

THE PREPARATION OF FINDING AIDS  
FOR MANUSCRIPT MATERIAL ON MICROFILM

by

Sam Kula\*

To the practising archivist a reel of microfilm represents a problem in all three major functions of the archivist; the preservation, the arrangement and the description of manuscript material. The first and somewhat startling fact which the archivist must face in considering the handling of microfilm is that while a reel of microfilm may contain manuscript material, it cannot be handled like the rest of the manuscripts in an archives repository. It will require special storage facilities, and above all it will necessitate special descriptive techniques to make the material it contains as accessible as possible to the research worker.

The storage problem is a fairly obvious one, and is prompted by the physical structure of the microfilm itself. In order to preserve the film emulsion bearing the image for the longest possible time and in the best possible condition, it should be stored in a temperature ranging from 60 to 70 degrees fahrenheit, and in a humidity of 40 to 50 percent. Unless your whole repository is air-conditioned within such conditions, the microfilm should be stored in a special room where they can at least be approximated. Apart from the climate of the room required for microfilm, the size of the microfilm reels themselves would make it too expensive and decidedly awkward to shelve them with the other manuscript material. Because of their small size they would waste shelving, and they would easily be lost. On the other hand, because microfilms are uniform in size, they can be stored efficiently and compactly on shelves or in cabinets which have been especially designed for them.

The primary finding aid employed at the Public

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\*Mr. Kula gave this paper at the 1957 annual meeting of the Archives Section, C.H.A. While some phases of the Public Archives of Canada program have changed since its presentation, the basic principles are still valid.

Archives evolved from this necessity for special storage facilities for microfilm. It is perhaps basic practise in all archives that when the material arrives in the building it is accessioned and assigned a location. Because the space required for microfilm is prime space, and therefore expensive, all microfilm arriving at the Public Archives is numbered and is then shelved in numerical order. The number then acts as a location guide. We complicate this system at the Public Archives by dividing our collections into eight groups, each one indicating the source of the microfilm, but that need not concern us here. The basic system allows the archivist to shelve all the reels in numerical order, as they are accessioned, so that there is no need to leave space between the reels as there would be if a classification scheme were to be imposed. However, because the reels are shelved in numerical order, and not through some form of subject arrangement, it is necessary to provide a precise guide to its location, let alone to its contents.

At the Public Archives the next step is to prepare a rough description of the content of a reel, or a collection of reels, on 3"x5" cards which are then filed alphabetically by subject. With a generous, but controlled, cross-reference to these main entries, this catalogue serves as both a guide to the contents and as a guide to the location of the reel or collection of reels. For on each card we note the reel number, or the reel numbers making up a collection, and the reel numbers act as a precise location guide. In addition we prepare shelf list cards for every reel, which are filed in numerical order. These cards list the contents by page, volume, date, correspondent, or collection if there is more than one on a reel. This should be detailed enough to enable the archivist to select the precise reel the research worker requires, and where the collection has not been sufficiently organized before filming, a detailed list of the contents should indicate on which reel the material is contained.

The most obvious advantage of this system is its simplicity. With it, it is possible to catalogue every reel of microfilm that enters the building very soon after it first arrives. The material is thus almost immediately accessible, and this minimum is absolutely essential when working with microfilm. It provides a

rough content notation, and a precise location guide, and for material which is highly organized, and which is accompanied by a detailed guide, inventory, or calendar, it may be the only finding aid that the archivist will be required to prepare. The most obvious disadvantage of this system is that when a collection is acquired in stages, over a period of years, it will be shelved in five, ten, or twenty different locations, or in several sections. The result is that continual reference must be made to the catalogue cards when attempting to locate a specific set of volumes. In general, however, we have found this system operates efficiently, and after the catalogue cards have been prepared, it may safely be left to the tender mercies of a clerical assistant.

The catalogue card then, at the Public Archives, is the first finding aid for manuscript material on microfilm. Before considering the next stages or possibilities, such as the preparation of inventories, detailed lists, indexes and calendars, however, it should be pointed out that if a microfilm program has been properly planned and executed it would be unnecessary to consider any other finding aid for archives on film. A microfilm project, and by this I mean the planned micro-filming of a set body of manuscript or printed material for preservation or duplication purposes, should never be undertaken before the material to be filmed has already been arranged to the fullest degree envisaged as possible by the archivist, and only after the finding aids considered practicable for the size and value of the collection have been prepared. In effect, if all filming projects were carried out under ideal circumstances there would be no need to prepare finding aids for manuscript material on film. The catalogue cards, used in conjunction with the prepared inventories, would provide the means whereby the microfilm archivist could produce the exact section of the completely arranged body of papers on demand.

Unfortunately, this ideal is rarely achieved. Microfilming not only provides an economical method of acquiring an exact reproduction of a manuscript collection, it provides a very rapid method as well. A good camera operator, working with papers in good physical condition and of a fairly uniform size and consistency, can complete

four or five reels of microfilm a day. That is, he can reproduce some four or five thousand pages of manuscript material a day. The result is that for small collections of, say, a few hundred letters, a series of diaries, and some business papers, it is possible to secure a microfilm copy in a few hours. Leaving aside the vexatious questions of errors and their consequent retakes, and the need for checking against the originals where the material is not numbered, the result is that a collection can be borrowed for a few hours, under ideal conditions, filmed, and returned, and another accession scored for the filming institution. The use of microfilm in this direction is probably well known to all. It provides an ideal method of securing material which is being jealously guarded by a proud relative, a protective family or an unscrupulous hawker of autographed credit notes. You can borrow the papers for a few hours and return them none the worse for wear. The owners still hold the originals and Canadian historians have the information. The difficulty, of course, is that there is seldom time to arrange the papers, in such cases, let alone prepare a finding aid before the documents are filmed. And where sufficient time is allowed to organize the material, it may be impossible to do so. The material may be bound, and the owner may insist that the bindings be retained, or it may already have some unsatisfactory arrangement and the owner may insist that it be returned in the exact condition in which it had been stored beneath the cellar steps for 10 these hundred years. In many cases the collection may be too extensive to organize while in the possession of the original owners. The task of organizing the Laurier Papers to take an extreme example, may take two or three men as long as three years. The tragedy is that the task of preparing a finding aid for an unorganized collection on microfilm as large as the Laurier Papers would take much longer than three years, and I strongly suspect you would run through a great many archivists before you were through.

Manuscript material then, does arrive in the archives on microfilm and unorganized, with perhaps a title sheet as the sole finding aid to the collection. The problem then arises to prepare a finding aid that will provide the maximum in accessibility with the

minimum time and effort. I should add right now, before any hopes are raised, that if there is an easy solution to this problem it is not included in this paper.

A reel of microfilm is inscrutable. It reveals nothing of itself through immediate observation. Unlike books or manuscripts, there is little to be gained by picking it up. There are no apparent content sheets or indexes. You cannot browse through microfilm. Its shape or colour gives no indication of its contents. A register on microfilm loses its identifiable characteristics. It is no longer the large morocco volume at the end of the third shelf. Instead it is a sequence of 120 frames at the 17 foot mark of reel 1789. In short, because of its physical properties, microfilm requires far more detailed finding aids than comparable manuscripts originals. To be used, microfilm must be located, charged out to the research worker and scanned. This scanning process, if the material is not precisely analysed in a finding aid, can be a very arduous, wearisome and frustrating task. Especially if the research worker has been given the wrong reel in the first place. And the most frustrating aspect of working with microfilm is that if the reels are not accurately marked, and the contents analysed on a list or finding aid that the user can study, the user may have to go through the whole reel before he realizes he has been given, or what is also more likely, he has asked for the wrong reel. It may take three hours or more to scan a reel of film. In many types of readers it is impossible to keep the film passing your line of sight and still note the type of material contained. The image goes out of focus with every turn of the spindle. At any rate, the rate of motion has to be very slow in order to absorb some idea of the nature of the material, and here the loss of the physical characteristics differentiating an official thick-papered despatch from the flimsy carbon or private enclosure further complicates the scanning or thumbing through process. A reel of microfilm may contain five or six volumes of correspondence, some containing 200 pages, others containing 500 pages. On film this size differential disappears. Although each volume may be preceded by a guide sheet, the student has no idea when flipping rapidly through a reel what volume he is at unless he carefully ticks them off mentally as he goes through a reel. This can be prevented by using a bottom

of frame, or side of frame marker giving the series and volume number with every frame of film, as our camera operators do when filming at the Public Record Office in London. This not only provides a useful viewing guide, but at the same time identifies each frame in case enlargements from the microfilm should be required. This, however, is part of an ideal filming project, and it should be noted that it also consumes a considerable amount of space by necessitating a larger frame than would otherwise be required.

The research worker then, has a right to expect that the microfilm will be sufficiently marked and catalogued to enable the archivist in charge to locate the exact reel that he requires, if his references are reasonably specific, just as he can expect the right volume or series of volumes in the original manuscripts. Where, however, there are no finding aids, and the material has not been properly arranged, the research worker will have to plow through a large mass of material to discover the information he requires. The point I would like to make here is that the use of microfilm places a greater burden on the user, and that the physical difficulties in using microfilm are too great to demand of the user the same degree of "research", the scanning of a large mass of documents in search of specific information, as would normally be expected. Every type of microfilm reader that I am aware of, either of the projector or viewer type, operates through a system of reflected light in order to enlarge the image on the film and make it visible to the student. As a result, every type of microfilm reader, and this applies to microcards, and all the other forms of microcard techniques, reflects the light through or off the card into the viewer's eyes. The result is that after a few hours use there is a serious degree of eyestrain, and we find that users cannot view microfilm for more than two or three hours at a time. Therefore, it takes longer in terms of days or weeks or even months for a searcher to go through a body of papers on film than it would if he were using the originals.

Microfilm, then, if I have made my point, requires a greater degree of preparation before it is ready for general use. The finding aids must be more detailed, for one of the most useful services a microfilm archivist can perform is to be able to inform the research worker that

there is nothing along the lines of the information he requires within any set of reels. I have found that even the most ardent scholar responds with a pronounced sense of relief when informed with some certainty that a collection on microfilm holds nothing of interest for him. The media, however, sets considerable obstacles in the path of the archivist attempting to prepare such finding aids.

To begin with, you cannot arrange material that has already been microfilmed. True, you can cut and splice a reel of film to a limited extent, so that whole volumes which have been filmed out of sequence can be re-arranged, but anyone who has attempted to re-arrange a number of individual documents on film will agree, I am sure, that it is impracticable and downright nerve-wracking. The only course available then, is to re-arrange the collection on paper. This paper inventory may have complete, limited, or no resemblance to the physical arrangement of the collection on the film. Before a paper inventory may be made, however, a detailed list of the contents must be prepared. When dealing with a collection composed of letter books, entry books, registers, and correspondence, it may only be necessary to discover the order of the individual units on the film, treating the correspondence as a unit, and then listing the units in a paper inventory in a manner which will best portray the activities of the office, agency or individual who produced the papers to make them most meaningful to the research worker. The correspondence may not be in any definite order, and unless it is very valuable, it will perhaps not be worth while continuing the organization of the collection on paper to the extent of preparing an alphabetical index or subject guide.

When, however, a collection of correspondence is both extensive and valuable, and has no specific arrangement, or one which is inadequate for general use, the further arrangement on paper involves the archivist in a considerable amount of effort. The only solution to the problem is to list the items of correspondence in the order in which they appear on the film. This list will have, as a minimum, the name of the correspondent, the recipient, the date and the place. If a more elaborate list is desired a subject phrase could be added, or a full scale calendar can be prepared. The preparation of this list presupposes there is some method of identifying the exact

letter on the film; that is, that there are page numbers, frame numbers, or some letter designation. When this list is completed, then an alphabetical list or index may be drawn up.

The preparation of paper inventories then, involves the preparation of two distinct lists. One represents the order of the material on the film, and will be marked so that either used by itself or in conjunction with the shelf list cards it acts as a reel location guide, the other the inventory proper listing the material in the order it should have been filmed in the first place. The latter includes the alphabetical or chronological listing of the correspondents, which in this case, because it is necessary to list them on paper, instead of arranging them in the original, acts as an index to the correspondence.

A complete finding aid for manuscript material on microfilm at the Public Archives then, involves reference to a main entry catalogue which in turn will refer to the shelf list reel numbers and to an inventory of the contents which is filed separately.

The use of microfilm is becoming more widespread in North America, and some film enthusiasts envisage the establishment of regional archives, much like branch libraries, consisting entirely of microfilm copies from central repositories. Frankly, the thought frightens me. At one time, a shield was proposed for the microfilm archivist which was to consist of a dust-grey background, representing the archives profession as a whole, on which is superimposed a reel of microfilm artistically draped around a white cane. How such regional repositories will affect the eyesight of the coming generation of Canadian historians, I leave to your imagination. There may, however, be technological advances in the next few years that will stave off such a disaster. In the meantime, the archivist will have to continue in his efforts to make the manuscript material on microfilm as accessible as possible within the limits of his time, his budget, and his almost legendary patience.

MINUTES OF THE ARCHIVES SECTION BUSINESS MEETING  
FOR 1963

by

Miss Sandra Guillaume

Present: J. Atherton, R.S. Gordon, J.P. Heisler, J.M. Inch and B. Weilbrenner, Public Archives of Canada; A.M. Willms, Public Archives Records Centre; W.R. Bennett, Public Archives of Manitoba; Miss C. Blackstock, University of Toronto; J. Bovey, Archives of Northwest Territories; H.A. Dempsey, Glenbow Foundation; C.B. Fergusson, Public Archives of Nova Scotia; Miss S. Guillaume, Ontario Archives; G.W. Hilborn, Department of External Affairs Archives; A.D. Ridge, McGill University Archives; G.W. Spragge, Ontario Archives, and A.R. Turner, Saskatchewan Archives.

The business meeting of the Archives Section of the Canadian Historical Association was held in Room 134 of the Faculty of Medicine Building, Laval University, Quebec, P.Q., on June 5, 1963. The Chairman, Hugh A. Dempsey, presided and opened the meeting by welcoming those present, after which members introduced themselves. On the motion of Mr. Gordon, seconded by Mr. Willms, the minutes of the 1962 meeting were approved as circulated. Mr. Dempsey read his report as Chairman, reviewing the year's activities. He then requested reports from the institutions represented. The following reports were received:

Public Archives of Nova Scotia: Mr. Fergusson reported that the year had been an active one for his institution. The number of researchers using Archives facilities had increased, as had the number of written inquiries received. The Archives co-operated with federal, provincial and private agencies in providing documentation on historic houses, as well as providing material of historical interest for the Nova Scotia Display of Arts. Reorganization of the manuscript room and the basement area enabled the Archives to provide storage facilities for the Nova Scotia Museum of Fine Arts. The Archives was involved in preparations for the Centennial celebrations. Mr. Fergusson spent five weeks in England doing research on fortifications in Nova Scotia. The Archives annual report was published, and three other publications, a pamphlet, a paperback, and a hard-cover book were issued.

Ontario Archives: Dr. Spragge reported that a program for government records management was going forward, although the plans for the use of a small building as reported in 1962 had been dropped, with a view to establishing a full records centre and program. Work on a special repair and restoration laboratory had been completed and a technician was already at work repairing and restoring documents in the Archives. During the year, the Archives accessioned the William Colgate Collection, which included manuscript and other material relating to Canadian art and artists. The Osler family papers were received, including many letters written by members of the family during the 1840's and 1850's, as well as B.B. Osler's correspondence and exhibits collected during the Riel trials. For some time, the Archives had custody of the records of the Communist party seized by the Attorney General's Department during the 1930's. Through the kindness of an active party member, his private collection, including all of Tim Buck's pamphlets and newspapers had been acquired, to supplement the Archives holdings. Dr. Spragge stated that the Archives was receiving an increasing number of requests for genealogical information, particularly from the United States, and that replying to these inquiries required extensive staff time. He was interested to hear what services other institutions were providing for genealogists.

McGill University Archives: Mr. Ridge explained that the manuscript and other materials of historical interest were housed in either McCord Museum or Redpath Library, and that his particular job was the care of the University's officially-created records. Since his appointment in August, 1962, he had been attempting to locate records in the administrative and faculty offices and assess what records had survived, how they had been kept, and how to control the currently-created records. In his researches, he had also attempted to create interest in the problems of current and non-current records amongst University personnel and also to establish periods of retention and a records scheduling program. Mr. Ridge hoped that accommodation for the Archives might be found in the proposed new Administration building, but at present, the Archives had been allotted 1,200 feet of stacks in the older section of the University library.

Public Archives of Manitoba: Mr. Bennett reported that Mr. Bowsfield had been granted a year's education leave to complete necessary research for his doctoral dissertation. As more space became available, Manitoba's public records

had gradually been shelved, catalogued and organized for greater accessibility. Among the manuscript papers deposited during the year were those of the Henderson family, one of the Red River Settlement and Winnipeg's most prominent families. The calendaring of the E.L. Barber papers was continuing.

University of Toronto: Miss Blackstock reported that progress had been made in the cataloguing and sorting of several large gifts received during past years. Considerable work had been done on the J.B. Tyrrell papers; the cataloguing of the Rowland Burr and William Tyrrell sections of this collection and preliminary sorting of J.B. Tyrrell's own papers had been completed. Some work had been done on the James Mavor papers, which included general correspondence and manuscript material on the Doukhobor emigration to Canada, on the Barr Colony in Saskatchewan, and other fields of interest. The sorting and cataloguing of the Wordsworth Memorial Collection, the archives of the CCF party, had been completed. Gifts received during the year included William Snaith's record of personal income and expenditure over a period of 40 years, and letters of the Elmsley family. Recent literary accessions included the correspondence of Mazo de la Roche and manuscripts of her books. Typescripts of three of Hugh McLennan's novels had also been received. The University Archives were already a part of the Department of Rare Books and Special Collections, and the University hoped to announce the appointment of a University Archivist in the near future.

Department of External Affairs Archives: Mr. Hilborn reported that four undergraduate and two graduate students had been employed to assist with archival work.

Glenbow Foundation: Mr. Dempsey reported that the main collecting emphasis was still placed on Alberta material. The Foundation employed researchers on a part-time basis to work on the records of Mormon families, families which had moved from the prairies to the coast, and irrigation. One researcher was checking United Kingdom records on fur trade and settlement, while summer employees had worked on Hutterite records dating back to the 16th century, which had been microfilmed. The Archivist had been approached by the Alberta government to advise on records retention. It had formerly been the policy of the government to destroy records if accompanied by Orders-in-Council, but now the recommendation of an archivist must accompany the Order. The records of the Western Stock Growers Association had

been completely catalogued, and the records of the Alberta Liberal Association had been accessioned and were being processed. R.O. Harrison, museum consultant, had asked Mr. Dempsey to draw to the attention of the meeting the competition for Director of the proposed Alberta Archives.

Public Archives of Canada: Mr. Weilbrenner reported an increasing attendance of researchers particularly because of the work being done on the Louisbourg restoration project. The William Lyon MacKenzie King papers were shortly to be opened to 1922 and microfilm copies of the Sir John A. Macdonald papers made available on an inter-library loan basis. Some Baby papers and those of the de Lotbiniere Joly family were on loan to the Archives for microfilming. An agreement had been reached between the Archives and the Canadian National Railway to have the Archives act as repository for C.N.R. records. The first stage transfer of records of companies preceding the C.N.R. had commenced, some four hundred feet of material being already in Archives custody. The Archives had received the records of Wordsworth House, party headquarters of the CCF-NDP which are open, subject to permission from the party. Several sets of ministerial papers from the Diefenbaker cabinet had been deposited in the Archives. The report of the Glassco Commission had resulted in an increasing flow of records from the departments to the Records Centre.

Saskatchewan Archives: Mr. Turner reported that the Saskatchewan Archives biennial report had been tabled and published. Mr. Turner had been appointed Provincial Archivist and Douglas Bocking Assistant Archivist. Congestion in the Regina office had been somewhat relieved by the acquisition of space in the Regina Court Office, but access to the material stored there was difficult. Mr. Turner was hopeful that the situation would be alleviated with allotment of space in the new Wascana Centre complex.

A continuing flow of public records was being accessioned; the most recently accessioned material included the records of the Deputy and Associate Deputy Ministers' offices of the Department of Natural Resources, 1930-60. Over a ton of the papers of the Rt. Hon. James G. Gardiner were being arranged by the Archives staff and microfilmed. The original papers were to be returned to the family, while the Archives would retain the microfilm on deposit. The papers provide documentation over a period of sixty years, and are of particular interest during the 1920's, as the Archives has very little available from this period. These

papers are closed. Increasing use was being made of the Archives, particularly in the preparation of local histories in connection with the jubilee celebrations. The Archives Oral History Program was progressing; some interviews with pioneers had proven very productive in that the interviewees had possessed items of historical interest and value. In addition to contacting pioneers, the Archives had continued to supplement its private papers collection with taped interviews. The Archives had also acquired tapes of broadcasts and telecasts in connection with the 1962 Medicare crisis in Saskatchewan, including an interview with Lord Taylor, the mediator.

Public Archives Records Centre: Mr. Willms reported that the Centre, like many other agencies of the federal government, was attempting to meet increasing demands for service with a smaller staff. The first general schedule applying to the administrations of departments and agencies had been issued and the Centre was now receiving the records of forty-two agencies. Approximately one-third of the records intake was now being destroyed. Reference service in particular had shown a large increase. The Centre had been allotted 120,000 square feet in new buildings, as the Treasury Board had become convinced that dormant storage was worthwhile. A manual on the retention of provincial and municipal records had been incorporated into the Emergency Measures manual and during 1963, the Centre's staff hoped to prepare a similar manual on essential industrial records. The records and papers of Robert Bell, former head of the Geological Survey, which had been stored in a house that had recently burned, had been removed to the Centre for evaluation. Dr. Lamb was in the process of drafting a new records act.

Northwest Territories Archives: Mr. Bovey reported that as yet, he had no building to accommodate archival material and that he was still searching out relevant material and trying to acquire it in the name of the Northwest Territories. A great deal of material had been discovered in American maritime museums concerning whaling, anthropology of Eskimos and scientific information. As it was unlikely that an archives building for the Territories would be constructed for some years yet, an inventory of departmental files and material available in the Public Archives Records Centre was being prepared. The government of the Yukon Territory was a separate entity and was considering the establishment of a records centre in which would be housed the Dawson City records and records relating to the gold rush. Some preliminary surveying of available material had

been done by the Public Archives of Canada in 1958-59 and material discovered, except for that of purely local interest, had been transferred to the Archives.

As this completed the reports from the institutions represented, the meeting then turned to the question of services to genealogists. After considerable discussion, Mr. Dempsey suggested that the matter could be left to the incoming executive, who would contact institutions and survey the services offered to genealogists, and then circulate the results of the survey.

The possibility of opening the Public Archives Records Centre records management course to other than federal personnel was mentioned. Mr. Willms replied that, for the present, the enrolment was limited but that he hoped in future to be able to accept registrations from provincial and industrial personnel.

The question of an Archives Training Course was discussed. Preliminary announcements had already been issued by Carleton University which was willing to go ahead with plans for the course, although concerned about the number of applicants. It was decided after discussion that the incoming executive should circularise institutions to obtain firm commitments as to numbers of prospective students.

The Chairman then requested a report on document cases from Dr. Spragge. Dr. Spragge said he had been able to obtain document cases made in Canada at a price comparable to that charged for American-made cases. He could give no estimate as to the probable life of the Canadian-made cases, but there was also no estimate for the American cases. At the request of the meeting, Dr. Spragge supplied the name of the supplier of the boxes, Collett-Sproule Boxes Ltd., 1997 Kennedy Road, Scarborough.

The Treasurer then reported concerning the Section's finances. It was explained that the Section had received a grant-in-aid of its activities from the Council for 1962-63. The amount was not to exceed \$50.00. During the year consideration had been given to the publication of papers presented to the meetings in the past; it was decided, however, that the publication of a completely revised "Survey of Archivists' Positions in Canada" should have priority, and this was done. The Glenbow Foundation defrayed the costs connected with the Survey, and therefore the grant remained

unused. As the possibility of publishing papers was likely to be feasible in the coming year, the meeting suggested that the Section apply for a renewal of the grant-in-aid. The Treasurer moved, seconded by Mr. Weilbrenner, a vote of thanks to the Glenbow Foundation for defraying the costs of publishing and distributing the Survey. Carried unanimously. Mr. Weilbrenner moved, seconded by Mr. Willms, that the Section apply to Council for a renewal of the grant for 1963-64, and that the Secretary-Treasurer deduct any administrative disbursements from this sum. Carried. As it was necessary that the Section be represented at the Council meeting, at which Messrs. Gordon, Heisler and Weilbrenner would be present, they were asked to report to Council for the Section.

The Chairman reported that the Survey had represented more institutions than ever before and that it had met with a very favorable response. One hundred copies were printed and seventy-six had already been distributed.

The meeting then turned to new business. Mr. Turner spoke briefly, stating that he wished to record formal recognition of the services to Archives, scholarship and the Section's predecessor, the Archives Committee, of Dr. Spragge, whose retirement as Archivist of Ontario was imminent. After applause, Dr. Spragge replied.

Mr. Gordon reported on the progress of the Union List of Manuscripts in Canadian repositories. Some 162 repositories had agreed to co-operate in the survey; 65 of these had already completed their returns and over 5,000 returns had been received. 3,500 master index cards and 3,200 cross-reference cards had been prepared from these returns. Although the Public Archives was unable to proceed as quickly with this project as hoped, due to austerity, publication of 12,000 entries appeared likely for 1964. It was anticipated that an offset printing process would be used with 10-12 cards to the page with a resulting 1,000 page volume accompanied by a 200 page index. The Union List was to be a continuing project with revisions to be published at four or five year intervals.

Mr. Ridge had submitted a list of topics for discussion, among them the preparation of lists of document repairers and suppliers of archival equipment. After discussion, the preparation of such lists was referred to the incoming executive for action.

The question of the advisability of holding the business meeting of both Archives and local history Sections at the same time was raised. It was moved by Mr. Turner, seconded by Mr. Bovey, that the Section's wish, that, if at all possible, the scheduling of both business meetings at the same time be discontinued, be transmitted to Council, along with the suggestion that the Section would be willing to schedule the presentation of its papers at another time.

Dr. Spragge raised the question of business records and the difficulties of storing them. It was suggested that one archival institution be designated to act as a central repository or alternatively one institution per geographical section, for business records. It was the feeling of the meeting that, if possible, such a repository should be connected with a University School of Commerce or Business Administration.

The Secretary reported that the resolution passed at the 1962 meeting concerning the microfilming of theses had been transmitted to the National Librarian.

The report of the Projects Chairman which had been filed for re-presentation was read. As several of the points had already been acted upon, discussion centred on the possibility of the Section's charging its own fees, and forming a separate association. The feeling of the meeting was that the matter should be thoroughly discussed at the 1964 meeting.

The meeting then proceeded to the election of officers. The following were elected:

Chairman: Hugh A. Dempsey  
Vice-Chairman: Allen R. Turner  
Secretary-Treasurer: Sandra Guillaume

Mr. Fergusson thanked the outgoing executive for their services. The meeting then adjourned.

NOTES AND COMMENTS

Archives Training Course

We understand that the response to Archives training course has been surprising and somewhat disturbing. In our last number, we said at least ten students were needed and by autumn there were four confirmed and seven hopefuls. Now we learn that more than thirty students have been confirmed and that several more applications have been received.

We hope that the instructors will not be overtaxed by the large classes. The response points out clearly that such a course is needed and perhaps consideration should be given to presenting it on a regular basis.

The course will be held at Carleton University, in co-operation with the Public Archives of Canada and the Archives Section of C.H.A., from July 6 to 31, 1964.

1964 Meeting

The annual meeting of the Archives Section, Canadian Historical Association, will be held in Charlottetown, P.E.I., on Wednesday, June 10th.

The business meeting will be held at 9.30 a.m. in Montgomery Hall Senior Common Room when officers for the coming year will be elected. In the afternoon, two papers will be presented in the Prince of Wales College Annex, Room 13. Beginning at 1 p.m., Alan D. Ridge, Archivist, McGill University, will discuss "What Training do Archivists Need?", followed by Arthur W. Murdoch, Archives Branch, Government of Ontario, speaking on "Conservation and Repair of Archives".

Union List of Manuscripts

Editor, Robert S. Gordon, reports that three quarters of all estimated returns for the Union List have now been received. These amount to almost 10,000 entries. More than one half of all repositories have already completed their listing; the rest are sending the returns regularly. Only three or four of the 160 archival repositories that are co-operating on this project have not been heard from.

The Master Catalogue, which is the basis for the Union List, is expanding rapidly. Almost 8,000 entries have now been included in it. In its card catalogue form it is already used for reference service. Ultimately the cards will be "shingled up" in page forms for photoduplication to produce the Union List of Manuscripts.

It is planned to make the Union List of Manuscripts a continuous project. The Master Catalogue will be kept up to date with new entries and with revisions of existing entries. The constant movement of manuscript material from private to public repositories, and from one repository to another, will require extensive revisions in the Master Catalogue. To reflect these changes it is planned to re-publish the Union List at convenient intervals.

### News in Brief

#### Public Archives of Canada

A number of staff changes have taken place at Public Archives of Canada. Roger Comeau has been promoted to Head of the Pre-Confederation Section of Manuscript Division; Barbara Wilson is Assistant Head of the Section; and Keith Johnson is now Editor-Historian. New staff members include William Naftel, John Blackwell, William Cooper, Ronald Ward, and Andre Desrosiers. Ted Regeher is on leave to attend University of Alberta and John Banks to attend University of Toronto.

Public Archives of Canada has published check-lists of census returns available on microfilm for Ontario, 1842-71; Quebec, 1825-71; and New Brunswick, 1851-71 and Nova Scotia, 1871. These are available from Queen's Printer at 25 cents a copy. The Preliminary Inventory for Manuscript Group 18 has been revised and will soon be available at 50 cents a copy.

A new salary range for Archivists has been announced by Public Archives of Canada:

Grade I	-	\$4680-6060.
Grade II	-	\$6180-7320.
Grade III	-	\$7560-8640.
Grade IV	-	\$8520-9600.
Grade V	-	\$9500-11100.

Among new acquisitions at the Public Archives of Canada are the William Smith-Jonathan Sewell Papers and microfilms of selected correspondence from the Lansdowne papers and Stanley of Preston papers in England. The William Duncan papers now are on loan from Duncan Memorial Church in New Metlakatla, Alaska, and will be microfilmed.

#### Newfoundland

Newfoundland Archives has appointed Mrs. J. Pittman as part-time cataloguer.

The old records of the Magistrate's Court at Harbour Grace have been transferred to the Newfoundland Archives. These records, comprising 180 volumes and 62 cartons of documents, go back to 1799 and give a great deal of useful historical information about the City of Harbour Grace and the Northern Circuit of Newfoundland.

#### Manitoba

Hart Bowsfield, Provincial Archivist of Manitoba, returned in January from a year's educational leave. Regis Bennett, Assistant Archivist, leaves this fall to take a course in librarianship at University of British Columbia.

Regis Bennett points out that the April 1964 number of Feliciter (Vol.9, No. 8), published by Canadian Library Association, has a useful article on copyright law and photoduplication. Written by Peter K. Mutchler, it covers a field which is of interest to many Archivists.

Public Archives of Manitoba has acquired a number of significant collections in recent months. St. John's Anglican Cathedral, Winnipeg, has placed on deposit the original journal of John West "The British North American Indians with Free Thoughts on the Red River Settlement", 1820-23. A microfilm copy has been obtained of the Hudson's Bay Co. Register B, a list of land grants in Red River Settlement, 1812-70, and the Land Titles Office "Correlation Book", 1908. The Historical and Scientific Society of Manitoba has transferred to the Archives its correspondence and manuscripts of papers read before members of the society. Approximately 120 feet of records from the Department of Public Works, c.1875-1954, have been acquired.

### Alberta

The Glenbow Foundation, Calgary, reports the acquisition of a number of collections. The first portion of the papers of Solon E. Low, federal Social Credit leader, 1944-58, has been received. The remainder is expected later in the year. Also acquired are the John Hugill Papers, c. 1897-1956, and Burns Foundation Papers, covering the business and charitable activities of Senator Patrick Burns.

Hugh A. Dempsey, Archivist for Glenbow Foundation, is preparing a directory of photographers who lived or worked in the prairie provinces prior to 1900. The results are expected to be useful in dating and identifying old photos.

The Glenbow Foundation Archives has moved from the old Hull House into the former Court House in Calgary. The building is maintained by the Alberta Government and provides facilities for a museum, library, archives and archaeological department, which are operated by Glenbow Foundation.

Although the Alberta Government has advertised extensively during the past year, it has not yet appointed a Provincial Archivist. Recent announcements indicate that the first phase of its archives and museum building will be completed by 1967.

### Saskatchewan

Dr. Lewis H. Thomas, member of the Saskatchewan Archives Board, and former Provincial Archivist, has been appointed to the staff of the Department of History, University of Alberta, Edmonton, effective July 1st, 1964.

John H. Archer, Legislative Librarian, member of the Saskatchewan Archives Board, and former Provincial Archivist, has been appointed Director of Libraries, McGill University, effective July 1st, 1964.

Planning is proceeding for a Public Documents Centre to be located on the new University of Saskatchewan Regina Campus. Target date for occupation is late 1966. The centre, to be administered by the Saskatchewan Archives Board, will include the Regina office of the Saskatchewan Archives, the government publications of the Legislative Library, and space for government records storage.

### New Brunswick

The archives has acquired the Northumberland County Papers, relating to the period 1806-1919. The processing and shelving of the material will be completed shortly and it will occupy some 19 linear feet of shelving. The material provides the most complete account of development of a county in New Brunswick in any repository.

From Saint John, the archives has obtained the Merritt collection, occupying six feet of shelving and providing valuable material on the business and social life of the city for more than a century.

### Nova Scotia

During the past year, the Public Archives of Nova Scotia has produced two new bulletins. No. 18 is entitled "Nova Scotian Institute of Science" and No. 19 is "The Public Archives of Nova Scotia". Both are by C. Bruce Fergusson, Provincial Archivist.

### Ontario

Dr. George W. Spragge retired as Archivist of Ontario in August, 1963. His successor, D.F. McOuat, was formerly the senior member of the Archives staff under Dr. Spragge, and later Director of the Historical Branch of the Department of Tourism and Information. The Historical Branch has subsequently been placed under the jurisdiction of the Provincial Archivist.

H.E. Turner has resigned from the Archives of Ontario to join the staff of the Department of History, McMaster University. Other staff changes include the resignation of J.G. Svoboda and the appointment of J. Mezaks.

Queen's University Archives, Kingston, has micro-filmed the journals and letters of Rev. William Bell of Perth and the B.K. Sandwell papers. These are available on inter-library loan. E.C. Beer, Archivist, points out that Douglas Library Notes, published quarterly for free circulation, will be mailed to any readers who request it. Manuscript material is published from time to time in the Notes. The Spring 1964 number contains extracts from previously unpublished letters of Principal G.M. Grant.

The General Synod Archives of the Anglican Church of Canada, Toronto, has accomplished much since moving to its new quarters two years ago. Although it operates only on a part-time basis, it has been building up a detailed card index under the direction of Miss Marjorie Colbeck, retired cataloguer of Toronto Public Library. She has been assisted by Mrs. Margaret Millman.

Dr. George Spragge, retired Archivist of Ontario, has undertaken the task of examining and cataloguing the records of the University of Trinity College, Toronto. Some of the records date back to 1852 and include a number of manuscripts and pamphlets of Bishop John Strachan and Bishop Bethune.

The City of Toronto Archives reports that five schedules of departmental and city records have been submitted for approval. Approval has been received for the destruction of some five tons of records while those of significance have been set aside for examination. One fruitful source has been the letters and communications placed before the Board of Control, 1897-1939.

Miss Patricia Reid has succeeded Miss Marjorie Macdonald as secretary of the Central Archives, United Church of Canada, Toronto. Miss Macdonald is now indexing The Christian Guardian for Victoria University under a Canada Council grant.

The nine archives of the United Church of Canada are co-operating to compile a master index of all their holdings. This involves some travel to the eight Conference Archives on the part of Dr. A.G. Reynolds, Archivist-Historian, and in some cases he is doing the actual cataloguing.

#### Quebec

Bernard Weilbrenner was appointed Provincial Archivist of Quebec in November, 1963. He succeeds M. Antoine Roy.

Mr. Weilbrenner gave a paper on the Provincial Archives at the annual meeting of the Institut d'histoire de l'Amerique francaise on April 25th. It will be published in the June issue of RHAF.

Some recent appointments in the province include: Henri LeRouzes appointed head of Archives for the City of

Montreal, succeeding Paul Gauthier; Father Beaudin appointed archivist for the Archdiocese of Montreal; Father Gagnon appointed archivist for the Archdiocese of Quebec; Reginald Hamel appointed archivist for the Library of the University of Montreal.

An association of archivists of the province of Quebec is contemplated. A committee has been formed to create a provincial federation of historical societies, with the founding meeting to be held in Three Rivers in June.

#### Prince Edward Island

An Archives Act was passed by the P.E.I. Legislative assembly on March 24th. It was drafted by Douglas B. Boylan and was based upon legislation of other provinces, notably Saskatchewan. This followed a preliminary survey of government records during the summer of 1962 and 1963.

The archives office will be situated in the Confederation Centre which is now nearing completion in Charlottetown; it is to occupy a portion of the museum-gallery section. It is to include a receiving room, fumigation room, central records room and storage room. In addition to its own records, the archives will obtain a complete microfilm record of all holdings of the P.A.C. concerning the province.

Douglas Boylan is enrolled in the library science course at McGill.

#### British Columbia

Hugh C. Irving, formerly of the St. James Public Library, Manitoba, has joined the staff of the B.C. Library and Archives as head of cataloguing the Northwest Library.

The decision has been announced to use the federal centennial grant to the B.C. government to erect a new building to accommodate the Provincial Archives and Provincial Museum. Active planning is in progress for completion by 1967. The site will be immediately adjacent to Thunderbird Park and Helmcken House Historic Museum.

New salary schedules, which involved the creation of a new range, became effective at the B.C. Archives, April 1:

Archivist I	-	\$392 - 483	(formerly \$375-462)
Archivist II	-	440 - 538	(formerly 418-514)
Archivist III	-	474 - 580	(old range 472-580)
Archivist IV	-	516 - 635	