

The National Manuscript Inventory

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Canada's national inventory of manuscript material celebrated its twentieth anniversary in 1979. The two decades since the first plans were formulated have been a period of rapid development and expansion in the archival world, and many countries have undertaken to produce national inventories in one form or another. Some of these projects have been published, while others exist in the form of card indexes or other guides that must be consulted at a central office. In general terms, the purpose of any national inventory of manuscripts is to provide information on the location of unpublished textual archives. The cost of preparing such an inventory is balanced against the costs—in time, postage and/or travel expenses—that would otherwise be encountered by an archivist or researcher in order to accumulate the same information.

In Britain, the project of listing manuscripts and public records at the national level is called the National Register of Archives. The Register was officially initiated in 1945, although the basic objectives had been formulated, and preparatory work begun, some time earlier. Records of the central government in Britain are kept at the Public Record Office, and may be located and consulted without great difficulty. However, until the beginning of World War II, no systematic record was kept of holdings of county and other local record offices, or of archival material in private hands. The Historical Manuscripts Commission, which had been established in 1869 for the purpose of locating, reporting on, and publishing manuscripts and papers of historical importance (other than public records), had described some of this material, but primarily well-known collections. During the war, the fear that valuable material would be destroyed by enemy action or by paper salvage drives, led to an inquiry into the state of 400 collections on which the Historical Manuscripts Commission had reported. Of these 400 groups, six had been completely destroyed (only one by enemy action), over 40 could not be traced, and 34 had been broken up for sale.¹ If this rate of loss could occur in a relatively small number of collections of recognized importance, it was feared that there would be an even higher rate of loss among lesser known collections.

During the war, the most pressing archival concern was the protection of ma-

¹ Historical Manuscript Commission, *The National Register of Archives* (leaflet), H.M. Stationery Office, 2nd edn., 1947, p. 5.

terial from destruction. In 1940, the British Records Association in co-operation with the Historical Manuscripts Commission produced a rough draft of a list of archival material in the United Kingdom, arranged topographically, for the information of the Regional Commissioners of Civil Defence. Measures were taken for the preservation of these papers, and it was agreed that, after the war, a more comprehensive listing of manuscript material should be attempted.

In 1945, a special branch of the Historical Manuscripts Commission was set up at the Public Record Office, for the purpose of compiling a National Register of Archives, in as complete a form as possible. This branch was organised under a small directorate appointed by the Master of the Rolls, and included representatives of the Public Record Office, the Historical Manuscripts Commission, and the British Records Association. However, the Register was not to include material covered by the Public Record Office.

The plan was that, initially, the Register would be a directory of individuals or institutions owning archival material, but that it would eventually become a comprehensive guide to manuscript sources. Much of the information would be compiled from printed sources, which local historical and archaeological societies would be asked to verify. However, it was soon found that there were many archival holdings about which nothing was known, even locally. Some of the local societies were very helpful, but others had only a few active members, and these people were often more interested in artifacts than in manuscripts. There were few local record offices at the time, although many have been established since. Colonel Malet, the first Registrar, set up committees of local helpers to compile information in the various counties of England and Wales. These local committees undertook a great deal of work. Their first responsibility was to discover the location and extent of all archival material in their area. They had also to reassure owners of private archival collections that the Register was not trying to pry into this material, nor to confiscate it. On the other hand, if an owner was willing to make his papers available to the public but worried about the responsibility of storing them, the local committees could arrange for the deposit of the material in a county record office or other public institution, without affecting rights of ownership. People working for the Register also tried to prevent sales that would result in the breaking up of collections, or their export.

Reports prepared for the Register dealt with many family and estate records, and archives of local authorities, parishes, charities, schools, colleges, hospitals, business firms, and industries. For material postdating 1700, collections of five items or more were to be included; for material dated before 1700, each item was to be listed. Reporting was to be done in three stages: first, to note the existence of a collection (or item, for pre-1700 material), the owner's name and address and a brief description of the material; second to give accurate details by "class" (this stage would correspond approximately to an inventory description); and third, to list individual documents. Needless to say, the last stage would be a long-term project.

It was intended that the reports would provide information for the compilation of a card index of archives arranged by location. However, many researchers asked to consult the original reports, and as a result, starting in 1954, these reports were duplicated by photoprinting, and circulated. Circulation was intended to provide each county with news of documents concerning it that were

found in another, and later the large national repositories such as the British Museum and the Bodleian and John Ryland Libraries, were given information about documents of a more general interest. Copies of catalogues of important collections in record offices and libraries were also prepared. The possibility of obtaining copies of other finding aids was an incentive for people to co-operate with the Register. Reports sent to the Register were originally filed under the name of the owner of the material, but this proved unsatisfactory. Short titles are now used to identify the papers. There are also now three indexes: personal name, subject, and topographical. The personal name index is usually limited to persons of major national stature, and is therefore "a virtually useless tool for the genealogist,"² but very helpful for most other researchers. It includes information taken from sources outside the National Register, such as annual reports of repositories, newspapers, and information contributed by visiting scholars. The subject index developed informally, first as a record of inquiries and the sources used in replying to them, later as a more systematic classification system. The topographical index is a small one, listing locations of material in private hands in England and Wales, and material in unexpected places.

The work of compiling the Register includes the reproduction and distribution of the lists received, indexing of the lists, and liaison with local repositories. By 1978 there were a total of approximately 22,000 lists in the Register, and new ones were accumulating at the rate of about 1,000 per year. The personal index has been converted to machine-readable format so that it may be updated and reproduced by computer. The Register now has an office in Quality House, where visitors may consult the reports, the indexes, and works of reference. In 1968 a programme of summarizing all reports was begun. It is hoped that these summaries will be sold to interested institutions, especially those in other countries. Information has also been published in the *Bulletins* of the Register, and in its *Lists of Accessions to Repositories*.

The experience of the United States was different in many respects. The Manuscript Division of the Library of Congress had made attempts, as early as 1918 and 1924, to establish a national catalogue of manuscripts, but these attempts had been unsuccessful. For a number of years, the *Annual Reports* of the American Historical Association included reports of the Committee on Historical Source Materials. In 1949, following the recommendation of the American Historical Association, a Joint Committee on Historical Manuscripts was set up by the Society of American Archivists and the American Association for State and Local History. One of the main tasks of this committee was the preparation of a national guide to manuscript material.

In 1951 the Library of Congress began actively to prepare for this project to parallel its catalogue of printed works, but not until seven years later did it receive the financial backing to make the project possible. In November 1958, the Council of Library Resources, Inc., awarded a grant of \$200,000 to the Library of Congress to begin preparation of a *National Union Catalog of Manuscript Collections* (NUCMC). Following receipt of this grant, the Library of Congress

2 Felicity Ranger, "The National Register of Archives, 1945-1969", *Journal of the Society of Archivists*, III, no. 9 (April 1969): 461.

- MS 77-338
- Robertson, Walford Graham, 1866-1948.
Papers, ca. 1885-1948. 1405 items.
In Henry E. Huntington Library (San Marino, Calif.)
British author and artist. Correspondence, including fan mail about Robertson's book *Time Was* (1931), notebooks, sketchbooks, and other papers. Chief correspondent is Kerrison Preston; other correspondents include Ellen Terry, Oscar Wilde, and other literary and theatrical figures.
Unpublished finding aids in the repository.
In part, published in *Letters from Graham Robinson*, edited by Kerrison Preston (1953).
Gift of Mr. Preston, 1970.
- MS 77-339
- Russell, Mary Annette (Beauchamp) Russell, Countess, 1866-1941.
Papers, 1890-1960. ca. 1300 items.
In Henry E. Huntington Library (San Marino, Calif.)
British author, better known as "Elizabeth." Personal and family correspondence, journals, and literary mss. Correspondents include Alexander Stewart Frere, Katherine Mansfield, John Middleton, John and Bertrand Russell, George Santayana, Sir Hugh Walpole, and H. G. Wells.
Unpublished finding aid in the repository.
Gift of Elizabeth (von Arnim) Butterworth, 1967.
The repository also has transcripts (typewritten) of the journals.
- MS 77-340
- San Rafael Ranch Company, Garvanza, Calif.
Records, 1871-1923. 41 items.
In Henry E. Huntington Library (San Marino, Calif.)
Correspondence, business and land papers, and maps. Includes correspondence of Conway S. Campbell-Johnston and A. Campbell-Johnston, property titles, property annexation agreements with the city of Pasadena (1923), right-of-way agreements with the Pacific Electric Railway Company, and records (1899-1920) of the Church of the Angels, Highland Park, Calif.
Gift of Lawrence Cook, 1955, and Nicholas Brandt, 1972.
- MS 77-341
- Shannon, Charles Hazelwood, 1863-1937.
Papers, 1898-1904. 41 items.
In Henry E. Huntington Library (San Marino, Calif.)
British lithographer and painter. Letters to Harold Chaloner Dowdall, judge and mayor of Liverpool, Eng., and Dowdall's mother, Mrs. Thomas Dowdall, and wife, Mary Frances Harriet (Borthwick) Dowdall, concerning Shannon's portraits of them. Includes 2 pencil sketches.
Unpublished finding aids in the repository.
Acquired from Sotheby's, London, Eng., 1973.
- MS 77-342
- Sinclair, Upton Beall, 1878-1968.
Papers, 1905-25. (MS 62-388)
— — — Addition, 1923-42. 55 items.
In Henry E. Huntington Library (San Marino, Calif.)
Author. Correspondence between Sinclair and Thomas H. Bell, member of the Libertarian Group of Los Angeles, Calif., relating to socialists and socialism, communism, labor unions; Spanish civil war, politics, and labor movement; and Soviet communism.
Unpublished finding aids in the repository.
Acquired from Marion Bell, 1972.
- MS 77-343
- Stanton, Edwin McMasters, 1814-1869.
Papers, 1815-1907. 48 items.
In Henry E. Huntington Library (San Marino, Calif.)
U.S. Secretary of War. Correspondence of Stanton and others, including Rutherford B. Hayes, John Sherman, Edwin Lamson Stanton, and Benjamin F. Wade, relating to national politics and Ohio local history in the 1800's; together with correspondence of Dr. Benjamin Stanton and his son, William, reflecting life in Quaker households during the period.
Unpublished finding aids in the repository.
Acquired from Dr. Lewis Picher, Denver, Colo., 1969.
- MS 77-344
- Starkey, James, 1879-1958.
Papers, 1904-50. 66 items.
In Henry E. Huntington Library (San Marino, Calif.)
Irish poet and editor of *The Dublin Magazine*, better known as Seumas O'Sullivan. Correspondence and 8 ms. poems. Correspondents include Starkey's wife, artist Estella Frances Solomons, and Irish poets and artists Joseph Campbell, Austin Clarke, Darrell Figgis, George Moore, James Stephens, and Jack Butler Yeats.
Unpublished finding aids in the repository.
Acquired from Elkin Mathews, 1959.
- MS 77-345
- Strong, Joseph Dwight, 1823-1907.
Papers, 1874-98. 207 items.
In Henry E. Huntington Library (San Marino, Calif.)
Artist and photographer. Chiefly letters from Strong and his wife, Isobel (Osbourne) Strong Field, to Charles Warren Stoddard. Includes material on Robert Louis Stevenson and his wife, Fanny (Van de Grift) Osbourne Stevenson.
Unpublished finding aids in the repository.
Acquired from Goodspeeds, ca. 1923.
- MS 77-346
- Van Soelen, Theodore, 1890-1964.
Papers, 1950-63. 180 items.
In Henry E. Huntington Library (San Marino, Calif.)
Artist, specializing in the portrayal of Western life. Correspondence relating to politics and government in New Mexico, painting, and writing. Correspondents include Paul Horgan, Peter Hurd, Tom Lea, Paul Manship, Edwin E. Mechem, Nicholas Roosevelt, Paul Sample, Allan Shivers, John F. Simms, Robert Lewis Taylor, and Paul Dudley White.
Unpublished finding aids in the repository.
Acquired from Mr. Van Soelen, 1963.

recruited a staff to compile a list of repositories that had manuscript material accessible to the public, to ask each for a detailed description of its individual holdings, to edit this information and to insure that it was presented correctly for inclusion in the catalogue. Institutions that took part in NUCMC were: national and state archives, university archives, university libraries, museums, historical societies, religious institutions, public libraries, and similar institutions. Entries were prepared, initially, according to the *Rules for Descriptive Cataloguing in the Library of Congress: Manuscripts* (Preliminary edition, 1954) and later according to the *Anglo-American Cataloguing Rules* (1967).

It was agreed that NUCMC should list collections but not individual documents. Normally a collection should consist of at least 50 items, although some exceptions have been made for material of special importance. Private manuscripts in archival repositories and archival records found outside the normal repository should be reported but not archives located where one might expect to find them, as, for example, county records in a county court house. Collections consisting entirely of photocopies and transcripts of original material were admissible when they were created from original manuscripts scattered in several repositories or from several collections within a repository, or when repositories holding the originals either did not regularly admit researchers or were not located in the United States. However, government records at any level were not to be included.

The first volume of NUCMC was published in 1962. It contained approximately 7,300 entries from about 400 repositories, and had separate name and subject entries. As the second volume was being prepared, it was decided that there should be a combined and cumulated index, giving both name and subject references for both volumes. The practice of having a cumulative index every two or three years has continued. Since 1963, each volume has also contained a Guide to Entries by Repository. Entries in NUCMC are numbered as they go to the printer. Since 1963, it has been possible to send groups of entries from the same repository at one time. Entries in each batch are arranged in alphabetical order by title. The numbering is consecutive through the volume. Each entry has a two-part number, of which the first part indicates the year of the volume in which the entry appeared, and the second part is a sequence number. For example, the number MS 63-123 indicates the 123rd entry in the volume for 1963. These entry numbers are used for the index references. With the appearance of the sixteenth volume in 1979, NUCMC has listed a total of about 42,000 entries from 1,036 repositories. Between thirty and forty new repositories still join the project each year. In the mid-1960s, NUCMC expanded its terms of reference to include government records. However, the vast majority of government archives remain unreported. For example, up to the 1978 edition, a total of only 68 entries from the United States National Archives, including the Civil Archives Division and the Centre for Polar Archives, had appeared in NUCMC.

The Canadian *Union List* was strongly influenced by the American example, but the goal of including virtually everything may reflect the philosophy of the British project. The Canadian project began in 1959, less than a year after the Library of Congress had received its initial grant, when the Archives Section of the Canadian Historical Association, at its annual meeting in Saskatoon, decided to conduct a survey of selected archival repositories for the purpose of

compiling a list of manuscript sources of a political nature. Some archivists favoured a more comprehensive catalogue, but the majority felt it wise to begin with a limited project.³

To prepare this publication, a committee was formed. The chairman was Bernard Weilbrenner, then head of the Post-Confederation Section at the Public Archives of Canada, and the other committee members were C. Bruce Fergusson, Provincial Archivist of Nova Scotia, Evelyn Eager, Assistant Provincial Archivist of Saskatchewan, and William G. Ormsby, head of the Pre-Confederation Section at the Public Archives. The committee drafted a questionnaire asking for general information about the repositories and specific information on political papers. In May 1961, a catalogue entitled *Political Papers in Canadian Repositories* was published. It gave general information concerning working hours, types and extent of material held, and publications, for 40 repositories, and described approximately 300 units of material. This was an excellent publication but a fuller catalogue of all manuscript material was needed.

Because the Archives Section did not have the resources for a major project, it approached the Humanities Research Council for funds, and the Public Archives of Canada for professional assistance. In September 1961, the Humanities Research Council, in co-operation with the Public Archives and the Archives Section of the C.H.A., agreed to sponsor the project, which was to be known as the *Union List of Manuscripts in Canadian Repositories* (ULM) and, in French, as *Catalogue collectif des manuscrits des archives canadiennes*.⁴ W. Kaye Lamb, Dominion Archivist, became director of the project and Robert S. Gordon, an archivist in the Manuscript Division, PAC, became editor.

The project was to collect and publish information on the nature and location of all significant units or collections of unpublished textual material in Canada. As an initial step, a "Guide for the Preparation of Returns" was prepared—one of the first attempts in Canada to set standard rules for the description of manuscript material. Although some of the rules required greater definition, this statement of basic principles has proved very helpful to archivists. Experience was to show that some of the rules required greater definition. For example, the 1962 Guide stated that the title of a unit should be the name of the individual or corporate body that "received, created and/or accumulated the papers." This rule was ambiguous because the receiver and the creator are often not the same person. There was also insufficient detail about certain other specific situations, such as a company that had changed its name. Nevertheless, the 1962 Guide was an important first step in the formulation of cataloguing rules for manuscripts. The next stage of the ULM project was the compilation of a list of all archival repositories in Canada and a preliminary survey to request co-operation and to determine the size and nature of the holdings. After that, the ULM team was to establish contact with archivists, curators, and other custodians of archival material in the field, and to make arrangements for the preparation of returns.

3 PAC, MG 28 I 4, C.H.A. papers, vol. 26, Archives Section—1959 meeting minutes, p. 2.

4 The French translation has since been changed to: *Catalogue collectif des manuscrits conservés dans les dépôts d'archives canadiens*.

- DES BARRES, Dorethe**, Ottawa, Ont.
 7:2929 Original, 6 pages. 1938-1939.
 A letter, 1938, from R. B. Bennett thanking Miss Des Barres for her message of sympathy on the death of his sister Mildred, and a pamphlet of the Order of Ceremony for the Unveiling of the National War Memorial, 21 May 1939.
 Ref./Ref.: P.A.C., MG 27 (III G 9).
- DES RIVIERES, famille**
 6:876 Originaux, 12 cm. 1791-1895.
 Correspondance, documents d'état civil, documents notariés, correspondance de Rodolphe Des Rivières.
- DESAULNIERS, Isaac-Stanislas, ptre.** (1811-1868), Saint-Hyacinthe, Qué., supérieur du Séminaire de Saint-Hyacinthe.
 245:21 Originaux, 45 cm. n.d., 1822-1972.
 Correspondance, notes de cours, notes de voyages, manuscrits de conférences, de discours et de commentaires.
- DesBARRES, Joseph Frederick Wallet**, (1721-1824), Cape Breton and P.E.I., Colonial governor
 7:1122 Original, 2.28 m. Transcripts, 25 pages. Photocopies, 5 cm. 1762-1925.
 Correspondance, memoranda, accounts, reports and other documents relating to the career and family of J.F.W. DesBarres, his son Augustus Wallet DesBarres, and the administration of his estates. Also available on microfilm. (Revised).
 Ref./Ref.: P.A.C., MG 23 (F 1).
- DESIARDINS, Alphonse**, (1854-1920), Lévis, Qué., fondateur des caisses populaires.
 241:1 Originaux, 60 cm. Copie, 10 cm. Microfilm, 5 bobines. 1865-1920.
 Transcriptions de différents textes, correspondance, documents personnels, documents concernant les caisses populaires fermées.
- DESORMEAUX, Ernest**, (1896-1977), Ottawa, Ont., fonctionnaire
 185:164 Originaux, 30 cm. 1940-1965.
 Textes dactylographiés de conférences et causeries portant principalement sur les droits des francophones. Spicilées.
- DESPATCH TAXI AND GARAGE COMPANY**, (est. ca. 1906), Winnipeg, Man., Taxi service
 9:844 Original, 17 cm. 1934-1966
 Cash books, 1934-1953; customer charge account register, 1944-1949; account book and journal, 1951-1966
- DESROCHERS, Félix**, (1886-1969), Ottawa, Ont., bibliothécaire.
 245:22 Originaux, 65 cm. n.d. 1911-1965.
 Correspondance et dossiers divers.
- DETWILER, John D.**, (1878-1966), London, Ont., Teacher
 218:46 Original, 2 m. 1929-1965.
 Correspondance, documents, reports, educational materials concerning Dr. Detwiler's work in zoology, biology and the Canadian Conservation Association and pamphlets, periodical publications and government publications on conservation and related areas.
- DEUTSCH, John James**, (1911-1976), Kingston, Ont., Principal, Queen's University.
 75:412 Original, 45 m. 1930-1976.
 Correspondance, subject files, memoranda, printed reports, daily journals, speeches relating to Dr. Deutsch's activities in the fields of education, economics, manpower, employment, labour, inflation and monetary policy, federal-provincial relations, Canadian-American relations; to his work at the Bank of Canada, University of British Columbia, Queen's University, the Economic Council of Canada; and to the various conferences, commissions and studies with which he was connected (Revised).
- DEWDNEY, Edgar**, (1836-1916), Victoria, B.C., Lieutenant-Governor of British Columbia.
 12:384 Original, 5 cm. Photocopies, 2 leaves. 1859, 1880-1916
 Correspondance, 1859, 1884-1916, including letters from Sir Joseph Pope, 1894, and Sir John A. Macdonald; diaries, 1880, 1882; memorandum on the history of British Columbia; address from the British Columbia Conference of the Methodist Church, 1894; will, 1913. (Revised).
- DEWIS, Joshua**, Parrshoro, N.S., Shipowner.
 11:441 Photocopies, 1 page. 1865.
 Marine insurance policy for the brigantine ALBERT DEWIS, 12 July 1865.
 Ref./Ref.: DAL MS-2-278.
- DEXTER, Robert C.**, (1887-1955), Montreal, Qué.
 11:426 Original, 0.5 cm. 1917
 "Juvenile Immigration into Canada, 1917."
 Ref./Ref.: DAL MS-2-274.
- DIARY**
 18:625 Original, 3 cm. 1918.
 Diary of an officer of the 15th Battalion, 3rd Brigade Company, Canadian Expeditionary Force, while in France, 28 March-6 Nov. 1918.
 46:357 Microfilm, 0.5 reel. 1893-1894.
 Diary of a Kings County widow.
 Provenance: Joseph Wall, Saint John, N.B.
- DICKENS, Charles**, (1812-1870), London, England, Writer.
 117:205 Microfilm, 9 reels.
 Ms. of the works of Charles Dickens from the Forster Collection, Victoria and Albert Museum (7 reels); ms., letters and other papers of Charles Dickens from the Dickens House Collection (2 reels).
 Provenance: Victoria and Albert Museum and Dickens House, London, England.
- DICKEY, William Earle**, (1893-1954), Revelstoke, B.C., Municipal employee; journalist and chairman, Tourist Bureau.
 12:1828 Original, 24 cm. 1890-1953.
 Correspondance, notes and newspaper clippings concerning the history of Revelstoke, B.C., the Big Bend area of the Kootenay district and the pioneers of the area. Also includes collected notes and correspondence of Benjamin Richard Atkins as well as his dictionary history of Revelstoke.

To be included in the ULM were federal, provincial and municipal archives, university and college libraries, legislative libraries, public libraries, historical societies, museums, national historic parks, religious institutions, business archives, and private collections, if open to the public. (In fact, no private collections have been listed so far.) Repositories were not included if their holdings consisted of material which might normally be expected to be in their custody (for example, records of the Canadian Pacific Railway in the C.P.R. Archives in Montreal). However, when an archives contained unexpected material, such as fur trade journals in the Diocesan Archives of Montreal, a description of this material was to be included. This policy was the same as that of the Americans, but the decision not to list material that was in its proper place led to certain anomalies and was modified in later editions of the ULM. Certain types of material, too, were excluded from the project, except when forming a part of a major unit of papers: published material, such as books, newspapers, and periodicals; maps; pictures; academic theses and dissertations; and material prepared from sources readily available to the general public. Government records, which were not included in NUCMC at that time, were to appear in the ULM.

Once the ULM returns had been received and edited, cards were typed. The cards were arranged in alphabetical order by unit title, with the holdings of all repositories interfiled to form the ULM master catalogue. The return forms were kept in numerical order by repository. After the initial editing and the preparation of the cards, a second editing was required. This was for the purposes of verifying the first editing and the filing arrangement, and of eliminating marginal material. There was also a change of policy regarding the language of entries. The editors had originally intended to publish two editions, one in English and one in French. The archivists had been working in English, and the whole book was to be translated. It was later decided that, for considerations of time and expense, there should be only one edition, with the units described in either English or French, whichever was the principal language of the papers. A further problem arose on the subject of language. A number of entries were submitted in languages other than English and French. The editors did not profess to be competent in other tongues, and Arabic and Turkish were certainly beyond their capabilities. Some entries were omitted because the description consisted solely of a long quotation in a language other than English or French, and the editors had no way of summarizing this.

Each entry was given a two-part number, the first part identifying the repository and the second part being a sequence number. For example, the number 7-654 indicated the 654th entry from Repository Number 7 (the Public Archives of Canada). A fold-out page at the back of the volume served as a key to the repository numbers. An index was prepared. Because the entries were in alphabetical order by title, the main entry titles were not included in the index. Names of persons, corporate bodies, and places mentioned in the descriptions, and some subject references, made up the index, which referred the reader to a page and column but not to a specific entry. After the second editing, the information was typed on 19 × 14 inch sheets of paper. These pages were photo-reduced one-third (so that the resulting page was approximately 8 × 11 inches) and printed by

photo-offset. The completed volume appeared in August 1968 and contained about 11, 170 entries from 124 repositories.

The 1968 edition was warmly received and was certainly a boon to researchers. However, it was not perfect, and it had never pretended to be definitive. A catalogue of this nature becomes outdated very quickly, as new repositories are established and participating repositories receive new material. In the early 1970s, work on the second edition was begun. Developments in the field of computer technology offered new approaches to the processing of the ULM. The editors studied several possibilities, and eventually chose an on-line system. Information from the returns was typed into computer storage, using terminals that were connected to the computer by telephone. Index references were typed after each entry, and the computer memory attached the appropriate ULM number to each reference. When all entries had been input, three sorts were done. First, there was a sort by title. The complete entries were printed in alphabetical order by title. Second, there was a sort of the index references. Each reference was printed with its ULM number and the number of the page on which that entry appeared. The third sort listed unit titles in alphabetical order under the name of the repository in which they were to be found. The 1975 second edition was in two volumes and contained approximately 26,000 entries from 171 repositories.

Since 1975, two supplements to the ULM have appeared, one for 1976, containing some 5,000 entries, and one for 1977-78, containing approximately 3,000 entries. In total, the ULM has now listed about 34,000 entries from 193 repositories. In addition to listing new material, recent editions of the ULM have reflected several policy modifications. In the first ULM, provenance, or the location of the original material, was emphasized. If a large unit consisted of material copied from a number of different sources, each portion of the unit for which the location of the originals was different had its own ULM number. While correct in theory, this procedure was very cumbersome in practice, and has now been eliminated. All material under a given title and held by one institution is now described as a single entry with only one ULM number.

The omission of small and non-Canadian collections was resented by some contributors, since the original terms of reference had indicated that such material would be included. Because of these protests, the policy has been changed. Now the ULM has no minimum-size criteria, and many single items and very small units are listed. Since item-by-item listing is obviously beyond the scope of a national inventory, this situation has led to a number of inconsistencies. However, when it was suggested that small units should not be included unless they were of special importance, there were many questions as to how "special importance" would be defined. Pending agreement on such a definition, the editors plan to continue the present policy of no minimum size.⁵ With regard to material in languages other than English and French, the editors now accept short titles and, in the descriptive paragraph, brief quotations in other languages, but the basic description must be written in either French or English. A number

5 These opinions were obtained through a survey of users in 1977. Eighty persons replied to the survey. In answer to the question, "Should small units be excluded from the ULM, unless they are of special importance?", 54 said "No", 23 said "Yes", and 3 did not reply. It will be noted that this was a vote of more than two to one against the omission of small units.

of contributors are critical of this policy, especially in view of the current wide interest in multi-cultural studies. However, the ULM does not have the resources to hire and train editors with expertise in many different languages, when each would be required to edit only a very few returns.

Two other projects in Canada, closely related to the ULM, have developed recently. The *Guide to Canadian Photographic Archives* is modelled after the ULM and uses the same computer programme, but whereas the ULM started with a master catalogue and has since issued supplements, the photographic guide is being published as a series of small publications, and an eventual compilation is planned. Volume I of the photographic guide, containing 2,800 entries from 108 repositories, appeared in 1979. The "Inventaire national des archives du Québec" has been set up for the purpose of implementing the Cultural Properties Act of that province. The objective is to list all archival material in Quebec, including that in private hands, and one of the goals is to prevent exportation of the most precious items or collections. Four categories of archival material are being identified: manuscripts, photographs, maps, and other material. To prevent duplication of effort, the I.N.A.Q. office is sending reports to the ULM and to the *Guide to Canadian Photographic Archives* when the repository in question is open to the public.

All national inventories face the problem of limited resources, and decisions must be made as to how the available money and staff may best be allocated. First, the editors must decide which units to list, and what level of detail to provide in the descriptive paragraphs. Unfortunately, existing rules for cataloguing manuscript material, both in Canada and in the United States, allow considerable freedom of interpretation, and the long-awaited revision of the Anglo-American Cataloguing Rules has not solved the problem. Generally, the greater the number of entries, the lower is the level of description that is possible. When a single catalogue entry may describe 1,000 metres of material or just one page, some anomalies occur. Small units are described in much more detail than large units. Many users have found this unsatisfactory, but there is really no alternative. If small units are to be entered, some detail must be provided or the entries are totally useless. For example, if a researcher is studying the building of the Canadian Pacific Railway, and learns that a certain repository has 10 metres of Van Horne papers for the period 1880-1885, the researcher should realize that it would be worthwhile to communicate with that repository. The entry is useful, even though it is brief. On the other hand, if the researcher learns that a repository has one page of Van Horne material for the same time period, he or she may be reluctant to commit the time and/or money necessary to follow up the lead, without some indication as to the content of this page.

Inconsistencies in the amount of detail provided affect not only the main entries, but also the index. Since small units are described more fully than large units, they are also indexed more adequately. Once again the situation, although unfortunate, is unavoidable. It is obviously beyond the scope of a national inventory to provide a complete index of large collections. For example, the Public Archives of Canada possesses a number of voluminous collections, for each of which the finding aid is larger than the entire ULM. The researcher must not assume that all references to his or her subject that occur in collections described in any national inventory will be listed in the index to that publication.

Another difficulty in preparing a subject index is the lack of any generally—accepted thesaurus. The editors of NUCMC and of the ULM have found the Library of Congress Subject Headings unsatisfactory for these projects. The Americans found these headings too specific; the Canadians found that the vocabulary, in many cases, did not correspond to usual Canadian expression. (For example, “World War I” is listed under “E” for “European War”).⁶ Both NUCMC and the ULM have developed their own subject authority lists. Concern about subject indexing has increased considerably during the 1970s, as researchers are more inclined to seek access to material by subject. It is interesting to note that, as recently as 1968, some American archivists suggested that it was not necessary for NUCMC to contain subject indexing beyond the most rudimentary, because researchers would be familiar with the relevant personal names and could locate their material through these.⁷

Because the ULM is a bilingual publication, it has an additional problem in indexing. The ULM rule is that English-language material is described in English and French-language material is described in French, and the index references are written in the language of the description. Thus, French-language references lead to French-language material and English-language references to English-language material. But the bilingual researcher must be sure to look for his or her subject in both English and French. For example, a person interested in railroads should search under both “Railroads” and “Chemins de fer”.

Updating a national inventory publication presents a further dilemma. NUCMC has issued cumulative indexes from time to time, but it is still a tedious task for a researcher to consult every third volume, more or less, especially if he or she has a long list of names or subjects to check. In the ULM, there are now three editions, and, since the main entry titles are not included in the index, one must look in six places for each name or subject. The preparation of a cumulative index, including main entry titles, with each supplement or new volume would be desirable. However, this would entail considerable work, because, for both NUCMC and the ULM, the level of indexing and the thesaurus have changed over the years.

National inventories in other countries have taken many forms. Scotland has a National Register of Archives, located in Edinburgh similar to, but separate from, that of England and Wales. As of 1976, the Scottish Register contained approximately 1,500 surveys, and new reports were being added at the rate of approximately 150 per year. The principles of the British project have been copied by several other countries, notably India. India has also published a number of *National Reports on Private Records*, an inventory of privately-owned archives.⁸ In France, a central register of private archives has been established, and in Australia there is a central register of business archives.⁹

6 Not all Canadian archivists agree with the ULM editors on this point. For example, the index of the *Guide to Canadian Photographic Archives* does use the Library of Congress subject headings.

7 Richard C. Berner, “Observations on Archivists, Librarians, and the National Union Catalog of Manuscript Collections”, *College and Research Libraries* 29 (July 1968): 279-280.

8 S. N. Prasad, “Archives in India”, *Archivaria* 7 (Winter 1978): 58.

9 S.N. Prasad, “The Liberation of Access and Use”, *Archivum* XXVI: 140-41.

NATIONAL REGISTER OF ARCHIVES AND
MANUSCRIPTS IN NEW ZEALAND

A 75

NAME	ELL, Henry George, 1862-1934
TYPE OF RECORD	Personal papers
INCLUSIVE DATES	1890-[1972?]
QUANTITY	70cm
LOCATION	Canterbury Public Library, Christchurch Arch ELL
DESCRIPTION	<p>Trade union advocate, prohibitionist, Progressive Liberal M.P. for Christchurch City then Christchurch South, 1899-1919, Postmaster-General in the short-lived Mackenzie cabinet of 1912, and conservationist and promoter of the Summit Road and its chain of rest houses for walkers from 1899 until his death, Harry Ell graced the Christchurch political scene for nearly forty years.</p> <p>These records include seven volumes of letterbooks of Ell's correspondence as Organiser and President of Christchurch Progressive Liberal Association, M.P., and Postmaster-General, 1896-1912; three files of ministerial memorabilia and Post Office records, 1912; and seven volumes of scrapbooks of newspaper clippings relating to Ell's early connection with the Canterbury Liberal Association, trade unionism, and independent labour politics, and to his ministerial career. These records were deposited about 1935 by the official assignee of Ell's estate.</p> <p>A further body of records were received from the Christchurch City Council, 19 December 1962, relating to the Port Hills-Akaroa Summit Road Public Trust founded by Ell in 1925 and wound up in 1944. This material includes Summit Road scrapbook of newspaper cuttings, photographs and correspondence, 1906-1954 (chiefly compiled by Ell between 1928 and 1934) (1 vol.); Port Hills-Akaroa Summit Road and scenic reserves, dates, 1899-1916 (compiled by Ell as an account of the establishment of the scenic reserves and roadside inns to justify the charging of tolls of users) (1 vol.); Visitors' book, Parkinson's Bush Reserve, 1917-1926 (1 vol.); 52 prints and material of the Summit Road Scenic Society, 1972.</p>
ACCESS CONDITIONS	Not restricted
FORM IF NOT ORIGINAL	
LOCATION OF ORIGINAL	
NAME ENTRIES	Christchurch Progressive Liberal Association; N.Z. Post Office; Port Hills-Akaroa Summit Road Public Trust; Summit Road Scenic Society.
FINDING AIDS	Inventory

In the field of published catalogues, New Zealand produced, in 1979, the first instalment of the *National Register of Archives and Manuscripts in New Zealand*, compiled and edited at the Alexander Turnbull Library and the National Archives in Wellington. The plan is that the Register will be issued in four instalments of 250 entries each, together with a nominal, geographical and subject index. Revised entries will be published in future supplements. The objective is to list all textual material available to the public in the National Archives of New Zealand, other archives, libraries, museums and historical societies, or held by private individuals. Generally speaking, entries are arranged alphabetically by institutions. The entries are quite detailed, including biographical information for individuals or a brief history, if the papers are those of a corporate body. This publication is a most welcome addition to the literature describing archival material at a national level.

The Soviet Union has issued a two-volume directory to personal papers in state archives, which has been described by one scholar as a masterpiece of its kind. This directory, organized alphabetically by personal name, describes more than 10,000 collections in archives, libraries, museums and other institutions throughout the Soviet Union, giving location, size of collections, and dates of material. The U.S.S.R. also has prepared a directory of state archives. In West Germany, a two-volume directory of personal papers is available.¹⁰

Most of these projects encounter common difficulties: limited resources, in terms both of personnel and of money; uneven levels of control in the participating repositories; ambiguities in existing cataloguing rules; and the lack of a generally-accepted thesaurus of subject headings. In resolving these problems, and especially in the allocation of limited resources, each project reflects the priorities of the archival community in the country concerned.

10 Patricia Kennedy Grimsted, "Regional Archival Development in the USSR: Soviet Standards and National Documentary Legacies", *American Archivist* 36, no. 1 (January 1973): 60.

Résumé

Basant ses dires sur ce qui est pratiqué dans le Royaume Uni, aux Etats-Unis et au Canada, l'auteur étudie l'histoire et les caractéristique du catalogue collectif des manuscrits, en tant qu'instrument de recherche.