

AABC Newsletter

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aabc.bc.ca

How to join the AABC
aabc.bc.ca/aabc/meminfo.html

The AABC Newsletter is a quarterly publication of the Archives Association of British Columbia. Opinions expressed are not necessarily those of the AABC.

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Please supply all submissions in electronic format, as either .txt, WP7, WORD 97 or via e-mail

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Reflections on the City of Richmond Archives Web Site Experience

by Ken Young

The City of Richmond Archives added database access and scanned photographs to our web site during the summer of 1998. In the year since then, there have been some heartening results and comments as well as a few surprises. This article will outline how the site was developed, discuss some of the reactions of the past year and ponder some questions for the future.

When the City of Richmond Archives web site photograph search feature was first launched last summer it created quite a stir within the city administration. We had launched the basic web site a year earlier with little internal notice but once database access was available online, especially with over 4000 scanned photographs linked to it, user interest jumped dramatically. While the photographs got everyone's attention, the scanning of the images was actually one of the last steps in a long process.

First came the database...

Our web site really began without a thought of the Internet about eight years ago when we started to develop our database. Over the first four years we acquired software to build our database and used both federal and provincial grants to add records descriptions to the database. By 1996 most of our RAD conversion of previous descriptive work was completed and our database covered the majority of our records holdings. This included item level descriptions for most of our photographs. At this point we had a really useful tool to help the Archives and its services develop. It was a logical step to use the database to provide content for a web site.

We initially developed our web site as a mock-up on a hard drive at the Archives. The database was used to create pages for our web site by way of report formats written to add HTML coding to database output. This method was used to produce the municipal records file lists and series descriptions that are still on the site. The mock-up site included a dummy example of what a database search with scanned photos could look like. We gave a demonstration of our mock-up site to two managers with the Information Technology department. It was a very positive demonstration and we got the green light to have our material included in planning for the City of Richmond web site, including approval to work toward active database access online.

Technical stuff...

The second phase of development included full database access with IT creating a copy SQL database to which we could export our data. The SQL database is connected to the web. The "parent" DB/TextWorksä (Inmagic) database is not directly connected to the web site so there is no additional security system needed to protect the primary data. Whenever we have made sufficient additions or changes to the parent database all the data is exported to the SQL version.

The City of Richmond Archives uses one DB/TextWorksä database for descriptions of all media and all levels of description as our "parent" database. For the web site version we thought it would be more convenient to offer a separate search for photos only (for which there was an existing scan) in addition to an "all-media" search of the full

database. This option is currently active on the site. The "all-media" search will bring up descriptions for all photographs as well as textual and cartographic records of both public (city records) and private (community records) origins. To produce the "photos only" search a bit more fine-tuning was involved.

As photographs are scanned they are given an alphanumeric 8-character filename that is easily convertible into the three-part all numeral item number used on our database. Whenever a new export of data from the Inmagic database to the SQL database is done, a routine looks for a match between the item number and scanned image file names. All records for which a match occurs are placed in a database for the photo search feature. From this subset of the full database, access points are pulled for the drop-down pick-lists that the public use for searching photographs. In this way, the photo search feature only shows access points (subject or name) for which a scanned image exists. The pick-lists are re-generated with every new data import to the SQL database.

The scanning was done in-house using an HP4c Scanjet. The software selected was Photoshop Version 4. Black and white images are reduced to 32 a colour palette to conserve file size. Black and white images use GIF format while colour files are JPEG.

Photoshop allows the user to customize "actions" (which more commonly might be referred to as macros) which allow a multi-step process with a minimum of commands. A master scan was made for each image to a maximum width of 1024 pixels. From these larger files, batch processing is possible to produce 600 pixel wide images (the "full" size images found on our site) as well as 150 pixel wide "thumbnails". The masters were written to CD for offline storage. The hope is that by scanning at the larger file size we will be less likely to have to re-scan the same images again. Currently the 600 pixel image files are a modest enough size for convenient transfer and a large enough image for most monitors. These files average about 100-150 KB each.

Archives Techies and IT People...

In the early days of our database, Archives staff, students and grant employees - archivists all - did all development work. The move to the web involved developing a greater tie to (and dependence upon) the Information Technology department. This is a more complicated step than it might seem. Previously we had been a group of archivists who discussed ideas without needing to translate, justify or explain many concepts to one another. Now the technical work for the web was being handled by people who were very helpful, but who understood very little of what we do in archives. One can assume nothing but must give clear yes/no decisions on every point that comes up. Archivists are not used to seeing the world in yes/no or on/off. We like to consider possibilities and discuss nuances for a few hours first. Culture shock.

For technical wizardry Information Technology staff and consultants did not disappoint, however the archives staff must continually provide direction on every aspect of how the Archives information should be presented on the Internet. A case in point involved the search routines. It was necessary to explain the importance of controlled vocabulary access points. This led to the development of the pick-lists described earlier, as well as sort routines to ensure that records were presented in a logical order reflecting hierarchy of description and chronology. The search options had to be clear and easy to use (without requiring the user to have prior archives experience). The search results should make sense to all users, without compromising the value of the site for more experienced researchers. The "parent" database has 30+ fields and allows Boolean and proximity search strategies. These features are not available on our SQL web version. We made conscious choices to limit the search options available on the web site in the interest of ease of use. For the photo search feature, search options are Subject, Name or (single) Keyword (searching the title and scope note fields). "All-media" search adds drop-down lists for fonds/collection names for community records, and series titles for municipal records.

The results...

These and many other details were sorted out and in the process the enthusiasm of the IT staff for our site contents grew as did the archivists appreciation of and interest in technical options. The resulting search screens and report presentations have been well received by users. In the first 6 months after the launch of the database search features, the Archives portion of the City web site was the most active directory. 3130 users retrieved 22,117 records from the Archives web site.

The web site has attracted positive attention to the Archives. Those who knew very little about the Archives function were astonished that the Archives would be ahead of other departments in an area as up-to-date as the Internet. The opportunity to search for and view scanned photographs, made the Archives portion of the City site interesting and, dare I say it, fun.

A web site is not however an electronic fix-all that suddenly makes everyone into a user and supporter of archives. It can set off a series of reactions the archivist may not have anticipated. One senior manager in our Finance division remarked after our initial web site demonstration, "This is great - which one of you two guys can we do without now?" He insisted it was a joke and that, of course, he would not consider such a thing.

The perceived efficiency of service delivery via the Internet is a real concern. Developing and maintaining an active, interesting, and content-rich web site is no small task and it does involve a long-term commitment in staff time. Web sites offer great convenience for a portion of the public, however the work associated with the web site cannot be seen as serving all users. This work is also certainly an addition to the other demands on archives staff. Rather than diminish workload, the demands on the Archives increase with the greater profile generated by the web site.

Just as the Internet itself is growing and defining itself as it develops, so too do archivists need to consider the type of use we can and should make of this system. Do we want to provide a virtual reference room where online access will be available to certain records (as it currently is for photographs)? Is this feasible or desirable? If we can't include all records, how do we select which ones receive such a high profile? How is the nature of "research" changed when dealing with "virtual" records? Is it better to design a web site that focuses on pre-planning of a research visit, through detailed listings online, but that stops short of online surrogate records? How do we balance increasing demands for online marvels with traditional work that remains the heart of an archives operation in light of ever-threatened resources?

The City of Richmond Archives web site is a source of pride for the Archives and the city administration as well. It is a "success". It has changed perceptions of the Archives and it has had an impact on the way the Archives functions on a daily basis. Our web site has changed the way a great many reference inquiries come to the Archives, and how inquiries are handled by staff. Do I question the decision to venture onto the web? Not at all, however I also realize more clearly than I did at the outset that the end of the path is not reached once the web site is established. I am not sure that archivists have a great deal of choice as to whether or not they venture down the Internet path. The bigger questions involve the direction we take and how far we choose to go.

The City of Richmond Archives web site has just had some significant retooling of its design and internal navigation. The site can be visited at:

www.city.richmond.bc.ca/archives

*Comments on the site are always welcome. You can contact Ken Young at archives@city.richmond.bc.ca or by post at
City of Richmond Archives
7700 Minoru gate, RICHMOND BC V6Y 1R9*

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Message from the Provincial Archivist by Gary Mitchell

What is the first priority?

Ten years ago, I ended my last newsletter editorial with the question: What is the first priority? Today, as British Columbia's ninth Provincial Archivist, I am faced with the same question: What is the first priority? In the short term, my energies will go towards:

Establishing a firm mandate for the BC Archives. Through legislation, define the mandate of the Archives; acknowledge the acquisition of personal and private papers of provincial significance; set out the responsibilities and accountabilities for provincial government officials and all local government bodies in keeping, preserving and accessing archival records. Consultations with the AABC and other heritage organizations will be a fundamental aspect of getting this process kick-started.

Expanding the "community" aspect in the community archives program. We will review and revamp the current program to ensure that it continues to meet the needs of our community archives and community archivists. The Needs Assessment Survey is one tool we will use in this review. The key to a successful archives program and, dare I say, a successful association, is a commitment to giving the "community" more profile in our community archives program and archives network.

Our community archives network is the foundation stone for an entire provincial heritage structure. It is my wish that the Provincial Archivist visit more community archives and heritage organizations so as to provide support and assistance to local groups striving to improve their conditions. The CAIN initiative is a major step forward in this regard, and one which I firmly and strongly endorse.

Raising the profile of archives and promoting accessibility. Archives are a public place where the public can seek out historical information and enjoy the wealth and breadth of our heritage. We, at the Archives, will continue to encourage our public to visit; we will continue to reduce our "jargon" and speak and act in plain English. We will strive to find new ways to encourage, assist and support younger members of our society to use and share in wonders of archives. Our recent Open House attracted over 1,200 people during the six-hour event. The overwhelming public response to the Amazing Time Machine, the Vital Event indices, and the our historical photographs shows that there is a strong societal interest in finding and using our documentary heritage. To be successful in the coming decades, archives must tap into this interest..

Working for a new BC Archives facility. Our tired building has served us fairly well for 30 years. But a 21st Century archives requires better public space, better access and, most certainly, better storage. The millennium is a great opener to get the discussion rolling. Cross your fingers.

Finally to answer the unspoken question: Do I have a life outside of archives? Yes, I do. My three godchildren, Portia, Matthew and Marisa keep me in great humour as they never take me serious. Their only demands on me are for

horseback rides and visits to the ice cream parlours.

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Institutional Standards: Promoting Sustainable Archives in British Columbia by Jane Turner

Introduction:

The executive of the AABC is in the exploratory stages of investigating the development of institutional standards for archives in BC. The goal of this work is to enable our institutional members to establish and maintain sustainable archives in British Columbia.

The need for standards has come into focus particularly in light of the development of BCAUL, and current plans for the development of the Canadian Archival Information Network. Our work in this area reflects the model that has been developed by the archival community in Manitoba, Ontario and Nova Scotia.

The executive believes that the development of clear, attainable standards has many benefits to archivists, sponsoring bodies and users. We intend to work towards establishing standards that are achievable and worthwhile to the entire archival community. We plan to develop them in conjunction with the provision of basic education and advisory services so as to provide support to our members throughout the process.

Review of Current Practice:

To receive grants, an institutional member must conform to the definition of "Archives" as found in the CCA By-Laws.¹ The CCA has left it up to provincial associations to interpret this definition locally for criteria for membership. This has resulted in a wide discrepancy between standards throughout the country.

In the late 1980's a process of review of standards began that has resulted in four provinces establishing higher levels of standards than the rest of the country. In 1989, the Association of Manitoba Archives strengthened their criteria significantly in an effort to promote sustainable archives according to professional standards. In 1990, Quebec passed legislation that established legal standards. In 1999, the Council of Nova Scotia Archives, and the Archives Association of Ontario followed their lead.

All used similar justification for the development of standards, and all believe that the standards are achievable and worthwhile. They also believe that they represent the minimum set of standards to provide a viable archival programme. The communities in each association have, for the most part, embraced the standards enthusiastically. This is a result of the efforts made by each association to demonstrate the positive value of the standards, and the provision of support to the community through the use of the Archives Advisory Services.

The United Kingdom also provides a model in the Royal Commission on Historical Manuscripts that would be useful to review. It is a body that is somewhat similar to the CCA. The Commission was created in 1859 to enquire and report on collections of papers of value in private hands for the study of British history. In 1959, its mandate was enlarged to include all British historical records outside the PRO, wherever situated, and gave it added responsibility to act as a central coordinating body to promote, assist and advise on their proper preservation and storage. In 1997 the Commission published "A Standard for Record Repositories." The Commission's standards are legislated for some institutions, but are also provided as a guide to all. The standards are:

warmly commended to all governing bodies and archivists in charge of record repositories, whether or not they need to seek statutory recognition through the inspecting bodies. The Standard covers such matters as the site and structure of the repository, its security from fire, damp, unauthorised entry and vandalism, the control of its internal environment, and methods of storage and display. No record repository should function without attention to these matters, which are essential to the preservation of the records.²

Benefits of Standards:

Appendix A provides a comparison of approved standards in Ontario, Nova Scotia and Manitoba with the current criteria used by the AABC, and clearly demonstrates the areas that could be improved. There are clear benefits to developing standards for archival institutions in British Columbia:

- to promote sustainable archives
- to promote a viable and stable archival network
- to promote professional standards of care
- to promote the preservation, accessibility and use of archival material that is significant and necessary for our understanding of the history of British Columbia
- to promote the success of BCAUL/CAIN by ensuring that records described on BCAUL/CAIN are accessible to the public and preserved according to professional standards.

Proposed Process:

- 1999 - Executive discussion of justification and process
- 1999-2000 - Membership Committee to develop a document that establishes the standards; and guidelines for applications that establishes procedures, and explains how institutions can reach the standards.
- 1999-2000 - a promotion programme, including newsletter articles, and general promotion by the Archives Advisor and Preservation Coordinator
- 2000 - conference session and workshop on the topic
- 2001 - Review of document, approval by executive, and presentation to AGM for approval

The executive needs and values the input of all our members regarding your concerns and suggestions on the best way to proceed. If you have any questions or comments, please contact me or any member of the executive. I can be contacted by e-mail (jturner@uvic.ca) or by phone, (250) 721-8258.

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The Royal Commission on Historical Manuscripts, "A Standard for Record Repositories," www.hmc.gov.uk, 1997.

¹ Canadian Council of Archives. By-laws. The by-laws definition of an Archives is as follows: An Archives is a permanent establishment dedicated to: appraising, selecting and acquiring the archival records of its sponsoring institution (normally its primary goal) and/or the archival records of corporate bodies, organizations or individuals relevant to its sponsoring institution or to a defined community or thematic interest; conserving the archival records or the information accepted; arranging and describing the archival records according to accepted archival principles; making the archival records available for continuing use under defined conditions by the sponsoring institution and by the public.

² The Royal Commission on Historical Manuscripts, "A Standard for Record Repositories," www.hmc.gov.uk, 1997.

APPENDIX A: Comparison of Standards for Institutional Membership in Canada

	AABC	AAO/Ontario (1999)	CNSA/Nova Scotia (1999)	AMA/Manitoba (1989)
Space	Evidence of ongoing commitment of financial support for physical facilities from sponsoring agency.	Secure designated space for the storage and handling of records, adequately protected from theft, vandalism, flooding, fires, and extremes of temperature and humidity.	Secure designated space adequately protected from degradation agents such as water, fire, light and extremes of temperature and humidity for storage and handling of records.	Secure designated space for storage and handling of records, adequately protected from the degradation of agents such as water, fire, light, and extremes of temperature and humidity.
Principles	No statement.	Demonstrated observance of archival principles in adopted policies, procedures and practice, including policies on acquisitions, appraisal, arrangement and description, reference and preservation policies prepared in accordance with CCA guidelines.	No. statement.	Records arrangement procedures which observe archival principles of provenance and original order.
Policies	Acquisition mandate statement written and approved.	Acquisitions policy; Access policy specifying public hours and procedures for using archival records; and Preservation policy.	Acquisition policy including acquisition goals and scope; Access policy specifying restrictions on access; and Preservation policy.	Acquisition policy prepared in accordance with CCA guidelines and Access policy specifying public hours and procedures using records.
Open	Regular public hours of operation equivalent to at least 1 day or 7 hours per week.	Specific public hours and procedures for using archival records.	Open hours equivalent to 1 day/week, and includes by appointment hours.	Specific public hours and procedures for using records.
Authority	A written acquisition mandate statement officially approved by its governing body.	Legal authority and statement of purpose approved by the governing body of a public authority or private organization responsible for the operation of its archives.	Written mandate approved by a governing body of the public authority or private organization in which the archives is a unit of responsibility.	Legal authority and statement of purpose in public law or private resolution passed by the governing body of the public authority or private organization in which the archives is a unit of responsibility.
Archivist	Evidence of ongoing commitment of financial support for staff from sponsoring agency.	An official designated as archivist who is accountable for the operation of the archives and has acquired a demonstrated professional competence in the acquisition, appraisal, arrangement, description, preservation, use and administration of archives.	A designated individual accountable for the archives operation who may be paid staff, volunteer. The individual should have either taken, or be pursuing basic training in archives.	Designated person who is accountable for the archives' operation, management of its records holdings, and has taken or is pursuing a basic training course in archival practice.
Funding	Evidence of ongoing commitment of financial support.	Sustainable funding from the sponsoring organization sufficient to carry out its goals and objectives.	No statement.	Sustainable funding for the archives from the governing body of the public authority or private organization, sufficient to carry out its declared purpose.

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AABC Treasurer's Report / September 1999

by Lynne Waller

Since taking over "The Job That Nobody Wanted" last May, my life has been dominated by aspects of bookkeeping.

The Association has coped with some significant changes in cash flow, and the intricacies of operating a complicated non-profit with a far-flung executive, by adopting financial tracking that has been expensive and resulted in some duplication of effort. It has been challenging to come up with procedural and record keeping changes to help us process our financial transactions more efficiently, and produce reports on these activities in a more timely manner.

We have had to cut costs. In the recent past the Association has come to rely on the sales of the Manual for Small Archives as a means of financing administration efforts. The Manual is now out of print and we have only membership fees and surpluses from conferences and other educational events to fund the administration of the AABC. The Association is distributing grant funds of more than \$150,000 and looking after three busy and intense archival programs (Archives Advisor, Conservation and Education) so the administration activities are considerable and expensive.

The budgeting process for the three grant-funded programs is detailed. It has been less so for the administration activities of the AABC. The new Finance Committee (Peter Johnson, Evelyn Peters McLellan and Melanie Reaveley) is examining this process and planning a budget meeting for early next spring in order to have an administration budget for the 2000/2001 fiscal year to present to members at the Annual Meeting in May of 2000. In the meantime, committee heads and regional reps are being asked to submit their best estimates of normal expenditures for the current fiscal year to the Treasurer. We will have to look for funding from other sources for any out-of-the-ordinary costs.

Following is a brief account of some of the changes that have taken place or are underway:

1. We have ended our association with Support Services Unlimited. Donna Denham, Andy Williamson and staff have picked up the mail, looked after memberships and processed workshop and conference registrations. Basically, we could no longer afford this service.
2. Marnie Burnham and the membership committee have received the membership database from Support Services and have reassumed management of this function.
3. Malish & Clark, the accounting firm that has been looking after the annual financial reviews for a number of years, is now preparing monthly statements of accounts. This was a need identified by Laura Millar and the previous executive. We are now making weekly deposits and sending account information to Malish & Clark each month. The categories for the chart of accounts are still undergoing some fine tuning, but the system is in operation.
4. The new bookkeeping system allows us to dispense with having four bank accounts. In the past this has added another layer of bookkeeping for the treasurer as transfers were made between accounts. The coding in the chart of accounts makes keeping the extra accounts redundant.
5. The financial records of the Association dating from 1995 have been assembled in one location – the home office of the treasurer. These records were gathered from six different locations between May 10th and August

17th this year. In future they will be kept together, intact, to provide incoming treasurers with ready reference material. We will be working over the winter on classification and scheduling of the financial records.

6. A Conference 2000 treasurer has been appointed – Evelyn Peters McLellan. I believe she is the first member of this committee to be in place. Evelyn will be responsible for working with the Conference Committee to create a Conference budget, tracking all the conference financial transactions, preparing accounts for payment, and working with the treasurer to administer travel subsidies. While this is a common practice for some non-profits, it is a new position for the AABC.

The entire executive has made it a priority to tackle the AABC Treasury this year. The goal is to develop improved procedures for cash-flow management and financial reporting that will aid daily operations and be easier to pass on to future treasurers. Many afternoons and evenings over the summer have been given over to this purpose and I am grateful for help from executive members and the assistance from the new Finance Committee. It has been extremely fortunate that the three AABC contractors – Bill Purver, Rosaleen Hill and Irene Bekes - are all spreadsheet wizards. Patient spouses also need to be recognized.

To summarize, for those of you brave enough to have read this far in the bookkeeping saga above, every administration contract and process from annual financial statements down to picking up the mail is undergoing scrutiny and in some cases radical change. Members of the executive are resuming some activities that have been contracted out in the past. Part of the reason is to save money. Part is to understand by direct involvement the operations of the organization.

Revenue sources previously available are no longer at hand. Rising costs and some recent one-of-a-kind expenditures have combined to reduce the surplus of the AABC. We need to get used to spending far less than we have in the past, and looking for new sources of revenue.

And finally, the job of treasurer in the AABC is a good one. It is very rewarding to be working with a bunch of volunteers looking for the most effective way to deliver some of the best archival programs in the country. We have an excellent accounting firm to rely on for advice on process. A great Finance Committee is in place. This is the executive position that members will be competing for in the future.

* * *

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World Wide Web access using CHIN Certified & RAD compliant GENCAT technology	
	1-800-663-8172 www.eloquent-systems.com

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Community Archives Education Programme Workshop Schedule 1999/2000

Rules for Archival Description (RAD)

October 14 & 15, 1999 Prince George

(Fraser-Fort George Regional Museum, 20th Avenue and Gorse Street -- 250-562-1612)
Instructor - Patti O'Byrne

Rules for Archival Description (RAD)

November 5 & 6, 1999 Vernon

(Greater Vernon Museum and Archives, 3009 - 32nd Avenue -- 250-542-3142)
Instructor - Patti O'Byrne

Principles of Conservation Management & Emergency Planning

November 18 & 19 1999 Victoria

Concepts of conservation, including importance of preventive conservation, causes of deterioration and methods of control, handling of media material, security, concepts of emergency preparedness, the value of an emergency plan, and developing an emergency plan.

(BC Archives, 865 Yates Street -- 250-387-5885)
Instructor - Rosaleen Hill

Rules for Archival Description

January 20 & 21, 2000 Victoria

The purpose of this workshop is to introduce participants to the Canadian Council of Archives' Rules for Archival Description and to provide examples of a find in aid system for small archives. The workshop will focus on introducing a system of finding aids for small archives: key rules in RAD for multi-media fonds; and how and where to use media chapters.

Participants are requested to bring a current copy of RAD to the workshop. It is also recommended that participants will have taken the "Introduction to Archives" course or have relevant archival experience.

(BC Archives, 865 Yates Street -- 250-387-5885)
Instructor - Patricia O'Byrne

Care and Handling of Photographs

February 24 & 25, 2000 Nanaimo

Concepts of management of photographs in archives, including arrangement, description, indexing, storage, handling, conservation, reference, copyright, photographic reference systems, and reproduction programmes.

(Coast Bastion Inn, 11 Bastion Street -- 250-753-6601)

Instructors - Rosaleen Hill, Patricia O'Byrne

Fundamentals of Records Management Practice

March 9 & 10, 2000 Victoria

Principles and practices of records management, including concept of the life cycle, records management functions, file classification, and the development of records schedules.

(BC Archives, 865 Yates Street -- 250-387-5885)

Instructor - TBA

Management of Archives

April 2000 TBA

To be held in conjunction with Annual General Meeting

The following topics would be taught through a combination of lectures, audiovisual aids, and experiential exercises developed specifically to illustrate key points, generate discussion and facilitate understanding of archival management, particularly in a community setting.

The course covers the following topics.

- Introduction - the Archivist as Manager
- Management Principles
- Planning-the Fundamental Tool of Management
- Financial Planning and Management
- Human Resource Management
- Facility Management and Operations
- Public Relations Planning and Development
- Managing Archives as Part of the Community

Instructor - Jim Burrows

* * *

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For Further Information

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Notes

New AABC Vice-President - Jane Turner

Jane Turner has a Master's degree in Canadian Studies (Carleton) and a Master's degree in Archival Studies (UBC). In 1993, after establishing the Nanaimo Community Archives, she moved to the University of Victoria as Archivist and Records Manager; in 1995, she was appointed University Archivist. For the last five years, she has been active in Association of Canadian Archivists, and served on several committees of the AABC. Jane has an abiding interest in supporting the development of community archives, providing educational opportunities for people working in archives, and promoting the importance of preserving a balanced documentary record of our society that includes both public and private records.

Community Archives Assistance Program Grants

The next deadline for Community Archives Assistance Program grants is November 30, 1999. Matching grants of up to \$10,000. are made to non profit organizations wishing to establish or develop archives. For information on the program and application forms please write

Community Archives Assistance Program
British Columbia Archives
PO Box 9419
Stn Prov Govt
Victoria, B.C. V8W 9V1

Telephone (250) 387-3623 Fax (240) 387-2072
e-mail: Frances.Gundry@gems3.gov.bc.ca

New Electronic Mailing List For BC Archivists

The AABC Internet Committee, with the support of the AABC Executive, has set up a new electronic mailing list for archivists in British Columbia, called "archives-bc".

Archives-bc is intended for the exchange of information by, for, and about archives and archivists in British Columbia. We hope that it will serve to facilitate discussion of both theoretical and practical matters in archives and records management, and so supplement other mailing lists such as "Arcan-L", the U.S. "Archives & Archivists" list, and "Recmgmt". Members are welcome to post messages regarding professional issues; announcements of AABC courses, programmes, or other events; job postings (although these should also be forwarded to the AABC Web site for inclusion in the Job Board); and announcements of special events hosted by archives or related institutions.

The list is un-moderated - that is, messages are not "vetted" before being forwarded to the list. However, we hope that

members will follow the guidelines listed above, as well as some basic "netiquette":

Please keep messages of a personal nature to a minimum - in particular, do not send gratuitous insults ("flames") to the list.

Please do not send commercial advertisements to the list. If unsolicited advertisements ("spam") find their way onto the list, do not reply.

Please do not send attachments (i.e. separate documents attached to e-mail messages) to the list. This will help keep subscriber's mailboxes from overflowing with unsolicited files, or otherwise interfere with their e-mail programs. It should also help prevent the spread of computer viruses.

To subscribe to archives-bc, send e-mail to majordomo@abc.bc.ca with the message:

subscribe archives-bc

In response to your message you will receive a subscription confirmation message, which you must respond to **exactly** according to the instructions provided. You will then receive another confirmation (which you don't have to respond to), and a "welcome" message. The "welcome" message contains additional instructions about how to use the mailing list, so you should retain it for future reference.

Once you are subscribed, you can send messages to the list at archives-bc@abc.bc.ca.

The list is administered by Erwin Wodarczak (ewodar@interchange.ubc.ca), Chair of the AABC Internet Committee, on behalf of the AABC. However, messages sent over archives-bc do not necessarily represent the views of the Archives Association of British Columbia.

Heather MacNeil Joins UBC SLAIS Staff

The University of British Columbia has appointed Heather MacNeil as assistant professor, tenure track, in the School of Library, Archival and Information Studies [SLAIS].

The Selection Committee included both students and faculty from SLAIS as well as representatives from other departments and faculties.

Director Ken Haycock noted that Heather MacNeil has an exceptional record in archival scholarship demonstrated through research, teaching and professional service. With a strong grasp of the legal, historical and archival dimensions surrounding electronic records, Dr. MacNeil will be well-placed to develop the interdisciplinary links in the broader academic community. Her involvement in professional affairs, particularly those with a scholarly dimension such as the development of descriptive standards, has been especially strong. As a teacher and lecturer, Dr. MacNeil receives impressive student evaluations.

(From SLAIS News Release July 1, 1999)

William Kaye Lamb (1904-1999)

It is with sadness that the AABC notes the passing of former Provincial Archivist and Librarian W. Kaye Lamb on 24 August 1999. Born in New Westminster, Lamb attended the University of British Columbia where he completed his M.A. in history. After earning a Ph.D. from the London School of Economics, He became Provincial Archivist and Librarian in 1934. Lamb returned to U.B.C. as its University Librarian in 1940. He finished his distinguished career in Ottawa where he served as Dominion Archivist (1940-1968) and National Librarian of Canada (1953-1967).

[For additional information and a far more eloquent account of W. Kaye Lamb's career, please refer to the eulogy

prepared by Basil Stuart-Stubbs <<http://aabc.bc.ca/aabc/lamb.html>>.]

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AABC Newsletter

Volume 9 No. 4 Fall 1999

President's Message

by Chris Hives (October 1999)

With the last vestiges of summer reluctantly giving way to the fall and the knowledge that the rainy season will soon be upon us in Vancouver, this is probably a good time to reflect briefly on the AABC's summer activities. Thinking back over the past couple of months I see some subtle yet important developments within the Association.

First, the AABC has filled the position of vice president. Although she has been in place since June, I would like to publicly welcome Jane Turner to the AABC executive. Since beginning her term as vice president, Jane has made many valuable contributions and has been a pleasure to work with. I look forward to next year confident that the affairs of the Association will be left in very capable hands.

Perhaps the most significant developments over the past few months have involved improvements to the management of the Association's finances. Lynne and the Finance Committee have worked very hard with our accountants to develop a comprehensive system to track AABC funds. They have also delivered a very strong and consistent message to the executive, committee chairs, contractors and anyone else within ear shot that we, as an organization, must be prepared to live within our means. Although the Association administers something in excess of \$150,000 in program grant funding, the actual operating budget of the organization is a relatively tiny fraction of this amount and is based primarily on membership revenue. We have implemented a number of changes to reduce the costs of operating the Association and, as a short-term measure, requested a small grant from the Community Archives Assistance Program. Recognizing the reality that the programs sponsored by the AABC put additional strains on the financial and administrative resources of our organization, we anticipate incorporating these costs in future grant applications.

As part of our efforts to improve communications within the organization, the executive convened a meeting in July with committee chairs and AABC contractors. This session provided an opportunity to share information about some of the initiatives being discussed by the executive as well as the activities planned for our programs for the upcoming year. Participants felt that this was a very useful exercise and people generally came away with a better understanding of the scope and nature of the Association's activities. We hope to hold a similar meeting this fall to which the regional representatives will also be invited. This planning forum will help the executive determine future directions for the organization.

During the summer we made the transition to an electronic newsletter which has been well received. In addition the Association established an e-mail list (see "Notes" section of the *Newsletter*) to help promote interactive discussion of a broad range of topics affecting archives and archivists in British Columbia. Work has begun on a new web-based version of the *Manual for Small Archives* and this new resource should be available by the end of November. It is expected that this will form an important part of an 'archival tool kit' that is currently in development.

The Needs Assessment Working Group is currently producing a questionnaire to collect follow-up information that will assist us in developing a comprehensive picture of the current state of our archival community. The information will be compared with the information gathered by the original needs assessment survey done over a decade ago and will provide a benchmark to measure the progress of the archival community over the past ten years. This information will be critical in helping to chart future directions for the AABC.

Recently the AABC has begun a review of institutional standards. Such an exploration is not intended to drive wedges into what is currently a relatively cohesive archival community. It does not come down to matter of "big vs. small", "haves vs. have nots" or "professional vs. volunteer". Rather the underlying objective is to promote the development of a network of viable and sustainable archives. A brief overview of the issue and a preliminary timetable for implementation appears elsewhere in the *Newsletter* in a brief piece by Jane Turner. The focus for this initiative will be to move slowly with a significant amount of consultation. Changes to the institutional standards will be developed in concert with the archival community rather than being a set of guidelines imposed on it.

In summary, it would certainly not be an overstatement to suggest that the AABC has made some significant progress over the past several months. However, I still can't help but feel that we are experiencing the proverbial 'lull before the storm'. At any time now the federal funding for the Canadian Archival Information Network may be announced and when this happens, provincial archival organizations will be required to respond very quickly to implement plans for the expenditure of their allocations. This requires that the AABC develop criteria and guidelines for grant programs and that institutions are also prepared to move quickly when the need arises. This will undoubtedly place additional pressures on the AABC. In addition, planning for changes in next year's AABC programs must be completed in time to allow for the submission of grants before Christmas.

Perhaps one of the most serious concerns currently confronting the Association is in the area of membership. While for the current year most of our institutional members have renewed, there has been a significant drop in the number of individual members. Part of the explanation is to be found in the fact that individual rates were raised from \$30 to \$50 this past year. This increase proved to be prohibitive for a number of our members, particularly those working in a volunteer capacity and for some of our retired colleagues. To help address this situation, the executive created two new fee-reduced categories within the individual membership category that will take effect for the 2000/2001 membership year. As with our current student members, volunteers (unpaid) and retired individuals will pay \$20.

The loss of approximately 60 individual members is significant from a couple of perspectives. First there is the obvious loss of membership fees from our revenue base. Perhaps even more important is the change in the demographics of the Association's membership. By a large margin we now have more institutional and associate members than individual members. If this situation continues we run the risk of seeing the AABC becoming an organization of institutions – back to the old B.C. Archives Council for those of you around long enough to remember. Obviously if institutions make up a significant portion of the Association's membership then there is a real possibility that the orientation and agenda of the organization will change accordingly. Put quite bluntly, this would not be a good thing. Since its inception the AABC has worked hard to represent the interests and concerns of both archives and archivists in British Columbia. If it is to continue to promote this dual responsibility, then it is important that we encourage people to take out individual memberships in the Association. This includes archivists who have allowed their memberships to lapse as well as those who have opted to enjoy the benefits of the Association only through their institutional membership.

Just before leaping off my soapbox let me conclude my comments about individual AABC members by talking about professionalism and contributing to the provincial archival community. Obviously the first step in giving something back to the archival community is to be a member of the AABC. This provides the limited pool of financial resources necessary for the Association to assume a leadership role within the community. Beyond the financial commitment is the important contribution of one's time. The Association relies almost entirely on volunteers that staff its executive and committees. It becomes a little disheartening to approach people to ask them to participate in one of the AABC initiatives only to be told that they are too busy or simply too burned out to participate at this time. The fact of the matter is that we are all very busy and would dearly love to maximize the time we are able to devote to the pursuit of personal interests. As we start to plan for the future of the organization it is imperative that we factor in not necessarily the size of the overall membership but more specifically the number of people who are prepared to participate in its activities.

So this rant has gone on long enough. At the risk of becoming too Andy Rooney-ish I will stop for now and remind myself about all of the good things that we are accomplishing in the AABC. But I would also remind you that the Association will never be more than the sum total of what its members are willing to contribute to the organization.

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AABC Executive Minutes

Minutes of the May 31, 1999 AABC Executive Meeting

1. Minutes of the Previous Meeting

Approved by executive.

2. President's Report

a. **Conservation Co-ordinator:** Rosaleen Hill has been hired as the new Conservation Co-ordinator, and will start work tomorrow morning June 1. Boxes of records relating to the conservation service are currently stored in Victoria. Rosaleen will access these and take out those expected to be of use, letting the executive know what else is there. Storage of this material beyond the end of June will need to be arranged, as the contract runs out then. Rosaleen will also liaise with the new Conservation Advisory Committee (Ken Young, Jacqueline O'Donnell, Dorothy Lawson). The CCI workshop in November on "Storage Planning for Books and Archival Materials" will be organized by Rosaleen.

Action: Francis Mansbridge will communicate with Rosaleen concerning CCI workshop.

Action: Chris Hives to liaise with Rosaleen concerning appropriate storage of AABC records.

b. **Newsletter:** A new issue is ready, and will be published in late June when our financial situation is more clear. The planned electronic format should reduce the cost from about \$8,000 to \$3,000 a year (for four issues), less if members opt for the electronic version over the printed format. Members may opt to receive either the electronic or hard copy version.

Action: Chris Hives to continue to coordinate production of this issue of the electronic version of newsletter.

c. **Future Directions:** Discussion ensued on an exchange of e-mails between Chris and Provincial Archivist by Gary Mitchell about the two advisory services programs. In particular there had been some discussion about the lack of a proper administrative infrastructure in the AABC to properly oversee these programs. In particular the uncertainty in the timing of receipt of grant funding makes it very difficult to meet our ongoing financial commitments to these important programs. Increasingly, the Association is having more trouble in providing the bridge financing that is often necessary. It was pointed out that the current arrangement of having the services contracted by the Association helps protect those funds.

After exploring some other possibilities for providing these services it was decided that we should continue with the status quo vis-a-vis the employment of our contractors. While it appears that the AABC will continue to sponsor these programs for the foreseeable future, we can still consider changes in these programs to ensure the most effective delivery of the services needed with the money received.

d. **Manual for Small Archives:** Permission has been received to use the remaining \$2500 in the Communities

Connect program to put the current version of "A Manual for Small Archives" on line. A proposal for mounting the publication on the Web was discussed. The funds do not need to be spent before the end of the fiscal year.

Action: Chris Hives will continue to investigate the on-line manual project.

3. Treasurer's Report

Lynne Waller distributed a copy of a report on our current financial situation, with some recommendations. GIC's (\$10,454.18) have been cashed to meet out immediate financial obligations. Our exact financial situation will be unclear until the books are returned from the auditors.

The Directors' Liability insurance from Brown Bros. is currently being reviewed. Other agencies are being canvassed. Personal insurance can also be bought on an individual basis. Options are either to cancel the current insurance policy or wait until the contract expires.

Action: Lynne Waller to continue to investigate insurance options and report back to executive.

Increased Support Services: Association Management Consultants are not interested in the level of service we need/can afford. Dorothy Lawson suggested Investax as a possible service. Expanded service by SSU is also being considered.

Action: Lynne Waller to continue to investigate options for increased support services and report back to executive.

4. **Other Business:** The Advocacy Committee was given the go ahead to try a program of public events in the coming year, as suggested in a recent e-mail from Chair Aaron Vidaver. It was pointed out, however, that no money has at this time been committed for any of this committee's planned activities. Other suggestions included a generic article on archives prepared for distribution to local papers. Increased contacts with media (radio, TV, newspapers) were encouraged.

Action: Francis Mansbridge to contact Advocacy Committee concerning above.

5. [Next meeting: UBC 21st June 2 p.m](#)

Minutes of the June 21, 1999 AABC Executive Meeting

1. [Minutes of the previous meeting](#)

Francis Mansbridge presented to the Executive a draft of the minutes of the previous meeting. The Executive agreed to provide comments for revisions to be approved its next meeting.

2. President's Report

A) Meeting at the Provincial Archives

Chris Hives informed the Executive that Gary Mitchell, Provincial Archivist, has invited him or a representative of the AABC to attend a ceremony during the B.C. Archives' open house on June 26th to receive the Association's first installment of CAAT funds from Minister Andrew Petter. Chris Hives expressed his appreciation for the expediency with which this grant request was processed.

The President stated that this trip to Victoria presented a good opportunity to meet with the Provincial Archivist to discuss AABC matters as well as its relationship with the Provincial Archives and, more broadly, the Provincial Government. He hoped to discuss funding requirements relating to the administration of the organization as well as the

promotion of regional development. In addition, he felt it might be useful to discuss the direction of the AABC in terms of standards for institutional membership.

B) Institutional Standards

Chris Hives recommended that the AABC re-examine its policies as they relate to institutional membership and the grant disbursement process. He suggested examining the institutional membership standards established by the Archives Association of Nova Scotia with a view to adopting accreditation procedures. He advised that mechanisms be established to track the progress of institutions utilizing grant funding.

Action: The Executive will evaluate established procedures for the distribution and expenditure of grant funding.

Action: The Executive will request that the Membership Committee examine the terms and conditions of institutional membership with a view to amending definitions within the AABC's constitution.

C) Grant reports to the Canadian Council of Archives

Chris Hives reported on the status of year-end reports submitted to the CCA. For various reasons, four reports were returned for revision. The President reported that he is working on revising the reports but did not think that the AABC would have to return additional funds in excess of those originally identified.

Action: Chris Hives will work with Monique Ostiguy of the CCA in the revision and resubmission of grant reports.

D) Education

The President reported that he is in the process of completing the terms of the contract for the position of Education Coordinator.

Chris Hives recommended that the Executive meet with the Education Committee to discuss the direction of the Education Program.

E) Vice President

Chris Hives discussed the need to find an individual to fill the vacant position of vice president. The Executive discussed potential candidates with the goal of securing a V.P. in the near future.

3. Treasurer's report

Lynne Waller discussed the written report she had submitted to the Executive in advance of the meeting.

A) Mary Ann Pylypchuk Memorial Prize

Lynne Waller reported that the annual Mary Ann Pylychuk Memorial Prize has been awarded to Yuri Shimpo.

B) AABC Finance Committee

The Treasurer reported that the first meeting of the AABC Finance Committee was held June 13, 1999. The Committee is composed of Peter Johnson, Evelyn McLellan, and Melanie Reaveley.

C) Insurance

Lynne Waller reported that Chambers Olson has been selected to provide insurance to the AABC. Although changes in coverage may occur in the future, current policies protect AABC equipment and provide directors' liability insurance.

D) Bookkeeping and Accounting Services

Lynne Waller recommended that the AABC solicit additional accounting assistance from Malish and Clark. In recent times, the Association had been contracting out a portion of its bookkeeping chores to another firm. The Executive agreed, concluding that using a single accounting agency will reduce duplication, allow for monthly financial reports, and lead to fewer delays in processing year-end accounts. Malish and Clark has been associated with the AABC since 1991.

4. Newsletter

Chris Hives stated that the first electronic version of the Newsletter is ready for publication. He reported that he had sent out an initial e-mail to AABC members directing them to an on-line prototype for the publication and asking them in they would be willing to forgo receiving a paper copy of the Newsletter in favour of accessing it on-line. While a couple of members expressed some concerns about the new direction for the Newsletter, approximately 50 opted not to receive a paper copy.

5. Committee reports

Marnie Burnham reported that she had attended a brief meeting of the Membership Committee on June 20, 1999. The Committee discussed a request to establish a membership category for retired archivists. Committee members decided that such a category would be of benefit to the Association and suggested that the student rate be applied to the proposed category. On behalf of the Membership Committee, Marnie Burnham requested that the Executive approve the establishment of a retired member category .

Action: Marnie Burnham will investigate the constitutional requirements to facilitate the establishment of a category for retired members.

It was reported that the Membership Committee had started preparations for the publication of the membership directory. Chris Hives advised that the project be delayed until September to enable a greater number of renewing members to be included in the booklet.

Marnie Burnham concluded her report by requesting assistance to locate volunteers to become members of this committee.

6. Meeting with AABC Chairs

The Executive discussed the need to facilitate greater communication between itself, AABC contracts, and the various AABC committees. As a result, the Executive decided to hold a meeting with Committee Chairs and AABC contractors to discuss current developments and the direction of the organization.

Action: Marnie Burnham will contact Committee Chairs and contractors to organize a meeting with the Executive to be held Monday, July 12th at UBC Archives.

Next meeting: Monday , July 12, 1999 (following meeting with Committee Chairs)

Minutes of the July 12, 1999 AABC Executive Meeting

1. Nomination and appointment of Vice-President

The Executive met briefly following a general meeting with AABC Committee Chairs and contractors. The purpose of this meeting was to appoint a vice president of the Archives Association of British Columbia. Chris Hives nominated Jane Turner for the position. The Executive unanimously endorsed Jane Turner to fill the vacancy. It was agreed that this appointment would be retroactively approved at the next Annual General Meeting.

Minutes of the August 9, 1999 AABC Executive Meeting

Approval of minutes from previous meetings

The Executive approved the minutes for meetings held [May 31](#), [June 21](#), and [July 12, 1999](#). Chris Hives asked Marnie Burnham to forward the minutes to Bill Purver for posting on the AABC website and to Leslie Field for inclusion in the Newsletter.

President's report

Chris Hives reported that he had a preliminary exchange with Gary Mitchell about the possibility of submitting a grant report to help underwrite some of the administrative expenses incurred in the provision of the Association's province-wide programs. To date there has not been an official response.

The President reported on progress relating to the reconciliation of grant funding received for the Revelstoke conference. It appears that the Association expended all grant monies received for the Conference. The AABC will be required to return no funds to the granting agencies.

Treasurer's report

Lynne Waller reported on the progress of the new accounting system being developed with the assistance of Malish and Clarke. She requested formal approval to consolidate the four current AABC bank accounts into one in order to simplify accounting procedures. The motion was seconded by Jane Turner and passed unanimously by the Executive.

Action: Lynne Waller will close the three program-based accounts.

Lynne Waller discussed the implications of terminating the AABC's contract with Support Services Unlimited. Chris Hives will pick up the mail, Lynne Waller will make bank deposits, and Marnie Burnham will maintain and update the membership database.

The Treasurer reported that grants have been received from both the CCA and the Provincial Government to fund six months of operations of the AANC, Preservation and Education programs. The Executive expressed gratitude at the timeliness of the receipt of the grants.

Lynne Waller discussed the need to develop formal budgets for all of the AABC's committees. She hopes to have the budgets in place by early September. The budgets will coincide with the development of the new accounting system. Lynne proposed a formal budget meeting take place in February 2000 to facilitate preparation of financial projections for the following year.

Future directions for the Association

The Executive discussed the need to develop a vision relating to the future of the AABC. An examination of future goals and objectives was deemed necessary to assist in the short- and longer-term planning. The Executive discussed the shape and nature of existing AABC programs with a view to improving services and promoting greater efficiency.

The Executive identified the following programs, functions, and issues for possible re-assessment:

- Archives Advisor/Network Coordinator program
- Preservation Service
- role of the Education Coordinator
- Institutional membership and standards
- re-design of programs to serve a broader spectrum of the membership

- the role of regional representatives (and the Regions) in the functioning of the AABC
- role of paid support in the administration of the organization

Proposal for Regional Archives Advisor Service

The Executive discussed a proposal submitted by the Heritage Federation of Southeastern B.C. relating to the establishment of a short term archives advisory service in the Kootenays. The proposal includes a request for a letter of support from the Association as well as a modest financial commitment, the bulk of which would take the form of sponsorship of two AABC workshops.

The Executive agreed that the project provides an opportunity to explore issues relating to regionally-based services. Chris Hives suggested that the requested funding could be supplied as part of the AABC's portion of CCA grant funding. The Executive gave the proposal its conditional support based on the Heritage Federation of Southeastern B.C. securing funding from the remaining proposed sources.

Institutional standards

The Executive discussed the possible re-examination of criteria for institutional membership to ensure that all institutional members achieve established standards for viable and sustainable archival programs. The Executive felt that this potential change in criteria would require the eventual re-application by current institutional members

Chris Hives recommended that the Executive examine criteria for institutional membership developed by other provincial associations. Jane Turner presented a schema outlining the manner in which other archives associations structure their requirements for institutional membership. Dorothy Lawson discussed the importance of involving existing institutional members in the reconfiguration of criteria.

Action: Jane Turner will compose a letter to the Regional Representatives requesting feedback from the membership regarding the development of institutional membership standards

Manual for Small Archives

The Executive discussed the digitization of the *Manual for Small Archives*. The Executive agreed to expend funds remaining from the Communities Connect project to develop a contract with Leslie Field to digitize the publication with the goal of disseminating it through the AABC's website.

Action: Chris Hives will coordinate the contract for digitization with Leslie Field.

Jane Turner presented an archives manual recently produced by archivists in Newfoundland. She felt that the publication presented a good model for the revision of the AABC's *Manual for Small Archives*.

Newsletter

Chris Hives reported that the first on-line version of the AABC Newsletter was very well-received by the membership. Given the new expanded audience for the publication, the President recommended that the AABC re-structure the rates charged for advertising. He presented a new fee structure for advertising space. The Executive agreed that the increases were timely.

Action: Chris Hives will examine the issue of revenue generation as it relates to Newsletter advertising.

The President reported that the Newsletter required the appointment of an Editorial Board and the appointment of a co-editor. The Executive agreed to begin to recruit volunteers for these tasks.

Membership

Marnie Burnham reported on the status of membership renewals for the 1999-2000 year. She expressed concern at the

number of institutional and associate institutional members that had failed to renew.

Action: Marnie Burnham will send institutional members one final renewal notice.

Marnie Burnham noted that in light of the AABC's increased membership fees, numerous retired and volunteer archivists had written to the Association citing financial hardship as a factor in not renewing their membership. In light of this situation, Chris Hives proposed that the Executive approve the establishment of new categories of "Individual-Retired"; and "Individual-Volunteer"; and that the rates charged for these memberships be the same as those charged for the "Individual-Student". The Executive approved and this change will come into effect for the 2000/2001 membership year.

Action: The Executive will instruct the Membership Committee to create two new designations within the individual membership category to include volunteers and retired archivists.

Action: Marnie Burnham will respond to letters from lapsed members. She will describe the proposed changes and to invite their re-application next year.

AABC Conference 1999/2000

Chris Hives proposed that the 1999/2000 AABC Conference be held mid-May in the Lower Mainland. The Executive agreed to begin to think about possible volunteers to fill the positions of Program and Local Arrangements Committees. Lynne Waller recommended that the position of Conference Treasurer be established.

Advocacy Committee

Jane Turner agreed to be the liaison between the Executive and the Advocacy Committee.

Next meeting : 13 September 1999 1 pm.

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Regional News

South Vancouver Island Regional Meeting Minutes

1. Introductions and news from the members

Members introduced themselves and spoke about their institutions.

2. Mandate of the South Vancouver Island Regional Group

Michael Carter presented the members with a copy of draft description of duties

of regional representatives from the procedure manual of the AABC, and a copy of the terms of reference of the AABC Fraser Valley Region Group Discussion ensued about what this regional group should be and how it should serve its members. Suggestions included promoting communication among members and sharing skills and knowledge. Michael will create a document combining the two handouts and include some of the issues discussed at the meeting.

3. AABC conference

Michael told the members about the AABC Conference in Revelstoke. In addition, Michael told the members about the new Executive and named the different committees and positions of the AABC. Rosaleen Hill's appointment as the new AABC conservator was announced.

4. Strategic planning for the AABC

The AABC held a strategic planning session at the conference in Revelstoke. Michael reported on this one day workshop and solicited comments from the members based on the following questions: (1) in what direction did they want the AABC to go, and (2) what programs did they wish from the AABC? A discussion ensued. Suggestions included lobbying, advocacy and public awareness, more communication. The group agreed that Michael would write a report containing all of these suggestions and send it to the Executive for review.

5. "News from the regions" -- a new article in the AABC Newsletter

The AABC newsletter is intending to implement a new article called "News From the Regions." It will consist of information about what is happening in each of the regions including news of contracts, description projects, new facilities, etc. The members agreed to submit information to the AABC Regional Representative for inclusion in the AABC newsletter.

6. South Vancouver Island name authority on the Internet

At the previous meeting Chris Petter made a request to put the South Vancouver Island name authority on

the AABC web site. Michael discussed this issue with Bill Purver and, with the assistance of the City of Victoria Archives, has prepared the document for the AABC web site. Michael will consult with Dave Chamberlin to create a procedure for creating updates for this name authority,.

7. Association of Canadian Archivists conference

Jane Turner and Jennifer Mohan described the recent ACA conference.

8. Disaster planning workshop

Jane Turner and Jennifer Mohan gave a presentation on disaster planning. Both had attended a disaster planning work shop in April and told members what they had learned. Their talk was accompanied by handouts illustrating the concepts presented.

9. General business

Mary Barlow asked about the status of the Manual for Small Archives. The AABC membership decided to discontinue publication of this Manual at the annual meeting at Revelstoke to. Michael instructed Regional Group members to write the AABC Executive if they disagreed with this decision.

10. Next Meeting

The group agreed to meet in approximately 4 months. It was agreed that the group should invite speakers to attend the next meetings. Names of suggested speakers include Bill Purver and Fran Gundry of the BC Archives.

Submitted by Michael Carter, Regional Representative South Vancouver Island Region

* * *

Archivia Enterprises

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A Guide to Archival Repositories in B.C.

by Bill Purver

GUIDE UPDATES

The following recent changes should be noted in the hardcopy version of *A Guide to Archival Repositories in British Columbia, 2nd Edition* published by the AABC in April, 1996. These changes have been updated on the Internet version of the *Guide* at: <<http://aabc.bc.ca/aabc/bcguide.html>>.

1. Fraser-Fort George Regional Museum

new contact name: Diane Daulton-Young , Manager – Collections and Research

new email address: diane@museum.princegeorge.com

new hours of operation: Monday-Friday, 9:00-5:00

new website address: <http://www.museum.princegeorge.com/>

2. City of Vancouver Archives

revised hours of operation: Monday-Friday, 9:00-17:00

3. Oliver and District Heritage Society

new email address: odhs@otvcablelan.net

4. Kitimat Centennial Museum

new contact name: Louise Avery

5. Victoria Medical Society Archives

new contact name: Marie Thomas , Executive Secretary

new hours: Monday-Thursday, 9:00-4:30 (by appointment only)

6. Revelstoke Museum and Archives

new name: (formerly Revelstoke Museum)

7. City of Surrey Archives

new name: (formerly Surrey Museum and Archives)

8. Cortes Island Museum and Archives

new contact name: Bonnie MacDonald

new mailing address: P.O. Box 111, Manson's Landing, B.C. V0P 1K0

new phone numbers: (250) 935-6340 ; (250) 935-6549

new acquisition policy/holdings summary:

Holdings relate to the history of Cortes Island and surrounding area including other islands. Holdings consist primarily of photographs.

9. Fort Steele Heritage Town Archives

new web site address: <http://www.fortsteele.bc.ca/info/archive.html>

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AABC Newsletter

Volume 9 No. 4 Fall 1999

Preservation and the World Wide Web

by Rosaleen Hill

The Internet has numerous preservation web sites. This annotated list will be expanded and updated on the AABC web site in the Preservation Service section.

CoOI – Conservation Online palimpsest.stanford.edu

The CoOI web site is one of the most useful and comprehensive preservation sites on the Web. It is a wonderful resource as it has a wide ranging subject heading section i.e. disaster planning, electronic media, mold etc; a section with mirrors to other sites such as the Western Association for Art Conservation (WAAC), the Abbey Newsletter (ABN), SOLINET; and the always valuable Consdist list archive. Mirror sites such as WAAC and the ABN post their newsletters on their sites - they are an invaluable source of information. Generally there is about a one-year holdback of newsletters. This site is like one-stop shopping!

www.vidipax.com

Jim Lidner's "Magnetic Media Restoration Headquarters" web site. Of particular interest is the Video Preservation Resources section where associations and professional groups are listed in addition to on-line research and preservation information. Also included here are articles on links to the National Film Preservation Board of the Library of Congress, Research Libraries Group and the Council of Library Resources.

Northeast Document Conservation Center www.nedcc.org

The Northeast Document Conservation Center has a terrific site. The "Publications" section of this site is a real bonus as most of NEDCC's technical leaflets including all those found in Preservation of Library and Archival Materials: a Manual are available.

Henry Wilhelm's site www.wilhelm-research.com

Henry Wilhelm, the author of The Permanence and Care of Color Photographs: Traditional and Digital Color Prints, Color Negatives, Slides and Motion Pictures, continues to pursue research in the colour photography and imaging field. Research results and updates can be found here. Currently, articles on cold storage for photographs and film and iris prints are highlighted.

Council on Library and Information Resources www.clir.org

In the "Publications" section of the CLIR site you can find the Preservation and Access Newsletter and CLIR reports. Reports such as publication 80 "Why Digitize?" and publication 69 "Digitization as a Method of Preservation?" offer food for thought with regard to the confusing world of digital preservation!

Arts, Crafts and Theatre Safety (ACTS) www.caseweb.com/acts/

Excellent site for health and safety issues. Topics of relevance to archives include the following datasheets: biological hazards, understanding the MSDS (materials safety data sheet), ventilation for art buildings. If you work with arts and crafts i.e. stained glass etc this is a site you should visit.

National Parks Service IPM www1.nature.nps.gov/wv/ipm/manual.htm

This is a great site offering copious amount of information about many common pests.

International Association of Paper Historians www.assiph.com

This is one of my favorite sits on the net. It has informative sections on paper museums, watermark classifications, paper history, research projects and IPH publications.

Conservation Catalogues are also found on the web. Only a few are highlighted here.

Conservation Resources International www.conservationresources.com

Conservation Resources has an on-line catalogue where orders can be placed. Other interesting sections include the "Hot News", "Technical Support" and "Novel Applications". MicroChamber paper is featured in the "Hot News" and "Novel Applications" sections.

Light Impressions www.lightimpressionsdirect.com

Light Impressions is primarily a photographic preservation on-line catalogue. The web site set-up is very easy to use and offers a picture of each product called up. It is a very easy site to navigate and easy to place orders.

Archivart www.archivart.com

University Products www.universityproducts.com

Two more on-line conservation catalogues. Products can be orders and catalogues can be request to be sent to you.

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