

AABC Newsletter

*Honorary Patron
The Honourable Garde B. Gardom, Q.C., Lieutenant-Governor of British Columbia*

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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.

Submissions, suggestions or comments are welcomed and should be sent directly to :

Chris Hives, editor
c/o UBC Archives
1956 Main Mall
Vancouver, B.C.
V6T 1Z1

(604) 822-5877 (PH)

(604) 822-9587 (FX)

e-mail:

chives@interchange.ubc.ca

Editorial Board:

[Marnie Burnham](#)

[Peter Johnson](#)

[Marta Maftai](#)

[Jennifer Mohan](#)

[Barb Towell](#)

Submission deadlines:

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AABC Newsletter

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AABC Conference 2001

Conference Overview

The Archives Association of British Columbia held its annual conference April 27- 28th, 2001 in Victoria. This year's conference was attended by 122 members. The Conference's venue, an eclectic program, and a beautiful spring weekend contributed to its success.



The Conference was held at the historic St. Anne's Academy, a former convent school located in the middle of downtown. The AABC was given extensive use of these recently restored buildings including the 1920's parlour for registration and the chapel and auditorium for conference sessions. The well-maintained grounds, including historic gardens and orchards, provided the backdrop for the Conference's lunches and coffee breaks.

The theme of this year's conference, "The Place of Archives in Heritage", was developed by the Program Committee into a series of sessions spanning broad subjects. Rather than discussing issues specific to archives, the Conference examined the intersection of archives with other heritage activities. Presenters included archivists, authors, historians, gardeners, politicians, broadcasters, archaeologists, and heritage planners. Each speaker, in some way, described the contribution of archives to their work. Attending these sessions affirmed that the work of archivists impacts many communities. Each of these communities have something to say about archives. These perspectives can inform our work by providing focus and inspiration for current activities and future projects.



The Conference was structured to provide numerous opportunities for AABC members to make new contacts and visit with colleagues. The Conference kicked off with a reception hosted by the Honourable Garde B. Gardom at Government House. AABC members and their spouses caught up with old friends while enjoying spectacular views, a sampling of excellent B.C. wines, and the company of the jovial Lieutenant-Governor. The official festivities concluded with Vice-President, Heather Gordon, presenting the Lieutenant-Governor with a framed Archives Week poster for his contributions as honorary patron of the Association.

The Conference banquet was held on Friday night at the Laurel Point Inn. The evening's highlights included a presentation of film footage compiled by the B.C. Archives and the presentation of a lifetime achievement award to Hugh Taylor in recognition of his many contributions to the archival community. The

Association further recognized Taylor as a motion to make him an honorary member of the AABC was approved at the Annual General Meeting.

The AABC Conference always offers an opportunity to connect with colleagues and to take a break from the daily grind. These few days in Victoria also provided ample access to new ideas and perspectives, as well as an excuse to enjoy the City's beautiful gardens. Both the Conference Program Committee and Local Arrangements Committee should be congratulated for coordinating such an interesting conference.

Marnie Burnham

* * *

AABC Conference Photos On-Line Exhibit & Contest Now Available



Seventy-one photos from the AABC's 2001 Conference are now available on the AABC Website at aabc.bc.ca/aabc/newsletter/11_3/aabc_conference_gallery.htm. The photos, all taken by Jennifer Mohan, include the venue, Victoria gardens, conference participants, speakers, and volunteers.

While attempting to identify all pictured individuals and provide the correct spelling of their names, there are nine unidentified folks. Please help set the record straight! I have only worked in the province for three years and I cannot yet put a name to the face of all conference attendees. If I didn't get a chance to meet you this year, be sure to introduce yourself at the next conference, or if you visit the BC Archives Reference Room.

If you can provide the correct name for one or more of these individuals I will send you a lovely AABC cotton tote bag. This contest is open to all members of the AABC. Send your answers to Jennifer.Mohan@gems6.gov.bc.ca, be sure to include your mailing address. All answers will be verified by a long-standing member of the AABC (just kidding). The contest is open until all the photographs have been identified. Good luck!

Jennifer Mohan, AABC 2001 Conference Chair

* * *

Archivia Enterprises

Trevor May, B.A., M.A.S.
Archival Consultant

9680 West Saanich Rd., North Saanich, B.C. V8L 5H5
Tel: (250) 656-0588 Fax: (250) 656-0688
E-mail: archivia@islandnet.com

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Notes

New Members of the AABC Executive

Michelle Barroca - Vice President

Michelle has a Bachelor of Arts Degree from UBC (1997) with a major in History and a minor in Economics. The following year she entered the Master of Archival Studies program and graduated in May 2000. Shortly after graduation, Michelle was hired by the City of Burnaby as their first Records and Information Manager. She has designed and is implementing a corporate records management program for the City and will also act as the city archivist for the soon-to-be-opening City of Burnaby Archives.

Carrie Eirene Stevenson - Treasurer

Carrie has Bachelor of Arts (Honours) and Masters of Archival Studies from UBC. While completing her MAS degree, Carrie worked on a number of archival projects and, after graduating, continued to work as a contract archivist. In 2000, Carrie started working as an archivist/records manager for a private company. For the AABC, Carrie has been on the membership and finance committees.

Christine O'Donnell - Individual Member-at-Large

Since completing an MAS degree in 1995, Christine has worked in a variety of archives including Delta, White Rock and the City of Richmond. She has been involved with the AABC since 1992, serving as secretary and institutional member-at-large. Christine was also a member of the ACA's Education Committee. She is currently employed full-time as a registered nurse at the Abbotsford Dialysis Unit, and occasionally accepts archival contract work.

CAIN Update

AABC received notification from the Canadian Council of Archives (CCA) in April that Year Two of CAIN funding would be forthcoming this June. The amount approved was \$62,000 with a possible further amount being announced later in the year. As is the case for all funding from CCA, grant money would only be sent out once applications were adjudicated by the AABC and approved by CCA.

Once again the short turn around time between the announcement of CAIN funding and the deadline for sending adjudicated applications to CCA was very short. The process was further complicated because there would be only one adjudication this year even though more or all of the remaining \$163,000 (AABC was originally promised \$225,000 in Year Two of CAIN funding) might be forthcoming later in the year. Thus the application process had to be set up so that institutions could apply for part of \$62,000 and for part of the unknown larger amount. The Grants Committee had in turn to set up a system whereby applications were approved in two tiers, one for the \$62,000 amount and another for the larger amount!

On Saturday, May 5th, the AABC Grants Committee spent the entire day reviewing the 34 well-thought out and interesting applications submitted by Institutional members. Twenty-nine were approved in part or in total by the

Grants Committee. The approved applications were subsequently sent to CCA to meet its May 15th. deadline. The first block of grants approved amounted to \$62,000 and covered mainly applications for hardware and software purchases, for which institutions had to contribute 25% of the cost in direct moneys. The second block of grants approved by AABC should we receive the remaining grant money, will mainly cover description and digitization projects. The total amount of moneys approved was \$225,000. The total amount applied for was over \$400,000.

Year One funding, a total of \$62,000 granted in November of 2000 and successfully spent by the end of March this year, was used to upgrade AABC's internet system to bring the infrastructure to CAIN ready standards, to upgrade the BC Archival Network/AABC Website and to review and update BCAUL descriptions.

Ann Carroll
BC CAIN Co-ordinator

* * *

AABC/BC Archival Network Website Redesign – Photograph Contest

The AABC is holding a photograph contest to select images to include on the upcoming redesigned front page for the AABC/BC Archival Network websites. We would like to assemble a cluster of photographs on that page that will illustrate the historical evolution of British Columbia.

REQUIREMENTS

The photograph must be from the holdings of one of our member institutions, be visually striking, and reflect the historical evolution of the province. The archives must own a good quality original negative, or print from the original negative; and have copyright of the image, or be able to obtain permission to reproduce the image on the AABC website at no cost to the institution or the AABC. The winner(s) of the contest must be willing to send the original negative or print via insured courier for scanning. The original will be scanned by the AABC, and will be promptly returned via insured courier. Courier expenses incurred by the winner will be reimbursed by the AABC. The winner(s) will be acknowledged on the website and in the AABC Newsletter, and will receive a copy of the scanned image, which could be added to the institution's own website.

SUBMISSION

Please submit the following: a good quality copy print with photograph number, an item-level description, and a brief statement explaining how the photograph relates to the historical evolution of the province.

Send submission by August 17th to:

Heather Gordon,
AABC Internet Committee Chair,
3000 Guildford Way, Coquitlam, BC
V3B 7N2.

DEADLINE

August 17, 2001

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President's Report

It's become obvious that the most difficult part of the year for me will be finding time to write the President's Message for each newsletter. The excuse this time is that I've just staggered off the plane after six days at the ACA conference in Winnipeg and can't see the top of my Real Job desk for all the work that's piled up in my absence. (Note to self: think up more creative excuse for next issue...).

That, of course, is said with tongue firmly placed in cheek. I know I certainly am not unique in having to balance the demands of The Work They Pay Me For and the work I do for AABC - every single colleague who takes on a volunteer position within one of our associations is in the very same boat. Besides which, I've always subscribed to the school of thought that says don't volunteer if you're not going to be able to carry through with your responsibilities. That said, there are some major initiatives in my real world job that will mean I have to rely on my ability to delegate and prioritize extensively this year. Not a serious concern, I think, because the people I find myself working with this year are, as usual, a hard-working, talented and reliable bunch. I offer this not to elicit sympathy, but by way of explanation if any of you find that I'm not always immediately accessible and able to deal with your concerns as quickly as you'd prefer. You can always expect an answer, but perhaps not right away. In turn, I expect to hear from you if you have a concern or an idea, and I don't expect any Executive or Committee member to work any harder than I do.

So - onwards. First of all, I'd like to take the opportunity, right up front, to thank all of you for your support and kind words during my baptism by fire at the conference in Victoria. I'm particularly grateful to Mickey King and Jennifer Mohan for all their work in keeping things running smoothly and telling me where to stand and when to talk (and to Jane Turner for a lot of prep work ahead of time) - that made the whole business extremely easy for me. It was a highly successful conference, with a total attendance count of 122. I understand Jennifer has submitted a bit of a photo essay on the conference to this issue of the newsletter and is hoping to have a staggering number of photos available on the AABC website as well. My sincere thanks to her for these efforts, even though I was not given the opportunity to censor embarrassing photos of the Vice President (of which I'm sure there are many).

I'd also like to welcome our three new Executive Committee members: Michelle Barroca, Carrie Stevenson and Christine O'Donnell. Together with myself, Dovel Buie and Laura Cheadle, they've inherited an organization in a position to focus on many creative and exciting programming issues this year. Thanks to the efforts of the last two executives, and to the leadership and attention to detail of Chris Hives, Jane Turner and Lynne Waller in particular, the AABC finds itself able to turn more of its attention to building on its program strengths.

On the preservation service front, we're looking at offering some advanced preservation training opportunities and regional group refresher workshops, as well as continuing the regular program elements of site visits, environmental monitoring kit loans and the like. In terms of education and advisory services, there will be continued work on curriculum development, but also some work done to improve our connections with First Nations and, and through the Education Committee, a further examination of distance education options. Our Network Service will continue to maintain the BCAUL and the AABC's other network resources, as well as the Canadian North West Archival Network, a database made all the richer by the inclusion of data from both the Yukon Archival Union List and

Northwest Territories Archival Network last year. Canadian Archival Information Network (CAIN) funding in 2001 allowed the AABC to improve its network resources, and I strongly urge members to read the submissions by Bill Purver and Ann Carroll in this and past issues of the newsletter for the details.

Outside the boundaries of our main programs there are some interesting initiatives underway as well. Last year the Institutional Standards Committee developed new draft guidelines for AABC institutional membership, and will be moving forward with the development of an accompanying self-study guide, membership application procedures and reassessment guidelines this year. A copy of the draft membership guidelines were included as part of the IS Committee's annual report in the 2001 AGM package, so if you haven't yet taken the opportunity to comment on them, please feel free to do so. The guidelines were developed with input from a wide range of institutional members and through the AABC regional representatives network, and this consultative process will continue as other components of the package are developed.

The Executive also is looking forward to celebrating BC Archives Week in November. Once again, the AABC plans to issue a commemorative poster in the fall, and, given that members will have a bit more time this year to plan for the event, we hope that everyone will be able to participate in celebrations in some way. Keep your eye on the AABC newsletter and website for further information.

There also is an opportunity for the AABC to play a role in provincial legislative matters. Last year through its Public Awareness, Advocacy and Legislation Committee, the AABC submitted a brief to the BC Special Committee on Information Privacy in the Private Sector, and the PAAL Committee will continue to follow developments regarding this issue throughout the year. The AABC also has written to the Honourable Sandy Santori, the new Minister of Management Services (the Ministry to which BC Archives now reports) outlining the need for archives legislation in BC. I would encourage all members to write the Minister on this important matter, and included in this issue of the newsletter is a sample letter you may wish to use for this purpose.

And finally, as most of you know, the Association of Canadian Archivists will be holding its annual conference in Vancouver in 2002. It's been a long time since the ACA has been to BC – it came to Vancouver in 1983 and to Victoria in 1990 – and it is unlikely that it will be back until sometime after 2006, so this is a rare opportunity for those of you who would not normally be able to attend an ACA to take advantage of it being held in the back yard. As the Archives Society of Alberta did last year in Edmonton, the AABC will be piggybacking its annual general meeting on the ACA, and AABC members should watch for announcements regarding the conference. ACA has just recently issued its call for papers, and a copy should be available shortly on their website (aca.archives.ca). I encourage all AABC members to consider proposing a session, and also welcome comments on ways to give the event some AABC flavour.

And now, back to the pile of work on the desk. Or maybe more coffee....

--Heather Gordon

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AABC Executive Minutes

Meeting Minutes: 2 February 2001

Executive of the Archives Association of British Columbia
Telephone Conference Call

Minutes from previous meeting

Meeting was called to order at 8:38 am

Heather moved and Dorothy seconded to approve the meeting minutes from January 22, 2001. Motion was carried.

1. Business Arising

The Executive discussed confidential contract issues; the Executive reviewed the job posting for the competition for the AABC Education and Advisory Archivist.

Dorothy moved and Lynne seconded to post for the AABC Education and Advisory Archivist position on the afternoon of February 2, 2001.

The hiring committee was established to consist of: Jane Turner (President), Heather Gordon (Vice President), and Linda Wills (Chair of the Education Committee).

Meeting was adjourned at 9:20 am.

* * *

Meeting Minutes: 23 March 2001

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

Minutes from previous meeting

Meeting was called to order at 12:13 p.m.

The meeting minutes from January 22, 2001 were previously approved by the Executive via telephone on Friday February 2, 2001.

1. Business Arising

Jane Turner reported that the Regional Representatives' Terms of Reference has been posted on the AABC web-site.

Lynne Waller reported that she has written an article for the newsletter concerning AABC's non-profit status.

Lynne Waller has contacted both the BC Archives and the CCA concerning the AABC's intentions concerning the GST rebate. A letter has been received from Gary Mitchell, the BC Provincial Archivist, approving the AABC's intentions for the GST rebate and that we are awaiting a response from the CCA.

Dovelle Buie reported that the notification of a special resolution vote concerning the awarding of honorary membership has been sent to the AABC membership with the conference registration mail-outs.

Dovelle Buie reported that the membership chair has been informed of the approval of Enderby & District Museum Society's application for Institutional Membership and the denial of Alberni Valley Museum's application for Institutional Membership.

Lynne reported that payment procedures for Leslie Field's work on the web-site newsletter have been arranged.

2. President's Report

Jane Turner reported that the contracts for next year have been taken care of; the three program contractors have signed their contracts. The Financial Manager, Karen Blimkie, has received her contract and will be signing it in the next week.

Jane Turner discussed Archives Week for next year and suggested that Archives Week for 2001 could be announced for next year at the AABC conference in April 2001. Suggestion of theme for Archives Week 2001 is "Celebrating Volunteer Service in Local Communities." Archives in BC will be invited to submit a photograph(s) pertaining to the theme of volunteerism in the community. The Executive were all in agreement.

Jane Turner discussed regional development and reported that Gary Mitchell, Provincial Archivist, has requested details regarding the \$6050 in regional development funds that the AABC has applied for in its Strategic Communications grant application. Jane explained that the Provincial Archivist would like some details to go with what the AABC plans to spend the money on in terms of regional development initiatives. Jane Turner recommended that the AABC spend the funds as follows:

\$1,500.00 To send one or more of the regional representatives to AABC meetings (planning sessions or workshops)

\$2,000.00 To build on the success of the spring planning workshop, and add on another day for a regional representatives meeting

\$2,000.00 To send \$500.00 to each of the further regions in the province for regional development initiatives. These regions will then be requested to send in their receipts. Expenses are much more significant for the more remote regions of the province than they are for the Lower Mainland, Fraser Valley, or South Vancouver Island regions.

\$550.00 To be used for the Lower Mainland, Fraser Valley, and South Vancouver Island regions. Jane indicated that based on observations over the years, these three regions are much more cohesive and do not have the same need for support for meetings as they are not as disadvantaged by the geography of the province. This reduced funding recommendations reflects the discussion from the 2001 Spring Planning workshop.

Action Jane Turner will send Gary Mitchell the above outline of budget for the regional representatives as well as a break down for Archives Week 2001.

Jane Turner reported that planning for the 2001 AABC Conference is under control. The Executive agreed to honour Hugh Taylor with a Life Achievement Award at the 2001 Conference in Victoria. Dovelle Buie, Secretary, will coordinate the framing of a certificate. Jane agreed to arrange to have one of the Archives Week posters framed to present to the Lieutenant Governor.

In case there is a vote for the executive positions, Dovelle Buie will also arrange to have blank ballots for the AGM meeting.

3. Treasurer's Report

Lynne Waller, Treasurer, reviewed the Financial Statements as of March 21, 2001.

The Treasurer reported that she has been receiving budget reports from Karen Blimkie on a daily basis.

The Treasurer outlined the reports. The Executive discussed the surplus funds reflected in the reports. Lynne Waller reported that there has been an additional \$10,000.00 put into GICs today.

Lynne Waller reported that the Financial Manager, Karen Blimkie, and the Financial Committee recommends a change in the accounting firm this year for the financial review and audit. Lynne outlined the various firms that she and Karen reviewed. After a thorough analysis, the Treasurer recommended that the AABC hire Evancic Perrault to conduct the 2000 financial review and audit. The firm is certified and the review will cost the AABC up to \$1,700.00.

4. Conferences

2001 Victoria Conference

Lynne reported that there have been 28 conference registrations to date and that many more are expected to come in by the April 6th deadline.

5. Committee and Program Reports

Education (Standing Committee)

Jane Turner reported that the new Education and Advisory Archivist, Janet Turner, will be starting on April 9, 2001. Jane reported that Janet has been speaking to Bill Purver to arrange to have an e-mail account set-up. On April 12, 2001 a meeting has been scheduled to discuss program planning for Jane Turner, Heather Gordon, Jane Turner, Bill Purver, Rosaleen Hill, and Karen Blimkie.

Jane Turner reported that Patti O'Byrne has agreed to join the Education Committee.

Membership Committee (Standing Committee)

Dovelle Buie reported that, according to the membership committee's final report, written by Marnie Burnham, the membership numbers for 2000/01 are as follows:

Individual	114
Associate Institutional	39
Institutional	110
Sustaining	10
Student/Volunteer	23
Honorary Life	6
TOTAL	302

Dovelle reported that Marnie Burnham has sadly submitted her resignation as the Membership Committee chair. Dovelle Buie has agreed to serve as the chair of the Membership Committee.

Membership Database

Dovelle Buie reported that a copy of the Membership Committee's database, with the conference database component,

has been sent to Karen Blimkie and Marnie Burnham. Karen and Marnie will be coordinating the conference registrations and initial renewals until Dovellev returns from holidays.

Membership Brochure

Dovellev reported that the Membership Committee has been working on developing a new membership brochure for the AABC. Preliminary copies of the brochure be made available at the AABC Conference in April.

Internet/CAIN (Ad Hoc Committee)

Heather Gordon reported on the web-site redesign. There may be a prototype to look at by the time of the conference.

Institutional Standards (Ad Hoc Committee)

Executive approved the report of the Institutional Standards Committee.

Nominations Committee (ad hoc)

Jane Turner reported that Chris Hives will confirm the nominations for next year.

9. Other Business

There was no other business.

The meeting was adjourned at 2:15 p.m.

Next Meeting is the AABC's Annual General Meeting; the meeting will be held in Victoria at the Annual Conference on Saturday April 28, 2001.

* * *

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BC Archival Network News

****NEW** BCAUL and CaNWAN System Launched**

Spring 2001 marked the establishment and launch of a new, upgraded **BC Archival Union List (BCAUL)** and **Canadian North West Archival Network (CaNWAN)** system to better serve archives and users of archives in the province. The system was also redesigned to ensure the efficient transfer of all BCAUL fonds and collection level descriptions to the new Canadian Archival Information Network or CAIN.

The new BCAUL/CaNWAN system now provides access to approximately 17,000 descriptions of records at 209 publicly-accessible archives in B.C., Alberta, the Yukon and the Northwest Territories. The BCAUL is accessible on the web at aabc.bc.ca/aabc/bcaul.html. The new CaNWAN front page is available at aabc.bc.ca/aabc/canwan.html.

The new system has been established on the AABC's two linux-based servers and is accessible through a co-location service provided commercially, a service which includes the housing of the AABC machines in a secure, 24-7 monitored environment. The upgraded BCAUL/CaNWAN was built for the Archives Association of British Columbia by the ACT/Cinimage Group, under the direction of the AABC's BC Archival Network Coordinator and the AABC Internet Committee.

The upgraded system is entirely web-based and provides a sophisticated accounting mechanism to allow for various levels of access into the system, providing the future potential to allow institutions to control their own data on the system directly, either by http form input or by web-based download/conversion routines, or through individual content servers located anywhere in the province, connected to the site over the Internet. It has also been designed as an integrated system, with working authority mechanisms (now used for repository information data) which interface with search and delivery as well as routines for updating and conversion of data across files.

The system provides powerful search capabilities, multiple levels of access and authentication, and the ability to handle multiple media and data formats. The system has been designed specifically for the AABC to allow for ease of maintenance by staff, including web-based control by that staff of over 100 individual databases and files making up the system. These databases and files allow the AABC to control by web access everything from the specifications of style sheets used, to the manner in which navigation bars and preset views can be established, to changing help, search and scan choices on a screen-by-screen basis. The system also provides for the future addition and integration of network-based multi-media files, and includes at present a fully-functional test system for historical photographs and other multi-media.

Data on the system can live in any internal format, and can be modified for use with existing archival descriptive structure standards. The descriptive database used for the CaNWAN/BCAUL files has been established using ISO2709 (MARC) for ease of transfer of data to other systems, most notably the Canadian Archival Information Network (CAIN). Data from the new system was successfully transferred to CAIN in June of this year.

All of the impressive functionalities and features of the earlier BCAUL/CaNWAN system have been replicated on the

new, upgraded model, along with a variety of new ones, including: 1) full search and scan options, provided over three levels of sophistication for a user (a basic access page, a simple search page, and an advanced search page); 2) capability to filter a search to descriptions only at a designated repository, as chosen from a pick list which indicates the number of descriptions available from each repository; 3) new capabilities for reusing result sets, including limiting results of a previous search or searches with a wide range of advanced search options, sorting results by fields chosen from a pick list, summarizing results by repository, and emailing or downloading a result or results using preset report formats or formats that can be customized by the public user.

In addition, new, user-friendly features include a menu bar with specific "help" instructions for each screen and a new, direct "feedback" mechanism. A new navigation bar under the menu bar automatically expands and contracts as users move through the system online.

The system supports multiple files and portions of files in an integrated manner, allowing for various means of access into the Canadian North West Archival Network as a whole, including on an integrated file basis (CaNWAN), on an individual provincial/territorial union list basis (BCAUL, ANA, YAUL, NWTAN), and on a preset filter view access to pre-defined groups of repositories (e.g., Anglican Church Archives Network in British Columbia; University of Victoria Archives & University of Victoria Special Collections) or to individual repositories represented on any of the provincial/territorial networks. Each set access can be controlled by preset urls, and can be modified through a database which controls the menu bar, the navigation bars, and icons/logos used on the screens, as established for each preset view.

A repository information file has been created to work as an integrated authority file as well as to provide in the future for full search and retrieval capabilities as a stand-alone database. This file, along with a new "structured-access" functionality to replicate the present look and feel of the AABC's online Guide to Archival Repositories, will be developed later this year to begin the process of integrating all of the present resources available on the AABC's **BC Archival Resources** (aabc.bc.ca/aabc/bcarch.html) web site on to the new database server.

The BC Archival Union List, established on the new, upgraded system, now provides access to over 9,400 descriptions of records from 170 archives in the province.

For more information on the new network system, people should contact Bill Purver, the AABC's BC Archival Network Coordinator, at bpurver@aabc.bc.ca.

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 by phone (604-876-9150), by fax (604-876-9850) or by email (bpurver@aabc.bc.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:

City of White Rock Museum and Archives:

Semiahmoo Bay Sailing Club fonds
White Rock Festival of Strings Society fonds
Order of Royal Purple of White Rock Lodge No. 236 fonds
White Rock Chess Club fonds
Semiahmoo High School Alumni Association fonds
Canadian Federation of University Women White Rock Chapter fonds
Ann Hanley fonds
City of White Rock Museum and Archives maps and plans collection
City of White Rock Museum and Archives photograph collection

Crofton House School Archives:

Crofton House Board of Governors fonds
Crofton House Administration Office fonds
Crofton House School Foundation fonds
Crofton House School photograph collection

Delta Museum and Archives:

T. Ellis Ladner fonds
Atkey family fonds
4-H Club fonds
Jessie Reagh Belcher fonds
Margaret Berney fonds
Chorlton family fonds
John Christopherson fonds
Delta Agricultural Society fonds
Delta Heritage Society fonds
Delta Hospital Auxiliary fonds
Delta Symphony Society fonds
Fraser Wetlands Habitat Committee fonds
F.V. Delta Cooperative Association fonds
Friends of Boundary Bay fonds
Kinsmen Club of Ladner-Tsawwassen fonds
Kinette Club of Ladner-Tsawwassen fonds
South Delta Community Parks Association fonds
Vancouver Wireless Station Elementary School fonds
Variety Farm Training Centre fonds
Whalen Farm Dig fonds
Delta Golden Rods and Reels Society fonds
Delta Diggers fonds
J.H. Perry Department Store fonds
Mildred Neilson Elliott fonds
Ila McCubbin Embree fonds
Frank Fisher fonds
Robin Hooper fonds
Husband family fonds
Leary family fonds
Phyllis Tolman fonds
Margaret Wayte fonds
Jean McDiarmid fonds
Fred Taylor fonds
Martha Taylor fonds
Smith Wright fonds
Curtis family fonds
Edith Eleanor Pearson fonds
Delta Heritage Advisory Committee fonds
Corporation of Delta Fire Department fonds
Corporation of Delta Finance Department fonds
Corporation of Delta Planning Department fonds
Corporation of Delta Parks and Recreation Department fonds
Corporation of Delta Human Resources Department fonds
Corporation of Delta Clerk's Department fonds
Corporation of Delta Engineering Department fonds
Board of School Trustees, School District No. 37 (Delta) fonds
Terry Brennan fonds
Edith Bell fonds
Dallas Kamlah fonds
Delta Chamber of Commerce fonds

Freda Hayman fonds
Philip S. Quelch fonds

Esquimalt Municipal Archives:

Velma Petch fonds
Arthur Young fonds
Enes Moscrip fonds
Elizabeth Harris fonds
Smith family fonds
Victor Simmons fonds
Michael Pope fonds
Kathleen Kaye fonds
Joyce MacGregor fonds
Reed D. Robertson fonds
George McLean fonds
Horace Draper fonds
Harry Marshall fonds
Chris Goodwin fonds
HMCS Esquimalt Memorial Association fonds
Gwen Poirier fonds
Robina James fonds
William Stevens fonds
Yarrows Limited fonds
Esquimalt Water Works Company fonds
Greater Victoria Cultural Centre Society fonds
Lampson Street School Parent-Teacher Association fonds
Esquimalt Municipal Ratepayers Association fonds
Cramb family fonds
Arthur J. Daniels fonds
Dunlop family fonds
Annie McVie fonds
Emery family fonds
John Bowden fonds
Darwin Robinson fonds
Alexander Lockley fonds
Gwilym Baugh-Allen fonds
Hazel Foster fonds
George F. Williamson fonds
Ethel Morrison fonds
James Robert Findlay fonds
Brown family fonds
Ockenden family fonds
George L. Whittle fonds
William E. John fonds
Toyo Takata fonds
Hugh Peters fonds
Douglas Gosse fonds
William T. Rutherford fonds
Muriel Bourne Harwood fonds
Ida Banfield fonds
Frank Bendall fonds
Bown family fonds
Bette Browning fonds
Elsie Josephine Briggs fonds
Donald Cholmondeley fonds
Ruth Craven fonds
Conway family fonds
Croft family fonds
A.W. Stewart fonds

Cooper family fonds
Edward De Costa fonds
Durrant family fonds
Marjorie Hawker fonds
Emily Forster fonds
Barbara McFarlane fonds
Ken Richmond fonds
George Lofts and Nellie Lunan fonds
Bailey family fonds
Don Taylor fonds
R.W. Phipps fonds
Alfred Charles Wurtele fonds
Frances Hodgson Argyle fonds
Bendall family fonds
William R. Nunn fonds
Thomas Brunson fonds
McCurdy family fonds
George Wilkinson fonds
Driver family fonds
Yvonne Leach fonds
Hardie family fonds
Betty Gregory fonds
Kenneth Bendall fonds
Shirley Nute fonds
Albert March fonds
Acreman family fonds
Ralph Butler fonds

Japanese Canadian National Museum:

Doug Oike fonds
Winifred Awmack fonds
Masanobu Kawahira fonds
Allen Allsebrook fonds
Haruko Kobayakawa fonds
Magoichi Odamura fonds
Alec Eastwood fonds
Tsuruko Goto fonds
Tak Toyota fonds
Japanese Consulate of Vancouver photograph collection
Japanese Canadian Citizens Association B.C. Division fonds

Langley Centennial Museum:

Jason Allard fonds
Baker family fonds
George Bolton fonds
British Columbia Electric Railway Company fonds
Bush family fonds
Cameron family fonds
Aldergrove Customs Office fonds
Peter Chant collection
County Line School Parents and Teachers Association fonds
Fred Cox fonds
Roderick Cummings fonds
Denys Nelson fonds
Yvonne De St. Dizier fonds
Dutcher family fonds
Engelman family fonds

Henry Ewert fonds
Froggatt family fonds
Reverend A.M. Grant fonds
Holding family fonds
Hope and Farmer Real Estate Agents fonds
Isabella Hutcheon fonds
Jervis family fonds
Kwong Lee Trading Company fonds
Langley Centennial Museum fonds
Langley Centennial Museum historical collection
Langley Centennial Museum written history collection
Langley Memorial Hospital fonds
McAdam family fonds
McCrimmon family fonds
A.M. McDonald fonds
Bruce Alistair McKelvie fonds
James McKie fonds
Martin family collection
George Stewart Matheson fonds
Isabel Mary Matheson fonds
Michaud family fonds
Milburn family fonds
Janet Spalding Morrison fonds
Ellen Pattenden fonds
Alfred Pepin fonds
Spence family fonds
Thorndale Hatchery fonds
Alfred Trattle fonds
Lewis W. Vaughan fonds
Wallsworth Cemetery fonds
West Langley Community Hall Association fonds
Westover family fonds
John Work fonds
Township of Langley Municipal Council fonds
Township of Langley Municipal Recreation Commission fonds
Township of Langley British Columbia Centennial collection
Township of Langley cemeteries collection
Township of Langley Centennial collection
Township of Langley churches collection
Township of Langley Douglas Day collection
Township of Langley elections collection
Township of Langley 50th Anniversary collection
Township of Langley financial statements collection
Township of Langley incorporation collection
Township of Langley Municipal Council petitions collection
Township of Langley municipal taxation collection
Township of Langley pioneers collection
Township of Langley railroads collection
Township of Langley veterans collection
Belmont Superior School fonds
George Bolton fonds
British Columbia Provincial Police fonds
East Langley Public School fonds
William Hamilton Edge fonds
Fort Langley Board of Trade fonds
Fort Langley Restoration Society fonds
Fraser Valley North Langley Cooperative Association fonds
Phoebe Fulton fonds
Glencoe School fonds
Hopkins family fonds

Langley Agricultural Association fonds
Langley Centennial Museum oral history collection
Langley School District fonds
Murrayville Elementary School fonds
Otter District Farmers' Institute fonds
Len Rowlatt fonds
Shortreed family fonds
Sperling United Church fonds
M.J. Thorpe fonds
Percy Worrall fonds

Maple Ridge Museum:

Louise Poole fonds
The People's Store fonds
Haney Women's Institute fonds
Maple Ridge Museum photograph collection

Mission Community Archives:

Louise Fowler fonds
Whonnock Norwegian Lutheran Congregation fonds
Harold Brousseau fonds
Frieda Rogers fonds
Slack, Michie family fonds
Mary Bryant fonds
Evelyn Kowal fonds
Sharon Brown fonds
Mission Women's Institute fonds
Whonnock Community Association fonds

Morris and Helen Belkin Art Gallery Archives:

Peter Day fonds
Vancouver Association for Noncommercial Culture fonds
APEC Alert collection
Morris/Trasov Archive fonds

Pitt Meadows Museum and Archives:

District of Pitt Meadows fonds
Pitt Meadows School Board fonds
Pitt Meadows P.T.A. fonds
Harris family fonds
Community Church fonds
Pitt Meadows Farmer's Institute fonds
Pitt Meadows Athletic Association fonds
Pitt Meadows Hall Board fonds
Pitt Meadows Anglican Church fonds
Pitt Meadows Heritage and Museum Society fonds
Pitt Meadows Day collection
Japanese Canadian collection
Pitt Meadows Museum and Archives photograph collection
Pitt Meadows Museum and Archives map collection
Pitt Meadows Museum and Archives oral history collection
Gazette photo collection
Struthers collection

Cook collection
Mitchell collection

Port Moody Station Museum:

Kiwanis Club of Coquitlam-Port Moody fonds
Canadian Order of Chosen Friends Ioco Council No. 620 fonds
Port Moody Historical Society fonds
Port Moody Centennial Committee fonds
Port Moody Jubilee Committee fonds
Just Us Girls Service Club fonds
Port Moody Board of Trade fonds
Royal Canadian Legion Port Moody Branch 119 fonds
District of Coquitlam May Day Committee fonds
Police Department fonds
Port Moody Station Museum photograph collection
Port Moody Station Museum map collection
Port Moody Station Museum aural history collection

Saanich Archives:

Saanich Heritage Building Inventory Project fonds
Saanich Mayor fonds
Saanich Clerk's Office fonds
Bernard Goward fonds
Henry E. Tanner fonds
Todd family fonds
Saanich Archives photograph collection

Sechelt Community Archives:

Helen Dawe collection
Billie Steele collection
Sechelt Archives donor collection

Sooke Region Museum:

Jordan River Elementary School fonds

South Peace Historical Society Archives:

William Pinkert photo collection
Dorthea Calverley photo collection
Canadian Club of the Peace River District of B.C. fonds
Old Timers' Association of the Peace River District of B.C. fonds
West Saskatoon Farmers' Institute fonds
Dawson Creek Athletic Association fonds

Trinity Western University Library:

Office of the Vice President, Academic fonds

University of British Columbia Archives:

Philip and Helen Akrigg fonds

Britannia Mine Oral History Project collection
Ceremonies Office fonds
John Conway fonds
Faculty Association of the University of British Columbia fonds
William E. Fredeman fonds
Walter Hardwick fonds
Margaret A. Ormsby Oral History Project fonds
School of Music fonds
William Herbert New fonds
Department of Mechanical Engineering fonds
Public Affairs Office fonds
UBC Press fonds
Vivaxis Energies Research International Society fonds
UBC campus maps and plans collection

University of British Columbia Museum of Anthropology Archives:

Stuart Schofield fonds
John Mennie fonds
Wilson Duff fonds
Michael Ames fonds
Michael Kew fonds
Audrey Hawthorn fonds
Rita B. Steeds fonds
Frederich H. Maude fonds
Mary Lipsett fonds
Walter C. Koerner fonds
Hugh Campbell-Brown fonds
James and Mary G. Fyfe Smith fonds
R.M. Ferguson fonds
Virginia Small fonds
William McLennan fonds
Margaret Stott fonds
Madeline Bronsdon Rowan fonds
Volunteer Associates fonds
Public Relations Office fonds
Museum of Anthropology photograph collection

Vancouver Ballet Society Archives:

Vancouver Ballet Society fonds
Mara McBirney fonds
Julia Tecson collection
Vancouver Ballet Society photograph collection
Vancouver Ballet Society videocassette collection
Irina Reid fonds

Vancouver School of Theology Archives:

Aboriginal Rights Coalition fonds
Vancouver School of Theology Residents Association fonds
Vancouver School of Theology fonds
Union College fonds
Anglican Theological College of British Columbia fonds
Vancouver School of Theology Staff Association fonds
Auxiliary to the Vancouver School of Theology fonds

West Vancouver Museum and Archives:

Rupert Harrison fonds
First Narrows Bridge Company fonds
G.S. Conway fonds
Caulfeild collection
West Vancouver Scottish Society fonds
William James Turnbull fonds

Whistler Museum and Archives:

Whistler Chamber of Commerce fonds
Whistler Mountain Ski Patrol fonds
Whistler B.C. Children's Hospital Miracle Network Committee fonds
Great Snow and Earth Water Race Society fonds
Whistler Skiers Chapel Society fonds
Dave Murray fonds
Nancy Greene fonds
Paul Burrows fonds
Whistler Museum and Archives aural history collection

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):

1) Greater Vernon Museum and Archives

New email address: lwills@vernon.museum.bc.ca

2) Cowichan Valley Museum and Archives

New web address: www.islandnet.com/~bcma/museums/cvm/

3) Delta Museum and Archives

New summary of holdings: 64 m of textual records, ca. 10,600 photographic images

New inclusive dates: ca. 1880-2000

New web address: www.corp.delta.bc.ca/p&r/Museum/museum_home.htm

4) Kamloops Museum and Archives

New web site: www.city.kamloops.bc.ca/parks/museum.html

5) Kootenay Gallery of Art, History and Science

New address: 120 Heritage Way, Castlegar, B.C. V1N 4M5

6) Kootenay Lake Archives

New web site: www.klhs.bc.ca/htmlfiles/archives.html

7) Sandon Archives

New contact name: Volunteer Archivist

New phone number: (250) 358-7920

New email address: shs@slocanlake.com

New web site: www.slocanlake.com/sandon/

8) Silvery Slocan Museum

New email address: stan@insidenet.com

9) University of British Columbia Museum of Anthropology Archives

New contact person: Krisztina Laszlo , Archivist
New hours of operation: Monday-Wednesday: 9:00-16:00
New phone number: (604) 822-1946
New email address: klaszlok@interchange.ubc.ca
Web address: www.moa.ubc.ca

10) University of Northern British Columbia

New contact name: Ramona Rose , University Archivist

11) Cumberland Museum

New email address: Barb@Cumberland.Museum.bc.ca
New web address: www.Cumberland.Museum.bc.ca/cma

12) City of Richmond Archives

New email address: lwaller@city.richmond.bc.ca

13) Japanese Canadian National Museum

Name change: (formerly listed as Japanese Canadian National Museum and Archives Society)

14) Vancouver School of Theology Archives

New days and hours of operation: Mondays: 8:30-15:00
New phone number: (604) 822-9031

15) Maple Ridge Museum

New total volume: 35 m of textual material; ca. 5,000 photographic images
New inclusive dates: 1880-present

16) Vancouver Ballet Society Archives

New address: Suite 302, 601 Cambie Street, Vancouver, B.C. V6B 2P1
New days and hours of operation: Monday-Friday: 1000-17:00
New fax number: (604) 681-7732
New email address: ybs@telus.net
New web site: www.vancouverballetsociety.org

New Acquisition Policy/Holdings Summary:

The Vancouver Ballet Society was formed in 1946 as a non-profit charitable organisation to promote ballet and contemporary dance in British Columbia through education, encouragement, and assistance. The aim of the archives is to acquire, preserve, and make available to researchers the records of BC's dance heritage. The holdings of the Society include photographs, programs, video recordings and clippings. The records cover dance rehearsals, performances, and other events from 1969 through 1985. The videotape collection consists of interviews with visiting critics and guest stars, ballet seminars, master classes, local, and other performances. The clippings consist of mounted newspaper and periodical articles received from the numerous friends of the society.

17) Enderby and District Museum

New web address: www.sjs.sd83.bc.ca/museum/archive/archive.htm

18) Anglican Diocese of Caledonia Archives

New contact name: Cliff Armstrong
New email address: synodofc@citytel.net

19) Sidney Museum

New email address: sspm@island.net

20) Port Moody Station Museum

New contact name: Jim Millar , Manager/Curator

21) Anglican Diocese of British Columbia Archives

Corrected address: 900 Vancouver Street, Victoria, B.C. V8V 3V7
New toll-free phone number: 1-800-586-8627
New inclusive dates: 1836-2000

22) Esquimalt Municipal Archives

New phone number: (250) 414-7140

23) Saanich Municipal Archives

New inclusive dates: 1864-2000
New web address: www.gov.saanich.bc.ca/fpweb/heritage/saanich_archives.htm

24) Sechelt Community Archives

New entry:

Address: Sechelt Public Library, P.O. Box 2104, 5797 Cowrie Street, Sechelt, B.C. V0N 3A0

Web Site: hp.bccna.bc.ca/~aa177/

Contact Person: Ann Watson , Archivist

Phone Number: (604) 885-3260

Fax Number: (604) 885-5183

e-mail address: inquiries@secpl.scrd.bc.ca

Days and Hours of Operation: Thursdays, 9:00 am - 5:00 pm. (Appointment necessary 9:00 am - 11:00 am)

Holdings: Total Volume: 30 m ; Inclusive Dates: 1860s - present ; Predominant Dates: 1890s - 1983

Acquisition Policy/Holdings Summary:

The Sechelt Community Archives has been established to maintain and preserve the Helen Dawe collection of materials relating to Sechelt history and to collect and preserve other archival material pertaining to the growth and development of Sechelt Village and District and other areas of the Sunshine Coast.

25) Pitt Meadows Museum and Archives

New entry:

Address: 12294 Harris Road, Pitt Meadows, B.C. V3Y 2E9

Contact Person: Leslie Norman , Curator

Phone Number: (604) 465-4322

Fax Number: (604) 465-4322

Email Address: pnhms@direct.ca

Days and Hours of Operation: Tues, Wed, Thurs: 10:00-2:00. Appointment not required but preferred. (Additional hours by appointment)

Holdings: Total Volume: 3 meters of records, 944 photographs, 52 maps ; Inclusive Dates: 1880-present ; Predominant Dates: 1920-1970

Acquisition Policy/Holdings Summary:

The holdings consist of documents created by the municipal government from the 1930s to the 1970s (primarily records created by the finance department and are not a complete collection). Documents created by the Pitt Meadows School District from 1912 to 1945, and containing correspondence, minutes and financial records (not a complete collection). Records of various community groups, businesses and

families that reflect the social, cultural and economic life of the community from the 1880s. Other documents include 52 maps, over 900 photographic images, and an oral history collection. The archives also maintains a small collection of research files with clippings, stories, and other copied material relating to the history of Pitt Meadows and area.

26) Morris and Helen Belkin Art Gallery

New entry:

Sponsoring agency: University of British Columbia
Address: 1825 Main Mall, Vancouver, B.C. V6T 1Z2

Web Site: www.belkin-gallery.ubc.ca

Contact Person: Krisztina Laszlo , Archivist

Phone Number: (604) 822-0001

Fax Number: (604) 822-6689

Email address: klaszklok@interchange.ubc.ca

Days and Hours of Operation: Archivist available Thursday and Friday. Archives access by appointment. Gallery open Tuesday-Sunday, closed Mondays and statutory holidays.

Holdings: Total Volume: 50 metres ; Predominant Dates: c. 1950-2000

Acquisition Policy/Holdings Summary:

The Belkin Gallery houses archival collections complementing its collections of art and providing a resource for exhibitions, teaching, and learning, and scholarly research. Related especially to contemporary art since the 1960s, the archives include the papers of artists, art historians, and collectors, and contain material in multiple media (textual, graphic, moving image and sound), with a thematic focus on conceptual art, concrete poetry, mail art, performance art, social art history, and cultural history.

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 the BC Archival Network Service program (Phone: 604-876-9150 ; Fax: 604-876-9850 ; Email: bpurver@aabbc.bc.ca).

For more information about the program, including project reports, people are asked to consult the BC Archival Network Service homepage at aabbc.bc.ca/aabbc/bcans.html.

---Bill Purver

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AABC Newsletter

Volume 11 No. 3 Summer 2001

BC Archival Education and Advisory Service

The fortune cookie at the Rainbow Chinese/Canadian Café in Hazelton read, "You will travel far and wide for business and pleasure." For one whose travels have been limited for many years to the dubious pleasure of commuting in the Lower Mainland, Hazelton is indeed far and wide and even exotic. And I was on my first outing "site visiting" in the North West region of B.C., a most pleasurable business as it developed. So as the cookie crumbled, the fortune inside was remarkably apt.

Those of you who keep a weather eye on the web-site will have noticed a new name attached to the AABC's Education and Advisory Program, and I would like to take the opportunity, in this column, to introduce myself, and to indicate some of the directions the program will explore this year. I offer the following brief biography by way of letting readers know what kinds of education and experience I bring to the Education and Advisory Program.

In my life "before archives", I earned a Bachelor of Applied Arts in Radio and Television – yes, there really is such a thing – and worked in various unremunerative capacities in public radio, and cable television. Through a year with Frontier College, and summers touring puppet shows, I enjoyed exploring the back roads and small towns of the Prairie Provinces. I received the M.A.S. degree from UBC in 1994, but had accumulated some five year's experience with a variety of arrangement and description contracts, mostly for the City of Vancouver, by that time. I had also compiled the B.C. Thesaurus indexing tool. From 1993 to March of this year, I worked as Assistant Archivist, and then Archivist for Community Records, with the City of Surrey. The Education and Advisory Archivist role will draw on both the before and after archives threads, giving exciting opportunities to write, meet people, and I hope, assist those engaged in the archival enterprise throughout the province.

No major changes in delivery of the Education and Advisory Program are contemplated this year; the archivist will be responsible for revision of curricula and presentation of scheduled and sponsored courses, and will undertake 25 site visits during the year. Additionally, I am available for inquiries and discussion at any time, via e-mail, fax, and telephone – oh, and of course, snail mail. Two initiatives this year are particularly worth noting. We will be developing, as a pilot program, materials for distance delivery of the foundation pre-requisite course, "Introduction to Archival Practice". Although online delivery may be an option at some time in the future, this year's effort will focus on a more traditional correspondence-school style. Watch this column – we'll be looking for willing "test pilots" for the course later in the year.

The second new development comes to us through the BC Library Association's First Nations Interest Group. In conjunction with a more extensive "Information Workers " Institute, to be held from July 11-21 this summer at UBC, the Education and Advisory Program will offer the two-day Introductory course for twenty First Nations students. The rest of the Institute will be given over to study of cataloguing (AACR2), and care, handling, and special uses of maps. The Interest Group, together with SLAIS, the University College of the Fraser Valley, and Langara College, has long-term plans to develop a flexible curriculum to certify First Nations Information Keepers. On my recent trip to Kitimat, I was able to circulate material about the July Institute, to Nisga'a and Haisla registrants in a three-day Intro/Arrangement and Description. Both are doing exciting things with mapping, repatriation of museum and archival materials, and development of libraries. Their response to the program was very positive. There are some interesting challenges for delivery of our standard course in this context, because of the special character of repatriated archival

materials, issues of access and ownership, and the significance of oral history and modes of recording it for First Nations. That may be worth a column of its own in the Fall.

So far as business-as-usual is concerned, the schedule of course offerings will be finalized shortly, and advertised on the Education and Advisory page of the AABC website. Course offerings this year will include the afore mentioned distance version of the Introduction, revised versions of Archival Handling of Photographs and Conservation of Photographs, and Disaster Planning. Other courses can be requested on a sponsored basis, depending on the availability of instructors. One of the objectives of the Education and Advisory Program is to spread the schedule of site visits evenly around the province, so that every interested repository has the opportunity to meet either the conservator or the archivist at regular intervals. For this year, the designated areas for the archivist are the Lower Mainland, North Vancouver Island, and the Northwest.

Planning for future initiatives is an ongoing process. Please share ideas with me for courses you'd like to see developed. It seems, for example, there might be considerable demand for courses on soft-ware selection, or data-base design. All suggestions are welcome. Contact me at any time through the link on the AABC website, jeturner@aabbc.bc.ca, or at :

Janet Turner
1260 Victoria Drive,
Port Coquitlam B.C., V3B 2T9
Tel./Fax: (604) 942- 9790

* * *

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BC Archival Preservation Service

Optical Disk Media

Compact Discs

Compact discs are comprised of a core, a reflective layer and a lacquer layer. The core is usually made from polycarbonate plastic but it can also be metal or etched glass. The reflective layer is usually aluminum but is occasionally gold. The lacquer layer is added for protection in handling and use.

A variety of CD formats are available. Each type of CD can vary in laminate components and vary in how the information is recorded.

- **Compact disc digital audio (CD-DA)**

The CD-DA is used in for mass-market music CDs.

- **Write-Once Read-Many (WORM)**

WORM CDs can contain images, text, sound, video etc. and is a commercial format.

- **Compact disc – Recordable (CD-R)**

CD-Rs are like WORMs but are used non-commercially to record images, text, sound, video etc. CD-Rs cannot be erased or reused.

- **Compact disc Rewritable (CD-RW)**

CD-RWs can be used, erased and reused.

The information recorded on CDs is encoded in digital form. The method of encoding the information varies depending on whether the CD is a read-only CD - CD-ROM (CD-DA and WORM) or a writable CD (CD-R and CD-RW).

Read-only CDs are made from molded polycarbonate with a spiral track of pits which hold the information. The laser reads the information from the pit. Read-only CDs are silver on both sides of the CD.

Writable CDs are made from a molded polycarbonate like read-only CDs but have dyes added to the laminate structure. As the information is being recorded by the laser onto the CD the dye becomes discoloured which results in the information being encoded. Writable CDs appear green, gold or blue on one side rather than silver on both sides.

What type of CD-R to buy

Not all CD-Rs are created equal in terms of stability. Gold CD-Rs should be used if you are planning on undertaking an access/preservation project where you plan on using CD-Rs as the storage medium. Gold CD-Rs use the more stable phthalocyanine organic dye and appear to be a light green in colour. Many companies produce gold CD-Rs including Mitsumi and HHB. To find local suppliers of gold CD-Rs you can check the company websites for CD specifications and local suppliers.

Storage and Handling

- Wear clean, lint-free gloves when handling CDs.
- Handle CDs by their edges.
- Store CDs in their polystyrene "jewel cases", polypropylene or polycarbonate cases or other archival plastic. Do not store in paper or card enclosures.
- Store CDs vertically.
- Do not bend or place pressure on the CD as this may lead to delamination.
- Store CDs in the dark as ultraviolet light can discolour the lacquer and polycarbonate layers causing laser reading problems.
- Avoid excess humidity levels (above 50%) as early CDs reflective layers have been know to oxidize. Reflective layer composition has changed over the years but excess humidity should still be avoided.
- Do not label discs with self-adhesive labels. Consult the disc manufacturer to find out which type of marker pen is appropriate for the disc.

Environmental Recommendations

The life expectancy of a CD varies with the CD composition and storage environment. Currently, the life expectancy is thought to be anywhere from 20 – 200 years. Temperatures below -10°C and 5% are not recommended for optical media.

Maximum Temperature (+/- 2°C in 24 hrs allowable)	Maximum Relative Humidity (+/- 10% in 24 hrs allowable)
Less than 23°C	20% - 50%

References

ANSI/PIMA IT9.25-1988. Optical Disc Media – Storage. New York: American

National Standards Institute.

Conservation Online - Electronic Storage Media

palimpsest.stanford.edu/bytopic/electronic-records/electronic-storage-media/

The CoOI website offers a vast array of preservation related articles and links to preservation sites. The Electronic

Storage Media section has many useful articles and links specific to archival preservation issues.

---Rosaleen Hill

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AABC Newsletter

Volume 11 No. 3 Summer 2001

AABC Contact Information

Executive

President

Heather Gordon
hgordon@city.coquitlam.bc.ca
Phone: (604) 927-3016
Fax: (604) 927-3015

Vice President

Michelle Barroca
barroca@city.burnaby.ca
Phone: (604) 294-7596
FAX: (604) 294-7537

Treasurer

Carrie Stevenson
stevesoncarrie@hotmail.com
Phone: (604) 264-9306
Fax: (604) 264-9306

Secretary

Dovelle Buie
dbuie@city.richmond.bc.ca
Phone: (604) 276-4165
Fax: (604) 278-5139

Individual Member at Large

Christine O'Donnell
christineodonnell@sfhr.hnet.bc.ca

Institutional Member at Large

Laura Cheadle
l.cheadle@home.com
Phone: (604) 946-9322
Fax: (604) 946-5791

Committee Chairs

Education Committee

Linda Wills
vm_chin@junction.net
Phone: (205) 542-3142
Fax: (205) 542-5358

Grants Committee

Laura Cheadle
l.cheadle@home.com
Phone: (604) 946-9322
Fax: (604) 946-5791

Membership Committee

Dovelle Buie
dbuie@city.richmond.bc.ca
Phone: (604) 276-4165
Fax: (604) 278-5139

Nominations and Elections Committee

Public Awareness, Advocacy and Legislation Committee

Peter Johnson
pjohnson@city.surrey.bc.ca
Phone: (604) 502-6459
Fax: (604) 502-6457

B.C. Archival Preservation Service Advisory Committee

Dorothy Lawson
dlawson@direct.ca
Phone: (604) 947-9526
Fax: (604) 947-9529

Internet Committee

Heather Gordon
hgordon@city.coquitlam.bc.ca
Phone: (604) 927-3016
Fax: (604) 927-3015

BCAIN Coordinator

Ann Carroll
ann_carroll@city.vancouver.bc.ca
Phone: (604) 736-8561
Fax: (604) 736-0626

Constitution & By-Laws Committee

Finance Committee

Carrie Stevenson
stevesoncarrie@hotmail.com

Institutional Standards Committee

Wendy Hunt
whunt@bcma.bc.ca
Phone: (604) 736-5551
Fax: (604) 736-4566

Phone: (604) 264-9306
Fax: (604) 264-9306

Jane Turner
jturner@uvic.ca
Phone: (250) 721-8258
Fax: (250) 721-8215

Newsletter Editors

Editor
Chris Hives
chives@interchange.ubc.ca
Phone: (604) 822-5877
Fax: (604) 822-9587

Technical Editor
Leslie Field
leslie@lesliefield.com
Phone: (604) 822-5877
Fax: (604) 822-9587

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