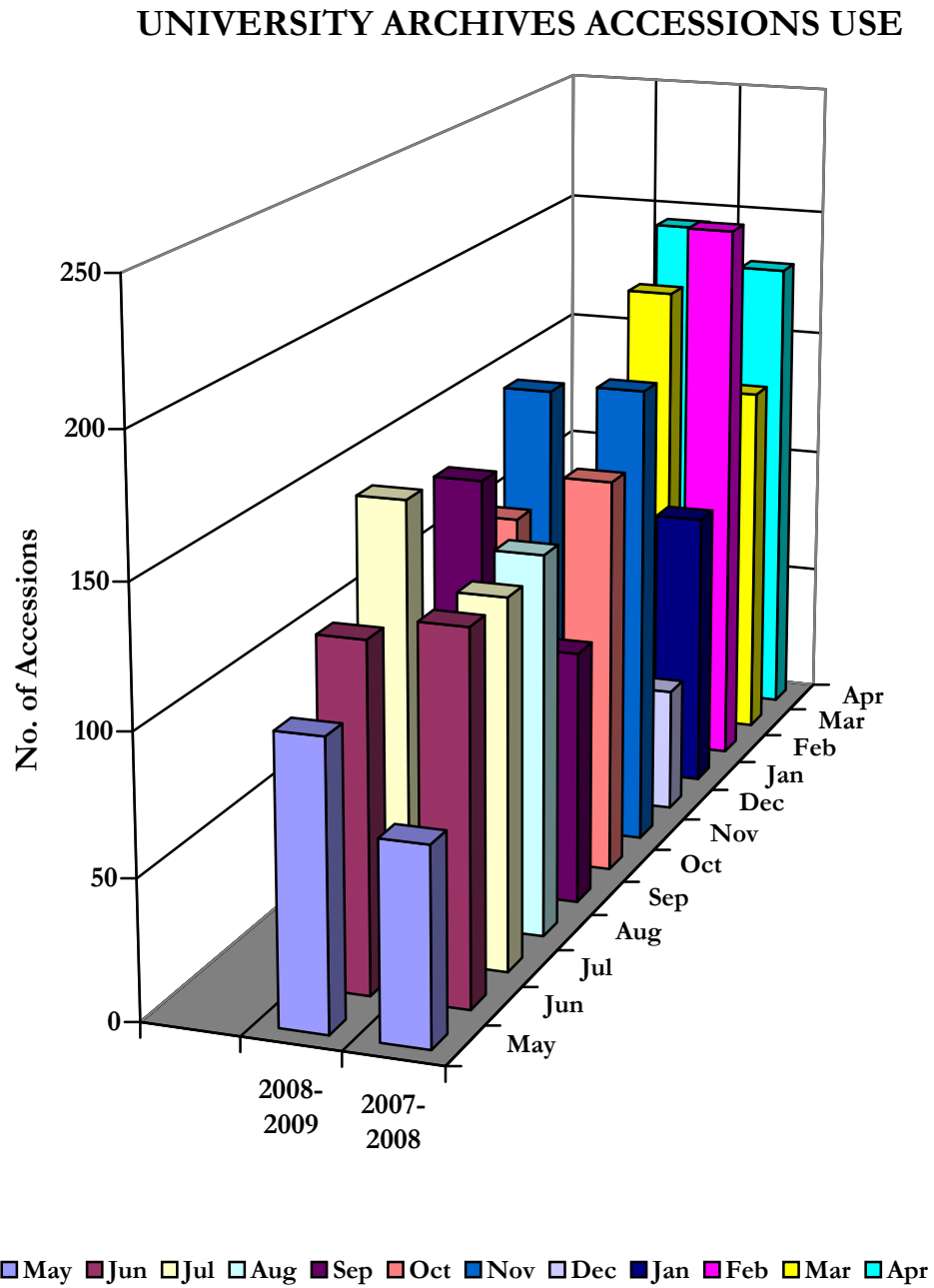


Figure 2

UNIVERSITY ARCHIVES MONTHLY USERS

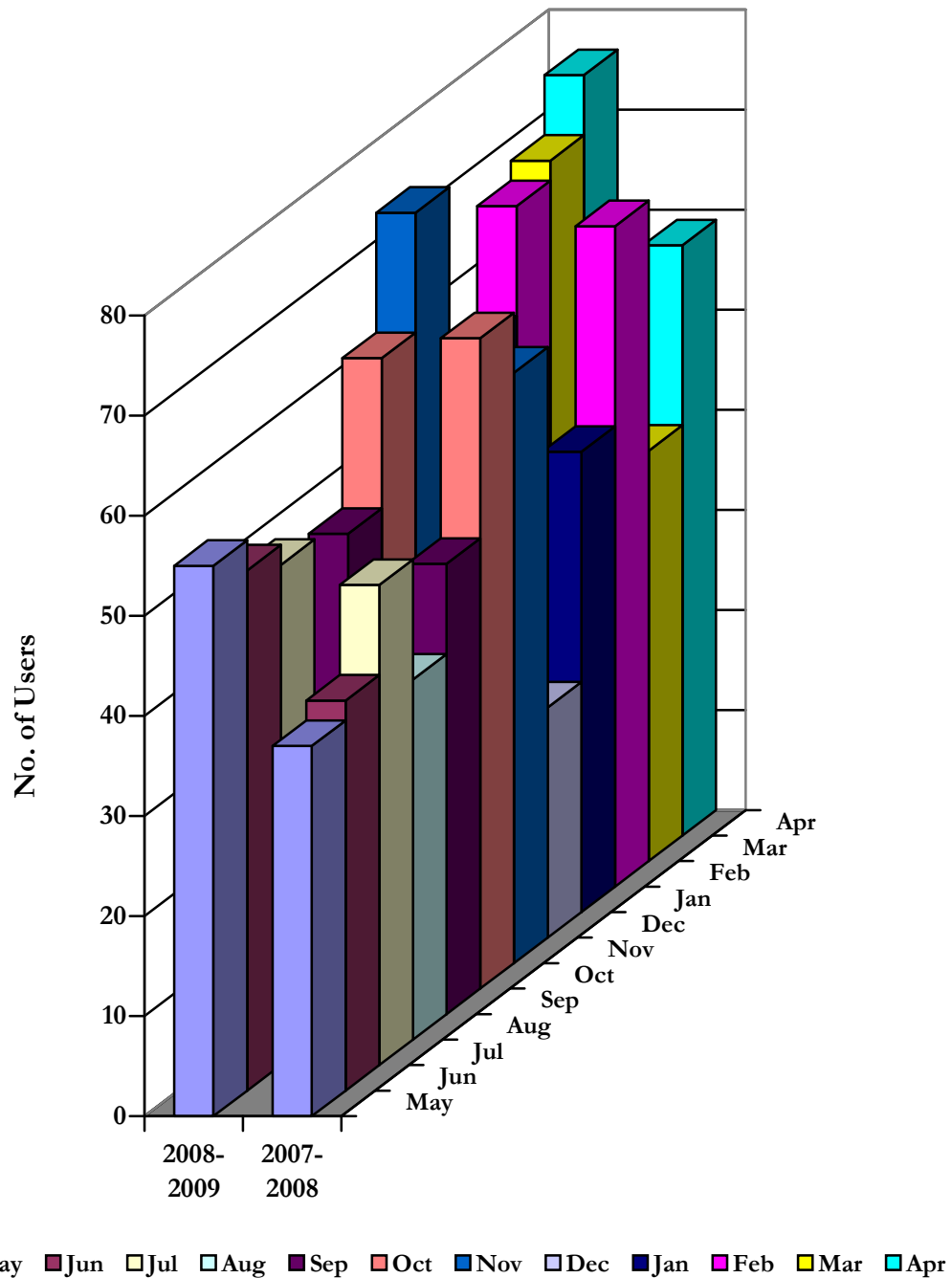
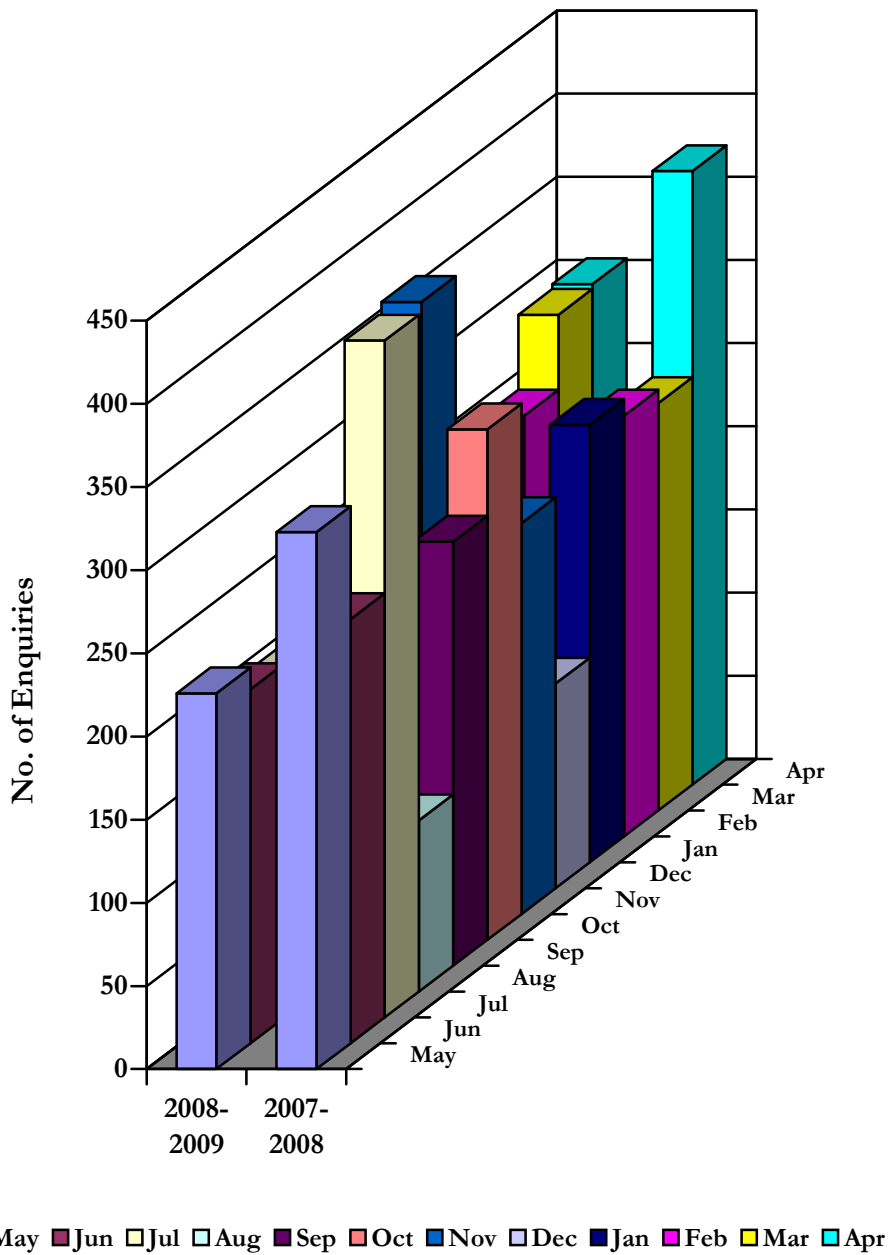


Figure 3

### UNIVERSITY ARCHIVES ENQUIRIES





## 6. FACILITIES

### 6.1 Storage

The Archives currently sends records to two off site facilities where a total of nearly 7,000 boxes (or approximately 7700 cubic feet) are stored. As of April 30, 2009 this volume represents approximately 25% of our total holdings. Details relating to these and our onsite storage facilities are provided below.

#### 6.1.1 UTLD (University of Toronto Libraries at Downsview)

After consultations with the Library, the Archives started shipping materials to this off site facility in the summer of 2007. The first materials to go were new acquisitions of university records accessions and low use materials in our B1 storage area. UTLD is able to accommodate our record storage boxes, as well as smaller archival storage boxes. UTARMS developed its own database to control the inventory of materials at this storage facility.

Working in cooperation with Lari Langford, head of Access and her staff at UTLD, Loryl Macdonald developed procedures for bar coding, data entry, shipping and receiving. As of April 30, 2009 we have sent 1757 boxes (or approximately 1933 cu. Ft) of records to UTLD. Most of those sent are university records (A Accessions).

However, to free up space for use by Rare Books Department (RBD) in our B1 storage area, we entered into a cooperative project to pack and ship the majority of records (over 80%) of the Vincent Massey Personal Records (B1987-0082) in the fall of 2007. In addition SLA Kelly Bishop packed up theses that were also stored in this area. As a result 312 linear feet of shelving was made available for use by RBD in the pine compact shelving area. The process set up for retrieval and returns to UTLD has worked very smoothly over the past year and a half with turn around times of 24 hours.



Loryl MacDonald packs theses for offsite storage



Pallets of theses ready to go offsite

A further 84 shelving feet of theses were removed from the 4<sup>th</sup> floor to make way for racking for the overflow of Wall Charts received from Zoology. These were also sent off site in the winter of 2008.

#### 6.1.2 Commercial Storage

We continue to retrieve materials from commercial storage at a rate of approximately 3 boxes per month. Total cost of storage was about \$21,000 for 2007-2008 and \$21,600 for 2008-2009. Even though we have ceased to

send additional records to this storage facility costs continue to rise as retrieval and storage service costs are adjusted annually. We have made submissions to the Library's Finance office regarding the cost to move materials from the commercial off site vendor to UTLD, but additional funding is required to undertake such a project.

### 6.1.3 on site storage

#### Architectural plans storage system

Storage space in flat drawers for oversized architectural drawings is a luxury few institutions can afford. Since the Archives had undertaken the processing of the large Mathers & Haldenby fonds during this reporting period, it was essential that we devise a cost effective method of storing these valuable records. Using a system developed by an American library, we acquired card board tubes in two sizes: smaller size tube used as support for rolled plans which was then inserted in to a larger card board tube. The larger tube became in essence the 'shelf' for a group of plans. Each end of the larger tube was closed with a plastic disc to keep dust and dirt out. To accommodate these tubes, we converted a portion of the shelving system in B1 by removing flat shelves and then stacking the larger tubes on top of each other and wedged securely between the two stationary supports.

Storage system for rolled architectural drawings



With the assistance of Linda Joy, conservator in the Rare Book Department, acid free paper was cut into two sizes. A smaller size sheet was pasted to the narrow tube to provide an acid free protective barrier. A larger sheet of acid free paper was cut to wrap around the plans which were then tied with cotton tape. This package was then labelled with the full accession no. and roll (i.e. "shelf" number), and inserted into the larger tube 'shelf'. This system has allowed for the storage of approximately 1700 drawings currently with room for expansion.

### Modifications to 3<sup>rd</sup> and 4<sup>th</sup> floor storage areas

With the transfer of the 700 wall charts from the former Department of Zoology, modifications to the storage facilities on both 3<sup>rd</sup> and 4<sup>th</sup> floors had to be undertaken in the fall of 2007. Funding from the Library operating budget was received to install a hanging system for the wall charts. Marnee Gamble spent several weeks retrofitting 3<sup>rd</sup> floor oversize shelves in the photographic area (range 47), consolidating all the materials on eight oversize bays on Range 47 as well as on end bays on ranges 1 and 46. Twelve bays in total on the fourth floor were emptied of theses and fitted with rods on which to hang the drawings. The approximately 84 cubic feet of theses were moved to UTLD.



Storage areas on 4<sup>th</sup> floor (left) and 3<sup>rd</sup> floor were modified to provide hanging system for Wall charts from the former Department of Zoology.

## 7. ADMINISTRATION

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

At the request of the University's FIPPA office in 2007, the Archives developed and implemented a Directory of Personal Information Banks database and related web pages. In addition, web pages containing a List of Administrative Offices with associated links to departmental web sites was completed as well.

### 7.2 **Staffing**

Departmental staff complement remained stable throughout this reporting period. Part-time casual student assistants change on a regular basis and during this period we were ably assisted by the following Student Library Assistants: Emily Monks-Leeson, Karen Emily Suurtamm, Sarah Green, Rachel Hazlett, and Meredith White.

### 7.3 **Closing, August 2007 and August 2008**

Over the past two years, UTARMS has continued to implement a two-week closing period at the end of August. During these closing periods, staff have undertaken projects that could not be undertaken with the reading room at full public operation. Projects chosen include stack re-arrangement and maintenance, general housekeeping activities, shelf reading and large off-site transfer projects. Projects during these two years included:

#### **Architectural plans storage system**

As discussed in Section 6, 900 items were shelved during August 2007 closing. Loryl MacDonald completed the shelving of 16 additional drawings in August 2008, as well as tagging and encapsulating other plans stored on the 4<sup>th</sup> floor.

#### **Shelf reading of onsite stack areas**

In 2007 staff conducted a shelf read of all shelves on the 3<sup>rd</sup> floor storage area. This took most of the two weeks of our closing period. It resulted in considerable time tracking down misplaced items. In 2008, Lagring Ulanday completed a shelf read of 4<sup>th</sup> floor print room area. In both years, work was also undertaken to reconcile missing and incorrectly shelved items with Marnee Gamble revising the shelf list database as necessary.

#### **Housekeeping**

During both these years, staff made it a point to clean up work and storage areas, as well as account for items that may have not been appraised or identified in previous years. In 2008 for example, Loryl and Marnee re-arranged and listed the works of art stored in the closet on the 3<sup>rd</sup> floor. The list was then checked against existing accession records to complete the documentation. Harold reboxed and moved past exhibition records from under the display cabinets in the Reading Room to compact shelving on B1 and compiled an inventory.

#### 7.4 Presentations

In the fall of 2007, Garron made a presentation to Senior Library Staff on developments in the University Archives over the past year. This included an update on FIPPA work as well as the new architectural plans storage area on the B1 level. At the invitation of RALUT chair Joan Winearls, Garron Wells made a presentation to retired librarians and faculty on donations of personal papers to the University Archives on March 3 2008. Loryl MacDonald made a presentation relating to the University's records management programme for TKF.07 University conference on managing electronic records attended by University employees. At the request of the Faculty of Information Loryl made presentations to graduate students in FIS 1330 Archives Issues and Concepts (50 students), and FIS 1332 Archives Programs and Services (50 students).

#### 7.5 Professional and Other Activities

Garron Wells attended International Council on Archives/Section on University and Research Institutions (ICA/SUV) conference in Edinburgh August 13-16, 2007. She was on research leave during calendar year 2008 for her project on "The place of archives in Canadian culture". She returned to full time duties in January 2009. Marnee Gamble attended a two day conference - *The Future of Monetary Archival Appraisal in Canada*. It was held in Ottawa on October 22-23 2007 and was sponsored by the National Archives Appraisal Board. Marnee Gamble also attended the Annual Conference of the Association of Moving Image Archivist from November 12-15, 2008 in Savannah Georgia. As part of the conference she attended two, one day workshops both related to digital preservation of video collections. Harold Averill continues to volunteer in various capacities at the Canadian Lesbian and Gay Archives. Loryl MacDonald was the Association of Canadian Archivists (ACA) Director Without Portfolio and Chair of the ACA Ad Hoc Review and Renew Committee until December 2007. She then served as ACA Vice President and as Chair of the Governance Committee from January to December 2008. In these various capacities, she attended the ACA annual conference in Kingston, Ontario in 2007 and in Fredericton, New Brunswick in 2008. Loryl was also an archival representative on Library and Archives Canada Services Advisory Board (LACSAB). As well, Loryl has begun guest co-editing with Jean Dryden, a special issue of the ACA's academic journal, *Archivaria* #69 (Spring 2010), which will be devoted to "Archives and the Law". During the summer of 2008, Loryl taught the course FIS 2175 *Managing Organizational Records* at the Faculty of Information. A weekly 3 hour seminar, it introduces students to the principles, conceptual issues and practical problems of managing current organizational records, both paper-based and electronic. She has since renewed to teach in the summer of 2009.

Lagring Ulanday resigned her position as archivist with the Toronto Chapter of ARMA after securing the transfer of its archives to the City of Toronto Archives and its publications to Inforum at the Faculty of Information. Despite her resignation, Lagring continued to receive requests for ARMA related assistance which she referred to her successor, along with selective electronic files generated during her term as archivist.

Barbara Edwards commenced graduate degree studies at the Faculty of Information, University of Toronto with Library Science as intended area of focus.

Compiled by Garron Wells with contributions from Archives staff.  
July, 2009

**APPENDIX A: University Records  
2007-2008 & 2008-2009**

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
A2007-0004	University of Toronto. Faculty of Information Studies. Office of the Registrar	Textual	1928 - 1999	2	Files for students in the following programs: Diploma (1928-1946), B.L.S. (1937-1970) and Ph. D (1999).	Restricted
A2007-0005	University of Toronto. Department of History	Textual	1992-2000	.96	Individual student files for the Department of History's Doctoral program. /001 contains files for students who graduated in 1999. /002 contains files for students who graduated in 2000.	Restricted
A2007-0006	University of Toronto. Department of Capital Projects	Architectural	1911-1986	3.5	Drawings for 9 buildings: Varsity Arena and Stadium, Stewart Observatory (SAC), David Dunlap Observatory, North Borden Building, Mechanical Building, Food Sciences, Varsity Ice Plant, U of T Press Downsview.	Open
A2007-0007	Ontario Institute for Studies in Education of the University of Toronto. Office of the Dean	Textual Moving images	1929-2004 [predominant 1980-1999]	12	Predominantly consists of records from the Faculty of Education (FEUT) and OISE created prior their merger in 1996. FEUT records include the records of various FEUT committees such as the Executive Committee (1986-1992), Advisory Board (1968-1995), Faculty Council (1973-1999), Program Development Subcommittee (1974-1995), and the FEUT/OISE Joint Council on Education (1982-1989). Also included are records pertaining to the Institute of Child Study (1979-2000) and to various FEUT centres. OISE records predominantly consist of those of the OISE Board of Governors and Executive Committee (1991-1996). There are also FEUT/OISE merger records from various committees and task forces. Also included are records pertaining to University of Toronto Schools as well as 7 videos.	Restricted



Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
A2007-0008	University of Toronto. Department of Development	Sound recordings	1969	0.07	One sound sheet: Title side 1 is "Sounds to recapture the Varsity Years". Title side 2 "Varsity Fund, Committee of One Thousand dinner Hart House, April 28 1969. (2 copies)	Open
A2007-0009	University of Toronto. Division of University Advancement	Textual Publications Moving images	2007	0.07	Event media package documenting the Convocation Hall Tribute Ceremony on May 31 2007. Included: programme; DVD copies of the ceremony, the Tribute Video and Media Coverage; copies of advertisement for the event; a list of media event coverage.	Open
A2007-0010	Hart House	Graphic Sound recordings	1917-2000	1.7	Oversize photographs and one panoramic shows groups in front of Hart House during World War I including portraits for the Military Hospitals Commission Command, School of Massage, School of Orthopaedic and Physiotherapy and Nursing Staff. There is also one image of Soldier's Tower. Coloured slides document Hart House in 1982 including exterior and interior views as well as scenes of activities and Richard Alway the Warden of Hart House. One music CD from a concert held at Hart House on Feb 6, 2000 entitled "A Celebration of Canadian Music: Virtuosi at University College (Fabio Mastrangelo and Tara Louise Montour, violin)".	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
A2007-0011	University of Toronto. Office of the Chief Financial Officer	Textual	1910-1991 (pre-dominant 1980-1990)	1	Records of the Officer of the Chief Financial Officer predominately pertaining to the separation of the Royal Conservatory of Music from the University of Toronto. Includes Royal Conservatory of Music charter, agreements, reports, and plans. Also consists of the Royal Ontario Museum separation agreement with the University of Toronto and ROM pension agreement.	Restricted
A2007-0012	University of Toronto. Ethics Review Office	Textual	1994-1998	11	Records consist of protocol decisions (1994-1998) documenting the approval of research projects involving the use of human subjects. Protocol decisions may include minutes of meetings, correspondence, comments on protocols, and notification of approval or disapproval. The protocols were approved by ad hoc ethics review committees. This ad hoc system was eventually replaced by several standing Research Ethics Committees in 1998.	Restricted
A2007-0013	University of Toronto. Faculty of Arts and Science	Textual	2004-2006	2.68	Examination questions for academic years from 2004 to 2006.	Open
A2007-0014	University of Toronto. Faculty of Physical Education and Health	Textual	1943-1970 [predominant 1968-1970]	1	Student transcript cards, arranged alphabetically by the year, for the Bachelor of Physical and Health Education programme, 1968, 1969 and 1970. There are also some student transcript cards for 1943-1967; for most of the records for this period please see A2005-0014.	Restricted

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
A2007-0015	University of Toronto. Library. Development and Public Affairs	Textual	1980-2002	4	Consists of Library exhibitions, events, projects, and donations files. There are also Library Publications Committee (1991-1995) and Friends of Fisher Steering Committee (1988-1995) minutes.	Restricted
A2007-0016	University of Toronto. Department of Botany	Textual Graphic	1892-2002	4	Records include staff meeting minutes (1952-2004), binders of "historic" information (1892-2000), and Faculty personnel files (1953-2002). The binders contain original correspondence, donor information, meeting minutes, sessional papers, newspaper clippings, and photographs.	Restricted
A2007-0017	University of Toronto. Faculty of Medicine. Instructional Media Services	Graphic	1980-1990	2.4	Negatives, photographs and contact prints taken by Instructional Media Services in the 1980s document publications as well as events on campus	Restricted
A2007-0018	University of Toronto. New College	Sound recordings	1976	0.13	These are taped lectures from a lecture series sponsored by New College entitled: "The Fine Art of Choosing: Theory and Practice" that discuss various approaches and theories on decision making. Speakers included University of Toronto professors Robert Lockhart, Douglas Creelman, Michael Dixon, John Sender, Anatol Rapoport and Andrew Cunningham as well as James Radford of the University of Waterloo, Malcolm Taylor of York University, Ward Edwards of the University of Southern California and David Gustavsen of the University of Wisconsin.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
A2007-0019	University of Toronto. Department of Zoology	Graphic	ca. 1946-1970	15	Original teaching charts for the Department of Zoology, painted by in-house artists including Irene Nosyk and James Bray. Some are hand painted reproduction of published charts while others are original renderings.	Open
A2008-0001	University of Toronto. Governing Council	Textual	1911-1994 (predominant 1972-1988)	25	Minutes, agenda, reports, and correspondence from the following Board of Governors' committees: Academic Affairs (1972 - 1988), Planning and Resources (1972-1988), Planning and Priorities (1972-1994), Admissions and Awards(1972-1984), Curriculum and Standards (1972-1984), Budget (1988-1994) Business Affairs (1972-1988), Audit and Finance (1973-1988), External Affairs (1972-1978), Internal affairs (1972-1979), and Campus and Community Affairs (1979-1988).	Restricted
A2008-0002	University of Toronto Archives and Records Management Services	Textual	1990-2005	.40	Operational records relating to private records (B Accessions) under file class 1110-20.	Restricted

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
A2008-0003	University of Toronto. Instructional Media Services	Moving images Sound recordings Textual	ca. 1970-1999	50	Film, video and sound recordings document productions done by the Instructional Media Service in the Faculty of Medicine. Includes original film elements, sound tracks, original scenes, master tapes on various formats including 1" video reel, 3/4" Umatic tapes, Betacam SP tapes.	Restricted
A2008-0004	University of Toronto. Office of the President	Graphic	1991-2005	10	Photographic binders document convocation from 1991 to 2005 as well as several other events in these years. Included are: Special Convocation for Desmond Tutu 2002 and the Dalai Lama 2004; special lectures, receptions and farewell parties; presidential installations (Birgeneau 2001, Naylor 2005) and installation of Chancellor Vivien Poy; ground breaking ceremonies for the new Pharmacy Building and new U.C. residence; openings of the Munk Centre and Graduate House; Governing Council dinners; celebrations such as the 175th anniversary and the 120th Status of Women anniversary (2004).	Open
A2008-0005	University of Toronto. Woodsworth College	Textual	1937-1969	1.44	Diploma and certificate student academic records cards for University Extension complete courses (1937-1969), University Extension incomplete courses (1937-1969) and Institutional Management courses (1946-1950).	Restricted
A2008-0006	University of Toronto. Office of Convocation.	Textual	2007	0.07	Official Convocation Roll Book 2007 consists of Diplomas Upgraded to Honours, In Absentia Graduates, Spring and Fall Convocations. User copy available.	Restricted

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
A2008-0007	University of Toronto. Faculty of Library Science. Centre for Research in Librarianship	Textual	1971-1983	1.5	Consists of project proposals, project files, final reports, and correspondence of the Centre for Research in Librarianship.	Restricted
A2008-0008	University of Toronto. Earth Sciences Library	Textual	1999-2003	0.39	Records maintained by J. Mendelson at the time that she was Director of Bioline International (2000-2001) and was co-Chair of the Planning Committee of the Information Technology Forum (2000). Consist of correspondence, minutes, proposals, statistics, report, financial records, publications and web based links.	Restricted
A2008-0009	University of Toronto. Real Estate Operations	Textual	ca. 1930-2000	50	Specifications for University of Toronto Buildings. In boxes /001-/089, the specifications are organized according to building number. Boxes /090-/100 contain "building class M"; these are miscellaneous projects involving several buildings. Please see details re: office use.	Restricted

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
A2008-0010	University of Toronto. Governing Council	Textual	1925 – 1994 (predominant 1970– 1980)	16	The records consist of minutes, agenda, reports, and correspondence from the following Board of Governors' committees: Bookstore Subcommittee (1969 – 1970), Special Committee on Native Students (1983-1991), Board Committee (1955-1972), Executive Committee of the Senate (1961-1969), and the Special Committee on Student Societies and Human Rights (1985-1992). Also included are files pertaining to Curriculum and Standards (1979-1990), Sunnybrook & Royal Ontario Museum (1965-1970), Appointments (1972-2002), Faculty of Architecture and Landscape (FALA) proposed closure (1986), and the Faculty of Forestry (1982-1994). There are also legal files and contract agreements (1952-1986) as well as various Governing Council Committee and task force reports (1964-1984).	Restricted
A2008-0011	University of Toronto. Museum Studies Program	Textual Graphic	1969-2008 [predominant 1980-2000]	4	Includes minutes and agenda of the following committees: Working Supervisory Committee (1978-1980), Program Committee (1980-2002), Grade Review Committee (1981-1987), and Professional Advisory Committee (1985-1994). Also, included are OCGS reports and reviews (1985-2002), correspondence with SGS, correspondence with various departments, general correspondence B-S, administrative subject files (1979-2003), course and planning files, and internship files. There are also photographs, postcards, and posters.	Restricted

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
A2008-0012	University of Toronto. Faculty of Information Studies	Textual	1920-2005	11	Includes minutes of the Faculty Council (1962-2003) and of the following committees: Accreditation, Ad Hoc Discipline, Curriculum, Degree, Doctoral, Executive, Library and Instructional Media, Masters, Masters Subcommittee on Program Review, and Orientation. In addition, there are records pertaining to planning and programs, recruitment and promotion, courses/teaching, and accreditation. Also included are records from the Deans / Directors Office such as correspondence (1928-1998) as well as programme and course files (1928-1968).	Restricted
A2008-0013	University of Toronto. Faculty of Information. Office of the Registrar	Textual	1993-2001	.5	Files for Ph.D. students (including lapsed and withdrawn) arranged "A -V" (1993-2001).	Restricted
A2008-0014	[University of Toronto]	Graphic	ca. 1930	0.44	Twelve reproduced sketches originally done by Canadian Artist T.G. Greene depicting various campus buildings and scenes. Included are sketches of University College, Trinity College, Knox College, Victoria College, St. Michael's College, the University Library, Convocation Hall, Hart House and Soldier's Tower and the Old Faculty Union.	Open
A2008-0015	University of Toronto. Library	Cartographic	ca. 1965	1.2	Map bound by Willcocks, Spadina, Sussex and Devonshire Place showing the area around Robarts Library. The block where Robarts Library is located is a hole that originally contained a model of the structure.	Open



Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
A2008-0016	University of Toronto. Department of Zoology	Textual Graphic Moving images Sound recordings	196- 2005	5.8	This accession consists of photographs and videos documenting the faculty, staff and several events held at the Department of Zoology. Sound recordings consist mainly of recorded lectures from BIO 110. There are also three boxes of administrative files documenting mainly external reviews, planning committees and various reports.	Open
A2008-0017	Univesrity of Toronto. Faculty of Physical Education and Health	Graphic	1980-2005 (predominant 1998-2005)	2.0	Photographs, slides and negatives document programs of the Faculty of Physical Education and Health including, intramural program, Camp UofT, Intercollegiate Awards Dinner, Uof T Festival of Dance, "All Hands On Deck" Week and several other events.	Open
A2008-0018	University of Toronto. Faculty of Arts and Science.	Textual	2006-2007	1.30	Examination questions from December 2006 to August 2007. /001 - /003 December 2006; /003 -/ 008 April-May; and /009 - /010 August.	Open
A2008-0019	University of Toronto. Department of Psychiatry	Textual	1946-2001	11	Personnel files for the Department of Psychiatry of faculty terminated 2001 and earlier. Arranged alphabetically by surname.	Restricted
A2008-0020	Ontario Institute for Studies in Education. Education Commons Library	Textual	1877-1892	0.02	Seven provincial orders-in-council relating to the University of Toronto and Upper Canada College, 1878-1892.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
A2008-0021	University of Toronto. The Innovations Group	Textual	1982-2005	18.24	The Innovations Group (TIG) project files organized by project number. Files include correspondence, grant applications, copies of presentations, as well as newspaper, and press clippings.	Restricted
A2008-0022	University of Toronto. Department of Anthropology. Office of the Chair	Textual	1964-2005	4	Minutes and agenda of various departmental committees such as: Planning Committee (1971-1994), Graduate Faculty (1971-2003), and Curriculum Committee (1968-1993). Also included are retired Faculty personnel files (1964-2000), project files as well as the Chair's correspondence.	Restricted
A2009-0001	University of Toronto. Governing Council	Sound recordings Textual	1972-2006	19	Includes the following records of Governing Council bodies: Judicial Board case files, 1980-1987; sound recordings of University Tribunal hearings, 1978-2006; University Tribunal case files, 1975-2006; Academic Appeals Committee correspondence and case files, 1972-2006; Grievance Review Panel for Administrative Staff decisions and case files, 1983-2000; Sexual Harassment Committee correspondence, notes, reports, policies, and cases, 1989-1990; and Librarian's Appeal Committee case files, 1993-1996.	Restricted
A2009-0002	University of Toronto. Faculty of Physical Education and Health	Textual	1922-1975 [predominant 1970-1975]	.5	Transcript cards for students admitted in 1970 and 1971 to the Bachelor of Physical and Health Education programme. The records are arranged alphabetically by year. There are also some earlier student transcript cards from 1922 to 1969. This series is a continuation of A2005-0014 and A2007-0014.	Restricted

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
A2009-0003	University of Toronto. Erindale College	Textual	1975-1980	.13	Records of the Associate Dean, Professor Howard F. Andrews at Erindale College. Includes files relating to medium and long range planning for Erindale College, conducted mainly during the three year operation of Governing Council's Planning and Priorities Subcommittee (1976-1980).	Open
A2009-0004	University of Toronto. Office of Convocation	Textual	1982 - 2007	0.07	Amendments to Convocation Roll Books vols. 1982 to 2007 processed from January to December 31, 2008; the changes are listed by the year of graduation.	Restricted
A2009-0005	University of Toronto. Office of Convocation	Textual	2009	0.07	Official Convocation Roll consists of In Absentia graduates, Diploma Upgraded to Honours, Asia Pacific [Hong Kong], Spring and Fall convocations. User copy available.	Restricted
A2009-0006	University of Toronto. International Studies Programme	Textual	1967-1976	0.46	Records of the Chair of the International Studies Programme from 1971-1976 documenting the development of the program including its committees while Harold I. Nelson was Chairman. There are also files on its International Relations Committee from 1967-1970 while Nelson was Chair of this committee. Records include correspondence, reports, conference files, committee files, review files and speaker files.	Restricted
A2009-0007	Royal Air Force. No.4 School of Aeronautics	Graphic	November 22 1918	2.5	Panoramic photograph showing the No.4 School of Aeronautics, Royal Air Force, Toronto, assembled on the front campus.	Open

## **APPENDIX B: Private Records**

**2007-2008 & 2008-2009**

University of Toronto Archives and Records Management Services, BIENNIAL REPORT 2007-2009

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
B2007-0006	Brown, Robert Craig	Textual Graphic	1977-2005	4.4	Personal records of Robert Craig Brown, Professor Emeritus of History, consisting of personal correspondence (1977-1998), addresses, biographical entries for the 'Dictionary of Canadian Biography', drafts of manuscripts, files relating to the Royal Society of Canada-Chinese Academy of Social Sciences Canadian Democracy Project (1993-1996), and files on several editions of the Illustrated History of Canada. Also included are extensive files on Brown's involvement with the Canadian Institute for Advanced Research's history project.	Restricted
B2007-0007	Hume, J. N. Patterson	Textual Artifacts Graphic Moving images	ca. 1950-2000	7.0	Records document Professor Patterson Hume's career as a professor of computer science at the University of Toronto. Includes: correspondence with colleagues, publishers and students; manuscripts and typescripts of published and unpublished works including textbooks, articles, talks, scripts for television programs and films; committee files; records relating to the Arts and Letters Club.	Open
B2007-0008	Falls, James Bruce	Textual	1950-1999	10.5	Personal records of Prof. James Bruce Falls documenting his career as zoologist in the Department of Zoology, University of Toronto. Includes correspondence, manuscripts, lecture notes and related correspondence on and with students, administrative files, research materials.	Restricted
B2007-0009	University of Toronto. Students' Administrative Council	Graphic Sound recordings	1960-1961	0.64	Posters for All Varsity Review productions that played at Hart House Theatre: "Christopher Jones", 1960 and Ti-Bo, 1961. Vinyl disc sound recording of original recording of "Christopher Jones".	Open

University of Toronto Archives and Records Management Services, BIENNIAL REPORT 2007-2009

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
B2007-0010	Margaret M. Allemang Centre for the History of Nursing	Textual Graphic Publications Sound recordings Artifacts	1904-2003 [bulk dates, 1931-2003]	9.35	Records of the Margaret M. Allemang Centre for the History of Nursing, consisting of the personal records of Margaret Allemang, Muriel Uprichard, Patricia S. B. Stanojevic, Irene and Delta Mick (photo albums), Helen Carpenter, Jean Wilson, and a collection of nursing textbooks, procedures manuals and examinations assembled by Mary Stewart Potts.	Open
B2007-0011	Richards, Larry Wayne	Textual Graphic Architectural Publications	1967-2006	31.35	Personal records of Larry Wayne Richards, former Dean of the Faculty of Architecture, Landscape and Design, consisting of personal and family files, diaries, his education, employment at the Universities of Waterloo and Toronto, early architectural design work, publications, and portfolios. There are also faculty visual identity program/graphics by Bruce Mau; files relating to the Canadian Centre for Architecture, Montreal; research and consulting files; research and travel files; and material relating to Frank Gehry and the Art Gallery of Ontario and the Royal Ontario Museum and Daniel Libeskind; and drawing and projects, including ones at Yale, Halifax, and Waterloo, competitions from the 1980s, sketches for renovations at 230 College Street (Architecture Building), and miscellaneous drawings.	Restricted
B2007-0012	Urban, Frederic	Textual Graphic Moving images Architectural	[197-] - 2005	6.24	Personal records documenting the activities of Frederic Urban, associate professor in the Faculty of Architecture, Landscape and Design, University of Toronto. Includes personal files, files on his education, his year as visiting professor at the Nanjing Institute of Technology in Nanjing, China (1987-1988), his Sacri Monti research project and on numerous other art projects. Includes correspondence, grant applications, artwork, rolled drawings, posters, slides, film and video.	Open

University of Toronto Archives and Records Management Services, BIENNIAL REPORT 2007-2009

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
B2007-0013	Wyse, Marion Eleanor	Textual	1978-2006	0.46	Further personal records of Marion Wyse, consisting of personal and biographical material; personal correspondence with friends and colleagues, including Gerald Keith friends in Xiamen, China; files relating to her publishing company, North Wind Press, including the proofs of 'Journeys into darkness and light: tales from the fantastic', by G. P. Keith; poems, stories and essays written by Marion Wyse; also data on dreams with self as a subject.	Restricted
B2007-0014	Bothwell, Robert Selkirk	Textual Graphic	1997-2006	0.26	Further personal records of Robert Bothwell, professor of history, including personal correspondence consisting of e-mail exchanges with John English, Margaret Macmillan and Douglas Owram (2005-2006), a letter of reference and a reviewer's report; draft of "The big chill: Canada and the Cold War"; partial draft of "The Penguin History of Canada"; final pre-publication draft of "Alliance and illusion: Canada and the world, 1945-1984"; 34 numbered slides, remnants of Bothwell's "Canada's foreign relations" project presented at CJRT-FM Open College, Toronto, 1997(?).	Restricted

University of Toronto Archives and Records Management Services, BIENNIAL REPORT 2007-2009

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
B2007-0015	Winearls, Joan	Textual Graphic Cartographic Microform Publications Computer Files	1976-2002	2.93	Further personal records of Joan Winearls, documenting her work as a map librarian at the University of Toronto and, in particular, research projects including 'The mapping of western North America in the 18th century with particular reference to the De Fonte fantasy and the earlier "Sea of the West" fantasy', carto-bibliographic analysis and methodology re 18th century maps in North America, 'The history of the book in Canada, vol. 1', the 1993 Conference on editorial problems - 'Editing early and historical atlases', 'Mapping Upper Canada, 1780-1867', and several articles and conference presentations, including for the Bibliographic Society of Canada. Includes correspondence, research notes, drafts of books and papers, addresses, maps, photographs, microform and computer files.	Open
B2007-0016	Delamere, Thomas Dawson	Textual	1864	0.02	Notebook of course notes taken by Thomas Dawson Delamere during the first term of the year-long course in metaphysics taught by James Beaven in University College, 1864-1865. The notes are of Reid "Intellectual Powers of Man" in Hamilton's edition as interpreted by Beaven and were taken from dictation.	Open
B2007-0017	Meek, Theophile James	Textual Graphic	ca. 1910 - 1960	0.5	Correspondence, publications, photographs and memorabilia document the life of T.J. Meek, Professor of Oriental Languages from 1923-1950.	Open



Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
B2007-0018	Lee, Richard B.	Textual Graphic Moving images Sound recordings	1962-2000	4.18	Records document anthropologist Richard Lee's early career, particularly his research on the !Kung San bushmen in the Kalahari. Included are research records, field notes, correspondence, papers, manuscripts, photographs and sound recordings as well as documentation the Kalahari Research Group itself. There are also course files documenting his teaching at Harvard and Rutgers universities in the late 1960s as well as his early years at the University of Toronto starting in 1972. Professional association files document his involvement in the American Anthropological Association and the activist group Anthropologists for Radical Political Action.	Open
B2007-0019	Kappa Alpha Theta Sorority	Textual	1941-1957	0.01	Notices and programmes of events of the alumnae of Kappa Alpha Theta sorority, assembled by Margaret Howland, its corresponding secretary.	Open
B2007-0020	Forbes, H. Donald	Textual	1967-2003	2.28	Records mainly document Prof. Donald Forbes' career as a political science professor at the University of Toronto up to the early 1990s. The professional correspondence (Series 1) is rich in content and documents his varied roles as researcher, educator, author and mentor. His book Nationalism, Ethnocentrism, and Personality (1985) is well documented in several drafts and related notes (Series 2), as are several of his articles and papers (Series 3). There is fairly extensive original unpublished research on the Canadian electorate that Prof. Forbes worked on in the early 1990s (Series 4) and that also resulted in a few papers. Finally his role as an educator and mentor is documented in Course files and graduate student files (Series 5).	Restricted

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
B2007-0021	Guillet, James E.	Textual Sound recordings	1944-1991	0.26	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 in honours physics at the University of Toronto and to his doctoral studies at Cambridge University and notebooks on research while a professor at the University of Toronto (1973-1991). Also audiotapes of ideas on antenna polymers recorded in 1981, and of some lectures delivered at international conferences between 1979 and 1996.	Open
B2007-0022	McLeod, Keith A.	Textual Publications	1974-1999	0.52	Correspondence, memoranda, notes, articles and publications documenting Professor Keith McLeod's involvement with multicultural education. Included are files on professional associations, conferences, seminars and workshops, editorials from 'Multiculturalism', of which he was the founding editor, and drafts and copies of other articles, chapters of books, and addresses.	Open
B2007-0023	Nelson, Harold I.	Textual	1936-2000	4.43	Records document Prof. Harold Nelson's career as a faculty member of the Department of History from 1949-1984. Correspondence, research and lecture notes, course files, manuscripts of his written work document his role as a historian and teacher specializing in Modern European History. Files relating to his work on committees, associations, his graduate education and his role as an administrator complete the documentation of his forty year career at the University of Toronto. Of particular note are files relating to the Canadian Institute of International Relations, the Centre for International Affairs and the Department of History Curriculum Committee in the 1960s.	Restricted

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
B2008-0001	Downey, George Aloysius	Publications Graphic	1913-1964	0.01	Annotated copy of George Downey's "University of Toronto Students' Handbook" (Science), 1913-1914, with several inserts, including a photograph, perhaps of himself with two young women. Downey received his BASc in 1915. The annotations include the cost of living in boarding houses for the year.	Open
B2008-0002	Montagnes, Ian	Textual Publications Architectural	1910 - [197-]	0.82	Further personal records of Ian Montagnes, including correspondence with J. Burgeon Bickersteth (1940-1944), Hart House committee and other lists, floor plans of Hart House, Hart House Theatre regular season programmes and college and faculty revues (1951-1955); biographical scrapbook on Joseph McCulley; research files for and interviews for 'In return: the autobiography of Sigmund Samuel' (1963), University of Toronto Schools publications (1910-1923), 3 volumes of W. J. Loudon's 'Studies of Student Life'.	Open
B2008-0003	University of Toronto. Public Health Nursing	Artifacts	1929	.07	University of Toronto, Public Health Nursing pin, 1929.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
B2008-0004	Brown, Newton Price Harcourt	Graphic	1921-1951	0.52	Three black-and-white photographs: Modern Language Club of University College, 1920-1921, including Harcourt Brown and his future wife, Dorothy Stacey; The "Varsity" staff, 1921-1922 (Brown was 'dramatic editor, spring [term]'), and the Corning Conference at the Corning Glass Center, Corning, New York, 17-19 May 1951. All photos are fully captioned.	Open
B2008-0005	Stacey, Charles Perry	Textual Graphic	[193-] - 1989	0.40	Photographs of C. P. Stacey taken in the 1930s; scrapbook documenting the reviews of, public reaction to, and addresses delivered by C.P. Stacey in relation to his book, 'A very double life: The private world of Mackenzie King'; certificate of appreciation, letter to, obituary, and letter of condolence to his widow.	Open
B2008-0006	McCarthy Family	Textual Graphic Artifacts	1876-1976	2.0	Personal records of Douglas Findlay McCarthy (b1907-d1997) and his son, Dr. Douglas Dale McCarthy (b1931-d2007). Includes, photographs, student notes, certificates, class notes and teaching materials etc documenting their years as students in engineering and medicine, respectively, and in the case of Dr. Dale McCarthy as teacher in zoology	Open
B2008-0007	Kobluk, David Ronald	Textual Graphic	1974-1984	0.07	Personal records of David R. Kobluk, consisting of correspondence, research proposal and progress report for his doctoral thesis at McMaster University, and drafts and offprints of publications (1978-1984), with some photographs tipped in.	Open
B2008-0008	Brown, Charles Edward	Textual Graphic	1939-2008	0.50	Biographical information about Charles Edward Brown, including photocopies of his military citation and picture of his military uniforms from World War II; black-and-white photograph of South House, Burwash Hall, 1938-1939.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
B2008-0009	Jones, Phyllis E.	Graphic Sound recordings Textual Publications	1930-2000	.75	Personal records of Professor Phyllis E. Jones documenting her academic career (1963-1989) in the Faculty of Nursing and as dean (1979-1988). Includes correspondence, manuscripts, biographical records, photographs and publications	Open
B2008-0010	Phi Kappa Pi Fraternity	Textual	1945-1947	0.02	Minute book of the Winnipeg chapter of the Phi Kappa Pi Fraternity	Open
B2008-0011	Andrews, Howard Frederick	Textual	1969-1988	1.6	Personal records of Howard Frederick Andrews, consisting of files documenting his participation in the three-year study of the health of the University of Toronto by the Planning and Priorities Sub-committee of the Governing Council (1976-1979); teaching files for courses in Geography, primarily at Erindale College, including lecture notes, reading lists, course outlines, assignments, exam questions and some term papers.; drafts of two of his papers.	Open
B2008-0012	Berger, Carl	Textual	1927-2007 [bulk, 1964-2007]	1.6	Personal records of Carl Berger, Professor of History, consisting of correspondence, teaching materials and lecture notes, files on various University committees, Governor-General's awards committee, Chalmers award; files on Canadian Studies Conferences; correspondence and notes for and drafts of manuscripts and publications; appraisals of manuscripts and letters of reference; a fragment of the autobiography of Harold A. Innis, and some Department of History material from the late 1920s.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
B2008-0013	University of Toronto Press	Textual	1956-2003	17.5	Out of Print book files for authors mainly A - M (but 6 files for authors R-Z) containing correspondence, production notes, changes information, manuscript reviewers confidential comments, publish forms, clippings of published reviews, copy of memorandum of agreement with author, etc. Files do not contain copy of original mss. Files are for books published between 1956 and 1998 which became out of print between 1983 and 2003.	Restricted
B2008-0014	Page, Michael	Graphic Textual Computer Files	1988-2007	1.26	This accession consist of three holographic images created by artist Michael Page in conjunction with University of Toronto researchers at the Institute of Optical Sciences. Animations, images, prototypes, drawings and illustrations document the development of the holograms. There are also engineering drawings of the light valve digital holographic printer designed by Michael Page and Dr. Dwayne Miller, along with his associates Dr. Tom Haslett and Dr. David Demmer and the then called Protonics Research Ontario.	Open
B2008-0015	Land, Reginald Brian	Textual	1930-1964	0.80	Personal records of R. Brian Land, documenting his involvement with the Canadian Library Association (1954-1963) and the Institute of Professional Librarians (1956-1964), an initiative on library use by Paul Fox (1959-1960), Canadian Library Week (1959-1961), the Toronto Public Library (1957-1958), along with memorabilia and miscellaneous publications on librarianship (1930-1948).	Open
B2008-0016	McConkey, Hilda Maude	Graphic	195-	.07	Photograph belonging to alumnus Hilda Maude McConkey (M.A. 1949) showing her working at Ayerst Laboratories in Montreal. Ms McConkey is seated on the right.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
B2008-0017	Ham, James Milton	Textual	1949-2006	0.07	Correspondence, diary, talk documenting the career of Dr James Ham, past University of Toronto president. Included is a copy of a diary from 1949 kept by Ham while traveling in England and Europe. There are also documents collected by his wife, Mary Ham, relating to her late husband's role in the Canadian Institute of Advanced Research.	Open
B2008-0018	Houston, William J.	Graphic	1913	0.44	Two photographs documenting William J. Houston, student in the Faculty of Education in 1913 and later a graduate of Arts (B.A. 1924). The two group portraits include the Faculty of Education Literary Executive, Fall term 1913 and an unidentified Faculty of Education sports team (possibly soccer).	Open
B2008-0019	[Solandt Symposium]	Graphic	1992-1994	0.91	Images provided by Archie M. Pennie for an exhibition prepared by Harold Averill for the 'Solandt Symposium on Organizing and Managing the Practical Application of Science to Problems in War and Peace,' held at the Donald Gordon Centre, Queen's University at Kingston, Ontario, 8-10-May 1994. Included are five panels of black-and-white photographs of projects carried out by the Defence Research Board, which Solandt founded, and a 1992 reproduction of a page from the 'Ottawa Journal', 17 August 1957, documenting Omond Solandt and his fellow "voyaguers" canoe trip down the Churchill River.	Open
B2008-0020	University of Toronto Women's Association	Textual Graphic	1982-2003	0.46	Records document the University of Toronto Women's Association including agenda, minutes, reports, financial statements, memorabilia and photographs. There are specific files that document the rose sale at Convocation, the gift shop run by the association and the annual art show.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
B2008-0021	University of Toronto Press	Textual	1950-2003	10.5	Out of Print book files for authors mainly A - Z containing correspondence, production notes, changes information, manuscript reviewers confidential comments, publish forms, clippings of published reviews, copy of memorandum of agreement with author, etc. Files do not contain copy of original mss.	Restricted
B2008-0022	Wilton, Murray Alexander	Textual Graphic Publications	1928 - [199-]	1.2	Personal records of Murray Alexander Wilton, consisting of course notes, correspondence, photographs, and student publications from his undergraduate programme (BComm 1932); correspondence, financial statements, minutes, reports, newsletters and programmes relating to Wilton's position as a member of the University of Toronto Athletic Advisory Board and the Men's T-Holders' Association (1965-1993).	Open
B2008-0023	Rayside, David	Textual Graphic Sound recordings	198- - 2008	7.57	Records created and collected by Prof David Rayside of the Department of Political Science mainly relating to the research of two of his books: On the Fringe: Gays and Lesbians in Politics (Cornell, 1998) ; Queer Inclusions: Public Recognition of Sexual Diversity in Canada and U.S. (University of Toronto Press, 2008). Included are collected materials, notes, records relating to research trips, taped interviews, transcripts, manuscripts of papers and talks. This donation also includes some records relating to Prof. Rayside's earlier work on labour union's response to equity as well as files relating to political intervention at the University of Toronto.	Restricted
B2008-0024	McJanet, Ann E.	Architectural	1958	0.52	This accession contains tracings and photocopies of the final presentation drawings of the Danby House in Fallowfield, completed by Ann E. McJanet in her 3rd year of architecture.	Open



Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
B2008-0025	Nosyk, Irene Romana	Graphic	ca 1966-1969	8.0	Works of art by staff artist Irene R. Nosyk of the Dept. of Zoology produced for exhibits and display in the late 1960s. Includes 7 framed paintings (oil on canvas) and series of 6 unframed paintings completed for the new Zoology building at the University of Toronto, ca 1966	Open
B2008-0026	Fowler, William Joseph	Textual Graphic Publications Moving images Sound recordings	1952-2002	21.6	Personal records of William Joseph Fowler, professor of applied psychology at OISE (University of Toronto), consisting of correspondence, research notes and projects, teaching files, employment at the University of Chicago and elsewhere, other professional activities, drafts of manuscripts, publications and addresses. Includes pamphlets, audio-cassette tapes and videos.	Open
B2008-0027	Eddie, Scott M.	Textual	1964-1008	4.0	Personal records of Prof. Scott M. Eddie, retired professor in the Department of Economics, University of Toronto, documenting his early education in high school and at University of Minnesota and MIT, and his career at the University of Toronto and following his retirement. Includes correspondence, manuscripts including chapter for Festschrift for Prof. Kover (2008), teaching notes, research notes, professional activities such as the International Economic History Association, etc.	Open
B2008-0028	Carswell, William E.	Graphic	1966-1968	0.64	Two framed watercolour paintings by W. E. Carswell, former professor of the School of Architecture at the University of Toronto: 1) Winchester Close, 1966 and 2) Go Home Rapids, 1968	Open
B2008-0029	Brown, John Price	Artifacts	1868	0.06	R. N. Starr medal in medicine awarded to John Price Brown by the University of Toronto in his graduating year, 1868.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
B2008-0030	Brock, Peter De Beauvoir	Textual Publications Graphic	1948-2005	4.15	Personal records of Peter De Beauvoir Brock, professor of history at the University of Toronto and a pre-eminent specialist in Polish and East European history. The records include correspondence, certificates and diplomas, lecture notes, memoranda, notes for and drafts of manuscripts, and other material related to his personal and professional activities.	Open
B2008-0031	Schabas, Ezra	Textual Graphic Moving images	1971-2006	2.1	This donation contains files arranged alphabetically documenting many of Prof. Schabas activities including: involvement in associations and music groups, publishing and research endeavours, performances and public appearances, travels, workshops and lectures given and teaching activities. Types of documents include correspondence, minutes, agenda, papers, talks, reviews, scripts, course lectures, grant applications and photographs.	Open
B2008-0032	Richardson, George Peter	Textual Graphic	1962-2008	25.2	Personal records of Peter Richardson, Professor Emeritus, Study of Religion and sometime Principal of University College, consisting of correspondence, course notes, research and teaching files, minutes of meetings, memoranda, notes, manuscripts of publications, addresses and related material documenting his education, teaching and administrative duties at the University of Toronto, his research (including archaeological site work), his writings, his editing "Studies in Religion" and "Studies in Christianity and Judaism", committee and board files for these journals and for the Canadian Society of Biblical Studies, Ontario Heritage Foundation, the Joint Practice Board, the Society of Biblical Literature, and other organizations.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
B2008-0033	Friedland, Martin Lawrence	Textual Graphic Publications	1955-2008	5.2	Further personal records of Martin Friedland, Professor Emeritus of Law, consisting of correspondence, certificates, appointment books, notes, teaching material and lecture notes, research notes, publications, minutes of meeting and other material relating to personal and family activities, Faculty of Law and other University of Toronto and activities, the writing of books and articles, involvement with government committees and inquiries, and other professional activities, including the University of Toronto Press and the Osgoode Society.	Restricted
B2008-0034	Trask, Abraham Alan	Artifacts	1930	0.10	"Meds" pin, graduating class in Medicine, 1930, that belonged to Abraham Alan Trask.	Open

## **APPENDIX C: Gifts-in-Kind for tax year 2007 & 2008**

### Gifts-in-Kind 2007

**Batten, Anthony**

**B2007-0002**

1994, 2004 Graphic 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

**Batten, Anthony**

**B2007-0003**

1994 Graphic 2

Two paintings by Anthony Batten: 1) West side of Huron St., Toronto (Just South of Bloor) University of Toronto Properties ; watercolour framed 39/12"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

**Bothwell, Robert Selkirk**

**B2007-0014**

1997-2006 Textual Graphic 0.26

Further personal records of Robert Bothwell, professor of history, including personal correspondence consisting of e-mail exchanges with John English, Margaret Macmillan and Douglas Owsram (2005-2006), a letter of reference and a reviewer's report; draft of "The big chill: Canada and the Cold War"; partial draft of "The Penguin History of Canada"; final pre-publication draft of "Alliance and illusion: Canada and the world, 1945-1984"; 34 numbered slides, remnants of Bothwell's "Canada's foreign relations" project presented at CJRT-FM Open College, Toronto, 1997(?).

**Brown, Robert Craig**

**B2007-0006**

1977-2005 Textual Graphic 4.4

Personal records of Robert Craig Brown, Professor Emeritus of History, consisting of personal correspondence (1977-1998), addresses, biographical entries for the 'Dictionary of Canadian Biography', drafts of manuscripts, files relating to the Royal Society of Canada-Chinese Academy of Social Sciences Canadian Democracy Project (1993-1996), and files on several editions of the Illustrated History of Canada. Also included are extensive files on Brown's involvement with the Canadian Institute for Advanced Research's history project.

**Delamere, Thomas Dawson**

**B2007-0016**

1864 Textual 0.02

Notebook of course notes taken by Thomas Dawson Delamere during the first term of the year-long course in metaphysics taught by James Beaven in University College, 1864-1865. The notes are of Reid "Intellectual Powers of Man" in Hamilton's edition as interpreted by Beaven and were taken from dictation.

**Falls, James Bruce**

**B2007-0008**

1950-1999 Textual 10.5

Personal records of Prof. James Bruce Falls documenting his career as zoologist in the Department of Zoology, University of Toronto. Includes correspondence, manuscripts, lecture notes and related correspondence on and with students, administrative files, research materials.

**Forbes, H. Donald**

**B2007-0020**

1967-2003 Textual 2.28 m

Records mainly document Prof. Donald Forbes' career as a political science professor at the University of Toronto up to the early 1990s. The professional correspondence (Series 1) is rich in content and documents his varied roles as researcher, educator, author and mentor. His book Nationalism, Ethnocentrism, and Personality (1985) is well documented in several drafts and related notes (Series 2), as are several of his articles and papers (Series 3). There is fairly extensive original unpublished research on the Canadian electorate that Prof. Forbes worked on in the early 1990s (Series 4) and that also resulted in a few papers. Finally his role as an educator and mentor is documented in Course files and graduate student files (Series 5).

**Griffith, Byron Alexander**

**B2007-0005**

1926-1930 Textual 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.

**Guillet, James E.**

**B2007-0021**

1944-1991 Textual Sound recordings 0.26

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 in honours physics at the University of Toronto and to his doctoral studies at Cambridge University and notebooks on research while a professor at the University of Toronto (1973-1991). Also audiotapes of ideas on antenna polymers recorded in 1981, and of some lectures delivered at international conferences between 1979 and 1996.

**Hume, J. N. Patterson**

**B2007-0007**

ca. 1950-2000 Textual Artifacts Graphic Moving images 7.0 m

Records document Professor Patterson Hume's career as a professor of computer science at the University of Toronto. Includes: correspondence with colleagues, publishers and students; manuscripts and typescripts of published and unpublished works including textbooks, articles, talks, scripts for television programs and films; committee files; records relating to the Arts and Letters Club.

**Lee, Richard B.**

**B2007-0018**

1962-2000 Textual Graphic Moving images Sound recordings 4.18 m

Records document anthropologist Richard Lee's early career, particularly his research on the !Kung San bushmen in the Kalahari. Included are research records, field notes, correspondence, papers, manuscripts, photographs and sound recordings as well as documentation the Kalahari Research Group itself. There are also course files documenting his teaching at Harvard and Rutgers universities in the late 1960s as well as his early years at the University of Toronto starting in 1972. Professional association files document his involvement in the American Anthropological Association and the activist group Anthropologists for Radical Political Action.

**McJanet, Ann E.**

**B2007-0001**

1955-1959 Graphic 0.47

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.

**McLeod, Keith A.**

**B2007-0022**

1974-1999 Textual Publications 0.52

Correspondence, memoranda, notes, articles and publications documenting Professor Keith McLeod's involvement with multicultural education. Included are files on professional associations, conferences, seminars and workshops, editorials from 'Multiculturalism', of which he was the founding editor, and drafts and copies of other articles, chapters of books, and addresses.

**Meek, Theophile James**

**B2007-0017**

ca. 1910 - 1960 Textual Graphic 0.5

Correspondence, publications, photographs and memorabilia document the life of T.J. Meek, Professor of Oriental Languages from 1923-1950.

**Nelson, Harold I.**

**B2007-0023**

1936-2000 Textual 4.43

Records document Prof. Harold Nelson's career as a faculty member of the Department of History from 1949-1984. Correspondence, research and lecture notes, course files, manuscripts of his written work document his role as a historian and teacher specializing in Modern European History. Files relating to his work on committees, associations, his graduate education and his role as an administrator complete the documentation of his forty year career at the University of Toronto. Of particular note are files relating to the Canadian Institute of International Relations, the Centre for International Affairs and the Department of History Curriculum Committee in the 1960s.

**Urban, Frederic**

**B2007-0012**

[197-] - 2005 Textual Graphic Moving images Architectural 6.24

Personal records documenting the activities of Frederic Urban, associate professor in the Faculty of Architecture, Landscape and Design, University of Toronto. Includes personal files, files on his education, his year as visiting professor at the Nanjing Institute of Technology in Nanjing, China (1987-1988), his Sacri Monti research project and on numerous other art projects. Includes correspondence, grant applications, artwork, rolled drawings, posters, slides, film and video.



**Winearls, Joan**

**B2007-0015**

1976-2002 Textual Graphic Cartographic Microform Publications Computer Files 2.93

Further personal records of Joan Winearls, documenting her work as a map librarian at the University of Toronto and, in particular, research projects including 'The mapping of western North America in the 18th century with particular reference to the De Fonte fantasy and the earlier "Sea of the West" fantasy', carto-bibliographic analysis and methodology re 18th century maps in North America, 'The history of the book in Canada, vol. 1', the 1993 Conference on editorial problems - 'Editing early and historical atlases', 'Mapping Upper Canada, 1780-1867', and several articles and conference presentations, including for the Bibliographic Society of Canada. Includes correspondence, research notes, drafts of books and papers, addresses, maps, photographs, microform and computer files.

**Wyse, Marion Eleanor**

**B2007-0013**

1978-2006 Textual 0.46

Further personal records of Marion Wyse, consisting of personal and biographical material; personal correspondence with friends and colleagues, including Gerald Keith friends in Xiamen, China; files relating to her publishing company, North Wind Press, including the proofs of 'Journeys into darkness and light: tales from the fantastic', by G. P. Keith; poems, stories and essays written by Marion Wyse; also data on dreams with self as a subject.

### Gifts in kind 2008

**Andrews, Howard Frederick**

**B2008-0011**

1969-1988 Textual 1.6

Personal records of Howard Frederick Andrews, consisting of files documenting his participation in the three-year study of the health of the University of Toronto by the Planning and Priorities Sub-committee of the Governing Council (1976-1979); teaching files for courses in Geography, primarily at Erindale College, including lecture notes, reading lists, course outlines, assignments, exam questions and some term papers.; drafts of two of his papers.

**Berger, Carl**

**B2008-0012**

1927-2007 [bulk, 1964-2007] Textual 1.6

Personal records of Carl Berger, Professor of History, consisting of correspondence, teaching materials and lecture notes, files on various University committees, Governor-General's awards committee, Chalmers award; files on Canadian Studies Conferences; correspondence and notes for and drafts of manuscripts and publications; appraisals of manuscripts and letters of reference; a fragment of the autobiography of Harold A. Innis, and some Department of History material from the late 1920s.

**Brown, John Price**

**B2008-0029**

1868 Artifacts 0.06

R. N. Starr medal in medicine awarded to John Price Brown by the University of Toronto in his graduating year, 1868.

**Carswell, William E.**

**B2008-0028**

1966-1968 Graphic 0.64

Two framed watercolour paintings by W. E. Carswell, former professor of the School of Architecture at the University of Toronto: 1) Winchester Close, 1966 and 2) Go Home Rapids, 1968

**Jones, Phyllis E.**

**B2008-0009**

1930-2000 Graphic Sound recordings Textual Publications .75

Personal records of Professor Phyllis E. Jones documenting her academic career (1963-1989) in the Faculty of Nursing and as dean (1979-1988). Includes correspondence, manuscripts, biographical records, photographs and publications

**Land, Reginald Brian**

**B2008-0015**

1930-1964 Textual 0.80

Personal records of R. Brian Land, documenting his involvement with the Canadian Library Association (1954-1963) and the Institute of Professional Librarians (1956-1964), an initiative on library use by Paul Fox (1959-1960), Canadian Library Week (1959-1961), the Toronto Public Library (1957-1958), along with memorabilia and miscellaneous publications on librarianship (1930-1948).

**McCarthy Family**

**B2008-0006**

1876-1976 Textual Graphic Artifacts 2.0

Personal records of Douglas Findlay McCarthy (b1907-d1997) and his son, Dr. Douglas Dale McCarthy (b1931-d2007). Includes, photographs, student notes, certificates, class notes and teaching materials etc documenting their years as students in engineering and medicine, respectively, and in the case of Dr. Dale McCarthy as teacher in zoology

**McConkey, Hilda Maude**

**B2008-0016**

195- Graphic .07

Photograph belonging to alumnus Hilda Maude McConkey (M.A. 1949) showing her working at Ayerst Laboratories in Montreal. Ms McConkey is seated on the right.

**McJanet, Ann E.**

**B2008-0024**

1958 Architectural 0.52

This accession contains tracings and photocopies of the final presentation drawings of the Danby House in Fallowfield, completed by Ann E. McJanet in her 3rd year of architecture.

**Montagnes, Ian**

**B2008-0002**

1910 - [197-] Textual Publications Architectural 0.82

Further personal records of Ian Montagnes, including correspondence with J. Burgeon Bickersteth (1940-1944), Hart House committee and other lists, floor plans of Hart House, Hart House Theatre regular season programmes and college and faculty revues (1951-1955); biographical scrapbook on Joseph McCulley; research files for and interviews for 'In return: the autobiography of Sigmund Samuel' (1963), University of Toronto Schools publications (1910-1923), 3 volumes of W. J. Loudon's 'Studies of Student Life'.

**Nosyk, Irene Romana**

**B2008-0025**

ca 1966-1969 Graphic 8.0

Works of art by staff artist Irene R. Nosyk of the Dept. of Zoology produced for exhibits and display in the late 1960s. Includes 7 framed paintings (oil on canvas) and series of 6 unframed paintings completed for the new Zoology building at the University of Toronto, ca 1966

**Trask, Abraham Alan**

**B2008-0034**

1930 Artifacts 0.10

"Meds" pin, graduating class in Medicine, 1930, that belonged to Abraham Alan Trask.

## **APPENDIX D: Organisational Chart**

