

# AABC Newsletter

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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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# AABC Newsletter

Volume 11 No. 4 Fall 2001

## Provincial Archival Funding Cut

As you are no doubt now aware, the Provincial Government in August announced the immediate elimination of funding for the BC Community Archives Grant Program. This decision was made well into the fiscal year and without warning or any discussion with the archival community. Obviously this decision impacts significantly on the ability of the AABC to deliver its services and also on individual repositories hoping to benefit from CAAP grants.

President Heather Gordon's letter on behalf of the Association (copied below) to the Honorable Sandy Santori expresses very eloquently the consequences of the Government's decision to withdraw support for the program. To date Heather's letter as well as those written by, or on behalf of, the archival community have gone unanswered.

The decision to eliminate entirely funding for the archival community is extremely difficult to comprehend. While certainly appreciating the difficult fiscal situation facing the province why would the Government choose to completely eliminate what amounts to an extremely modest but very critical investment in the preservation of the province's documentary heritage?

Having been personally involved in the development of the various programs sponsored by the AABC I can say unequivocally that these services have been and remain critical to the archival community and that they have been run very efficiently and represent an amazingly good 'bang for the buck'. Moreover, the funds invested by the Province have been used to match Federal funds coming to British Columbia.

For many years this province has been in the forefront of the development and delivery of services aimed at promoting an inclusive, effective and efficient provincial archival network. Although in all likelihood the Association will be able to sustain the bulk of its programs through the end of this fiscal year, it is unlikely that in the absence of provincial support they will be able to continue in the future. To lose such important services, not to mention the funding for grants to individual institutions, will certainly represent a significant blow to those who have worked so hard to preserve archival material throughout the province.

Although there is no indication that the Provincial Government is prepared to revisit the decision to eliminate support for the BC Community Archives Grant Program I would strongly urge institutions that have not already done so to write to Minister Santori. It is important that the Government be made to understand the consequences of this action.

Christopher Hives  
Newsletter Editor

\* \* \*

24 August 2001

The Honourable Sandy Santori

Minister of Management Services  
PO Box 9063  
STN PROV GOVT  
Victoria, BC V8W 9E2

Dear Mr. Santori:

RE: Elimination of Community Archives Grant Program

It was with great disappointment that I learned earlier this week of the decision to discontinue the BC Community Archives Grant Program. The elimination of this funding gravely affects not only numerous small archival programs and institutions across the Province, but also the work of the organization I represent, the Archives Association of British Columbia (AABC).

I am sure you are aware, from your discussions with the Provincial Archivist, of the vital role these programs play in the preservation of BC's documentary heritage and the contribution they have made to the cultural and economic life of countless local communities over the past decade or so.

One component of the program, the Community Archives Assistance Program (CAAP) makes funds directly available to archives and organizations wishing to establish community archives across the Province. While not huge sums – the average CAAP grant amounts to about \$3000 – these grants are often critical to the survival of these archival programs. The organizations receiving them are often small museums, historical societies or other non-profit organizations with extremely tight operating budgets, volunteer staff and volunteer management boards. For many of them, CAAP does not represent supplemental funding, it is the only funding that allows them the means to actually process archival material and make it available to the public. Without such funding, these small volunteer organizations will be hard pressed to continue to maintain their community's archival record in the community in which it was created (something this government, when in opposition, very much supported), and a critical component of local heritage and tourism will be lost.

The CAAP program, however, is only one component of the Community Archives Grant Program. The second, and arguably even more far reaching, is the Community Archives Advisory and Training Program (CAAT). The AABC uses CAAT funds to attract matching funding from the federal government through the Canadian Council of Archives. In turn, it is able to provide services that benefit and support archives across the Province. One need only examine the AABC's year end CAAT reports to see the number and variety of archives that benefit from our services: museum archives, church archives, Aboriginal archives, and hospital archives, to name a few.

Through its Education and Advisory Services program, the AABC provides educational opportunities, such as workshops and publications, and professional advice to small institutions which do not have the means to hire a professional archivist. Similarly, our Preservation Service provides professional conservation advice and training to such institutions, and offers assistance when these institutions find themselves dealing with real disasters such as fires and floods. Our Network Service involves the creation and maintenance of our online archival resources, including the BC Archival Union List (BCAUL), an online database which provides descriptions of archival collections held in over 170 provincial repositories. The BCAUL was the first of its kind in Canada, and has been adopted as a model by other provinces in the development of their own databases. It also has stood as the model for the recent development of the Canadian Archival Information Network, a database of descriptions of records held in archives across the country.

These are services that other provinces have recognized as being necessary in order to preserve the complete documentary heritage of their citizens. The alternative has been for each provincial archives to assume responsibility for these services, but most governments have realized that it is far more cost effective for the government to allocate a small amount of funds to its provincial volunteer archival association, which in return provides these services with extremely low administrative overhead. The other options, of course, are to either accept the records of local communities into the care and custody of the provincial archival institution or to stand by and see those records lost through lack of means to care for them.

The risk at which this decision has placed the province's documentary heritage dismays me as a professional archivist and as a citizen. But it also has placed me in a very difficult position as the president of the AABC. The programs funded by CAAT are cost shared equally between the province and the federal government, and CAAT funds make up half of each program's annual budget. Without provincial funding, we cannot meet our federal obligations and continue these programs. For months the AABC has anxiously been awaiting a decision on this year's CAAT funding, word that usually comes two months or so into our fiscal year. Hearing nothing, we had no choice but to continue our programs using the funds from our approved federal grants. We are now almost halfway through our fiscal year – federal grants have been approved and regular payments have been made. My executive committee and I are now facing some very difficult choices over the next few weeks as to what we do with our programs and how we meet our federal obligations.

I am particularly concerned that this decision was made so suddenly and seemingly without serious consultation or discussion with either the BC Archives or the archival community at large. It also seems to have been made independently of other heritage and cultural programs and agencies, all of which surely would have assisted in making a more informed decision.

From your response to my letter a few weeks ago regarding the need for archives legislation in BC, I know you understand and appreciate the role of community archives in this province. I also assure you I understand the new provincial government's commitment to fiscal responsibility. At the same time, I am sure you and your honourable colleagues understand the concept of "sound investment." The CAAT and CAAP programs provide enormous return for the amount of provincial funding allotted to them. I very much hope that the decision to terminate both will be revisited, and both programs reinstated. At the very least, I would hope that the government would recognize the serious financial difficulty in which it has placed the AABC by delaying a decision until this far into our fiscal year, and agree to assist us in meeting our federal obligations this year.

I look forward to hearing from you in the near future.

Sincerely,  
Heather M. Gordon  
President

\* \* \*

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PROUD MEMBER OF THE ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

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**Beyond Dried Flowers: Preserving Garden History**

Elizabeth Hyde \*

Writing this paper has enabled me to bring two sides of my life into the same focus; I was a gardener before I was an archivist and now that I am no longer working as an archivist, I'm still a gardener.

Gardening is in fact not unlike being an archivist; the two occupations have activities in common; You weed accessions, I weed flowerbeds,. I arrange plants; you arrange files; , you describe series; and I describe -- ah yes, just what do I, and my fellow gardeners describe? Because this is what we are considering this morning -- the records gardeners keep, where they are, what's in them and how does this help us to preserve garden history and how could we do this better. I shall not, in this distinguished and entirely-dedicated-to-the-preservation-of-records company, go into the question of why garden records should be preserved. But before we go any further there is one idea that I think I should lay to rest: the garden will not remain as either your monument or its own.

Only the gardens of immensely rich and enduring families -- the house of Windsor, the Cavendishes, or wealthy institutions, St John's College, Oxford, the various Physic Gardens, Kew, Wisley, may last. Private gardens, however, are another story: the late Archbishop Sexton's garden is a parking lot now, and a school playground. This slide shows Vern Ahier's garden, probably about the same date; they dumped an apartment building on most of that one. And even supposing that the developers don't get it, and your descendants manage to keep the brambles at bay, the very plants you loved and cherished, especially if you are a rock gardener, will change out of all recognition .... those dear little evergreens that looked so cute are twenty feet tall now, which substantially changes the outline of a rock garden.

So on to the written or pictorial record. First, the printed record. This is copious and extends in time from Roman times via Walafhrid Strabo in the ninth century, the nuns of Nun Cotam (late for Compline because they were tending their flowers -- unfortunately the Bishop's Visitation record doesn't say what flowers) in the fifteenth century, tulipmania in the seventeenth to the present day: books, seed catalogues, periodicals, weekly monthly, quarterly, they pour from the presses; I counted nine gardening magazines on the rack in the drugstore the other day. There is even, or was a Canadian Journal of Horticultural History. All this has its uses; if your researcher is trying to write a novel in which the crucial scene takes place in a garden in 1930 the heroine must not be found cultivating a patch of Man in the Moon marigolds, which did not make their appearance until the 1950s. And the young man who cuts my grass pointed out, the ads will tell you what mechanical aids were available at what date. But when it comes to the reality of what did happen, rather than what should have happened, then garden writers must be admitted to have a serious flaw: they are all inveterate optimists, incurable wishful thinkers. "The seeds will germinate" -oh yes? "Supplies of whatever may readily be obtained" Uh huh. "Cuttings may easily be rooted" Oh indeed? Believing them is like taking the pictures in Nurserymen's catalogues as a true representation of the flower they depict.

So setting aside the printed record, what is there out there, what's in it, and what do we wish was in it? Ending, since I've reached the age at which one experiences a strong impulse to tell people what to do, with a few recommendations to gardeners about what to record, and to archivists about what to keep.

The Federal and Provincial Governments support horticultural research stations where, no doubt, they keep meticulous

records, but experimental station records are a bit heavy duty for our purpose. Provincial governments maintain plantings at their parks, of a kind familiar to all those who visit the Provincial Archives, because there is one outside its front door -- what I would call conscientious and hard-wearing, comprising plants that are native to the Province and that will survive all summer even if it doesn't rain. .

Municipal governments at least in this area, garden colourfully and with enthusiasm. Vancouver has deposited its Board of Parks and Recreation records at the Vancouver City Archives, and amongst much other material there are landscape plans from 1912-1976; I haven't been able to look at these. Victoria City Archives has the Parks Supervisor's records -- his reports to the Council -- from the early 1930s to c.1970. What a fascinating read. The poignant story of the mysterious disappearance of no less than eight cygnets; the successful construction of a comfort station which was "much admired by others in the field of Parks Management". -Parks management it seems, involves more than garden history, but we get that as well: from the lists of plants donated by friends of the parks in the 1930s (very nice plants they were too) to 1957 when "the massing of thousands of flowers in solid displays of colour created a great deal of interest from passing motorists". Saanich has some superb herbaceous borders, but according to my informant, not much record of how they have developed.

Moving on to other institutions; both UBC and UVic have university gardens and both have deposited their records in the appropriate archives. Looking at these led me to the melancholy conclusion that any garden run by a Committee is apt to generate about 19 files of spirited discussion, in correspondence and Minutes, about who is responsible for what, to one file of landscape plans and plant lists. UVic does have some rather charming notebooks -- the kind that have tables of weights and measures and the endings of Latin declensions in the back cover -- with handwritten lists of plants with their qualities and requirements, but I was not sure that they referred to the UVic gardens. They also have a list of where every single rhodo in the gardens came from. And excellent planting plans.

Garden Societies. I inquired around a bit. The Victoria Horticultural Society has very properly deposited their records at the Victoria City Archives, and I spent a happy couple of mornings with them.. The Rock and Alpine Garden Society has four bankers boxes in storage. Both these suffer to some extent from the same problem as University archives -- a superabundance of Minutes On the other hand VHS has records of which garden won the Best Garden Prize that they offer, from the mid-1920s up to quite recently, (though as we have already seen the garden is no record of its earlier self). They have all their Show catalogues -what classes increased, which were dropped, which subdivided- an interesting guide to gardening tastes, and an almost complete series of their Garden Notes that are sent out each month. (These are rather "garden writing" -see above- than garden records.)

The Vancouver Island Rock and Alpine Garden Society (VIRAGS) has three items of interest: the slide library, which has pictures not only of notable gardeners, but also general garden views and close-ups of individual plants; also a hand-written list by Doris Page from 1969-1971 of all the plants then being grown by members; and the Parlour Show records. These last are useful because they say what plants were being grown by whom, though quite a lot of them were clearly Alpine House rather than garden plants.

Which brings us to private gardens and their records if any. Perhaps I should have put Butcharts Garden under institutional gardens, but when I ventured to inquire about what archives they had I was told very firmly that this is a private family archive. But then I went out there one cold day in March and found an "historical exhibit" in the lovely warm living rooms of the old Butchart house. There were, it is true, a lot of photos of the cement works, but there were also photos of the garden being made, lists of plants to be ordered for the garden, and notes on the plants in the garden, which suggests that there is a lot more there for the right person to see. One thing it made me realise was what an immense boon colour photography has been to garden records; the cement works come out well in black and white, the evergreens look ok, but what, oh what flower do these little white blobs represent?

Royal Roads, now University, but the private garden of Hatley Castle when the grounds were laid out, has many records of the original gardens: landscape plans of the Italian Garden, planting plans for the first Japanese garden, and their present head gardener is a descendant of the original gardener, though he might not be pleased to be thought of as archival.

Point Ellice House, the most outstanding private garden archive in Victoria, we shall hear about from Mr Hume. But

the average private garden, what can we hope for in the way of records from them? The provincial Archives has a gem: 4 pages and an envelope; it's a purchase order c.1930 for alpine plants for what must have been an immense rock garden, twenty four hundred plants, on W. Saanich Road, but this, and the owner's name, Major W. H. Parr, is all we know about this garden.

Most gardeners do in fact create records, but do they keep them? I knew a man who kept meticulous seed records -- How many, where from, what planting mix, but when I wanted to borrow these to show you, he said "Oh those, I destroyed them; I found I never looked at them." Is this what happens to most gardeners' records?

I suspect that what is most likely to survive is the collection of photographs, but these too have their shortcomings; yes, that's a dianthus, but what's this? If you are close enough to identify the plant, you can't see where it is in the garden; if the shape of the garden is clear, what are those little pink blobs?

So what do we need? Planting plans, seed lists, nursery orders, planting plans revisited five years later (Oh dear, what became of that?) and photos, both close ups and general views. Keep a garden Journal. Record changes to your planting plans. Save your seed lists, especially the ones that actually came up. Take pictures of your triumphs. Take pictures from the same place year after year. Indoctrinate your heirs with the necessity of preserving all this. If possible, teach them to be gardeners, it's the kindest thing you can do for them.

And should your archives receive an accession full of lists of Latin names of plants, please, please, don't throw them out.

\* Dr. Elizabeth Hyde began her career as a medieval historian but got distracted along the way by her garden. She found looking after the Anglican Diocese of B.C. Archives in Victoria to be a happy compromise.

\* \* \*

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## Message from the President

By now all of you are well aware of the decision to cancel the BC Community Archives Program. Not only did this decision affect numerous archival institutions across the province by way of canceling their 2001 Community Archives Assistance Program (CAAP) grants, it directly affected the AABC in that it cancelled the Community Archives Advisory and Training Program (CAAT) from which the AABC receives half its service program funding.

The AABC's 2001 CAAT grant totalled \$101,170, approximately \$85,000 of which was designated as matching funding for the AABC's Canadian Council of Archives (CCA) grants for its BC Preservation Service, BC Education and Advisory Service and BC Archival Network Service programs. The remaining \$15,000 was earmarked for Archives Week, the Newsletter and regional development.

The AABC was informed of this decision by way of a letter from the Provincial Archivist on August 20. In the hope that public outcry would result in the reversal of the decision, announcements were made on archives-bc and arcan-1 and a letter was sent to members asking them to write the Minister of Management Services, as well as the local press, regarding the value of CAAP and CAAT funding. I also sent an official AABC response to the Minister and a copy of that letter is included in this issue of the Newsletter. The AABC's Public Awareness, Advocacy and Legislation Committee (PAAL) also is encouraging archives across the province to write letters of support.

As I write this in mid-September, there is a tiny glimmer of hope that our letter writing campaign may have some affect and that at least some of the funding may be restored or at least made available for this year. This is, however, by no means certain, and it is entirely likely that the decision to cancel the CAAP and CAAT programs will stand. Indeed, it may be merely the first of several severe cuts to the culture and heritage sectors in British Columbia.

If provincial funding is not restored, what does this mean for the AABC?

First of all, I must state that this funding cut does not signal the end of the AABC as a valuable organization for its members or a vibrant and respected voice in the archival community. I rather fear that some members are under the impression that because of the cut, the AABC has nothing left to offer and is silently folding its tents. Rest assured, the Association will continue to provide such core services as its Newsletter, its conferences and as many sponsored workshops as possible, and it will continue to play its traditional role in the adjudication of CCA grants. It also will continue, as long as possible, to offer its Preservation Service, Education and Advisory Service and Archival Network Service programs, although it certainly will have to re-examine the way in which these programs are funded, the audience they serve, and their role within the overall goals and objectives of a provincial archival association.

In response to the cut, the AABC Executive, with input from its committee chairs and contractors, has revised the Association's general fund and program budgets. An early review of finances made it clear that the best course of action would be to try to get through the rest of the year: almost halfway through the current fiscal, the AABC has already spent approximately \$50,000 in CCA funds and \$30,000 of its own resources on its three main programs as it waited for approval of provincial funding. Fortunately, thanks to its reserves, a vicious slashing of the current year's general fund budget and the cooperation and understanding of the CCA (in allowing us to revisit our grant application

budgets), the AABC will be able to continue its three main programs until the end of the fiscal year on March 31, 2002 with only a small reduction in program service.

However (and this is the bad news), without the restoration of provincial funding or the discovery of new sources of revenue and/or major restructuring of its CCA grant applications, the AABC will not be able to continue its Preservation Service or Education and Advisory Service programs beyond March 31, 2002. Additionally, if Canadian Archival Information Network (CAIN) funding is delayed or not made available, the Archival Network Service Program, which maintains the BC Archival Union List and other network resources, also will not continue.

All three AABC programs have had reductions made to their communications, travel and office supplies budgets. In the case of the BC Preservation Service and BC Education and Advisory Service, each program has had to cancel one long distance set of site visits. With regard to Archives Week, PAAL is continuing with plans to have the third week of November proclaimed as Archives Week in BC, and will be encouraging all archival institutions to use the week to promote their institutions and the importance and value of archives. The AABC will not, however, be producing an Archives Week poster, as the funding for this was part of the AABC's CAAT application. The AABC also will not be able to hold its spring strategic planning session, a February meeting attended by the Executive, Committee Chairs and Regional Representatives. Part of the funding for this came from the AABC's CAAT grant, as did the funding for some general regional activities. The general fund budget (including all committee expenses) also has been dramatically reduced, but funding has been allocated for the production of the remaining two issues of the Newsletter (of which this is one) and the membership directory.

On a happy financial note, the results of the AABC's year-end financial review were received in late August. The statements are basically the same as those presented at the AGM with the exception that they now capitalize our assets (a couple of dataloggers and the servers that house the BCAUL and our other network resources) to show depreciation and show our GST refund as revenue. The Treasurer will submit the statements to the next newsletter, but in the meantime they are available to any member upon request.

And on a personal note, my sincere thanks to the last two executives for their sound financial management, in particular Chris Hives, Jane Turner and Lynne Waller. Thanks also to Karen Blimkie, the AABC's financial manager, for her superb professional accounting skills; to the current Executive members for their support over the last few weeks; to those members and colleagues who have written letters of support; and to Bill, Rosaleen and Jan for their patience, understanding and advice.

\* \* \*

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# AABC Newsletter

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## AABC Executive Minutes

### Meeting Minutes: 18 June 2001

Executive of the Archives Association of British Columbia  
City Hall, City of Richmond

#### 1. Approval of Agenda

Meeting was called to order at 12:30 pm.

#### 2. Approval of Minutes of February 2, 2001 and March 23, 2001 Meetings

Dovelle Buie moved and Heather Gordon seconded approval of the meeting minutes from February 2, 2001 and March 23, 2001. Motion was carried.

**Action:** Dovelle Buie will send the minutes to Bill for posting on the AABC's web-site.

#### 3. Business Arising

#### 4. Committee Membership Approval

Heather Gordon presented an outline to the Executive of the proposed membership on Standing and Ad Hoc Committees. Heather Gordon also clarified the roles of some of the Committees, including the role of the CAIN Coordinator as opposed to the CAIN Committee.

##### Standing Committees

AABC Constitution and By-laws Committee -- Wendy Hunt ([whunt@bcma.bc.ca](mailto:whunt@bcma.bc.ca))

Members: TBA

Liaison: Dovelle Buie

Education Committee -- Linda Wills ([lwills@vernon.museum.bc.ca](mailto:lwills@vernon.museum.bc.ca))

Members: Wendy Hunt

Patti O'Byrne

Jane Turner

Val Billesberger (on call for special projects)

Jana Buhlmann (on call for special projects)

Contractor: Janet Turner

Liaison: Michelle Barroca

Grants Committee -- Laura Cheadle ([l.cheadle@home.com](mailto:l.cheadle@home.com))

Members: Ann Carroll

Frances Fournier  
Chris Hives  
Wendy Hunt  
Christine O'Donnell  
Liaison: Laura Cheadle

Membership Committee -- Dovel Buie ([dbuie@city.richmond.bc.ca](mailto:dbuie@city.richmond.bc.ca))  
Members: Marnie Burnham (on call for consultation & special projects)  
Marta Maftai  
Jennifer Roberts  
Marie-Helene Robitaille  
Liaison: Dovel Buie

Nominations and Elections Committee – TBA

### **Ad Hoc Committees**

BC Archival Preservation Service Committee -- Dorothy Lawson ([dlawson@direct.ca](mailto:dlawson@direct.ca))  
Members: TBA  
Contractor: Rosaleen Hill  
Liaison : Christine O'Donnell

Finance Committee -- Carrie Eirene Stevenson ([stevensoncarrie@hotmail.com](mailto:stevensoncarrie@hotmail.com))  
Members: Chris Hives  
Jane Turner  
Lynne Waller  
Contractor: Karen Blimkie  
Liaison: Carrie Eirene Stevenson

Institutional Standards Committee -- Jane Turner ([jturner@uvic.ca](mailto:jturner@uvic.ca))  
Members: Fran Gundry  
Mickey King  
Liaison: Heather Gordon

Internet Committee -- Heather ([hgordon@city.coquitlam.bc.ca](mailto:hgordon@city.coquitlam.bc.ca))

Members: Ann Carroll  
Marnie Burnham  
Joan Cowan  
Christine Meutzner  
Erwin Wodarczak  
Leslie Field (ex-officio)  
Chris Hives (ex-officio)  
Contractor: Bill Purver  
Liaison: Heather Gordon

Public Awareness, Advocacy & Legislation -- Peter Johnson ([PNJohnson@city.surrey.bc.ca](mailto:PNJohnson@city.surrey.bc.ca))  
Members: Richard Dancy  
Jane Turner (for Archives Week)  
Others TBA  
Liaison: Carrie Eirene Stevenson

Newsletter Editorial Board -- Chris Hives ([chives@interchange.ubc.ca](mailto:chives@interchange.ubc.ca))  
Members: TBA  
Liaison: Michelle Barroca

BC CAIN Coordinator:  
Ann Carroll

Regional Representatives Liaison BC:  
Christine O'Donnell

Heather Gordon asked for the Executive liaison members to contact the Committee they are representing to inform them of the Executive meeting schedule (see Section 8.1 in these minutes).

**Action:** The members of the Executive will contact the Chair(s) of the Committees that they are liaison with to let them know they are their Executive contact person and to also outline for them the Executive's 2001/02 meeting schedule.

The President stressed the need to ensure that Committee reports are submitted in time for the Executive meeting - preferably prior to the meeting date to allow for review time.

Carrie Stevenson moved and Michelle Barroca seconded acceptance of the Committee membership for 2001/2002. All were in favour.

## 5. President's Report

Heather Gordon, President, thanked the new members of the Executive and those returning members for agreeing to sit on the AABC Executive. Heather Gordon gave a summary of issues from the 2000/01 membership year.

Heather Gordon reported on the ACA and the Council of President's meeting. She discussed what each of the provincial associations are doing in terms of programs as well as how they plan to spend their portion of the CAIN funding.

Heather Gordon reiterated that the Association of Canadian Archivists (ACA) will be holding their annual conference in Vancouver. The AABC may have an opportunity to be involved in the workshops. In terms of the Conference in 2003, Heather Gordon will get some clarification from Chief Ron Ignace in terms of Kamloops' offer to host a conference.

**Action:** Heather Gordon will contact Chief Ron Ignace to get further information regarding Kamloops' offer to host the 2003 conference.

**Action:** Heather Gordon will fax a call for papers to the Committee chairs for presentations/workshops at the ACA 2002 Conference.

**Action:** Carrie Stevenson will work with the Finance Committee to examine ways to help subsidize AABC members to enable them to also be able to go to the ACA 2002 Conference in Vancouver.

The President reviewed the three programs of the AABC. The BC Archival Preservation Service, the BC Archival Education and Advisory Service, and the BC Archival Network Service.

The President reviewed the funding structures for the AABC and stated that the AABC is in good financial shape - thanks in large part to the work of Lynne Waller, former Treasurer, and the Finance Committee. The Executive was also informed that a 5 per cent administrative fee is taken off each of the programs that has enabled the AABC to hire a Financial Manager. Heather Gordon explained that the programs and services of the AABC are funded jointly through the Canadian Council of Archives (CCA) and CAAT funding from the province of British Columbia. The President reported that the CCA has sent their grant money and that it should be received soon. In terms of the funding from CAAT, Heather Gordon explained that we are waiting for approval from the new Minister of Management Services. As of June 18th, the AABC does not have a cash flow problem. The Honourable Sandy Santori is the new Minister of Management Services.

The President stated that first quarterly reports from the three programs (Preservation Service, Education and Advisory Service, and Network Service) are due at the end of June. Heather Gordon will be contacting the Committee chairs. The committee reports will go to Heather Gordon, President, and then the reports are forwarded on to the BC Archives.

Heather Gordon asked the Executive to start to think about the direction of the AABC and CAIN funding for year 3 and what we want for the AABC in terms of funding.

Heather Gordon reported that Patti O'Byrne, part-time Education and Advisory Archivist, had developed an "Introduction to Database" course that was taught at the 2001 AABC Conference. Dovel Buie moved and Carrie Stevenson seconded that the course be purchased from Patti O'Byrne. Motion was carried.

## **6. Treasurer's Report**

Carrie Stevenson, Treasurer, reported on the Financial Statements of the AABC.

Carrie commented on the heavy workload of the Treasurer.

**Action:** Dovel Buie will ask Wendy Hunt, Chair of AABC Constitution and By-laws Committee to see about the feasibility of changing the Executive terms to one year commitments.

Carrie reported that she had met with Lynne Waller, AABC Treasurer from 1999 to 2001. They met, along with Karen Blimkie, the AABC's Financial Manager, on May 17, 2001. Carrie reported that the AABC may need to pay Karen Blimkie, here and there, for some more work on the AABC's financial books.

Carrie Stevenson reported that the AABC has received a GST rebate (\$7,000.00) and that the AABC needs to determine an appropriate means in which to spend these funds. Gary Mitchell, BC's Provincial Archivist, has given confirmation via e-mail on March 3, 2001 that the AABC can spend the surplus in a way that is seen to be appropriate by the AABC.

**Action:** Carrie will arrange to have a simplified guidelines available for the Executive to discuss and review - in terms of spending the surplus.

The Treasurer reported that Karen Blimkie has met with the company, Evancic Perrault, who are doing a full audit of the AABC for this coming year.

The Treasurer discussed the process for members applying for travel subsidies. There have been some problems as there are not any clear guidelines on what can be claimed in terms of travel subsidies. The subsidy form could be made clearer.

Carrie Stevenson reported that the signing authority with HSBC has been arranged for Heather Gordon and Michelle Barroca.

Carrie Stevenson discussed the AABC's 2001/02 budget. Laura Cheadle moved and Michelle Barroca seconded approval of the 2001/02 AABC budget. Motion was carried.

## **7. Committee and Program Reports**

### **7.1 Education Committee**

No news -- other than was already reported on under the President's report.

### **7.2 Grants Committee**

Laura Cheadle, Institutional Member-At-Large, reported on the Grants Committee and the CCA grants. A summary will be submitted to the newsletter and also addressed at the next Executive meeting

### 7.3 Membership Committee

Dovelle Buie, Secretary, reported that the Membership Committee will be meeting on Thursday June 21, 2001.

Dovelle Buie arranged to have information sent to the Financial Manager, Karen Blimkie, concerning membership for the 2001/02 financial audit/review.

The Secretary reported that she has been processing the membership renewals for the 2001-2002 membership year. To date, the membership numbers are as follows:

Institutional 88 (down 22 / was 110\*)

Associate Institutional 26 (down 13 / was 39\*)

Sustaining 6 (down 4 / was 10\*)

Individual 60 (down 54 / was 114\*)

Student/Volunteer 31 (up 8 / was 23\*)

Honorary Life 7 (up 1 member\*)

***TOTAL 218 \*Total Difference = 84***

(\*Difference since AGM Membership Report - March 2001)

Receipts for those members who have renewed will be sent out with the up-coming newsletter. For those who have not renewed their membership, renewal reminder notices will also be sent out with the newsletter. Approximately 100 renewal reminder notices will be sent. Dovelle Buie informed the Executive that some members have misinterpreted the "student/volunteer" category to be a category for Institutions who are operated by volunteers. Two Institutional members have made this error and have been contacted.

Dovelle Buie also reported that there have been six requests for information concerning Institutional membership with the AABC and one concerning individual membership. Dovelle Buie has responded to the requests; some will apply for Associate Institutional membership with the AABC and others are working on submitting a Institutional Membership application for their organization.

Jane Turner has been in contact with the Membership Committee asking for a member to sit on the Institutional Standards Committee. The Secretary reported that she is hoping to get a volunteer for this role at the Membership Committee's meeting on June 21, 2001.

Application Form for Institutional Membership is now available to be sent to those interested to apply in electronic format (Word 97 file). Interested parties are asked to continue to contact Dovelle Buie (Secretary and Chair of the Membership Committee).

### 7.4 Conference Program Committee

Heather Gordon reported on the 2001 Conference in Victoria. The Conference was a great success - with 122 attendees. Dovelle Buie will work with Jennifer Mohan, Chair of the 2001 AABC Conference, to finalize the necessary changes needed for the AABC Conference Database.

### 7.5 Internet Committee

Heather Gordon reported that Pat Gemmill has continued to work on the AABC's web-site design and review. The President reported that another photo contest will be underway to join together the AABC web-site with the BCAUL portion of the web-site.

Heather Gordon moved and Michelle Barocca seconded to approve to spend up to \$2,500.00 (including taxes) on the web-site review, pending approval of the CAAT grant money. Motion was carried.

The Executive discussed the text for the main web-site portal to the AABC and BCAIN:

*For the AABC:*

*The voice of archivists and archival institutions across the province. The Association provides educational opportunities and advisory services, coordinates grant programs, and undertakes projects to promote and strengthen a provincial archival network.*

*For BCAIN:*

*A gateway to archives and archival resources in BC. The Network provides access to archival descriptions on the BC Archival Union List, information about archival institutions and links to web sites, virtual displays, and online historical photograph databases maintained by archives around the province.*

Heather Gordon asked the Executive to review the text and give feedback at the next Executive meeting scheduled for September.

## **7.6 BC Archival Preservation Service Committee**

Heather Gordon stressed that the BC Archival Preservation Service Committee is meeting today - June 18th.

## **7.7 Institutional Standards Committee**

No decisions need to be made today concerning Institutional Standards in the Province. Jane Turner will have information to report to the Executive in September.

## **7.8 Public Awareness Advocacy & Legislation Committee**

The President discussed Archives Week 2001. The Communications Grant has not been approved yet. Jane Turner has contacted Heather Gordon with details regarding the time-line for Archives Week, including the selection of an image for the poster. Jane Turner will be reporting in September on the progress with Archives Week 2001.

Laura Cheadle moved and Christine O'Donnell seconded the contract with Emyrs Miller be signed. Emyrs Miller will, by October 1, 2001, produce a 18 x 24 inch colour poster, 1,900 copies of printed posters, and submit a digital version for addition to the AABC's web-site. Motion was carried.

## **7.9 Newsletter Editorial Board**

Heather Gordon reported that the Newsletter Editor is looking for membership for on the Editorial Review Board. Deadline for the AABC newsletter was last Friday June 15<sup>th</sup>. The newsletter will be mailed or e-mailed to the membership by the end of the month.

## **8. Other Business**

### **8.1 2001-2002 Executive Committee Meeting Schedule**

Monday, September 10, 2001 (10:00 am to 1:00 pm)

Monday, November 5, 2001 (12:30 pm to 4:00 pm)

Monday, December 10, 2001 (12:30 pm to 4:00 pm)

Saturday, February 2, 2002 (1:00 pm to 4:00 pm)

Monday, March 18, 2002 (12:30 pm to 4:00 pm)

Monday, May 6, 2002 (12:30 pm to 4:00 pm)

**Action:** Heather will e-mail the schedule to the chairs of the various Committees.

## **9. Adjournment**

Meeting was adjourned at 4:30 pm.

Next meeting will be on September 10, 2001 at the City Hall / City of Coquitlam.

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## British Columbia Archival Network News

### New Look Coming for AABC's Web Resources

A new look for the AABC's online resources will be launched this fall. Changes will improve navigation on the site and will provide for a more contemporary web feel and appearance.

To simplify access to the many resources presently housed on the AABC server, two distinct sites are being designed. The AABC site will incorporate all present resources created for its members, other archivists and supporters of archives in the province. A new British Columbia Archival Information Network (BCAIN) site will bring together resources maintained by the AABC on behalf of the archival community which are of interest to all users of archives. These resources include the BC Archival Union List, the online Guide to Archival Repositories in BC, and various annotated "portal" pages providing links to web sites of archives in the province, to online historical photograph resources, to virtual exhibits, and to other selected sites on the Internet.

The AABC's Internet Committee is now putting the finishing touches on the AABC site, while the BC Archival Network Service Coordinator is finishing the redesign of the new BC Archival Information Network site. Expect an announcement of the launch soon.

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### New and Notable on the Web

#### 1. Vancouver Public Library Historical Photographs Database

This growing database contains several thousand textual descriptions and photographs of Vancouver covering the period 1910 to 1944 by the photographer Leonard Frank. The database can be accessed at:

[www.vpl.vancouver.bc.ca/branches/LibrarySquare/spe/photos/photoagree.html](http://www.vpl.vancouver.bc.ca/branches/LibrarySquare/spe/photos/photoagree.html)

#### 2. Whistler Museum and Archives -- Pioneer Photographs from the Myrtle Philip Collection

Impressive web exhibit with thematic galleries of photographs depicting Myrtle Philip, a founding pioneer of Whistler, B.C., and many aspects of pioneer life in the Whistler area. The exhibit can be accessed at:

[collections.ic.gc.ca/myrtlephilip](http://collections.ic.gc.ca/myrtlephilip)

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### British Columbia Archival Union List -- New Descriptions on the Database

Archives in the province are reminded that new and revised BCAUL descriptions should be submitted to the BC Archival Network Service Program. For more information on the various ways submissions can be made, people are asked to contact Bill Purver, BCANS Coordinator, by phone (604-876-9150), by fax (604-876-9850) or by email ([bpurver@aacbc.ca](mailto:bpurver@aacbc.ca)).

The following are new or revised descriptions recently submitted and added to the *British Columbia Archival Union List* at [aabc.bc.ca/aabc/bcaul.html](http://aabc.bc.ca/aabc/bcaul.html):

### **British Columbia Medical Association Archives:**

British Columbia Anaesthetist's Society fonds  
British Columbia Osteopathic Association fonds  
British Columbia Psychiatric Association fonds  
Vancouver General Hospital collection  
Dr. P.A. McLennan fonds  
Dr. William F. Drysdale fonds  
Dr. J.H. MacDermot fonds

### **City of Vancouver Archives:**

Greater Vancouver Regional District fonds  
Canadian Pacific Railway Company fonds  
Major Matthews collection  
Phoebe Smith fonds  
Yvonne Firkins fonds  
John Francis Bursill fonds  
Frank Woodside fonds  
Mabel Kirk fonds  
James Yale fonds  
Sheet Metal Workers' International Association, Local 280 fonds  
Vancouver Natural History Society fonds  
Pearl Steen fonds  
Vancouver Poetry Society fonds  
Community Arts Council of Vancouver fonds  
Terminal City Club fonds  
Henry Whittaker fonds  
Chamber of Shipping of British Columbia fonds  
Vancouver General Hospital fonds  
British Columbia Electric Railway Company fonds  
British Columbia Wharf Operators' Association fonds  
Architectural Institute of British Columbia fonds  
Vancouver Festival Society fonds  
International Longshoremen's and Warehousemen's Union, Local 501 fonds  
Native Sons of British Columbia, Vancouver Post No. 2 fonds  
Hubert Lindsay Cadieux fonds  
United Nations Conference on Human Settlements fonds  
Anne Angus fonds  
Harold Merilees fonds  
McQueen family fonds  
Vancouver Women's School for Citizenship fonds  
Sidney Williams fonds  
British Columbia Underwriters' Association fonds  
Sectional Map and Street Directory Company fonds  
Central City Mission fonds  
Rosemary Club fonds  
C. Gardner Johnson Limited fonds  
Leon Ladner fonds  
Rotary Club of Vancouver fonds  
Hotel, Restaurant and Culinary Employees and Bartenders Union, Local 40 fonds  
St. John the Evangelist Church fonds  
George Vancouver collection  
Knights of Pythias, Mount Pleasant Lodge No. 11 fonds

Vancouver Girls' Corner Club fonds  
Women's Christian Temperance Union, Uneeda Branch fonds  
Vancouver (Burrard) Lions Club fonds  
Margery Wade collection  
Vancouver Business and Professional Women's Club fonds  
Howard Green fonds  
Canadian Society for Asian Arts fonds  
Bloomfield family fonds  
British Columbia Children's Hospital fonds  
Canadian Arthritis and Rheumatism Society B.C. Division fonds  
Vancouver Board of Trade fonds  
Fraser Valley Milk Producers' Association fonds  
Gordon Brown fonds  
Walter Hamilton fonds  
Strathcona Property Owners and Tenants Association fonds  
S.J. Thompson fonds  
Elizabeth Walker fonds  
Hastings family fonds  
William Ferris fonds  
Robert Cuthbert fonds  
Alan Morley fonds  
Vancouver Museums and Planetarium Association fonds  
Nicholas Russell fonds  
Jack Lindsay Ltd. fonds  
Irma Gordon fonds  
Coastwise Operators' Association of B.C. fonds  
Rogers family fonds  
Native Sons of British Columbia fonds  
William Walker Fraser family fonds  
Paul B. Ohannesian fonds  
Sculpture Symposium Society of British Columbia fonds  
Sculptors' Society of British Columbia fonds  
J.P. Matheson and Son fonds  
Margaret Mitchell fonds  
Evelyn MacKechnie fonds  
Vancouver Rowing Club fonds  
O.B. Allan Ltd. fonds  
Nelson Bottling Works Ltd. fonds  
Vancouver Junior Chamber of Commerce fonds  
Frederick Davies fonds  
Queen Charlotte Apartments fonds  
Shakespeare Society of Vancouver fonds

### **City of Victoria Archives:**

Women's Canadian Club of Victoria fonds

### **Simon Fraser University Archives:**

Thelma Finlayson fonds  
Society of Canadian Women in Science and Technology fonds  
Simon Fraser Student Society Women's Centre fonds  
Apiculture (Beekeeping) collection  
British Columbia Honey Producers' Association fonds  
British Columbia Student Federation fonds

### **South Peace Historical Society Archives:**

Dawson Creek Athletic Association fonds  
F.E. (Butch) Webb fonds  
Peace River Rural School District fonds  
West Saskatoon Farmers' Institute fonds  
Agnes Morrison fonds

## **University of British Columbia Library Special Collections:**

Alan Butterworth Plaunt fonds  
Joan Sawicki fonds  
A. Alexis Alvey fonds

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## **Guide to Archival Repositories in British Columbia -- Recent Updates**

The following is information recently updated on the AABC's online directory, *A Guide to Archival Repositories in British Columbia* ([aabc.bc.ca/aabc/bcguide.html](http://aabc.bc.ca/aabc/bcguide.html)):

### **1) South Peace Historical Society Archives**

New hours of operation: Tuesdays and Thursdays, 1:30-3:30 and by appointment

### **2) Chilliwack Archives**

New email address: [Kelly.Harms@Chilliwack.museum.bc.ca](mailto:Kelly.Harms@Chilliwack.museum.bc.ca)

### **3) North Pacific Cannery Village Museum**

New fax number: (250) 628-3540

New web site: [www.district.portedward.bc.ca/northpacific/default.htm](http://www.district.portedward.bc.ca/northpacific/default.htm)

### **4) Campbell River Museum and Archives**

Updated web address: [www.crmuseum.ca/archives/](http://www.crmuseum.ca/archives/)

### **5) Penticton Museum and Archives**

New web site: [www.city.penticton.bc.ca/cityhall/parks\\_rec/archives.htm](http://www.city.penticton.bc.ca/cityhall/parks_rec/archives.htm)

### **6) Revelstoke Railway Museum**

New email address: [railway@telus.net](mailto:railway@telus.net)

### **7) Arrow Lakes Historical Society Archives**

New email address: [alhs@columbiacable.net](mailto:alhs@columbiacable.net)

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## **British Columbia Archival Network Service - Contact Information**

Archives or archivists wishing to submit new information for any of the AABC's web resources, including new or revised descriptions for the *BC Archival Union List* and the online *Guide to Archival Repositories in BC*, should contact Bill Purver at the BC Archival Network Service program (Phone: 604-876-9150 ; Fax: 604-876-9850 ; Email: [bpurver@aabc.bc.ca](mailto:bpurver@aabc.bc.ca)).

For more information about the program, including project reports, people are asked to consult the BC Archival Network Service homepage at [aabc.bc.ca/aabc/bcans.html](http://aabc.bc.ca/aabc/bcans.html).

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# AABC Newsletter

Volume 11 No. 4 Fall 2001

## BC Archival Education and Advisory Service

### Community Archives Education and Advisory Program

The recent news about cuts to program funding to the AABC have certainly shifted our sense of 'what's happening' in B.C.'s archives community. Despite that, we have daily proof of the value of the services we offer. New archival repositories are springing up, needing courses for staff and volunteers, preservation advice, assistance making holdings accessible through the internet; these include the Unitarian Fellowship in Powell River, and the Rick Hansen Institute at UBC. In particular, the advisory service assists newly established archives to begin, at the beginning, to base their policies and practices on accepted archival standards, to qualify for institutional membership in the AABC.

In this vein, it is good at this time to recall exciting successful initiatives. During the summer, I had the very great pleasure of presenting our "Introduction to Archival Practice" course to a class of 26 First Nations students, as part of the first ever "First Nations Information Workers Summer Institute". The Institute was the result of a "Back to the Future" forum held by the B.C. Library Association's First Nations Interest Group in November, 2000. In February, 2001, a committee composed of representatives of the UBC First Nations House of Learning, SLAIS, Langara College, UNBC, the University College of the Fraser Valley, the Union of B.C. Indian Chiefs, the Public Library Services Branch, and, latterly, the AABC, began meeting to plan both the Summer Institute, and long-term goals.

The 10-day Institute offered three introductory courses, on cataloguing, archives, and mapping. It was clear, from discussion arising in my own course, that the students are dealing with very mixed holdings in their own communities, including current records, photocopies of materials in distant church and government archives, oral history recordings on audio and video-tape, museum materials, and library holdings. For many, the demands of managing current records in emerging self-government offices overwhelm available staff. I felt the most pressing goal for the course was to make clear the distinguishing characteristics of archival material, and to provide an overview of all the elements of the management of archives. Of the 26 students, four were currently members of the AABC; the other 22 represent repositories in the process of getting going, potential members for the future, all very much in need of AABC support. On the last day of the Institute, I attended a wrap-up evaluation session, and hopes for another summer Institute to be held next summer, possibly in Prince George, were discussed. It was clear there is a pressing need for both Records Management, and Principles of Conservation training, and it is likely an effort will be made to include such courses in next year's offering.

I have asked to be included, on behalf of the AABC, in the ongoing meetings of the First Nations Interest Group. The long-term goal for the group is to provide, through Institute's, Distance Education, and flexible Community College programs, a program for certification of First Nations Information Workers. To that end, the committee is developing curriculum lists based on existing Library Technician programs at UCFV and Langara College. I will report on the progress of this committee as there is news to share.

As regards our regular course offerings, our schedule goes ahead unaffected for this year. It will be increasingly necessary that courses generate enough revenue to cover the associated costs, as they currently do for sponsored workshops. Good registration levels will ensure that courses can go ahead. Here follow the courses confirmed so far.

# Community Archives Education Program:

## Course Descriptions – 2001-2002

Mini introduction / Arrangement and description - Three-day

**October 18-20, 2001 Vernon**

Registration Deadline: 27 September 2001

Review the basic archival principles and functions, and understand the concepts and practice of arrangement and description in detail. Participants will be introduced to the CCA Rules of Archival Description (RAD) as the descriptive standard to be met in either paper or computer-based format. Workshop exercises provide hands-on experience in preparing archival collections for public access. The preparation of inventories and basic finding aids is also introduced.

**Instructor: Patti O'Byrne**

**Sponsored by Okanagan region**

Archival Management of photographs

**November 16 & 17, 2001 Mission Archives**

Registration Deadline: 26 October 2001

This new two-day workshop revisits the underlying principles of archives as they apply to photographic holdings. The course combines lecture, discussion, and hands-on exercises to survey the archival functions - appraisal and acquisition, accessioning, arrangement and description, reference and outreach - focusing on the special needs of photographs. The description portion offers ample opportunity to practice the Rules for Archival Description at fonds and item levels.

Refer to update announcements on the AABC website for confirmation of dates and location.

**Instructor: Janet Turner**

**AABC Archival Education and Advisory Service**

Care and Handling of Photographs

**January 11 & 12, 2002 Surrey**

Registration Deadline: 22 December 2001

This is an intensive exploration of the care and handling of photographs for long-term preservation. Through a combination of lecture, demonstration, and hands-on exercises, the workshop will introduce participants to all the elements of a preservation management program for their photographic holdings. Topics include: composition of photographs; identification of historic types; storage requirements and materials for differing photographic media; preservation through copying; issues in restoring photographs; digitizing photographs for preservation.

**Instructor: Rosaleen Hill**

**BC Archival Preservation Service**

Care and handling of Photographs

**March 9 & 10, 2002 Prince George**

Registration Deadline: 16 February 2002

Course description, as above.

**Instructor: Rosaleen Hill**

**BC Archival Preservation Service**

**To register for any of these courses, submit registration form, with payment, to:**

Janet Turner

1260 Victoria Drive  
Port Coquitlam, B.C. V3B 2T9

[jeturner@aabbc.bc.ca](mailto:jeturner@aabbc.bc.ca)

604-942-9790

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## BC Archival Preservation Service

### Magnetic Media

Magnetic media such as audio and videotape and computer floppy disks are all machine-readable records and all share a similar structure. Each is composed of a base layer, a binder layer and magnetic particles that are held within the binder.

Depending on the age of the tape, the base could be composed of either cellulose acetate which was in use from the early 1930s to the 1960s or from polyester (Mylar) which was introduced in the 1960s. Cellulose acetate bases are prone to dimensional instability due to base stretching in warm and/or humid environments. Cellulose acetate is also prone to vinegar syndrome. Vinegar syndrome is characterized by the off-gassing of acetic acid (vinegar smell) which results in base shrinkage and deformation. Polyester bases are much more dimensionally stable than cellulose acetates and have a much longer life expectancy.

As magnetic media are machine-readable records it is important to maintain both the record and the playback equipment. However, as magnetic media have a life expectancy of 10 – 30 years, developing an efficient copying and/or migration program is critical to the retention of the informational content of these records.

#### Characteristic Deterioration

**Print-through:** the transfer of a magnetic field and its signal from one section of a tape to a section of tape adjacent to it within a roll.

**Sticky shed syndrome:** refers to binder hydrolysis of the tape which results in sticky dark mass on the surface of the tape resulting in binder and magnetic signal loss. Sticky shed is recognized by the sticky mass, binder flaking from the tape or by a squealing sound when the tape is played.

#### Copying/Reformatting

##### Audiotapes

- Make a written transcript.
- Copy all formats of audiotape to a 1.5 mil Mylar (PET) reel-to-reel tape. The reel-to-reel tape should have iron oxide pigments rather than chromium dioxide or metal particulates as they are more stable.
- Ideally, three copies of the record should exist – the master – the copy master and the reference copy.
- The original recording, the master copy and the copy master should all be stored in an acceptable environment.

· If cassette tapes have to be used choose a 30-minute tape with a screw mount. Copy only on one side of the tape to minimize print-through.

### **Videotape**

- Currently, Betacam SP is recommended as the preservation reformatting media for videotape.

### **Computer floppy discs**

- Floppy discs should be copied and error checked every 5 years. As the life expectancy of any floppy diskette is 5 to 10 years the primary issue here is to copy to another floppy or digital format before there is information loss.
- Print-outs of the disk can, where possible, provide a more stable back-up.

### **Storage and Handling**

- Store, play and copy all magnetic media in a clean environment.
- Wear clean, lint-free gloves when handling magnetic media.
- Use clean equipment to play or copy records.
- Enclosures for magnetic media can include acid-free card enclosures and all "safe" archival plastics including polypropylene, polystyrene, polyester and polycarbonate.
- All reel-to-reel tapes, audiocassettes and videotapes should be stored vertically. The reels should be supported by the hub. All magnetic tapes should be stored tails out (in "as played" condition). Tapes should be rewound before playing.
- Use copies for researcher's use. Master copies should remain in storage.

### **Retensioning**

- Rewinding of tapes every three years is recommended to maintain a low-wind tension on the tape and to keep the tape edges from touching the spool.

### **Environmental Recommendations**

The life expectancy of magnetic media is estimated to range from 10 to 30 years when stored properly in a recommended environment. Tapes should not be stored in temperatures below 8°C as this may lead to the lubricant and tape binder separating.

Maximum Temperature (+/- 2°C in 24 hrs allowable)	Maximum Relative Humidity (+/-5% in 24 hrs allowable)
23°C	20%
17°C	30%

11°C

50%

**References:**

ISO 18923:2000 Polyester base magnetic tape – Storage Practices. Geneva: International Organization of Standards.

McWilliams, Jerry. 1979. *The Preservation of Sound Recordings*. Nashville: American Society for State and Local History,

St. Laurent, Gilles. 1996. *The Care and Handling of Recorded Sound Materials, National Library of Canada*.  
<[palimpsest.stanford.edu/byauth/st-laurent/care.html](http://palimpsest.stanford.edu/byauth/st-laurent/care.html)>

Van Bogart, John W.C. 1995. *Magnetic Tape Storage and Handling A Guide for Libraries and Archives*. Washington D.C.: The Commission on Preservation and Access.

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# AABC Newsletter

Volume 11 No. 4 Fall 2001

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#### Secretary

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