

archives

internal
correspondence



TO: David Grossman, College Relations
FROM: Audrey MacLellan, Chief Librarian
RE: Letter dated January 4, 1978, regarding Promotional Clippings - Indexing
DATE: 1978 01 16

This is written confirmation of my telephone conversation with you. Karina To will be available during the months of May - August, 1978, to work (part days) on the establishment of an authority file for the indexing of the clippings file. We may eventually assign a library technician to the project after Karina has done the basic work; in any case, it will be someone familiar with the operations of Humber College.

Audrey MacLellan

AM:CB

c.c. J. Buchanan, E.S.S.
Karina To, Librarian

TO: Audrey MacLellan
FROM: Jack Ross
RE: Archives Policy
DATE: August 28th, 1978

Audrey - Thanks for your "Archives" material. May I make some suggestions re format of a presentation. I think the headings should be as follows:

1. Definition of Archives.
2. Why have an "Archives"
3. What kind of material is appropriate?
4. How do we get the material?
5. How do we organize the material
6. Who has access to the material
7. Other problems - preservation - storage
distribution - special or regular
8. Start up costs) perhaps better to identify kinds of
maintenance costs) needs rather than \$.

Most of this is covered in your memo but perhaps Karina could take it from here.



MEMORANDUM

TO: David Grossman, College Relations

FROM: K. R. Hivale, Coordinator of Library Services

RE: MICROFICHING OF PROMOTION CLIPPINGS

Your memo of September 20, 1976 to Audrey MacLellan, has been forwarded to me for reply.

1. In addition to our previous suggestion of microfiching through Bell & Howell, we now can also recommend Scan Microsystems. (You already have a quotation from them.)
2. We recommend the following microfiche reader:
 Bell & Howell SR-VIII - Approximate cost \$275.00
 Bell & Howell Canada Ltd.
 365 Evans Avenue
 Toronto, Ontario M8Z 1K2
3. The microfiching could be done anytime after the material is collated. In addition, the pocketed microfiche could be altered or re-arranged if necessary.
4. This "major task" is physically impossible for our present staff, before the summer of 1977. However we suggest a U. of T. Library School, 2nd year student could be hired on a part-time basis, to work on Saturdays during the school year in order to proceed with the job (provided you can finance it).

KRH:hq

c.c. J. Buchanan, Director E.S.S.

September 24, 1976



COLLEGE RELATIONS - MEMORANDUM

VH
Please answer

TO: A. MacLellan, Learning Resources Centre
FROM: D. Grossman, College Relations
RE: Microfiching of Clippings
DATE: 20 September 1976

1. The attached memo is self-explanatory. In short, Tex Noble has given me approval to proceed with this project.
2. First of all, could you please advise us of the exact microfiche machine to purchase, costs and from whom? We will then place a purchase requisition for it.
3. Second, since your staff will be indexing the clippings and this won't be until the summer of 1977, I feel there is no use getting them on microfiche until they are indexed?
4. Third, is there any chance that this major task can be done before next summer?

*perhaps he
got it done
when there
is money*

no
David

DG/es

c.c. J. Buchanan
R. Noble





COLLEGE RELATIONS - MEMORANDUM

TO: R. Noble, C.C.L.

FROM: D. Grossman, College Relations

RE: Promotion Clippings

DATE: 15 September 1976

1. We discussed putting our promotional clippings on microfilm or microfiche. Many are already turning yellow and falling apart.
2. The attached memo from Audrey MacLellan gives us information and costs for eight years of clippings.
3. All material will be in the hands of the Learning Resources Centre although I'd like to recommend that we invest in a microfiche reader because we are constantly requiring the use of the clippings.
4. The clippings will not only add to the College's archives but will now be available to all faculty, staff, students and anyone using the LRC.
5. Can we proceed on this project and should I use a special budget number?

DG/es

ENCLOSURE:

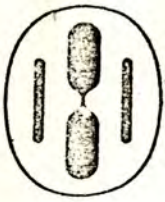
As above

Handwritten notes:
 Done by Rosemary
 OK in principle
 Rec me as details &
 clear I'll give per
 a go ahead

Handwritten notes:
 OK
 go ahead
 n
 16/9/76

Handwritten signature and date:
 RA 14/9/76





Humber College Library

205 HUMBER COLLEGE BOULEVARD
P.O. BOX 1900
REXDALE, ONTARIO, CANADA
M9W 5L7

MEMORANDUM

TO: David Grossman
FROM: Audrey MacLellan
RE: MICROFICHING OF CLIPPING FILES ARCHIVES

This is my written confirmation of our conversation and also your meeting with David Jones and V. Hivale.

The approximate cost for the microfiching of the archives is \$350. - \$400., (the contract price from Bell and Howell). Before this is done would you please have a staff member of yours collate the entire collection and combine pages if at all possible?

The additional cost of providing a second copy is \$50. We have at present a microfiche reader in the Resource Centre; also a reader/printer microfiche. An approximate cost for another microfiche reader is around \$350., if you are interested in purchasing one for the College Relations Department.

The time required for the microfiching is only about one week. If you wish to do this part of the 10th Anniversary Year, we suggest that it could be done anytime now, with the understanding that due to pressures of the academic year, the Library Resource Centre staff would not be able to do any indexing until the summer of 1977.

A. MacLellan

AM:hq

c.c. J. Buchanan

September 8, 1976

RECEIVED

HUMBER COLLEGE
LIBRARY



TO: D. Grossman
FROM: A. MacLellan
RE: Karina To, Assingation to Supervision of Indexing Project,
Newspaper Clipping File
DATE: 1977 10 25

This is an outline of the arrangement we will make in the assignation of Karina To to the implementation of the indexing of the newspaper clipping file.

Indexing is a process which can be followed once a subject authority file has been established. An authority file is established in order to avoid duplicate, incorrect and blind entries. On the following two pages are attachments which establish some guidelines for indexing.

Karina will be available for approximately three hours for an initial training period with the OCAP students. Thereafter, she will be available for two or three hours a week to monitor the quality of the work. In mid November (November 18th), Karina and I will meet with you and assess the progress of the work.

We are being quite precise in establishing these perimeters as we believe any job worth doing is worth doing well, and nothing is more useless than improperly indexed microfilm.

A. MacLellan

cc: J. Buchanan, E. S. S.
Karina To, Librarian

GUIDELINES OF CONTENTS IN INDEXING

1. Personal Name -
2. Name of event - event may be changed
3. Name of Programme - * Division Department
Subject content of programme
Advisory component of programme
Name of occupation student is trained for
4. Name of Seminars - Sponsoring occupation if available
5. Name of Awards
6. Sports Events
7. Clubs
8. Watch out for geographical interpretation and background -
for example, Registrars Department, Lakeshore

* Correct information is available in college calendar

start
new
file

Archives

J. Buchanan, Director of Educational and Student Services

A. MacLellan, Chief Librarian

Archives - Library Relations, Humber College

1977 09 08

As you remember, our fifth priority for February - September, 1977, was the indexing of the Humber College Historical Archives (clipping file). V. Rivale was assigned this responsibility; the clippings have been in the jurisdiction of College Relations (David Grossman). Meetings were held in June of this year. An OCAP employee (under D. Grossman's supervision) assembled the clipping by pasting and arranged them chronologically. We received the go-ahead on the 15th of August to begin the indexing. Karina To (Librarian) was assigned to the project to set the system up and it took her approximately three weeks to do two months of clipping along with her on-going assignments. Needless to say, when September arrives, we have no spare time among Library/LRC Staff to devote to a project like this as we have reference and information services for 6,500 students/faculty as our first priority during the September - April part of every academic year.

Enclosed is a sample of our proposal for the indexing system of the clipping file. We believe that this is necessary in order to provide points of access.

We are willing to continue with the project of the development of the system. After the files have been developed by an individual with training in indexing, a typist will be needed to type authority and notation files. We do not have staff free to do this during the academic year; neither do we have sufficient staffing during the summer months to handle the entire retrospective collection.

If the college requests it, we can provide limited development of the system during the summer. However, the question has larger ramifications.

What we at Humber College need is a policy on archives. This past week we have had four questions which required use of original source material. They were:

1. Request for a Humber Five Year Plan
2. Two requests for items in Coven
3. Request for aerial photography of college. (Material searched included picture collection of I.M.C. (now stored in L.R.C.)

cont'd.....

- Begins in 1973
1974-1975-1976

The book "Archives-Library Relations" by Robert Clark states the case rather clearly.

"Archives are the official records of a corporate body. The ultimate aim of both Librarians and Archivists is the orderly placement of material within their holdings so that it can be easily retrieved when called for. In addition, Librarians are obliged to keep itemized records of their holdings so that they do not unknowingly duplicate the acquisition of items. Since Archivists deal mostly in unique material, they are not generally concerned about duplication."

In our tenth year it is time to ask for guidelines on the development of a sound Archival Program for Humber that will retain, at the very least, those institutional records which can be used for historical purposes and ensure that they will be maintained in a logical and retrievable order.

A. MacLellan
AM:cb

Encl.

c.c. Doris Tallon (former Archives Committee)
Eleanor Cameron, Librarian, Osler Campus

MICROFILM PROPOSAL

PURPOSE - to design a simple but useful index that will answer questions on the time, people concerned, or subject matter of the clippings in the Humber College archives.

- All clippings should be arranged in chronological order.
- Access to the materials

I NAME INDEX (by & about)

eg. Gordon Wragg's announcement on the 10th Anniversary celebration
- subject heading would be
Wragg, Gordon (by)

eg. A biography on Gordon Wragg
- Wragg, Gordon (about)

If a portrait is included, then add "port" at the end of the source
G & M 1970 11 05 (port.)

For two people with the same name, the appropriate designations may be necessary:

Smith, John (student)
Smith, John (instructor)

II DIVISION or PROGRAM INDEX (depends on whether you want to be general or specific)

eg. For an article on our Music Dept. the subject heading assigned would be:
Creative Arts
or
Music

III GENERAL INDEX (includes special events, issues, etc.)

eg. Complex 5
Tenth Anniversary
Open House
Heating
Safety Standards

- If desired, Index II & Index III can be combined.
- All headings should be typed on 3" x 5" cards & filed alphabetically.
- As these are just general guidelines, minor changes may be necessary as the system is developed.

EXAMPLE OF A SUBJECT CARD

	WRAGG, Gordon (about)
Source	G & M 1970 11 05 (port.)
	EG 1971 12 09
Microfiche	TS 1975 05 07

Archives

internal
correspondence



TO: A. MacLellan, Library
FROM: D. Grossman, College Relations
RE: Promotional Clippings - Indexing
DATE: 1978 01 04

1. As you know, we have been arranging a large number of media promotional announcements and clippings in chronological order for eventual microfiching.
2. Karina To of your staff has informed us that she would be able to index, in cross reference, the above during the summer of 1978.
3. Could you please advise me as soon as possible if this is the case? If not, we would like to use this time to work on an alternative.
4. Many thanks for your assistance in this matter.

DG/es

c.c. J. Buchanan, E.S.S.

A handwritten signature in blue ink, appearing to be 'J. Buchanan'.

This is the most recent "archival" material ^{J. Ross} from my Archival files on Archives. I have send copies to Andy & Karina.

Audrey

PROPOSED ARCHIVES POLICY - HUMBER COLLEGE

ACQUISITION

An essential source list should be established (Archives - Initial List of Categories) and an attempt should be made to collect as much retrospective material as possible. This list should be maintained on a continuum basis. (If there are major reorganizations in the college, it may be necessary to change the listings of the origin of the source material).

ARRANGEMENT

The basic arrangement of the archival material shall be hierarchical, i.e., by division or department. However, it will be necessary to arrange certain sub-collections which are college-wide in concept by chronological order and then by subject access. Two examples of this are the newspaper clippings file and the historical collection of photographs (and slides) of the College's building programme.

ACCESS

Provision to the archives shall be determined by the donor in consultation with the Archives Department. Basically, the collection can be divided into two sections.

- (a) Unlimited access - i.e. Coven, College Calendars, Newspaper clippings.
- (b) Access restricted and/or limited to donor or only upon consultation with donor. i.e. - Minutes of meetings not originally made public, or any material with confidential contents.

Because of the nature of the material (the unique nature of the item) and the possibility of confidentiality, all material should be kept in a "closed stack" area.

PRESERVATION

Since the three mandates of an archival collection are collection, preservation and provision, it is important to stress the preservation aspect. Centralized space should be provided and a Office Supply Budget should be sufficient to pay for the best technological aids to help in the preservation of materials.

1978 05 5

Jack Ross, Executive Dean of Educational &
Student Services

A. MacLellan, Chief Librarian

Rationale for the Establishment of an Archives Policy

1978 05 05

The purpose of the establishment of archives is for the collection and preservation of records and provision of a retrieval system of those records which are intended for general posterity and corporate (institutional) reference.

On the following page I have drafted a proposed archival policy for Humber College. This policy is not original in concept but is an adaption from readings I have done and information gathered from similar institutions - George Brown, Algonquin, Centennial, etc.

This preparation has been done so if the college does reconstitute the Archives Committee, we will have something specific to examine as a suggested plan of action. In the present economic climate it does not seem realistic to expect that Humber College will employ a full-time Archivist. I have attempted from my training as a Librarian to contribute some background information prior to any decisions regarding archives.

AM:cb

J. Buchanan, Director of Educational &
Student Services

A. MacLellan, Chief Librarian

Rationale for the Establishment of an Archives Policy

1977 09 15

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c.c. J. Robarts - Principal

Doris Tallon, - Assistant to the President

Jack Ross, Executive Dean of Educational &
Student Services

A. MacLellan, Chief Librarian

Rationale for the Establishment of an Archives Policy

1978 05 05

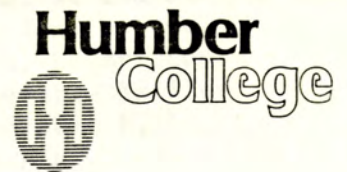
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AM:cb

internal
correspondence



TO: R. H. Noble
FROM: Audrey MacLellan
RE: Material for Time Capsule
DATE: 1979 02 21

Enclosed is a one page summary of some facts I gleaned from archival material. Please feel free to amend or add to it; I thought that if you may wish to have the content changed slightly to give more information about President Wragg and less about Humber.

A. MacLellan

A. MacLellan
AM:cb
Encl.

Gordon Wragg, the first President of Humber College was installed as President at the Official Opening held January 18, 1968, at the old James Street Bell Public School. The installation was done by two members of the Humber Board, Mr. E. S. Jarvis and Mr. S. L. Britton, and by Dr. Murray Ross from York University. The Honourable Keiller MacKay cut the ribbon opening the college and the Honourable H. L. Rowntree represented the Province of Ontario at the opening.

The first Academic Year (1967-1968), Humber had 48 teaching staff, approximately 500 students and a student newspaper (Ad Hoc), a student Pub (The Pink Onion), and a baby carriage race to raise money for United Appeal.

In September, 1968, the North Campus opened; in 1970 Keeleesdale was established (the Humber presence in the Borough of York), and the Retraining and Apprenticeship areas developed in the South end of the borough during the early 70's.

The late 60's and early 70's were days of rapid expansion and student unrest. Phase #2 of the North Campus was opened in March, 1969, by the Honourable William Davis, who was then Minister of Education and there was student protest at the opening.

Mr. Wragg accomplished the nearly impossible in his dealings in a non-confrontation situation with a minority in the student body who were interested in the excitement of "Liberation College", Rock Festivals, etc.

The "Bubble" opened on November 8, 1971, and this was the beginning of a facility for Student Athletics.

The years rolled by -

1971 - 16,000 visitors in one day to a Humber Open House

1971 - Students attend a public forum in grading after the release of the Spratt Edmond Paper.

1972 - Parking Problems. The President devotes time to the transportation situation both with the T.T.C. and our own buses. The early days we have "Red Rocket" buses but after the adaption of the Humber Logo, "Black was Beautiful" and our buses were painted black.

1974 - Open House at Humber was held during Grey Cup Weekend.

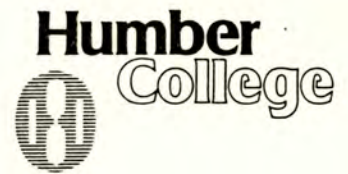
1975 - Student fees increased from \$250.00 to \$350.00 a year.

One of the favorite student activities over the years was Music in the concourse over the lunch hour. Duke Ellington was one of the great performers who played at Humber.

1977 - Humber's 10th Anniversary
Student Union has their first woman President

1977 - (Feb. 28th) - The Humber Board of Governors recommends the construction of the Student Centre.

The Gordon Wragg Student Centre began with the Carpenters' Strike and the unofficial opening came at the same time as the first strike for Humber Support Strike.



TO: Jack Ross
FROM: Audrey MacLellan
RE: Contents of Time Capsule
DATE: 1978 06 7

Could I suggest the following items for the Time Capsule?

- 1967 clipping file on microfilm
- 1977 clipping file on microfilm
(including the Tenth Anniversary events)
- 1967 College Calendar
- 1967 Yearbook
- Photographs of the installation of Gordon Wragg, first President
of Humber College
- Photographs of the construction of the field house, North Campus, 1968.
- "Colleges of Applied Arts and Technology" basic documents (green booklet).

The L.R.C. has (or can make available) copies of all the above mentioned items. Doris and the President's Office will probably have other suggestions as well.

A handwritten signature in cursive script, appearing to read 'Audrey', with a horizontal line drawn underneath it.

AM:cb

RECORDS INVENTORY

*Archives
Presentation
done by John
Hart & P. Stajewski
April 1985*

LOCATION: _____

RECORD CATEGORY: _____

FORMAT:

FILES
MICROFICHE
BINDER

BOUND COPY
COMPUTER TYPE
OTHER _____

REASON FOR RETENTION:

REFERENCE
LEGAL
POLICY

REPORTING
NOSTALGIA
OTHER _____

COMPLETENESS:

ALL COPIES
SOME COPIES
SINGLE DOCUMENT

19 to 19
19 to 19 MISSING _____

CONDITION:

CATALOGUED
UNCATALOGUED
STORAGE AREA

DIVISIONAL/
DEPARTMENT OFFICE
OTHER _____

ACCESS:

CLOSED
RESTRICTED
OPEN

COMMENTS: _____

Archives are:

"the process of ensuring that records destined for permanent retention are identified early, when their administrative function is clear; that they are organized as much as possible into series and other discernible units that will facilitate appraisal; that they are scheduled to be sent to the archives at a specific time; and that they are actually transferred to the archives in due course."

Beyond knowing what an archives is, we feel it is important to list the purposes an archives can serve in a community college. An appropriate list has been included in the Proposed Standards for Canadian University and College Archives, section 1, Goals and Objectives (Appendix A)

University and College archives share the following goals and objectives:

- A. To appraise, collect, organize, describe, make available, and preserve records of historical, legal, fiscal, and/or administrative value to the institution
- B. To provide adequate facilities for the retention and preservation of such records
- C. To provide information services that will assist the operation of the institution
- D. To serve as a resource and laboratory to stimulate and nourish creative teaching and learning
- E. To serve research and scholarship by making available and encouraging the use of its collections by members of the institution and the community at large
- F. To promote knowledge and understanding of the origins, aims, programs, and goals of its institution, and of the development of these aims, goals, and programs.
- G. To facilitate efficient records management

Recommendations

Establish an archival committee, reporting to the President, that would formulate and publish an archival policy and procedures for Humber College, using Appendix A as a guideline. This action would constitute a minimum effort to identify records of archival value and assign responsibility for retention and storage.

The committee should:

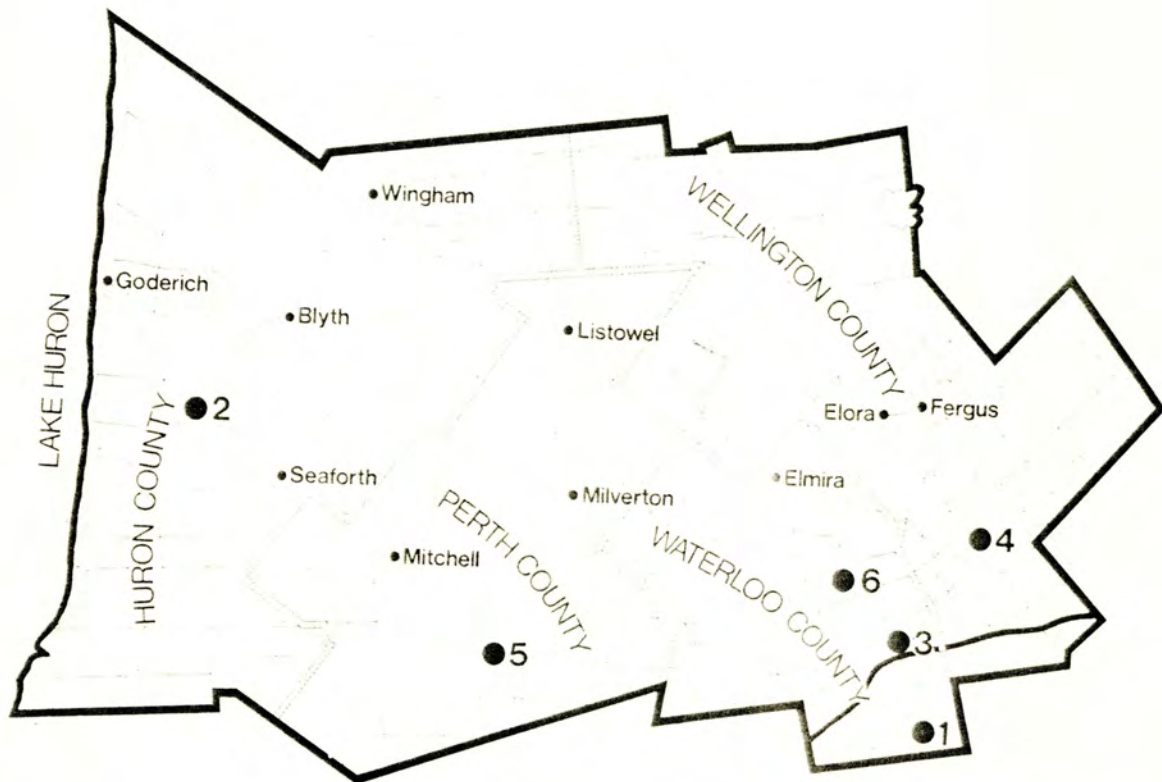
- (i) Establish a procedure for ensuring the continued retention and storage of existing records such as those identified in Appendix B
- (ii) Recommend a policy and procedures to ensure the retention and storage of archival material as it is generated
- (iii) Investigate the potential for allocating space as an archival repository by acting as a review committee to assess documents for retention
- (iv) Advise the President regarding specific changes to policy and procedures related to archives
- (v) Establish an access policy governing the use of archival material
- (vi) Promote awareness of the value of an archives at Humber College
- (vii) Negotiate with donors to add to the archival collection
- (viii) Investigate the feasibility of employing archival personnel and identifying a location for a permanent archives

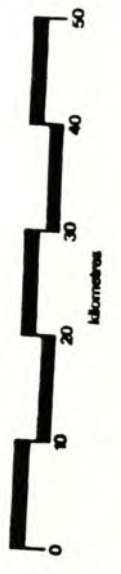
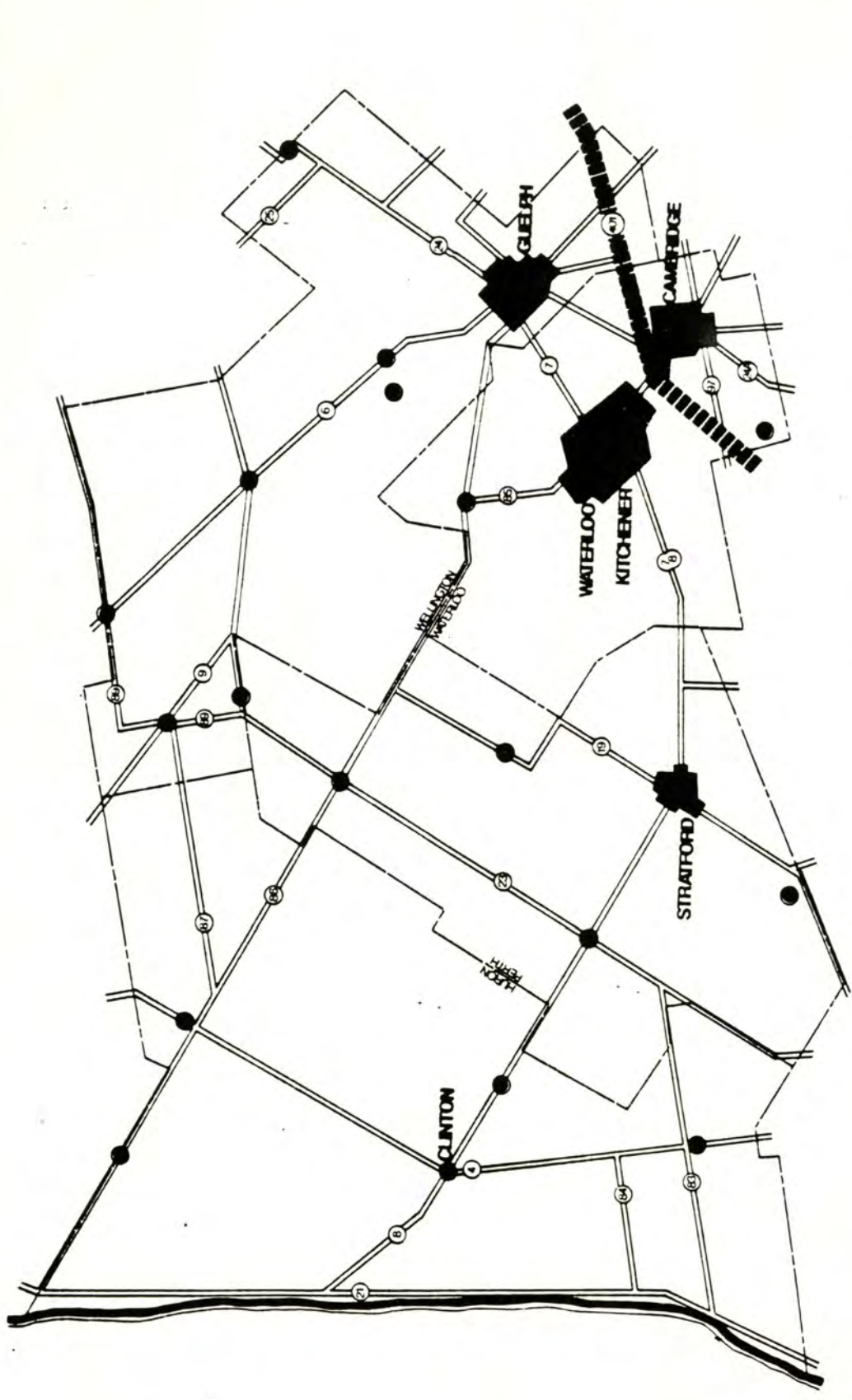


TRANSCEND

Campus Locations

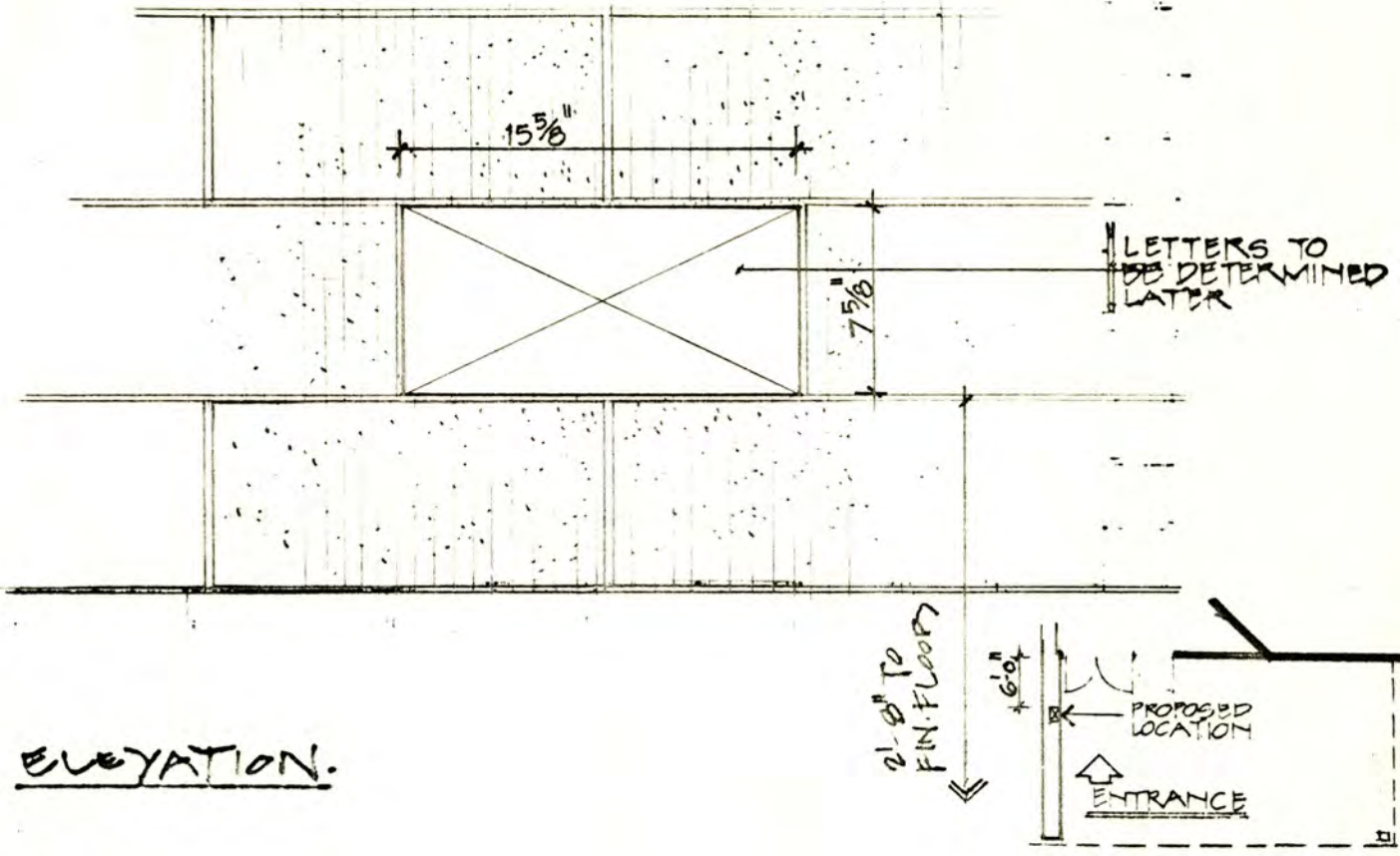
- 1 Cambridge
- 2 Clinton
- 3 Doon
- 4 Guelph
- 5 Stratford
- 6 Waterloo



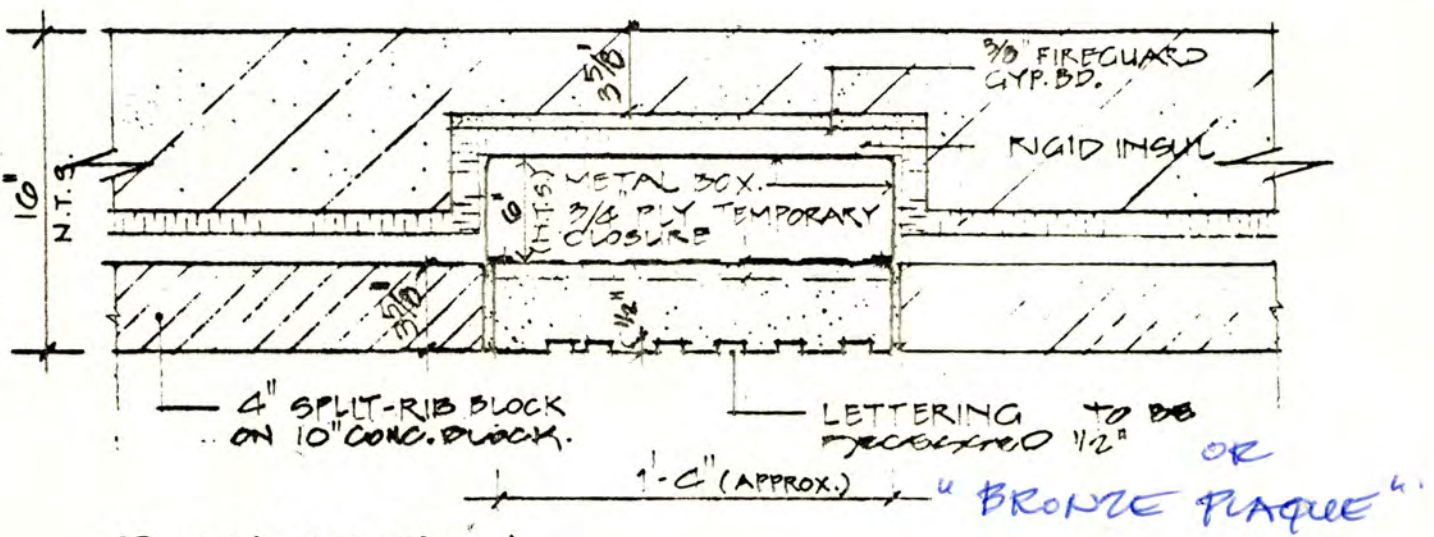


CONESTOGA COLLEGE REGIONAL MAP

Copy to
Jack Ross.



ELEVATION.



PLAN SECTION.

Robbie Williams Kassum Partnership Architects + Planners	Title PROPOSED CORNER STONE & TIME CAPSULE CONTAINER	Scale $1/2" = 1'-0"$	Sheet No. AD46
		Date	Project No. T605



TO: Jack Ross - Dean of Creative Arts
FROM: Ken Cohen
RE:
DATE: 1978 - 05 - 15

The attached sketch shows the proposed location of the Corner Stone and Time Capsule container for the Gordon Wragg student centre.

I have instructed the contractor to leave the opening in the wall to accomodate the stone. May I leave the details of the box contents and the inscription on the stone or bronze plaque up to the President's Executive Committee? This could form part of the dedication and official opening ceremonies.

A handwritten signature in blue ink, appearing to read 'Ken Cohen'.

Ken
Encl.

c.c. Jim Davidson

jr