

NOTES AND COMMENTS

Annual Meeting

The annual meeting of the Archives Section, Canadian Historical Association, will be held on Wednesday, June 9th, on the campus of the University of British Columbia, Vancouver. Details of the program, speakers, etc., will be forwarded to all C.H.A. members shortly.

Union List of Manuscripts

Work on the Union List is slowly nearing completion. A total of 162 archival repositories in Canada were asked to send in reports on their manuscript holdings. To date, over 11,000 returns have been received, more than two thirds of the estimated total of 15,000. Some repositories are still reporting their holdings while only one major repository is still to be heard from.

The Master Catalogue is now being compiled from the returns and is already being used for reference purposes. In addition to the main entry cards, it also contains some 9,000 nominal reference cards. The Master Catalogue is housed in the Manuscript Division, Public Archives of Canada, Ottawa.

Archives Training Course

A total of 25 students were registered for the course in Archival Principles and Administration, held at Carleton University, Ottawa, last summer. Of these students, 14 were from Ontario, three from Saskatchewan, three from Quebec, two from Alberta, two from Manitoba, and one each from New Brunswick and Prince Edward Island. Twenty-one of the students successfully completed the course and passed the examinations. Among instructors were specialists from the Public Archives of Canada, and from provincial, municipal, business, church and university archives. D.G. Wurtele, formerly of the Public Archives, served as co-ordinator of the course.

Approximately 100 hours of instruction were given during the four-week course. About 60 hours were devoted to lectures and discussions and 40 hours to practical assignments. Among the assignments were: the examination of Geological Survey dead files, each student being given several feet of material with instructions to appraise it and decide on retention or disposal, with reasons; theoretical stripping of McGill University dead files by examination of lists of contents; transcription of photocopied handwritten documents; preparation of nominal and subject index slips from actual boxes of Laurier papers; and the creation of main

entry catalogue cards and added entry cards from photocopied documents.

Although the main emphasis was of necessity placed upon archives proper, the students were given instruction in the workings of a records centre, a central registry, a map room and a picture room. They were given some opportunity to pursue any special interests they might have in these branches, as well as to spend some time on their own in the Public Archives stacks.

Document Cases

In our first number, some comments were made about the Collett-Sproule document case being manufactured at Scarborough, Ont. This case is similar in size and design to the Hollinger case, but has some unique features.

At least two institutions have tried the Collett-Sproule case and their comments are similar. The metal edges on the cases have proven to be very sharp, resulting in scratches or cuts for those handling them. We understand, however, that the firm is overcoming this defect.

The window in the front of the box, which permits the user to place a card or label inside, has proven to be unsuitable at one institution. If a box is of legal size and the majority of papers in it are of smaller size, the hinge behind the window tends to fold inwards. This has proven to be a nuisance and often makes the label difficult to read. Also, if the label is not lined up perfectly with the window, part of the text is likely to be obscured.

We would appreciate comments from others who have tried this Canadian-made case.

British Society of Archivists

The latest number of the "Repairers News Sheet" has been received. This interesting production contains such useful information as the re-binding of vellum account books, a process for flattening parchment, and problems relating to the discoloration caused by some paste preservatives.

The news sheet is produced by Miss M. Mansell, County Record Office, Eastgate Street, Stafford, and is published by the Society of Archivists. Associate membership in this British organization is £1.15.0 a year, for which members receive publications of the society. Further information may be obtained from the Secretary, Society of Archivists, County Record Office, Hertford, England.