

ANNUAL REPORT 2009-2010



Sketches of Hart House by Gladys Cochrane UTA A2009-0020/001(02) & (03)

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UNIVERSITY OF TORONTO ARCHIVES AND RECORDS MANAGEMENT SERVICES

MISSION

University of Toronto Archives and Records Management Services (UTARMS) is dedicated to acquiring, preserving and making available the documentary heritage of the University of Toronto as a permanent resource in support of operational, educational, and research needs of the University community and the general public. While promoting the fullest access to information we are bound to protect the privacy of individuals and corporate bodies entrusting their records to our care and to maintain the highest possible standards of professionalism and archival practice.

MANDATE

University of Toronto Archives and Records Management Services is responsible for the appraisal, acquisition, preservation and use of University records of permanent value and the private records of individuals and organisations associated with the University. UTARMS works co-operatively with other permanent campus archives programmes devoted to preserving their sponsor's documentary heritage. As well as providing a research service, the department provides an administrative service through the development and implementation of the University's records management programme. The objectives of this programme are detailed in the Terms of Reference of the Presidential Advisory Committee on Archives and Records Management.

1. INTRODUCTION

Over the past year, University Archives' staff have strived to deliver the highest quality of service to our users and donors. Our priorities have included records management initiatives to ensure the timely disposal of inactive university records and the transfer and preservation of those deemed to have permanent value. This has involved continued training sessions, consultation (by phone and email) and onsite visits, records transfers and accessioning, and the maintenance of off-site storage controls. The acquisition and processing of private donations of gifts-in-kind for income tax receipts continues to demand our attention, at times, to the exclusion of other priorities essential to the future of the department. Initiatives such as improved online access to collections and special media frequently have fallen to the sidelines during the year as we focus limited resources to meet donor demands for annual tax receipts.

In spite of this, the University Archives continued to add significant new accessions from university offices as well as private individuals and organizations over the past year. In looking at the first ten years of this new century, some patterns are emerging which may impact operations in the future. While private donations have not yet exceeded annual volumes of university records, there is a consistent upward trend from this source, one that may indicate a need to re-evaluate acquisition strategies and resources in the years to come. Another change on the horizon is the inevitable move from predominantly paper-based records to electronic-based records. The move to electronic record keeping has been ongoing within the university administration for some time. However, increasingly, we are being asked about the preservation of electronic files contained within a private donor's personal papers. While to date the incidence and volume of this type of record is minimal, this is likely to change over the next decade. Unfortunately, neither the Archives nor the Library has put in place a strategy to appraise, store, preserve, and make available the various formats of electronic records that are being generated by current faculty of the University.

Resources for the Archives department continue at a stagnant level. No increase in staffing complement has occurred in more than a decade, although work load has increased markedly. While we have access to suitable off-site storage facilities at UTLTD, on-site facilities continue to deteriorate resulting in the need for constant monitoring in all areas.

2. ACQUISITIONS

2.1 Collection Growth¹

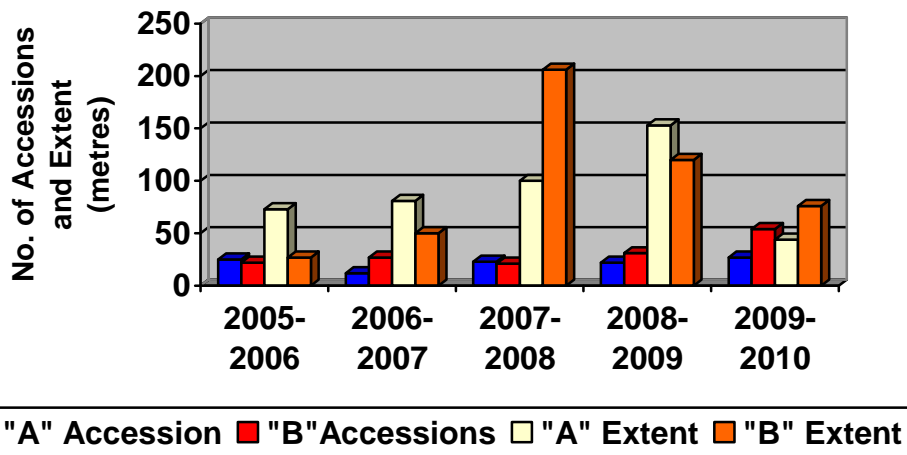
The growth of our holdings over the past year was not as great as in previous years. University records transfers comprised 44 metres in 27 accessions. 54 gifts (76 metres) were received from private donors with various library materials including monographs, serials and theses adding a further 2 metres. The total of 122 metres (400 feet) from all sources is considerably lower (about 56% lower) than the record volume received in 2008-2009., but also well within average rates of acquisition over the past five years of 163 metres (or 535 feet) per year. Our total holdings (both at on site and off site storage locations) amounts to 9,387 metres (30,797 feet) The types of materials continue to run the range of traditional media – paper, photographic, sound and moving image etc. We have deliberately limited our acquisition of electronic media within personal papers gifts. This is in part because the electronic files (such as word processed and email) from individuals are often in non-compatible file formats and would require additional resources to determine conversion capabilities. Moreover, individual files often not organized into folders for quick and accurate appraisal (unlike much of the paper records acquired). As well the Archives, in concert with the Library IT staff, need to resolve the issues relating to storage and access of archived records. This is an issue that needs to be addressed in the near future since its likely to be the predominant medium of choice.

Looking back over the past ten years, the Archives has acquired 1740 metres (or 5,709 feet) in a wide variety of media. The rate of acquisition per year has remained remarkably stable with University records (A accessions) continuing to exceed private records growth (B accessions). Looking closer, however, we can note a slight decline in overall volume when comparing the last five years of the decade with the first five years of the decade. Between 2000 and 2005, the Archives averaged 177 metres of A Accessions per year and 69 metres per year of B Accessions. In the latter half of the decade this total volume has declined by approximately 13%. In spite of this, a trend is emerging with regard to private records. Since 2005, the average growth of B accessions has grown from an average of 69 metres (between 2000 and 2005) to 72 metres. During the same period, A Accessions declined from 117 metres to 90 metres per year in 2010. Such trends may reflect the changing dynamics within the U of T community such as the increase in the number of retired faculty and the technological changes within the University administration as it moves away from paper based systems to electronic record keeping. The long term implications of such trends would herald a need to new approaches in the Archives. Some of these new approaches might deal with increased demands for timely processing of private records requiring tax receipts, and greater technological support to preserve the University's permanent value electronic records.

In short, it is a trend that should be monitored closely in the next decade.²

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

Collection Growth - University and Private Records



² Statistics summary: 2000-2001 to 2004-2005: A Accessions = 587 metres; B Accessions 343 metres (grand total 930 metres) – avg per year = A accessions = 117 metres and B Accessions 69 metres/year.
 2005-2006 to 2009-2010: A Accessions = 451 metres; B Accessions 359 metres (grand total = 810 metres – 13% less) – avg per year = A Accessions = 90 metres and B Accessions =72 metres.

2.2 University Records (A Accessions)

As mentioned above the volume of university records transfers was considerably lower than the record setting volume of 2008-2009. Among the 27 accessions were accruals for such offices as Office of Gift Planning (8 metres), Faculty of Nursing (16 metres), Ethics Review Office (5.0 metres), and Faculty of Information (7.0 metres). New fonds included the McLuhan Program in Culture and Technology (1.0 metres).

See Appendix A for complete listing.

2.3 Private Records (B Accessions)

All 54 accessions (76 metres) received during this reporting year were primarily from former faculty. We were fortunate to receive several new fonds among them the personal papers of Prof. Joseph Shaw of Dept. of Fine Arts documenting his career with Kommos excavation in Crete, Prof. Steven Sim, the first Asian pharmacy professor at the University, Thomas McIlwraith (geography), Antonio Franceschetti (italian studies), J.K. Chambers (linguistics), John Marshall (information), and Robert Harney (history). One of the largest acquisitions was received from Gerald Helleiner, professor emeritus of Dept of Economics consisting of some 14 metres. Accruals were received for several fonds such as Larry Richards (architecture), Alison Prentice (women's history), David Hayne (French), Kay Armatage (film), Harold Skilling (political science), Derek Paul (physics), Thomas P. Morley (medicine), and the family of Clara Benson (nutritional sciences). In addition to gifts from former faculty, the Archives received papers from former students documenting their activities while on campus: Marjorie Wright(pharmacy), Earl West Fuller (dentistry), Stanley C. Biggs (arts, Trinity College and law), and John Herbert Milnes (arts, Trinity College). One new fonds of organizational records was received -- the Faculty of Information Alumni Association, while accruals include the Janes Surgical Society, the British Association for the Advancement of Science's 1897 Toronto meeting, Camp One of the Office of the Camp Wardens, The Ritual of the Calling of an Engineer, and the University of Toronto Press.

For full listing see Appendix B.



Prof Stephen K. Sim, (Pharmacy) as an undergraduate student in his dormitory room, Gonzaga University, Spokane, WA. Jan 1947 (above), and on graduation June 1949.

UTA B2009-0017/001P

2.4 Special Media Records (Table 1)

Acquisitions of Special Media Records for the 2009-2010 year were acquired through small donations. Many older photographs were donated including: an 1894 Graduating Class in Dentistry (B2009-0036); several group composites documenting the Faculty of Applied Science and Engineering dating 1927-1942 (B2009-0027 and B2009-0030); rare informal photographs of medical students in 1915-1916 (B2009-0007) as well as a panoramic of the class of 1935 (B2009-0008); and seven composite photographs of the University of Toronto Y.M.C.A. dating from 1901-1915 (B2009-0035 and B2009-0043). In addition, another accession from the Blake/Wrong family was acquired containing early portraits of several branches of the family (B2009-0019). Graphic records transferred from University offices were similarly small in quantity but significant in their rarity including some unique pen and ink sketches of Hart House (A2009-0020) and coloured postcards showing campus in the 1920s or earlier (A2009-0013 and A2009-0018). Victoria University Archives transferred early photographs as a result of a re-appraisal of their holdings – a 1893 Graduating Class composite being the earliest among them. More contemporary media records were transferred from OISE and the Department of Public Affairs in the form of DVDs and Electronic Press Kits. The Faculty of Information transferred 104 architectural plans documenting the John P. Robarts Research Library

SPECIAL MEDIA (ITEMS)

Table 1

ITEMS	2009						2010						YTD
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	
PHOTOGRAPHS													
Photoprints	8	206	37	11	31	2	9	6	200	198	0	886	1594
Negatives	0	26	0	0	0	0	0	0	0	156	0	400	582
Slides	31	0	71	0	0	0	0	0	198	155	0	74	529
DIGITAL IMAGES	0	0	0	0	0	0	0	0	275	0	0	0	275
SOUND RECORDINGS													
Reel to Reel	0	0	0	15	1	0	0	0	0	0	0	25	41
Cassettes	0	0	0	0	0	336	0	0	0	0	15	0	351
Oral History	0	0	0	0	0	0	0	0	0	0	0	0	0
Sound Discs	0	0	0	0	0	0	0	0	0	0	0	0	0
MICROFORM													
16mm reels	0	0	0	0	0	0	0	0	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	1	0	0	8	7	0	0	0	7	23
Video	0	0	0	0	0	0	2	2	1	0	0	0	5
CD/DVD	0	1	3	0	0	0	0	0	3	0	0	0	7
WORKS OF ART	0	0	0	6	0	0	0	0	0	33	0	0	39
ELECTRONIC RECORDS	7	0	0	0	0	0	0	0	0	0	0	0	7
ARCHITECTURAL													
Plans & drawings	0	104	0	0	0	0	0	0	0	0	0	0	104
MAPS	0	0	0	0	0	0	0	0	0	0	0	0	0
<u>ARTIFACTS</u>	0	0	0	0	0	0	0	0	0	0	0	0	0

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

During tax year 2009, the Archives received 22 gifts-in-kind from private donors requesting tax receipts for the monetary value. This amounts to approximately 47% of the total number of gifts received in that year. In comparison in 2008 tax receipts were requested for 59% of all gifts-in-kind and in 2007, the percentage was even higher at 83% of all gifts received in that year. While it would seem from this three year review that a pattern of decline in demand for tax receipts is occurring, the reason is more related to the nature and source of the gift, than the donor's awareness or interest in such receipts. On the contrary, it is our experience that donors are becoming much more aware of the availability of such tax advantages. Already in 2010, we have received 21 gifts of which 57 % require a tax receipt.

Increasingly, we are unable to complete the processing of all gifts in a given tax year in time for filing. During 2009-2010, for example, staff processed 16 of the 22 gifts received in 2009, along with seven gifts carried over from 2008, and one gift carried over from 2007. This trend is likely to continue, and indeed could possibly escalate given the fact that the department's staffing resources have not increased in more than 20 years. As a result, we regularly advise donors that they are unlikely to receive their regular tax receipt until about 12 to 18 months after the gift is confirmed. Donors demanding Cultural Property certification of their gift (the Archives prepared applications for two such gifts, received in 2008, during the past year) are advised that it will probably be at least 2 years before certification is confirmed and a tax receipt issued by the University.

While it has been a long standing policy within the Library to issue tax receipts for the monetary value of gifts-in-kind, the process has become increasingly burdensome to this department (and indeed many other public archives in Canada). Changes in tax laws, comprehensive deeds of gift documentation, the need for accurate and comprehensive descriptions of the gift, and the paper work associated with certification of cultural property by the Cultural Properties Export Review Board, has demanded more and more time from staff already overwhelmed with acquisitions from other areas of the university (such as university records), reference services, records management activities, phone and email enquiries, and the ever-changing electronic environment. As we have reported before, 3 full time archivists (or 60% of professional staff) work primarily on private records gifts from September to March (and increasingly on a year-round basis) to ensure that as many donors as possible receive their tax receipts in time for filing. With only a total of 5 full time archivists on staff, this is a disproportionate allotment of resources considering that private records (B Accessions) amount to only 40% of our total collections. While processing of archival acquisitions is a major function of an archivist's work, the demands of tax deadlines leads to a skewed assignment of work priorities, resulting in other departmental objectives, such as web site development, digitization projects, timely responses to reference and research inquiries, improved access to special media collections (such as film, video, sound recordings, photographs, architectural records) etc. to be postponed or indeed deferred.

The practice of issuing of tax receipts for gifts in kind needs to be reviewed in light of dwindling resources and increasing donor demands. Donors should be asked to share in the burden of the cost of processing gifts-in-kind of personal papers by either paying for the time of the external appraisers, or contributing to the cost of professional staff to arrange and describe their gift-in-kind, or both. The request for a tax receipt by private donors is a benefit provided by the University, not an essential service.

For a complete list of gifts for 2009 see Appendix C.

Value of Gifts over the last five years³

Year	Value \$
2005	337,685
2006	200,450
2007	322,400
2008	209,137
2009	85,665 ⁴
Total	1,155,337
Average	231,067.40

³ Values have been adjusted to reflect evaluations undertaken after the last reporting period

⁴ Reflects 16 of 22 gifts in kind received for tax receipts; balance of 6 gifts-in-kind will be undertaken in late 2010.

3. RECORDS MANAGEMENT

3.1 Training Session

Between May 1 2009 and April 30 2010, Loryl MacDonald presented 9 seminars to 135 employees attending the regular Records Management series' three core courses. She also conducted the core series at the University of Toronto at Scarborough for 60 administrators in June and July 2009. In addition, Loryl provided a special presentation to Students Services (12 attendees) on August 13, 2009 and to graduate administrators for the School of Graduate Studies (85 attendees) on February 4 2010.

3.2 Consultation, inquiries, and other activities

Between May 1 2009 and April 30 2010, 111 written inquiries and 35 phone inquiries were received relating to records management inquiries.

In 31 instances, Loryl made site visits. Among the offices receiving this service were the Faculty of Information, Hart House, the Faculty of Law, the Faculty of Medicine, the Ontario Institute for Studies in Education, the Office of Research Ethics, the School of Graduate Studies, the Department of Sociology, Trinity College, UTSC Accessibility Services, UTSC Human Resources, UTSC Principal's Office, the VP Budget and Planning, and the Department of Zoology.

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 year, Loryl helped the School of Graduate Studies to develop their new web page, Guidelines for Managing Graduate Records. Loryl also worked with the UTSC Principal's Office in developing a file plan and began updating the Office of Research Ethics' schedules.

10 Year Overview

Year	Training	Inquiries	Site visits
2000-2002	211	461	9
2002-2003	77	255	13
2003-2004	138	166	19
2004-2005	280	130	21
2005-2006	231	133	28
2006-2007	156	88	33
2007-2008	167	208	45
2008-2009	125	156	36
2009-2010	292	146	31
Total	1677	1743	235
Avg	168	174	24

The above chart illustrates the continuing demand for records management services from this department. Over the past ten years, training has focused on three core courses relating to fundamentals, file plan development and electronic records. The rate of demand has also remained stable throughout the decade and it seems unlikely that this will diminish in the coming years as changes in legislation, technology and the general work environment present new challenges to effective records and information management.

3.3 Freedom of Information and Protection of Privacy Act

The Archives cooperated in the administration of three formal FIPPA requests for release of records from University records accessions. In all cases we had denied access to the record in question after conducting an informal review. Two of the three requests dealt with personal privacy; the third request dealt with records less than 20 years of age and potentially subject to other exemptions under FIPPA. Loryl MacDonald and Garron Wells worked closely with the staff of the University's FIPP Office by providing copies of the relevant records to the Office as needed, and engaging in discussions to reach a final decision all within the required time frame of the legislation.

In other activities, Garron Wells added entries to a revised Personal Information Bank Directory database and web site at the request of the FIPP Office.

4. ARRANGEMENT AND DESCRIPTION

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

4.1.1 University (A Accessions)

New Acquisitions

Of the 27 accessions received over the past year, inventories were submitted as necessary by offices, and then modified to meet our finding aid standards. These offices included Faculty of Nursing (21 pages), Ethics Review office (8 pages), Office of Gift Planning (12 pages), McLuhan Program in Culture and Technology (3 pages), and Hart House (6 pages). Loryl MacDonald oversaw the production of these finding aids. In other acquisitions, Lagring Bautista produced finding aids for accruals to our examination holdings from the Faculty of Arts and Science (3 pages). In addition we received 104 architectural drawings from the Faculty of Information relating to the construction of that building in the late 1960's. Garron Wells entered data from each drawing into the Architectural Plans database.

Backlog projects

We continue to describe our considerable backlog of university records accessions to improve access and ensure compliance with privacy legislation. This involves a thorough review of each accession within a fonds to identify records at the file level. During the past year work focussed on records of Faculty of Dentistry Fonds including accessions A1982-0003, A1983-0003, A1985-0027, A1986-0007. Lagring Bautista completed the updating of inventories for these four accessions resulting in 42 pages of new description. In consultation with Garron Wells, Lagring undertook some reappraisal, resulting in the weeding of duplicate publications such as calendars and examination volumes. Other finding aids produced by Lagring included A1982-0034, & A1983-0042 (School of Graduate Studies fonds), A1978-0043, A1979-0025, A1980-0023, A1981-0038, A1982-0007, A1983-0012 (Vice-president Research fonds), A1985-0015, A1982-0038, A1987-0023 (Erindale College fonds) and A1974-0008, A1982-0029, A1987-0029, A1985-0033, A1977-0005 Faculty of Applied Science and Engineering fonds.

Our SLA Bridget Whittle undertook other copy typing of finding aids for Faculty of Medicine fonds (A1993-0025). Other SLA's during this period (Vanessa Marion-Merritt and Susan LeBlanc) continued to add file level entries for an extensive and heavily used accession (A1967-0007) of Office of the President records, adding a further 88 pages to the file level finding aid.

In total, the above projects produced an additional 267 pages of new description in electronic form.

4.1.2 B Accessions (Private Records)

Archives staff (primarily Marnee Gamble and Harold Averill) focussed on the arrangement and description of gifts requiring tax receipts. The volume of gifts-in-kind combined with increasing documentation in compliance with Revenue Canada requirements has resulted in lag time for the completion of this process. As a result, arrangement and description included 7 gifts (97 metres) carried over from tax years 2007 (1) and 2008 (6). In addition to completing work on these gifts, staff processed 16 gifts (19.38 metres) received in 2009 requiring tax receipts. Processing was completed for another 19 small gifts-in-kind (4.63 metres) received in 2009 for which no tax receipt was required. For these small gifts, no additional finding aid beyond the accession record was produced.

The receipt of 13 metres of records from the University of Toronto Press and .48 metres from the Faculty of Information Alumni Association were accompanied by detailed file lists and were edited to comply with our descriptive standards. The arrangement and description of all private records accessions resulted in an additional 256 pages of finding aids. Additional information on the operational impact of gifts-in-kind will be found in Section 2.5.

We were fortunate to receive funding from the Board of the Office of the Wardens, Camp One of the Ritual of the Calling of an Engineer in the spring of 2009. Funds were provided to hire a contract archivist to produce series level descriptions for the entire fonds, including the gift made in 2009 (B2009-0029). Simon Rogers was hired for 3 weeks to describe the 4 accessions (2.85 metres) in this fonds. The result was an 18 page finding aid describing 9 series of multimedia records covering the period 1919 to 2009. We would like to express our sincere appreciation to the Board for funding this project.

In other descriptive projects, Garron Wells supervised a Faculty of Information practicum student during the winter 2010 term. Vanessa Marion-Merritt worked on the Margaret Allemang Centre for the History of Nursing Fonds which was transferred to the University Archives in 2007 when the Centre closed. While there was an existing finding aid for the fonds provided by the donor, the document did not meet departmental standards and required verification against contents of boxes, and a great deal of editing. As a result, Ms Marion-Merritt completed a revised finding aid that will better meet the needs of researchers. Some additional work remains relating to disposition of library materials, but that will be a priority in 2010-2011.

4.1.3 Online access to accessions and fonds

With the rolling out of an upgrade to the Plone 3 software in the spring of 2009, Garron Wells was able to publish 15 fonds level descriptions completed in 2008-2009 on our web site. In 2009-2010, an additional 18 fonds level descriptions were added to our online access. This increased our online descriptions to 134 fonds level pages. Copies of finding aids to accession(s) or fonds were also attached to these pages in PDF, resulting in an additional 513 pages of finding aids available online.

As usual, accession records for acquisitions received in the previous calendar year were added to our online Accessions database. This year 68 new records for university and private accessions received in 2009 were added. In addition, revised records for 143 accessions were replaced in the online database.

4.2 Special Media

4.2.1 Graphic Databases

Thirty-four accessions received in 2007 and 2008 were described in the Graphics database in June 2009. Limited disk space on the P drive to save master Tif scans has again this year impeded the Archives ability to mount images on the On-line Imagebank. During the winter of 2010, the P drive was given more bit space and the Image bank is scheduled to be updated through the summer of 2010 with scans from 2007 to 2009.

4.2.2 Sound and Moving Images

Tapes acquired in 2008 from the old Instructional Media Services (A2008-0003) continued to be moved off pallets and described at the item level. During the August closing, all 1” Open Reel tapes were moved onto shelves in B1 A and beginning in the fall 2009, SLA Shannon O’Connor described each in the same database designed to capture information on the Beta cam tapes that were described through 2008. In total 196 tapes were described

4.2.4 Guide to Architectural Records and Architectural database

In other projects, we continued to add architectural data to our item level database. Data from aperture cards of 35 mm microfilm in A1988-0039 were added for the University College building (Building no.1). SLA Marilyn Nazar added a total of 443 cards, thus providing improved access to plans of one of our oldest campus buildings. The database now holds entries for more than 2,639 drawings for approximately 40 buildings.

4.3 Theses and Print Room materials

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

4.3.1 Graduate Theses – online records

Student Library Assistants - Suzanne LeBlanc, Bridgett Whittle, Shannon O’Connor and

Marilyn Nazar were trained by Barbara Edwards, Reference Specialists in the inputting of Theses data in SIRSI workflows. During this period, they continued work on the creation and maintenance of existing theses records in the University of Toronto online catalogue. Further data input from PhD 1984 -1986 theses cards were completed. Information for Master of Philosophy (Phil.M.) theses, 1966 – 1989, were also electronically created or updated from data in the Archives card catalogue; similar work was completed for Master of Laws (LL.M.) – 1908 – 1943, 1972-1973, 1974 – 1975, 1976 – 1977, 1978 – 1988 and Master of Applied Science (M.A.Sc.) 1947 – 1982.

Due to the creation and modification of electronic theses records by Archives staff, researchers now have access to an additional 3,796 University of Toronto graduate theses through UTCAT. Overall, from 1995 to this reporting period, staff completed electronic data entries for a total of 15,831 Graduate Theses with Archives location in UTCAT. Data for approximately 10,500 Theses remain to be entered in SIRSI workflows for online access.

4.3.2 Monographs

The Print Room material, largely consisting of monographs and periodicals (4.3.3), continued to be maintained by Barbara, assisted by Marilyn Nazar, during May 2009 to April 2010.

Monographs processed and described in this period were pamphlets represented in UTCAT by a unique call number. Through SIRSI workflows, Barbara created 15 new records stored in the Archives pamphlet collection.

4.3.3 Periodicals

Data for periodicals - newspapers and “other serials”, continued to be entered in the Archives’ in-house Serials Database. Barbara created forty-three new records in the Serials database. These were from various Faculties, Departments and Associations described in the provenance of the Serials Database. For example, some of these new titles/records created are under the following provenance: Anthropology Students’ Association; University Advancement Partnerships – Division of University Advancement; Chinese Students’ Association; Department of Astronomy and the David Dunlap Observatory; Department of Public Affairs; Faculty of Physical Education and Health; First Nations House University of Toronto; and others.

Marilyn collected and entered data for student newspaper issues: *The Varsity*, *The Bulletin*, *Innis Herald*, *Gargoyle*, *The Newspaper*, *Toike Oike* and *The Window*. A total of 429 serials, current and backlog, were processed from which 255 were described (Table 2) in the Serials Database holdings field, and stored in the Serials collection of the Print Room. A total of 73 serial records were modified in the database for this period.

Overall, 3875 finding aids (Table 2) were created electronically (SIRSI workflows and Serials in-house Database) for work done on Theses and Print Room material.

PROCESSING AND DESCRIPTION

Table 2

	2009					2010							
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
PROCESSING-CURRENT													
A-Accessions													
Completed [metres]	0.64	7.7	0.49	0.28	1.38	0.52	0	0	2.99	0	0	0	14
B-Accessions													
Completed [metres]	5.57	1.99	0.65	2.58	8.06	8.04	4.3	3.26	4.77	1.91	3.45	4.21	48.79
M-Accessions Books													
Completed [metres]	0	0	1	0	0	0	0	1	0	0	0	0	2
Completed [metres]	0	0	0.07	0	0	0	0	0.07	0	0	0	0	0.14
P-Accessions Serials													
Completed [metres]	10	16	2	3	14	32	42	39	30	76	32	37	333
Completed [metres]	0.05	0.43	0.01	0.01	0.18	0.03	0.12	0.9	0.085	0.108	0.024	0.12	2.06
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]	6.26	10.1	1.22	2.87	9.62	8.59	4.42	4.23	7.845	2.018	3.474	4.33	64.99
PROCESSING-BACKLOG													
A-Accessions													
Completed [metres]	0	1.43	7.13	3.51	2.05	5.59	13	0	0	2.07	0.87	0	35.6
B-Accessions													
Completed [metres]	0	0.2	6.55	0	0.07	0	0	0	0	0.04	0	0	6.86
M-Accessions Books													
Completed [metres]	0	0	0	0	0	3	0	1	2	1	0	5	12
Completed [metres]	0	0	0	0	0	0.16	0	0.05	0.008	0.06	0	0.07	0.348
P-Accessions Serials													
Completed [metres]	0	0	1	0	0	0	41	8	16	7	16	7	96
Completed [metres]	0	0	0.04	0	0	0	0.09	0.16	0.167	0.014	0.044	0.01	0.524
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	1.63	13.72	3.51	2.12	5.75	13	0.21	0.175	2.184	0.914	0.08	43.33
DESCRIPTION-CURRENT													
A-Accessions													
Completed [metres]	0.64	0.07	0.49	0.28	1.65	0.52	0	0	0	0	0	0	3.65
B-Accessions													
Completed [metres]	2.07	4.39	8.05	6.58	3.66	7.58	8.57	1.29	11.6	20.84	6.49	2.39	83.51

PROCESSING AND DESCRIPTION (continued)
Table 2

	2009				2010								YTD
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	
DESCRIPTION-CURRENT (continued)													
M-Accessions Books	0	0	1	0	0	0	0	1	0	0	0	0	2
Completed [metres]	0	0	0.07	0	0	0	0	0.07	0	0	0	0	0.14
P-Accessions Serials	10	16	2	3	9	28	15	26	18	18	18	28	191
Completed [metres]	0.05	0.43	0.01	0.01	0.11	0.03	0.01	0.412	0.2	0.044	0.092	0.11	1.50
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	2	5	12	15	6	4	4	2	4	6	4	2	66
Total No. of Finding Aids P,M&T	7	12	3	3	8	11	10	19	11	8	9	17	118
TOTAL Completed [metres]	2.76	4.89	8.55	3.8	5.42	8.13	8.58	1.702	11.8	20.88	6.582	2.5	88.8
DESCRIPTION-BACKLOG													
A-Accessions Completed [metres]	0	1.43	5.15	0	0.27	5.59	13	15.33	2.73	12.07	0.87	0	56.39
B-Accessions Completed [metres]	0	0.2	4.57	3.51	0.07	0	0	0	0	0.07	0	0	8.42
M-Accessions Books Completed [metres]	0	0	0	0	0	4	0	1	2	1	0	5	13
Completed [metres]	0	0	0	0	0	0.21	0	0.05	0.008	0.06	0	0.07	0.398
P-Accessions Serials Completed [metres]	0	0	1	0	0	0	4	8	21	7	16	7	64
Completed [metres]	0	0	0.04	0	0	0	0.03	0.16	0.352	0.014	0.044	0.01	0.649
T-Accessions Theses Completed [metres]	105	726	548	156	1	411	497	145	347	313	213	334	3796
Completed [metres]	0	0	0	0	0.07	0	0	0	0	0	0	0	0.07
Total No. of Finding Aids A & B	0	3	5	1	2	3	4	1	1	4	1	0	25
Total No. of Finding Aids P,M & T	105	726	549	156	1	415	498	152	370	321	235	347	3875
TOTAL Completed [metres]	0	1.63	9.76	3.51	0.41	5.8	13	15.54	3.09	12.21	0.914	0.08	65.93

5. REFERENCE SERVICES

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

The Archives continued to offer full reading room service, 5 days a week, from 9 am to 4:30 pm. Reading room staff encountered a moderate increase in new readers, with daily users accessing slightly more accessions during the year. We continue to see university records (A accessions) used twice as frequently as private records (B Accessions) in spite of legislative restrictions imposed by *FIPPA*.

Requests for information by email and phone increased slightly to 353 (352 in 2008-2009) and 205 (186 in 2008-2009) respectively, with an additional 2,110 (1,977 in 2008-2009) in person inquiries during the year. Copies of our holdings continue to be provided. These consist primarily of paper photocopies (mainly of textual materials) and digital files for photographic materials. The installation of a new photocopier which produces both paper and scanned files in PDF, has allowed us to offer the latter alternative in special cases.

Two major history projects continued to impact reading room and reference services during the year: the History of the Faculty of Arts and Science (Prof. Craig Brown) and the History of the Faculty of Medicine (Prof. Edward Shorter). The researchers for both of these projects completed most of their work in the reading room by spring of 2010. Harold Averill has continued to provide research support to the Arts and Science history project by reviewing drafts of chapters since the project began in 2008. Over the past two years, Harold has spent approximately 4 hours per month reviewing and commenting on chapters prepared by Prof. Brown.

Five year review

Year	Accessions Use	New Readers	Daily Users
2005-2006	2117	294	541
2006-2007	1671	272	542
2007-2008	1553	292	564
2008-2009	1577	261	656
2009-2010	1629	304	606

Highlights of the use of Special Media:

The graphic records collection was again a source of images for various university departments to support donor relations and fundraising, illustrate histories, produce Christmas cards, bestow awards as well as for office decor. Some of the offices that relied on visuals to support these various endeavours were: Faculty of Physical Education and Health, University of Toronto Library, Faculty of Nursing, University College, Victoria Alumni Office, *UofT Magazine*, Research and Communications, Hart House Theatre, Donor Relations, Office of the Associate V.P. Student Life, Department of Surgery, University of Toronto at Mississauga and the Faculty of Information. Published biographies on Harry Cassidy, Lois Marshall and Frieda Fraser also used photographs from the collection to illustrate their text. Images were also used by museums and media outlets such as the Canadian Science and Technology Museum, the Maritime Museum of the Atlantic, the CBC and High Fidelity HDTV. Finally, two separate exhibits on Marshall McLuhan, both part of the Contact Photography Festival, extensively used images from the Robert Lansdale Photography Fonds. In the spirit of cooperation, these were provided to the exhibitors free of charge.

The Papers of Harry Cassidy and Beatrice Pearce. The Courtship Years 1917-1925

The Champlain Society published a selection of papers from the University of Toronto Archives. *The Papers of Harry Cassidy and Beatrice Pearce. The Courtship Years 1917-1925* (General Series Volume 70; 2009) contains letters and diaries written by former professor of social work, Harry Cassidy to Beatrice Pearce before their marriage in 1925. Professor Cassidy was chair of the School of Social Work from 1945 to his death in 1951. The papers were donated to the University of Toronto Library by his widow, Beatrice Pearce Cassidy, in 1962 and transferred to the University Archives in 1972. The author, Prof. Keith Walden of Trent University, spent several years in the University Archives sifting through the more than 80 boxes of personal papers of the late Professor Harry Cassidy (1900-1951) contained in accession number B1972-0022. A link to this publication was added to our web site to alert researchers to this new resource.

Tours

Loryl MacDonald conducted tours of the University Archives for the following individuals and groups: Natalia Ermashova, a Russian archivist (July 2, 2009); the Association of Canadian Archivists' U. of T. Student Chapter (September 23, 2009); George Brown College archives class (October 29, 2010); Dalhousie University library students (December 11, 2010); Victoria University College records management staff (February 26, 2010) and Chris Young, Faculty of Information Student (March 3, 2009). On March 8, 2010, Garron Wells hosted a visit of Dr. Maitrayee Ghosh of India who was in Canada on a research fellowship to study records management at Canadian universities. While in Toronto she also visited York University Archives and Ryerson University Archives. Garron spent half a day with Dr. Ghosh, showing her our facilities, briefing her on our programs and

introducing her to the resources of the Faculty of Information Library. Garron also arranged for her to meet with Gabriela Mircea in the Web services office of the Library's IT department to discuss T space.

5.2 Informal Access Reviews and Research Agreements

This report marks the fourth year of applying the terms of the *Freedom of Information and Protection of Privacy Act* to our public services. Since the implementation of this Act in the summer of 2006, emphasis has shifted from conducting informal access reviews of university records accessions to the issuing of research agreements whenever this is appropriate. Since the majority of our researchers are undertaking scholarly research, they are able to comply with the provisions. As a result more researchers were issued research agreements and fewer informal access reviews were conducted. A summary of activity is provided below. Formal applications for access under *FIPPA* are described in Section 3.3.

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.

No of researchers making requests: 12

No. of pages reviewed: 74 files @50 pages per file (approx) = 3700

No. of hours @ 30 minutes per 100 pages: 19 hours (or approximately 3 working days)

The above calculation only pertains to time spent reviewing files, not to the time spent on administering the entire IAR process, which depending on the request, may be considerable.

Research agreements

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

No. of research agreements issued: 15

REFERENCE SERVICES

Table 3

	2009				2010				YTD				
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC		JAN	FEB	MAR	APR
A-Acc:													
Use	59	41	63	51	73	85	117	88	74	31	61	57	800
B-Acc:													
Use	30	48	56	33	19	37	46	9	59	38	73	32	480
M-Acc:													
Use	3	7	2	8	17	6	8	7	4	2	2	2	68
P-Acc:													
Use	11	7	10	9	17	19	1	4	4	22	2	19	125
T-Acc:													
Use	2	3	2	2	8	5	14	2	1	0	90	27	156
TOTAL ACCESS.USE:	105	106	133	103	134	152	186	110	142	93	228	137	1,629
TOTAL (2008-2009)	102	124	162	40	151	128	167	93	106	134	175	195	1,577
% CHANGE	3%	-15%	-18%	158%	-11%	19%	11%	18%	34%	-31%	30%	-30%	3%
New Readers	28	24	25	19	35	30	22	12	30	18	39	22	304
Daily Users	36	35	55	26	64	64	53	46	52	45	83	47	606
Daily Users (2008-2009)	55	52	50	17	48	63	75	25	57	68	70	76	656
% CHANGE	-35%	-33%	10%	53%	33%	2%	-29%	84%	-9%	-34%	19%	-38%	-8%
ENQUIRIES:													
<u>Archives</u>													
Written	35	24	33	26	27	25	27	29	43	27	24	33	353
Phone	14	13	15	13	23	20	30	8	18	17	20	14	205
ILL	4	13	5	1	2	5	3	0	8	4	10	6	61
In Person	147	181	207	133	131	226	288	98	181	134	217	167	2,110
<u>Records Management</u>													
General	9	3	5	1	1	1	6	0	4	4	0	3	37
RM Manual/ Web site	0	0	0	0	0	1	0	0	0	0	2	0	3
File Plan	1	1	1	2	3	3	1	0	2	3	0	4	21
Schedules	8	5	5	5	4	4	6	5	5	4	4	5	60
Training/Promotion	32	40	25	19	3	16	37	0	36	102	24	3	337
TOTAL ENQUIRIES:	250	280	296	200	194	301	398	140	297	295	301	235	3,187
STUDENT RECORDS													
Copies	0	0	0	0	0	0	0	1	0	0	0	0	1
Loans	0	0	0	0	0	0	0	0	0	0	0	0	0
Unlocated	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL SR REQUESTS:	0	0	0	0	0	0	0	0	1	0	0	0	0
DUPLICATION													
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	1	0	1
Sound Recording	0	0	0	0	0	0	0	0	0	0	6	0	6

REFERENCE SERVICES
Table 3 (continued)

	2009				2010				YTD				
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC		JAN	FEB	MAR	APR
DUPLICATION													
(continued)													
<u>Digital copies</u>													
Orders	2	2	4	5	2	3	3	3	6	1	4	5	40
Images - Photos	3	3	5	9	8	10	3	3	23	1	10	10	88
Images - Textual	0	0	0	0	0	0	0	0	0	0	0	0	0
<u>Original Scans</u>													
Orders	6	5	1	3	8	6	5	3	4	1	5	3	50
Images	20	13	1	12	23	17	9	3	8	3	13	9	131
<u>Photocopying</u>													
Orders	45	88	47	29	32	45	52	15	31	17	16	39	456
Pages	4052	5668	2879	2356	460	1523	3064	130	2068	990	517	1595	25,302
Total \$	\$1,013.00	\$1,417.00	\$719.75	\$589.00	\$115.00	\$380.75	\$766.00	\$32.50	\$517.00	\$247.50	\$129.25	\$398.75	\$6,325.50
TOURS													
Groups	2	1	0	0	16	3	13	0	0	1	2	0	38
Persons	3	1	0	0	0	25	31	0	0	3	4	0	67
EXHIBITS	0	0	0	0	0	0	0	0	0	0	0	0	0

Figure 1

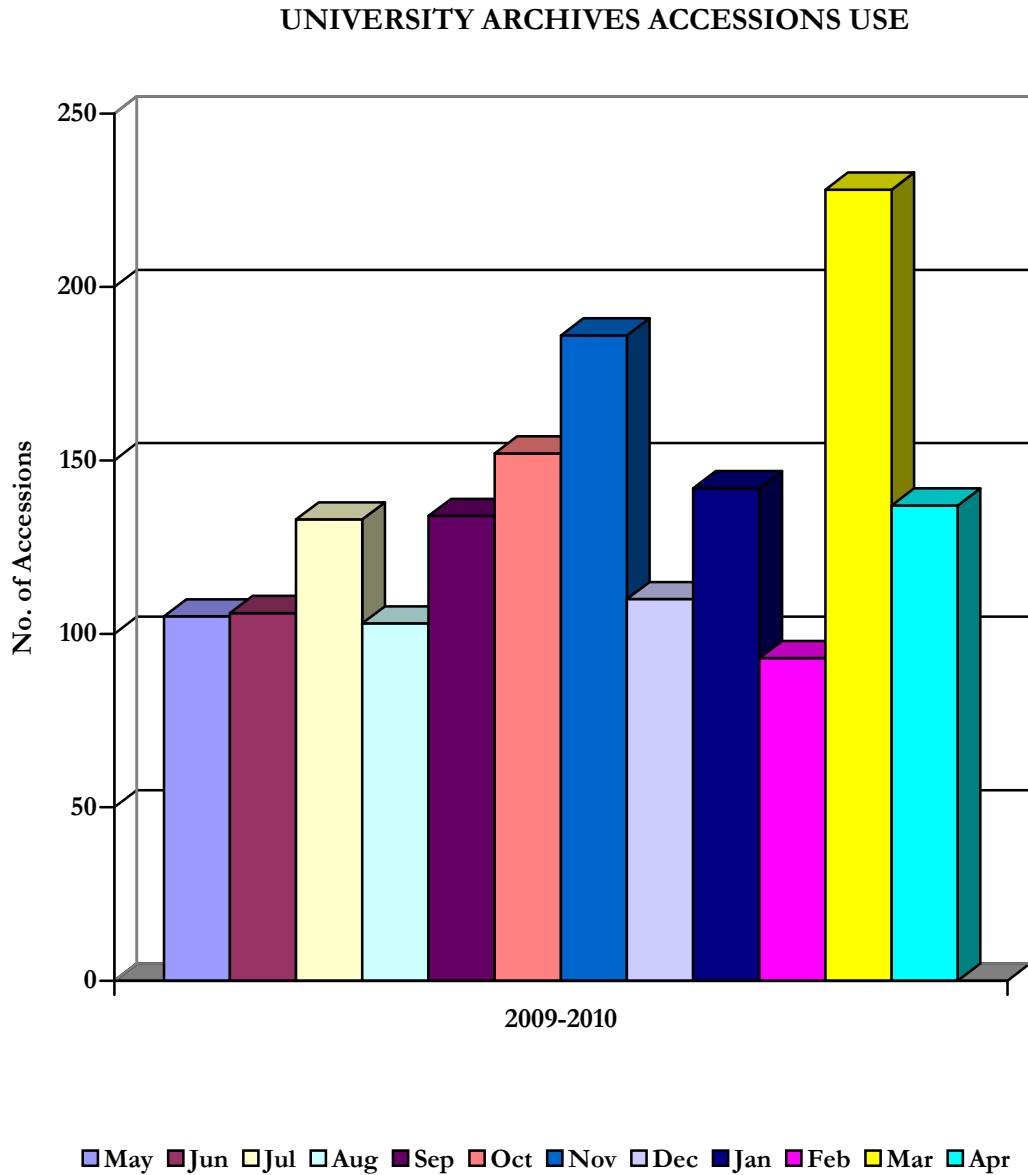


Figure 2

UNIVERSITY ARCHIVES MONTHLY USERS

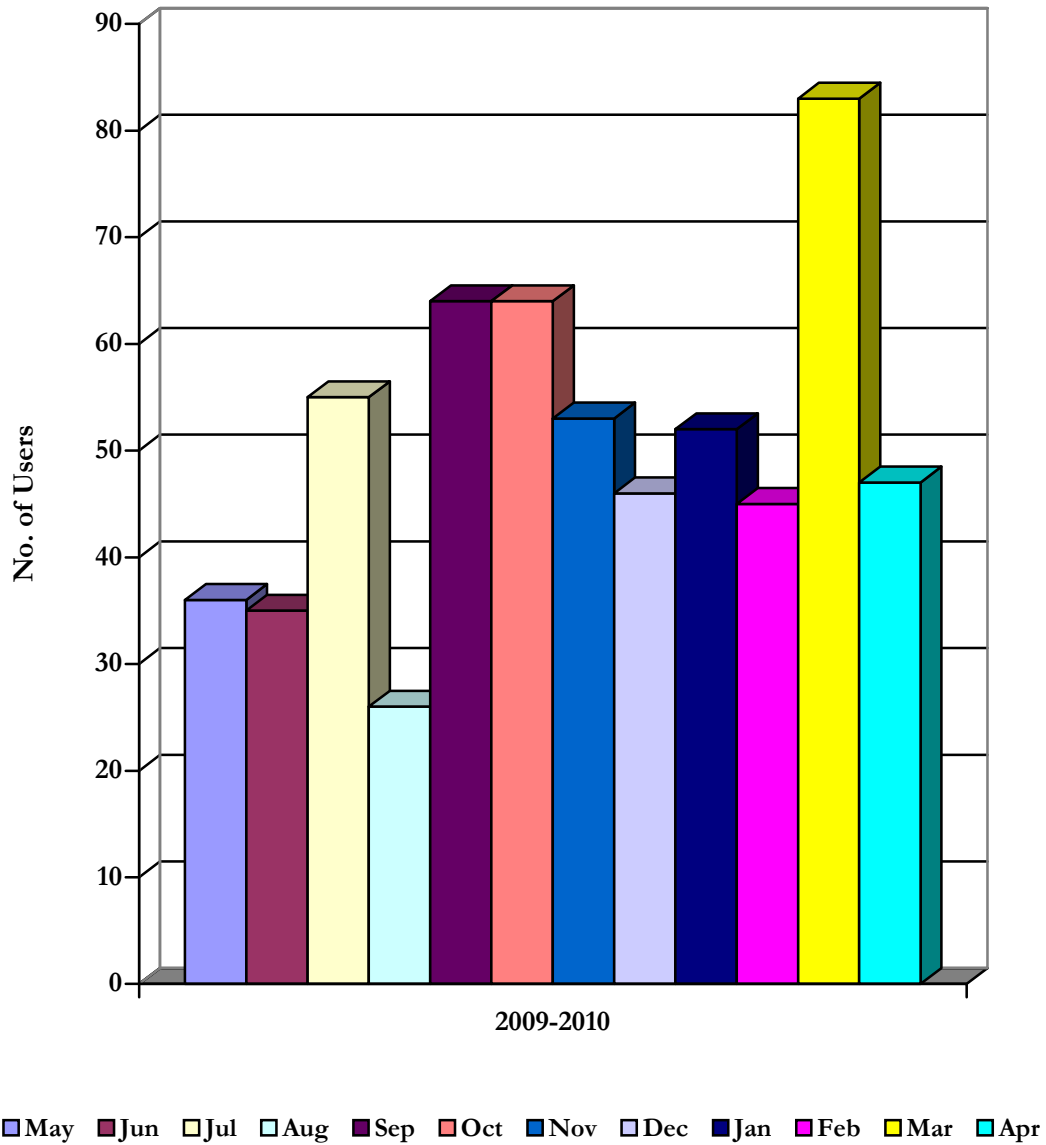
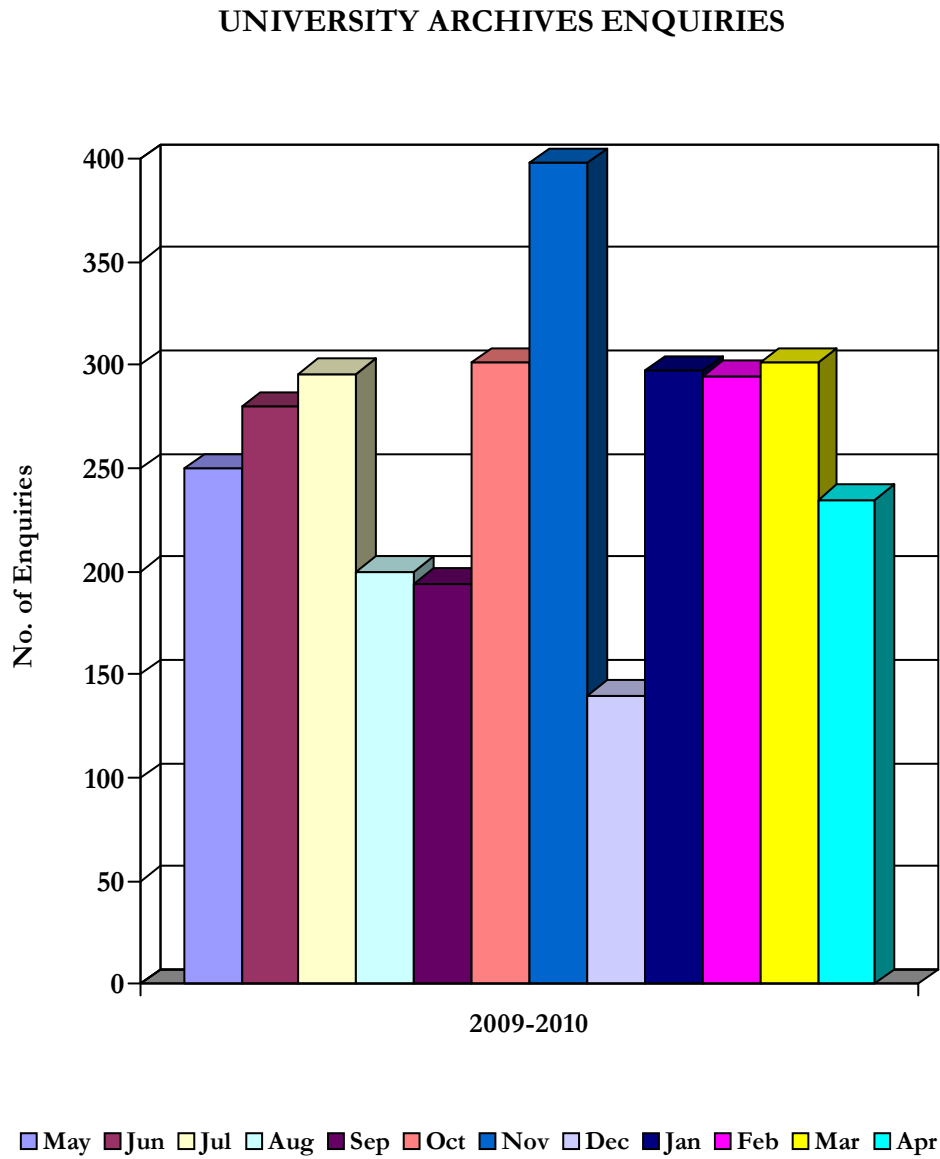


Figure 3



6. FACILITIES

6.1 Storage – Off site

The Archives continues to store records (mainly university records accessions) at two off site locations, a commercial site and the Library's storage area at Downsview (UTLD). The UTLD location is the only active off site storage area for the Archives, having suspended transfers to the commercial site in 2007. As mentioned almost all new acquisitions of university records are shipped directly to UTLD after verification of the inventory, bar coding and data entry into our UTLD location database. Transfers to UTLD were delayed in the fall of 2009 while an expansion of the storage facilities was undertaken. As a result a large volume of new transfers to UTLD had to be postponed until March 2010. Loryl MacDonald, assisted by SLA's, continued to manage both the preparation of new transfers as well as the retrieval of existing holdings for research and reference use.

During 2009-2010, the Archives retrieved 41 boxes from UTLD. New transfers amounted to 263 cu feet. As of April 30, 2010, we have 2,020 boxes or approximately 739 metres (2,424 cu ft) at UTLD. Our holdings at the commercial site remain stable at approximately 1585 metres (5,200 cu ft) with the Library continuing to pay an annual amount of approximately \$25,000 for servicing these materials. In total, our off site storage amounts to approximately 24% of our total holdings.

6.2 Storage On site

Water damage was identified in the B1 area (Blue compact shelving, Range 6) in August, 2009, and was reported to Fisher Library staff. In February 2010, it was found that further damage had been sustained due to a leak from a pipe in the same area, again at Range 6. Materials had to be removed and re-shelved temporarily on the 4th floor while damage was assessed. Physical examination of the boxes indicated that contents had not been affected. Boxes were replaced, relabelled and shelved to a safer location. University of Toronto Facilities & Services staff was alerted to assess damage to shelves and determine the source of the leak. At this writing, no final statement on the cause of the leak has been provided. We continue to monitor the area.



6.3 Reading Room Stairwell Closure

During the winter, moss and mould growth was confirmed in the emergency stairwell between the 3rd and 4th floors. Staff has used this (non-alarmed) stairwell since the building opened in 1973 to access the stack area on the 3rd floor from the Reading Room. As a result of the Occupational Health and Safety report confirming the mould growth as a potential health risk, the stairwell was declared off limits to staff and a stand-alone alarm was installed at 3rd and 4th floor doors in the Spring.

6.4 Wireless Service

As a result of a complaint from a researcher, wireless service was installed by Computing Services on the 4th floor reading room in August. Wireless service had been installed in the Rare Book Library on the 1st floor the year before, but no one had considered installing it in the Archives.

7. ADMINISTRATION

7.1 Staffing

Our full time staffing complement remained unchanged during this period. We continued to receive the same level of annual funding for casual student employees (“Student Library Assistants”). Over the past year these included Suzanne LeBlanc, Shannon O’Connor, Bridget Whittle and Marilyn Nazar. A new automated time system, TimeLink, was implemented by the University’s Human Resources office in the summer of 2009 which required members of CUPE1230 Part time (casual) to log on to their desktops to record their hours of work, rather than producing the hard copy. After some initial system glitches, training of SLA’s and supervisory staff, TimeLink is now in place with Harold Averill assuming primary responsibility for approving all automated time cards for Archives SLA’s. As mentioned, we employed one contract staff member, Simon Rogers, in the summer of 2009 with donated funds to process a fonds of private records.

7.2 Closing, August 2009

Staff spent the annual two week closing preparing recent accessions for off site transfer, cleaning up backlog of accessions (both A and B accessions) in processing areas and offices, assessing old exhibition materials for retention or disposal and other activities. Finding aids boxes in the reading room were reviewed for correct filing and completeness in anticipation of the new academic year. A project to complete architectural plans storage on B1 had to be postponed since supplies delivery was delayed by the vendor. As previously mentioned in Section 6 above, staff also took time to deal with damage sustained from a leak in our B1 storage area.

7.3 Professional and Other Activities

Loryl MacDonald completed guest co-editing with Jean Dryden, a special issue of the Association of Canadian Archivists academic journal, *Archivaria* #69, which was devoted to “Archives and the Law.” Loryl also taught the INF 2175 Managing Organizations Records at the Faculty of Information in the Summer 2009 and the Fall 2009 semesters.

Garron Wells supervised Vanessa Marion-Merritt during her practicum for the ISchool course FIS 2173 during the Winter 2010 term. Vanessa’s project involved the description of the Margaret Allemang Centre for History of Nursing fonds by reviewing the records in the accession, reappraising materials and producing a usable finding aid. As supervisor, Garron produced a final assessment of Vanessa’s work for submission to the professor in charge of the course which counted towards a credit in her degree programme.

Harold Averill continued to volunteer his services at the Canadian Lesbian and Gay Archives.

Compiled by Garron Wells with contributions from Archives staff.

October 2010.

APPENDIX A: University Records 2009-2010

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
A2009-0008	University of Toronto. Faculty of Nursing	Textual	1920-2005 (predominant 1980-2000)	16 metres	Minutes and agenda of the following Faculty of Nursing Committees: Admission / Applications Committee (1970-1978, and 1999-2002); Admission and Awards (1970-1999); Awards Committee (1998-2000); Committee on Standing (1983-2003); Curriculum meeting (1971-2005); Faculty Council Committee (1975-1996, 1998-2000); Faculty of Nursing Executive Committee (1972-1991); Graduate Committee (1979-1999); Monograph Committee (1994-1998); and Staff Meeting (1955-1988). Also included are personnel files as well as some print materials.	Restricted
A2009-0009	University of Toronto. Ethics Review Office	Textual	1966-2005 (pre-dominant 1990-2001)	5	Predominantly consists of minutes, agenda, guidelines, and reports of the HSII (2001-2006), HSI (2000-2005), Human Subjects Review Committee (1984-2001), Human Experimentation Committee (1977-1990), and the Human Testing Sub-Committee (1966). In addition, there are correspondence, lists of committee membership, reports, comments on protocols, as well as minutes of discussions concerning the development, review, and enforcement of ethics review policies and guidelines. Also included are Tri-Council Policy Statement (TCPS) advisory memos, guidelines and implementation information.	Restricted
A2009-0010	University of Toronto	Graphic	1893-1977	0.64	Composite photographs showing various groups at the University of Toronto including: University of Toronto Graduating Class, 1893; Directorate of University of Toronto Athletic Association 1899-1900; Parliament of the Undergraduates, 1912-1913; Executive of Western Club, University of Toronto 1913-1914; Federal Executive, Young Men's Christian Association, University of Toronto, 1914-1915; Law Club Executive ca. 194-; University of Toronto Moot Court, 1943-1944; and a poster depicting the University Chancellors 1927-1977.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
A2009-0011	University of Toronto. Faculty of Information	Architectural	1965-1969	7.0	Plans for John P. Robarts Research Library. Includes mainly architectural whiteprints, but also some mechanical and electrical drawings. Most plans document construction of Main Library building with some for the Library School.	Open
A2009-0012	Gerstein, Reva	Moving images	2008	0.07	Dvd production: "The Amazing Life of Reva Gerstein" produced by Cronos Productions for the Gerstein family.	Open
A2009-0013	University College (Toronto, Ont.)	Graphic	192-	0.07	Colour postcard printed showing a view of University College from south east.	Open
A2009-0014	University of Toronto. Students' Administrative Council	Graphic	1939-1940	0.07	Group Portrait of the Students' Administrative Council, 1939-40.	Open
A2009-0015	University of Toronto. Faculty of Forestry	Graphic	1967	0.07	Two photographs of a diseased elm tree on campus taken for the Shade Tree Research Laboratory. (photographer, Jack Marshall)	Open
A2009-0016	University of Toronto. Department of Public Affairs	Graphic Computer Files	2005	0.07	Press kit for the announcement of David Naylor as University of Toronto President contained on a CD. Includes press release, backgrounder, list of past presidents and photographs of the following: Bahen Centre, Convocation Hall, Soldiers' Tower University College, Student Centre at Uof T Mississauga and the main building at Scarborough College.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
A2009-0017	Ontario Institute for Studies in Education of the University of Toronto.	Sound recordings	2007	0.07	DVD production entitled : "Celebrating 100 Years of Education at the University of Toronto". This is a 4 min slide show showing mainly historical images set to a musical soundtrack. (2 copies)	Open
A2009-0018	University of Toronto	Graphic	192-	0.07	Two coloured postcards of University campus: 1) View of back campus from north west showing the back of University College, Soldiers' Tower and the west wing of Hart House ; 2) view of Soldiers' Tower, Hart House and the east wing of University College.	Open
A2009-0019	University College. Class of 1902	Textual Graphic	1952	0.07	Draft programme, correspondence, a group portrait and a report document the 50th reunion of the class of 1902.	Open
A2009-0020	Hart House	Graphic	1925-1931	0.07	Five pen and ink sketches of Hart House. One possibly was done by Owen Staples while three were drawn by Gladys Cochrane. One is unsigned. The three Cochrane prints were given as Christmas gifts by J. B. Bickersteth, Warden of Hart House.	Open
A2009-0021	University of Toronto. Governing Council	Graphic	1953 or 1954	0.07	Two photographs document the visit of Crown Prince Akihito of Japan to Convocation Hall.	Open
A2009-0022	University College	Graphic	1930	0.07	Ink sketch of the main tower of University College.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
A2009-0023	University of Toronto	Graphic	ca. 1930	0.07	Photograph showing east wing of University College and Soldier's Tower with cars parked in front.	Open
A2009-0024	University of Toronto. Association of Administrative Managers	Textual	1987-1992	.25	Minutes and agenda of the Loyal University Low Layers (LULL), the predecessor of the Association of Administrative Managers. Also included are the constitution and by-laws of the Association of Administrative Managers.	Restricted
A2009-0025	University of Toronto. Library. Human Resources	Textual	1969-2000	1	Job descriptions for library positions, 1969-2000. Also included are correspondence and subject files pertaining to negotiations with CUPE 1230, 1970-1976.	Restricted
A2009-0026	University of Toronto. McLuhan Program in Culture and Technology	Textual	1966-2005 [predominant 1990-1999]	1	The records predominantly consist of project and event files, press clippings, pamphlets, minutes, agenda and correspondence pertaining to the McLuhan Program in Culture and Technology (MPC1).	Restricted
A2009-0027	University of Toronto. Hart House	Textual	1926-2008 (predominant 1990-2000)	2	Records from the Warden's Office pertaining to the Board of Stewards (1984-2006), Committee Dinners (1953-2006), as well as Clubs and Committees (1976-2008). Also are included are Program Files (1982-2008).	Restricted
A2009-0028	University of Toronto	Artifacts	192- - 2005	0.07	Includes: Two University of Toronto pennants ca. 1920 and 2005; Dentistry letter crest n.d. ; Ontario College of Education letter crest 1923.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
A2009-0029	University of Toronto Library. Collection Development Department	Textual Publications	1960-2002	0.20	Records reflecting committees, project and task force activities of Sharon Brown during her term as department Head of the Collection Development and earlier, Head of the Reference Department.	Restricted
A2009-0030	University of Toronto Library. Development and Public Affairs.	Textual	1991-1995	0.07	Guests book for exhibits held on the 2nd floor of Robarts Library, namely: (1991) Romanian Art & Culture; Tibetan Exhibition; (1992) - Campus Tours; Corpus Christi; (1993) African Studies Exhibit; Riza Bassiri Exhibit; (1993) Santeria in Cuba Exhibition; (1994) Romanian Exhibition ; Pham The Trung Exhibition; (1995) Reza Sepahdari Exhibit ; Portuguese Canadian Press in a Multicultural Society; and Heraldry and Flags Exhibit.	Open
A2009-0031	University of Toronto. Faculty of Arts and Science.	Textual	2007-2008	1.38	Examination questions for undergraduate courses given in 2007 December (/001-004). 2008 April/May (/005-010) and in August (/011-012).	Open
A2009-0032	University of Toronto	Graphic	1902	0.52	Portrait of University of Toronto, Graduating Class in Arts 1902.	Open
A2010-0001	Hart House	Moving images	2009	0.07	Promotional DVD produced for Hart House, 2009 Hancock Lecture featuring Nick Bontis of McMaster University entitled : Calibrating Your Future: A Balancing Act Between Social and Technological Pressures. This DVD contains an interview with Dr. Nick Bontis in Hart House on Jan 12 2009. It also contains an early Bontis lecture, edited and produced most likely for promotional purposes. The DVD does not contain the Hancock Lecture that was given at Convocation Hall on February 4 2009.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
A2010-0002	University of Toronto. Office of Gift Planning	Textual	1952-2008	8	Estate and trust files containing financial statements, correspondence, and court documents for donations to the University of Toronto in support of various activities.	Restricted

APPENDIX B: Private Records 2009-2010

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
B2009-0001	Stacey Family	Textual	1896-1989	0.07	Further records documenting members of the Stacey family, including Charles Edward Stacey, his wife Pearl, his children, Charles Perry (CP) Stacey and Dorothy Brown, and CP's wives, Doris and Helen. Includes CP's correspondence with his mother and Doris during World War II and Dorothy and her husband Harcourt Brown, correspondence regarding Doris' estate, and a file of CP's writings. Also includes a stamp album compiled when CP was a student at University of Toronto Schools, information on Charles' resignation from the Masons (1896), the sale of his property after his death (1927) and Pearl's investments. Concludes with correspondence with Helen Stacey and Jennifer S. H. Brown concerning CP's personal records.	Open
B2009-0002	Marshall, John	Textual	1965-1999	3.0	Personal papers of Prof. John Marshall, Faculty of Information Studies covering his career as librarian and professor of library science at the University of Toronto. Includes records relating to his role on the Canadian Libraries Association subcommittee on Library technician programs including articles, workshops, surveys, research materials etc. Also included are records relating to the Ontario Provincial Consultative Committee and files on other community colleges and universities. Biographical file documents his firing in 1954 from Victoria Public Library and public apology by the Board of VPL in 1998.	Open
B2009-0003	Hicks, Bill	Graphic	1980	0.17	Slides of Philosophers walk which Bill Hicks took for a student project while he was a student in the Faculty of Architecture and Landscape Architecture.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
B2009-0004	University of Toronto	Artifacts	ca. 1930	0.07	Brass plaque of the University of Toronto Crest.	Open
B2009-0005	Richards, Larry Wayne	Textual Graphic Publications	[196-] - 2006	2.0	Personal records of Larry Wayne Richards, Professor and former Dean of Architecture, consisting of correspondence with his partner, Frederic Urban, friends and family, and related photographs, programmes and other memorabilia.	Open
B2009-0006	Shaw, Joseph W.	Textual	1960-2008	3.5	Personal papers of Prof. Joseph W. Shaw documenting his career in the Department of Art, and relating to his research on the Kommos Excavations in Crete. Includes correspondence, manuscripts, daily log books, course files relating to teaching.	Restricted
B2009-0007	University of Toronto. Faculty of Medicine Class of 1916	Graphic	1915-1916	0.52	Three photographs document the Faculty of Medicine, class of 1916. Two photographs show Medical students at a dinner, most likely the At-Home Banquet. A third photograph shows a rare informal group portrait of medical students dressed in their lab coats, taken outdoors.	Open
B2009-0008	University of Toronto. Faculty of Medicine Class of 1935	Graphic	1929	1.0	One panoramic photograph of the Faculty of Medicine, Class of 1935, taken in 1929.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
B2009-0009	McIlwraith, Thomas Forsyth	Textual	1964-2003	2.0	Records document Prof. Thomas F. McIlwraith, Professor Emeritus, of the Department of Geography at the University of Toronto. Included are course lectures, notes and related teaching materials, talks, addresses, field trip notes, papers, manuscripts and promotion files. There are also files relating to his graduate work as a geography student at the University of Toronto, including course notes, research files, his thesis and field notes.	Open
B2009-0010	Prentice, Alison	Textual Sound recordings	1951-2008	1.27	This accession includes correspondence, manuscripts, research notes, talks, book contracts and oral histories relating to Prof. Prentices' research in the field of women's history particularly her research on women teachers, women in physics, and women historians. Also included is some personal correspondence to her family as a student at Smith College and the University of Geneva (1951-55).	Restricted
B2009-0011	Vartanian, Hrag	Graphic	1996	0.07	"The Frederick Coates House, Scarborough Bluffs, Toronto", photographed by Sara Nunes and Hrag Vartanian. 22 colour photoprints of details of the exterior and interior of the residence of the late Frederick and Louise Brown Coates, originally known as "Sherwood", and accompanying the exhibition "The stuff that dreams are made of: the art and design of Frederick and Louise Coates" in the Thomas Fisher Rare Book Library at the University of Toronto, 16 January - 27 March 1997.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
B2009-0012	Janes Surgical Society	Textual	1955-2008	.26	Correspondence, programs, minutes and other records concerning the Annual meetings of the members of the Society. Members of the Society included medical practitioners who were former students of Dr. Robert Meredith Janes, professor in the Faculty of Medicine's postgraduate surgical training course.	Open
B2009-0013	Hayne, David	Graphic Textual	1956-2008	.07	Correspondence of Prof. David Hayne with colleagues and officials at the University of Toronto. Correspondents include Northrup Frye, Silvia Bashevkin, F.C.A. Jeanneret, Douglas V. le Pan, C. Dana Rouillard and others.	Open
B2009-0014	Goldring, C. Warren	Textual	April 18, 2009	.07	Euology for Charles Warren Goldring written by his son, Blake Goldring and delivered at Warren Goldring's funeral. C. Warren Goldring died in Toronto on April 14, 2009. Consists of 7 typed pages and is signed by Blake Goldring.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
B2009-0015	Baker, Frederick William	Computer Files Textual Publications	1988-1998	.50	Personal records documenting Dr. Fred Baker's involvement with the University of Toronto Sioux Lookout Programme primarily as director 1989-1997 and with the Northern Ontario Committee of the Council of Ontario Faculties of Medicine. Includes correspondence, research materials, teaching materials, manuscripts, notes and publications relating to health care of native peoples in general and Northern Ontario in particular. Also includes files on computer disks relating to various administrative matters relating to the Sioux Lookout Programme.	Open
B2009-0016	McIlroy, Thora	Textual	1924-1925	0.07	Clippings and memorabilia document the Varsity Women's Hockey Team who, in 1925 won both the Ontario Ladies Hockey Championship and the Dominion title. Thora McIlroy played defence on the team.	Open
B2009-0017	Sim, Stephen Kahsun	Graphic Textual	1939-1999	4.5	Personal records of Prof. Stephen K. Sim , professor of pharmacognosy at the University of Toronto. Includes records relating to early education in the United States and Singapore, teaching and research materials, manuscripts, correspondence, certificates and photographs mostly relating to his career at the University of Toronto.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
B2009-0018	University of Toronto. Medical Athletic Association.	Graphic Artifacts	1943-1948	0.44	Photographs and cloth letters document the Medical Athletic Association. Included are 5 letters and the composite photographs for the Medical Athletic Executive for the years 1943-44, 1944-45 and 1945-46. Also included is one group shot of the University of Toronto Athletic Association, Intramural Sports Committee for 1945-46.	Open
B2009-0019	Blake Wrong Family	Graphic Textual	188- - 193-	0.85	Photographs document members of the Blake and Wrong families including Samuel H. Blake and his wife Rebecca Blake, Edward Blake and Gerald Blake, as well as cousins Murray, Hume and Harold Wrong. Most are studio portraits, some of which are unidentified. There is one album depicting life at the summer residences Point au Pic and Murray Bay. There is also some memorabilia from Gerald Blake's time as a student at Ridley College and the University of Toronto and two letters home from the front during World War I.	Open
B2009-0020	Armatage, Kay	Moving images Textual	1980-2008	2.4	Records include professional correspondence files, grant files, activity reports, manuscripts and related material to Armatage's book "The Girl from God's Country: Nell Shipman and the Silent Cinema" (UofT Press 2003). In addition there are files relating to courses taught in the Department of Film Studies, specifically the course of Documentary Films including lectures, outlines, bibliographies, assignments, and correspondence. Finally there are film and sound elements related to her films Speak Body, Pregnancy and Artist on Fire.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
B2009-0021	Hogg, Helen Battles Sawyer	Textual	1967-1982	0.07	Correspondence between Helen Hogg and American astronomer Dr. Wayne Osborn of Central Michigan University discusses research on variable stars.	Open
B2009-0022	Crosby, John A.	Textual Graphic	195- - 2005	0.07	Photographs, clippings and obituary document American geographer John A. Crosby. Crosby taught cartography at the University of Toronto, Department of Geography from 1953-1956.	Open
B2009-0023	Falconer, Robert	Moving images	March 1932	0.07	Film entitled Undergraduates Presentation and Farewell to Sir Robert Falconer. This is a black and white silent film showing the presentation of a gift book to President Falconer in Convocation Hall.	Open
B2009-0024	Sword, John	Sound recordings	Feb. 1987 - June 1987	0.13	Oral history interview with Professor John Sword conducted by Valerie Schatzker as part of the Library Oral History Project.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
B2009-0025	Sherrington, Sir Charles Scott	Artifacts	[1903]	.75	Academic hood used by Sir Charles Scott Sherrington on receiving an honorary doctorate (LLD) from the University of Toronto in 1903. Inside label reads "Sherrington".	Open
B2009-0026	British Association for the Advancement of Science	Textual Publications	1897	.07	Bound volume of printed programmes, tickets, blank forms, published notices etc. re activities at the Toronto meeting of the Association in August 1897.	Open
B2009-0027	University of Toronto. Faculty of Applied Science and Engineering	Graphic	1939-42	0.54	Group composite portraits documenting the Faculty of Applied Science and Engineering including: Mechanical Club Executive, 1939-40 and 1940-41; Engineering Society Executive 1941-42; Graduating Class 1941-1942.	Open
B2009-0028	Turnbull, David McIntosh	Textual Graphic	1964-1970	.07	Correspondence, manuscript notes and 2 photographs belonging to David M. Turnbull (1906-1995), former Vice-president, Health Sciences, and Executive Assistant to the Dean of Faculty of Medicine, John Hamilton, during the time of the construction of the Medical Sciences building. Includes one group photo presumed to be of audience watching ceremony re Medical Sciences Building and group photo of D.I Turnbull with Mr. and Mrs R.R.McLaughlin (1967). Also includes a typescript "History of Woods, Gordon & Co."	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
B2009-0029	The Ritual of the Calling of an Engineer. Office of the Camp Wardens. Camp One	Textual Graphic Publications	1927-2009 [bulk 1950-2009]	0.26	Records containing, primarily, the secretary's files of minutes of meeting, annual financial reports and details of the ceremonial preparations for the Ritual of the Calling of an Engineer. Included are addresses, certificates, the original Book of Authority for Camp One (annotated), photoprints and publications.	Restricted
B2009-0030	University of Toronto. Faculty of Applied Science and Engineering	Graphic	1927	0.52	Faculty of Applied Science and Engineering, Graduating class portrait, 1927.	Open
B2009-0031	Heiman, George	Textual	1956-1985	1.2	Personal papers of Prof. George Heiman (1926-1985) including course notes and term papers (undergraduate and graduate), lecture notes, drafts of articles and a brief with covering correspondence, drafts of two books, reviews, etc. Also includes records relating to his book "Associations and law: the clerical and early Christian stages" concerning Otto Freiderich von Gierke, and a book on administrative law uncompleted at his death in 1985.	Open
B2009-0032	Skilling, Harold Gordon	Textual	1985-1987	.14	Correspondence, research notes, manuscripts etc. of Prof. Gordon Skilling relating to his career as professor of political science. Includes files for Josef Pekar, Czech politics, etc.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
B2009-0033	Wright, Marjorie	Graphic Textual	ca. 1935 - 1988	0.52	Photographs document Ontario College of Pharmacy student Marjorie Wright, later Marjorie Downs. Included is her graduation portrait (1938), a photo album of snapshots showing her graduation, residence, working in a lab as well as King George IV and Queen Elizabeth's visit to Toronto in 1939. Also documenting her student days is a composite portrait of the Senior Executive Class of 1938, Ontario College of Pharmacy of which Marjorie Wright was a member. Finally, there is one portrait of Mrs. Downs later in life as well as an award marking the 50th anniversary of her graduation from the Ontario College of Pharmacy.	Open
B2009-0035	University of Toronto. Medical Y.M.C.A.	Graphic	1913-1914	0.64	Original group composite of the University of Toronto, Medical YMCA Cabinet 1913-1914 (photographer, Freeland)	Open
B2009-0036	Fuller, Earl West	Textual Graphic	1894-1914	0.64	Graduation diplomas, certificate and graduating class photograph belong to Dentistry graduate, Dr. Earl West Fuller. The Diploma in Dental Surgery from the University of Toronto is dated 1894. His certificate in Dental Surgery from the Royal College of Dental Surgeons as well as his graduating class portrait are dated 1914. Dr. Fuller inaugurated the London Schools Dental Service in 1914.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
B2009-0037	Biggs, Stanley C.	Graphic Publications	1870-2007	0.07	Photographs and a published memoir documenting alumnus Stanley S. Biggs (Trinity 1936, Law 1939). Includes group portraits of the Intercollegiate Golf Team for 1933 and 1934, graduating class composite for Trinity College 1936 and a reproduction of the 1870 University College Football Team on which Biggs great grandfather played. Bigg's memoir, entitled As Luck Would Have It in War and Peace, has a chapter describing his time as a student at Trinity and Law School. Biggs was a member of the Queen's Own Rifles and there are several chapters on his World War II experience.	Open
B2009-0038	Flinn, John Ferguson	Textual Graphic	1934-2007	2.40	Personal records of John Ferguson Flinn, Professor of French in University College, University of Toronto, consisting of professional correspondence, grant applications, research files, drafts of articles and books, and photographs.	Open
B2009-0039	Franceschetti, Antonio	Textual Publications	1962-2005	2.80	Personal records of Antonio Franceschetti, Professor Emeritus of Italian Studies, consisting of correspondence, certificates and diplomas, grant applications, files on graduate students, conferences and organizations (including the Dante Society of Toronto), manuscripts of articles and books, including a volume on Petrarca (never published).	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
B2009-0040	University of Toronto. Faculty of Information Alumni Association	Textual	1931-2003	.48	Records of the Faculty of Information Alumni Association including minutes, correspondence, financial records, publications, publicity files, etc. documenting the activities of the association.	Open
B2009-0041	Paul, Derek	Textual	1967-2007	.50	Personal records of Professor Derek Paul documenting his academic and professional career as professor of physics and activities with Science for Peace at the University of Toronto as well as personal external activities. Includes correspondence, lecture notes, manuscripts of two plays, poems and children's book.	Restricted
B2009-0042	Curry, Leslie	Textual	1962-2007	.50	Personal papers of Prof. Leslie Curry, professor of Geography in the University of Toronto including correspondence, manuscripts, notes, course syllabi.	Open
B2009-0043	University of Toronto. Young Men's Christian Association	Graphic	1901-1915	0.54	Portraits documenting various University of Toronto, YMCA groups including: University College Executive 1901-02 and 1907-08; Faculty of Medicine Cabinet 1912-13, 1913-14 and 1914-15; Federal Executive, 1913-14.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
B2009-0044	Chambers, J. K.	Textual	1960-2007	6.5	Personal papers of Prof. J. K. 'Jack' Chambers of the Department of Linguistics. Papers include course materials, professional correspondence, grant files, research materials, manuscripts and correspondence relating to publications, desk diaries, trade name consulting files and other records documenting his study of sociolinguistic theory, dialectology, jazz and other fields.	Open
B2009-0045	Kaplan, William Edward	Textual	1997-2009	.75	Personal papers of William Kaplan created during the writing of his book "A secret trial: Brian Mulroney, Stevie Cameron and the public trust" (McGill –Queen's University Press, 2004) consisting mainly of correspondence, interviews and discussions with Brian Mulroney, K. Schreiber and others. Also includes correspondence, court documents and other records compiled by Mr. Kaplan when he was called to testify at the Commission of Inquiry into certain allegations respecting Business and Financial Dealings between Karlheinz Schreiber and the Right Honourable Brian Mulroney	Restricted
B2009-0046	Grenville, David Morgan	Textual Sound recordings	1957-2008	1.85	Records assembled by David Grenville relating to two projects on Omond McKillop Solandt: a proposed biography of him (never completed) and a symposium in his honour (1994) that was published as 'Perspectives in science and technology: the legacy of Omond Solandt'. The files for the biography include original documents, research notes, correspondence, notes, addresses by Solandt (1957-1980) and 66 audio cassette tapes (with transcripts) of interviews Grenville did with Solandt. The files on the symposium contain correspondence, minutes of meetings, notes, financial records, and partial drafts and copies of the book.	Restricted

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
B2009-0047	Clark/Moogk Family Records	Textual Graphic	1925-[196-]	0.07	Personal records of Ernest George Moogk; his wife, Virginia Marguerite Clark Moogk; and his daughter, Marguerite Emma Moogk Hunt. Ernie Moogk : paper, "The Germans in Canada" (ca 1930), photographs he took a University of Toronto Settlement camp that he organized (15 April 1956), list of 'professional engineering affiliates of 'The Company' (nd.), and list of support staff (?) at U of T (195-?). Virginia Moogk : a list (post-1961) of names of 1929 graduates in Household Science and Household Economics, and a draft of the seating plan for a dinner (unidentified) with a list of speakers, including George Sidney Brett, W. J. Dunlop, and Virginia Moogk. Marguerite Hunt : preliminary notes by A. S. P. Woodhouse for 'English 4K: Nineteenth century thought' (1955) and a letter (1925-12-18) from him to Maurice [unknown].	Open
B2010-0001	Harney, Robert Forest	Textual	n.d. -1992	2.70	Personal records of Robert Harney, consisting of research files for his proposed 'History of Italians in Canada'; card indices on immigration; research notes for an article on the Portuguese; notebooks, reading lists, and articles for history courses at the University of Toronto, and letters of reference; memorabilia and miscellaneous material; drafts of addresses for conferences and conference files; correspondence; Typescripts of 'Terra incolta e ghiacciata : Aspects of Italian immigration to Toronto' and 'From the shores of hunger: Italians in Canada. Essays by Robert F. Harney.'	Restricted

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
B2010-0002	Milnes, John Herbert	Textual Publications	1919-1946	0.40	Personal records of John Herbert Milnes, student in Arts at Trinity College (1934-1941) and a member of No. 4 Company, University of Toronto Contingent, Canadian Officers Training Corps (1940-1946), consisting of certificates, notes, manuals and other publications relating primarily to his military service.	Open
B2010-0003	Warnock, Irene	Graphic Artifacts	ca. 1940-1949, 1973	0.07	Two group photographs showing faculty members and students of the Department of Metallurgical Engineering, of which Miss Warnock was the secretary to the chair, Dr. Pidgeon. A medallion cast by students and given to Miss Warnock on her retirement in 1973.	Open
B2010-0004	Wilson, Daniel	Textual	1892	.50	Illuminated "In Memoriam" volume produced by the City of Toronto containing the "Resolution of Condolence" dated 10 October 1892 relating to the death of Sir Daniel Wilson.	Open
B2010-0005	Helleiner, Gerald Karl	Textual	1962-2004	13.6	Records of Gerry Helleiner, Professor Emeritus, Department of Economics, and a pioneer in development economics, with special reference to Africa. Includes correspondence, lecture notes, memoranda, grant applications, drafts of reports and manuscripts of his writings, and addresses.	Restricted

Accession Number	Provenance	Physical Form	Date(s)	Extent (metres)	Scope and Content	Access
B2010-0006	Morley, Thomas P.	Textual Graphic	1965-2008	0.4	Correspondence, drafts of papers and talks, photographs, minutes of meetings document Dr. Morley's work as a neurosurgeon and professor of neurosurgery at the University of Toronto.	Open
B2010-0007	University of Toronto Press	Textual	1953-2008	13	Out of Print book files, arranged alphabetically according to author's name and 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 copies of original manuscripts. Files are for books published between 1953 and 2000 which became out of print between 1995 and 2008.	Restricted
B2010-0008	Benson Family	Graphic Textual Artifacts	1918-1960	0.75	Records of the Benson Family of Port Hope, Ontario, including personal papers of Clara Benson, former professor of food chemistry at the University of Toronto, and her siblings, Thomas Bingley Benson and Emily Benson Morris. Includes correspondence, clippings, photographs, memorabilia, artifacts, etc.	Open
B2010-0009	Bothwell, Robert Selkirk	Textual	1946-2006 [bulk, 1999-2009]	0.26	Further personal records of Robert Bothwell, consisting primarily of correspondence with colleagues and students, but also including files on members of his family, appointment books, the administration of the Department of History, several of his publications and addresses, and interviews with Joe Clark and David Anderson.	Restricted

APPENDIX C: Gifts-in-Kind for tax year 2009

Armatage, Kay

B2009-0020

1980-2008 Moving images Textual 2.4 m

Records include professional correspondence files, grant files, activity reports, manuscripts and related material to Armatage's book "The Girl from God's Country: Nell Shipman and the Silent Cinema" (UofT Press 2003). In addition there are files relating to courses taught in the Department of Film Studies, specifically the course of Documentary Films including lectures, outlines, bibliographies, assignments, and correspondence. Finally there are film and sound elements related to her films Speak Body, Pregnancy and Artist on Fire.

Baker, Frederick William

B2009-0015

1988-1998 Computer Files Textual Publications .50 m

Personal records documenting Dr. Fred Baker's involvement with the University of Toronto Sioux Lookout Programme primarily as director 1989-1997 and with the Northern Ontario Committee of the Council of Ontario Faculties of Medicine. Includes correspondence, research materials, teaching materials, manuscripts, notes and publications relating to health care of native peoples in general and Northern Ontario in particular. Also includes files on computer disks relating to various administrative matters relating to the Sioux Lookout Programme.

Blake Wrong Family

B2009-0019

188- - 193- Graphic Textual 0.85 m

Photographs document members of the Blake and Wrong families including Samuel H. Blake and his wife Rebecca Blake, Edward Blake and Gerald Blake, as well as cousins Murray, Hume and Harold Wrong. Most are studio portraits, some of which are unidentified. There is one album depicting life at the summer residences Point au Pic and Murray Bay.

There is also some memorabilia from Gerald Blake's time as a student at Ridley College and the University of Toronto and two letters home from the front during World War I.

Clark/Moogk Family Records

B2009-0047

1925-[196-] Textual Graphic 0.07 m.

Personal records of Ernest George Moogk; his wife, Virginia Marguerite Clark Moogk; and his daughter, Marguerite Emma Moogk Hunt. Ernie Moogk : paper, "The Germans in Canada" (ca 1930), photographs he took a University of Toronto Settlement camp that he organized (15 April 1956), list of 'professional engineering affiliates of The Company' (nd.), and list of support staff (?) at U of T (195-?). Virginia Moogk : a list (post-1961) of names of 1929 graduates in Household Science and Household Economics, and a draft of the seating plan for a dinner (unidentified) with a list of speakers, including George Sidney Brett, W. J. Dunlop, and Virginia Moogk. Marguerite Hunt : preliminary notes by A. S. P. Woodhouse for 'English 4K: Nineteenth century thought' (1955) and a letter (1925-12-18) from him to Maurice [unknown].

Hayne, David

B2009-0013

1956-2008 Graphic Textual .07 m.

Correspondence of Prof. David Hayne with colleagues and officials at the University of Toronto. Correspondents include Northrup Frye, Silvia Bashevkin, F.C.A. Jeanneret, Douglas V. le Pan, C. Dana Rouillard and others.

Janes Surgical Society

B2009-0012

1955-2008 Textual .26 m.

Correspondence, programs, minutes and other records concerning the Annual meetings of the members of the Society. Members of the Society included medical practitioners who were former students of Dr. Robert Meredith Janes, professor in the Faculty of Medicine's postgraduate surgical training course.

Kaplan, William Edward

B2009-0045

1997-2009 Textual .75 m.

Personal papers of William Kaplan created during the writing of his book "A secret trial: Brian Mulroney, Stevie Cameron and the public trust" (McGill –Queen's University Press, 2004) consisting mainly of correspondence, interviews and discussions with Brian Mulroney, K. Schreiber and others. Also includes correspondence, court documents and other records compiled by Mr. Kaplan when he was called to testify at the Commission of Inquiry into certain allegations respecting Business and Financial Dealings between Karlheinz Schreiber and the Right Honourable Brian Mulroney

McIlwraith, Thomas Forsyth

B2009-0009

1964-2003 Textual 2.0 m.

Records document Prof. Thomas F. McIlwraith, Professor Emeritus, of the Department of Geography at the University of Toronto. Included are course lectures, notes and related teaching materials, talks, addresses, field trip notes, papers, manuscripts and promotion files. There are also files relating to his graduate work as a geography student at the University of Toronto, including course notes, research files, his thesis and field notes.

Paul, Derek

B2009-0041

1967-2007 Textual .50 m.

Personal records of Professor Derek Paul documenting his academic and professional career as professor of physics and activities with Science for Peace at the University of Toronto as well as personal external activities. Includes correspondence, lecture notes, manuscripts of two plays, poems and children's book.

Prentice, Alison

B2009-0010

1951-2008 Textual Sound recordings 1.27 m

This accession includes correspondence, manuscripts, research notes, talks, book contracts and oral histories relating to Prof. Prentices' research in the field of women's history particularly her research on women teachers, women in physics, and women historians. Also included is some personal correspondence to her family as a student at Smith College and the University of Geneva (1951-55).

Richards, Larry Wayne

B2009-0005

[196-] - 2006 Textual Graphic Publications 2.0 m.

Personal records of Larry Wayne Richards, Professor and former Dean of Architecture, consisting of correspondence with his partner, Frederic Urban, friends and family, and related photographs, programmes and other memorabilia.

Shaw, Joseph W.

B2009-0006

1960-2008 Textual 3.5 m.

Personal papers of Prof. Joseph W. Shaw documenting his career in the Department of Art, and relating to his research on the Kommos Excavations in Crete. Includes correspondence, manuscripts, daily log books, course files relating to teaching.

Sim, Stephen Kahsun

B2009-0017

1939-1999 Graphic Textual 4.5 m.

Personal records of Prof. Stephen K. Sim, professor of pharmacognosy at the University of Toronto. Includes records relating to early education in the United States and Singapore, teaching and research materials, manuscripts, correspondence, certificates and photographs mostly relating to his career at the University of Toronto.

Stacey Family

B2009-0001

1896-1989 Textual 0.07 m.

Further records documenting members of the Stacey family, including Charles Edward Stacey, his wife Pearl, his children, Charles Perry (CP) Stacey and Dorothy Brown, and CP's wives, Doris and Helen. Includes CP's correspondence with his mother and Doris during World War II and Dorothy and her husband Harcourt Brown, correspondence regarding Doris' estate, and a file of CP's writings. Also includes a stamp album compiled when CP was a student at University of Toronto Schools, information on Charles' resignation from the Masons (1896), the sale of his property after his death (1927) and Pearl's investments. Concludes with correspondence with Helen Stacey and Jennifer S. H. Brown concerning CP's personal records.

**University of Toronto. Faculty of Medicine
Class of 1916**

B2009-0007

1915-1916 Graphic 0.52 m.

Three photographs document the Faculty of Medicine, class of 1916. Two photographs show Medical students at a dinner, most likely the At-Home Banquet. A third photograph shows a rare informal group portrait of medical students dressed in their lab coats, taken outdoors.

**University of Toronto. Faculty of Medicine
Class of 1935**

B2009-0008

1929 Graphic 1.0 m

One panoramic photograph of the Faculty of Medicine, Class of 1935, taken in 1929.

University of Toronto. Medical Y.M.C.A.

B2009-0035

1913-1914 Graphic 0.64 m.

Original group composite of the University of Toronto, Medical YMCA Cabinet 1913-1914
(photographer, Freeland)

APPENDIX D: Organisational Chart

