The Faculty of Arts Research Archives

Report and Recommendations
March 8, 2013

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“The various archives at Memorial University contain unique research material that reflects the activities of Memorial University. This is vital information for the administrative aspect of MUN as well as for research. Further, not all material is related to Memorial, but is used by researchers at MUN and around the world. Memorial University is an academic setting and as such promotes furthering research and knowledge. Archives play a vital role in this, providing material that is not available anywhere else in the world. A lost book, for example, can very often be replaced by simply buying another copy. A lost collection is just that – lost.

“Recognition of the importance of archival collections is an important step and once that is accepted, then proper facilities for those irreplaceable items ought to ensue. To that end, the university’s archives should provide both suitable access to the collections and research services, and be staffed by qualified archivists, who attend workshops on a regular basis to keep abreast of current archival issues and skills. It is essential that the collections be housed in a controlled environment for the long term preservation of the collections. Security of the collections ought to/must be mandatory.”

Stephanie Harlick
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1 Prologue

At the request of Dr. Wardlaw (VP Academic), a committee to examine the Faculty of Arts’ Research Archives was established in Fall 2012. The committee consisted of Jason Daniels (Facilities Management), Carrie Dyck (co-chair; Associate Dean, Research and Graduate, Faculty of Arts), Karen Kennedy (Internal Consultant, Provosts’ Office), Heather Wareham (Maritime History Archive, Faculty of Arts), and Jeff Webb (co-chair, Department of History, Faculty of Arts). The Committee’s mandate was to report on and make recommendations for improvements to archival infrastructure for the Research Archives in the Faculty of Arts on the St. John’s campus. The committee was also charged with considering related facilities at Memorial and in the St. John’s community, as appropriate.

The committee reviewed past reports, which evaluated Memorial’s archival space and archival operations. (See §3 for details.) The committee consulted with stakeholders through face-to-face meetings, written feedback to a committee-generated questionnaire (see §9—Appendix A) as well as through requests for feedback via the Arts List and MUN Newsline. (See §4 for details, as well as §10—Appendix B, Questionnaire responses.)

The committee felt that its mandate excluded consideration of the archival storage of media and artifacts; for this reason, this report does not discuss Archaeology holdings, etc.

The committee’s findings are summarized in §2, below, with a detailed rationale following in §3-§8. See page 4 for a list of ‘scenarios’.

2 Executive Summary

Memorial University’s Faculty of Arts is home to a number of archival spaces, which contain unique collections reflecting the history, language, oral culture, folkways and popular culture of Newfoundland and Labrador. Citizens of the province have entrusted these one-of-a-kind archival materials to Memorial University. The Arts Research Archives are, in a sense, an enactment of Memorial University’s “special obligation to the citizens of Newfoundland and Labrador”, and can be a powerful instrument for the realization of Memorial University’s Strategic Mission, and Memorial’s frameworks for Research, Teaching and Learning, and Engagement.

2.1 Potential of the Arts Research Archives

(See §5 for further details.) The Arts Research Archives have the potential to “… support[…] and build[…] capacity for research excellence”, specifically, to “[a]tract, retain, support and celebrate people engaged in and supporting research”, “[s]upport an environment of research excellence”, and “[e]ngage with community partners and collaborators locally, nationally and internationally to create, share and apply research” (Goals 1-3 of the Strategic Research Plan). We provide two examples of the pivotal roles of Arts Research Archives in accomplishing these goals. The first is the Maritime History Archive (MHA) collection, which has proven valuable for research in many fields: for medical history, legal history, maritime history, labour and family history, documentary films, and web-based projects. The MHA also demonstrates the potential to attract research funding: from 2007-2012 the MHA attracted $671,692.55 in grants, $208,233.31 in other revenues, and $72,750.00 of in-kind funding. The second example is the English Lan-
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guage Research Centre (ELRC), which has over 100,000 lexical files compiled for the Dictionary of Newfoundland English, as well as files and maps of local toponymy (place names), a collection of Newfoundland and Labrador proverbs and proverbial speech, a collection of family names (approximately a third of which appeared in Family Names of the Island of Newfoundland, 1976; corr. edition 1998), and unique and extensive audio recordings, including Harold Paddock’s (Linguistics, retired) lexical Atlas interview recordings (representing some 130 traditional speakers from both the island and Labrador. The significance and impact of these archives cannot be underestimated.

2.2 Six-month needs and recommendations

While the Arts Research Archives have great potential, they are plagued by serious problems that threaten the survival of these one-of-a-kind archival materials. (See §7, Needs for a detailed account.) It has been through the commitment of staff and faculty that the archives have been maintained and developed as significant research collections today.

Of the three major archives (§4.1), the MUN Folklore Archives (MUNFLA) are the most at-risk, and present the most serious threat to life and safety (see §4.1.1 for details). The Maritime History Archive (MHA; §4.1.2) are also at serious risk due to the leaks in the Henrietta Harvey building, and the lack of archival-quality environmental and fire-suppression systems.

A possible scenario to address these most immediate concerns would be to:

• Install high-density rolling shelving, a dedicated fire suppression system and archival environmental controls on the ground floor of the Education building (where MUNFLA is currently housed).
• Move the MUNFLA archival material to the new ground-floor space.
• Reconfigure the existing 4th-floor MUNFLA space as appropriate.
• Repair the exterior of the Henrietta Harvey building so that it does not leak constantly in the archives.
• Install a dedicated fire suppression system and environmental controls in the MHA.

2.3 Longer-term needs and recommendations

The above scenario would address the most immediate threats to life and safety; (see see §7 for additional concerns). However, it doesn’t enhance the significant research, teaching, and engagement potential of the archives (see §5).

Other problems include:

• A lack of personnel (archivists, conservators, processing staff, administrative staff), which affects the Arts Research Archives’ ability to process and properly store materials, provide access to Arts Research Archives, and provide accessible opening hours. The Arts Research Archives cannot realize their full potential for facilitating research and engaging the public.
• The lack of a centralized cataloguing system, which, coupled with limited hours of operation, constrains the ability of the Arts Research Archives to support researchers, students and the community.
• Outdated, unclear, or overlapping collections mandates.
• A lack of infrastructure for archival storage, exhibit space, and research space; a lack of parking for external visitors.
• The lack of a budget for collections, operations and maintenance, supplies and equipment.
• The lack of policies, or outdated or unclear policies, with respect to the disposition of faculty members’ materials, records management, access of private and otherwise sensitive materials, and compliance with legal requirements outlined in the donor agreements.

Based on our findings, the committee makes the following **short-term recommendation**:

• Ensure the safety of the existing Arts Research Archives: consolidate all Arts Research Archives into a purpose-built, environmentally-controlled, on-site storage space.

Based on our findings, the committee makes also the following **long-term recommendations** (which are, nevertheless, still high-priority):

• Provide exhibit space, administrative space, research space, and parking for the Arts Research Archives.
• Provide staff (archivist, conservator, etc.) to archive, arrange and describe, and conserve archival material.
• Provide administrative staff, to ensure adequate opening hours for Arts Research Archives.
• Consider consolidating at least some services currently offered by the disparate Arts Research Archives, thereby improving operational efficiencies and increasing accessibility to the materials critical for researchers, students and the community.
• Develop overarching policies for all of Memorial’s archives, e.g., concerning the disposition of faculty members’ papers, records management for the entire university, access of private and otherwise sensitive materials, compliance with legal requirements outlined in the donor agreements, collections mandates, and collaboration with archives external to Memorial.
• Consider spending a proportionate amount of money relative to the risk, in light of the difficulty of assessing and valuing the Arts Research Archives.

### 2.4 Scenarios to address longer-term needs and recommendations

The committee recommends three scenarios, listed in decreasing order of each scenario’s ability to address the needs of the Arts Research Archives. (See §8 for further details.)

**Scenario One — A purpose-built Arts Research Archives**, located on campus.

The committee feels that a purpose-built Arts Research Archives would present an excellent solution to the problems outlined above, and would create an excellent opportunity for a campaign to engage alumni and other public donors. The Arts Research Archives would serve as a resource to researchers, a teaching tool, and a mechanism for public engagement.

Consider a building such as the Printing Services (Ingstaad) Building: it is close to campus, has parking, is air conditioned, and has no structural limitations; (it is a single-floor building). It is easily expandable (both ‘outward’ and ‘upward’) to meet future needs; it currently has 12,925.8 square feet, and with the addition of a second floor, the space could be doubled.
Satellite offices or ‘research rooms’ could be located within departments that currently host Arts Research Archives, while still reducing the footprint of the archives within the departments. This would be important for maintaining a connection within the departments. It would also create space for collaborative research, and would mitigate the ‘inconvenience’ of moving archives from their original host departments.

**Scenario Two — Off-site storage**

Rather than continue to rent a greater and greater amount of warehouse space, the university might construct its own climate controlled long-term storage facility and place within it less frequently used material and material which has been digitized. The advantage of a long term storage facility is that it need not be constructed for human occupancy. The factors that make a building suitable for staff, such as windows, plumbing, etc., need not be considered. A building without human occupancy would be more easily maintained at suitable temperature and humidity, and lights would need only be used periodically. Ceilings could be 8, 10, 20 feet high, or more, to suit the most cost effective design.

Off-site storage could also be rented, but would need to meet minimal requirements for storage of archival material (including the need for humidity and temperature controls, fire and safety controls, protection from theft and vandalism, etc.) The committee is unsure whether such storage facilities exist. Finally, while off-site storage takes care of immediate concerns, it does not enhance the potential of the Arts Research Archives for research, teaching, and public engagement.

**Scenario Three — Amalgamating all Memorial archives at a new site, or in the QE II Library**

While all Memorial archives could be moved into the QE II Library, the disadvantages of this option outweigh the advantages. See §8.3 for further details.

### 3 Historical background

#### 3.1 Provincial Archives Division

From early in its history as a degree granting university, Memorial’s teaching and research programs have been integrated with its archival collection. In 1955 a grant from the Carnegie Corporation allowed Memorial to begin identifying and acquiring copies of foreign records and gathering local records which would one day, the university hoped, form the foundation for the study of Newfoundland history. Under the direction of historians, economists, geographers, etc., the Historical Research Committee organized an archive. Gordon O. Rothney’s (Department of History) plan to have an integrated research and archival program was not fully realized however. The Carnegie Corporation funding required that the archive be passed over to the custody of the Provincial Government, so faculty at the university ceased to direct the collection of records. The historians at Memorial had founded Provincial Archives of Newfoundland and Labrador, which is now known as the Provincial Archives Division (PAD) of The Rooms. The PAD has a legislated mandate to collect public records, and material of significance to the history of the province. It has an Acquisition Committee which evaluates whether or not collections fit within the mandate, and the Provincial Archives Division has become more selective on what it chooses to acquire because of storage space limitations. While The Rooms works well with various ar-
chives at Memorial in directing collections to the place that makes the most sense – that sometimes breaks down and it can be a source of tension between the Province and the University. Some materials, such as politicians papers, the records of government committees and the papers of political parties, which are core to the mandate of the Provincial Archives find their way to Memorial. Conversely, some retired faculty at the university have asked the Provincial Archives to take their personal papers. These researchers are either unaware of the various archival repositories on campus, or feel that Memorial is not a suitable custodian for the research records.

3.2 Archives and Special Collections Division, QEII

At approximately the same time that the Historical Research Committee created an Archive Memorial’s Library began to create research tools, such a project that was eventually published as the Bibliography of Newfoundland and Labrador. As a related project the Newfoundland Book Room began acquiring a research collection which evolved into the Centre for Newfoundland Studies (CNS) in 1966, and is housed in the QEII Library. That unit endeavours to have a complete collection of Newfoundland and Labrador printed material, and is an unparalleled research facility. The donation of archival material to the CNS in the 1970s led to the development of an archival division, which evolved into the current Archives and Special Collections Division (ASC) in 2005. The ASC became a repository for a range of papers of individuals, and developed a special collection related to drama and artistic production.

3.3 English Language Research Centre (ELRC)

In the 1950s the Department of English Language and Literature embarked upon an ambitious research program on the language and oral culture of the province. Two archival facilities grew out of that, the English Language Research Centre (ELRC) and the Memorial University Folklore and Language Archive (MUNFLA). The work on the Dictionary of Newfoundland English resulted in the collection of data on place names and the lexicon, which are currently housed in the ELRC in an office in the Arts and Administration Building.

3.4 MUN Folklore Archives (MUNFLA)

Formed in 1968 along with the Department of Folklore, MUNFLA existed both as a support to faculty and graduate and undergraduate student research into Newfoundland and Labrador folk culture. It became a repository of recorded material, artifacts and textual records of language and culture, soon expanding into material related to popular culture, and including some folklore collections from other areas of the world. It’s currently housed in the GA Hickman Building.

3.5 Maritime History Archive (MHA)

The Maritime History Archive (MHA) arrived on the scene somewhat later. It began as the Maritime History Group (MHG) in 1971 – a facility that existed to both conduct research and house the significant collection of Crew Lists of the British Empire that had been acquired by the University. The Atlantic Canada Shipping Project (ASCP) conducted by the Maritime History Group (MHG) was supported by the SSHRC and despite the premature deaths of the two principal investigators was a success. As the largest archival repository on the campus, it moved into the Henrietta Harvey building shortly after the QEII Library was constructed. As the ACSP came to an end, it became apparent that there was conflict between the two roles of the MHG – archival practice on the one hand and the research of faculty members in the Department of History on
the other. After an external review of its activities, the MHA was given administrative independ-
ence from the History Department and made answerable to the Dean of Arts.

3.6 Proposal for a Centre for Newfoundland Studies (CNS)

In the late 1960s the rapidly expanding program of research and archival collection prompted
George Story to propose a Centre for Newfoundland Studies, which would be ‘the single most
important step that could be taken.’ in fostering research.1 The historians, linguists and folklorists
had been collecting archival documentation of Newfoundland’s past and present, but inadequa-
cies in cataloging and handling the material had emerged. Story consulted with his colleagues in
English, Folklore, History and Anthropology, and in 1968 proposed a centralized cataloging cen-
tre. Much had been accomplished in the preceding decade and a half; a provincial archives had
been organized, the library had amassed a collection of Newfoundland published works, and a
start had been made at collecting oral culture. But, Story felt, a weakness existed in organizing
and co-ordinating evidence and research. Material which should be brought together in one
place, was scattered among different archives. Preservation was less than ideal, and no one insti-
tution was in a position to systematically collect material. While he thought that unpublished tex-
tual material, recordings of oral interviews and material culture might be housed separately – he
believed a common centre should be created which would co-ordinate the acquisition and cata-
logging of the material. Story’s proposed centre would take responsibility for setting priorities in
acquiring materials for Newfoundland studies, co-ordinate major projects, raise funds for re-
search, and award research associate positions.2 Then University Vice President Academic MO
Morgan, Dean of Arts Les Harris, Herbert Halpert of the Folklore Department, Keith Matthews
of the History Department, and ER Seary and WJ Kirwin of the English Department all saw and
approved of Story’s proposal. They were disappointed when the 1968 master plan for the devel-
opment of the campus made ‘no provision for a Newfoundland Studies Centre’ which ‘would
have considerable space requirements for tape and manuscript storage, for filing and processing
areas, and for study and research rooms.’3

A committee to consider the proposed Centre for Newfoundland Studies was struck in 1973, a
body which would perhaps be housed in the new university library which was being planned.
The mandate of the Committee on Newfoundland Studies was to report and advise upon scholar-
ship on Newfoundland, to identify areas of common interest, and the physical requirements of
storing and making accessible Newfoundland research material. Meeting in 1974, the Committee
was encouraged by the ongoing planning for a new university library, and by the possibility that
the federal government would donate an archives building to the province to mark the 25th anni-
versary of Newfoundland joining Canada.4

At the same time the medical school advocated the creation of a Research Centre for Community
Studies in which the genealogical, historical and family data could be housed along with medical
records which had been stripped of personal identifying information. The Dean of Medicine felt

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1 Story to L Harris, 3 July 1968, ‘Centre Newfoundland Studies,’ President’s Office.
2 Story to L Harris, 3 July 1968, ‘Centre Newfoundland Studies,’ President’s Office.
3 Halpert to Harris, 9 October 1968, Dean of Arts and Science, File Academic Planning Commit-
tee 1968-9, Box 4, President’s Office.
4 Minutes of Advisory Committee on Newfoundland Studies, 23 January 1974, File: Dean of
Arts – VP’s Committee on Newfoundland Studies, (Box 29), President’s Office.
that opportunities to search, for example, mortality records, and match that to other kinds of in-
formation could enable efficient research to be conducted on many areas of health in the prov-
ine. \(^5\)

### 3.7 Proposal for a University Archive

During the 1970s, the hope in many circles was for a joint university-provincial government ar-
chive, the centre piece of which would be the JR Smallwood papers. The province was unable to
provide the funds for the proposed facility, leaving each of the archival collections at the univer-
sity in their own locations. While government allocated funds to build the QEII Library, it was
apparent in 1975 that funds would not be forthcoming for a purpose built archive. The committee
decided to press the Vice President Academic to make the Henrietta Harvey Building (HBB) into
an archive. \(^6\) A sub committee, chaired by Professor of History Keith Matthews, was struck to
consider archival planning; it surveyed the linear shelf space and square footage by various aca-
demic units and projected the capacity needed by 1980 at 34,000 square feet. It estimated that the
HBB was 37,000 square feet – so no space would exist for researchers or staff, nor would there
be any potential for expansion of the collection. It recommended the use of the HBB for archival
storage and the construction of a “Newfoundland Studies Centre” of approximately 15,000
square feet on the site of the existing library annex. The Committee also urged that the university
hire a consultant to develop a policy for management of its own records – which were not con-
sidered in its estimates. \(^7\)

### 3.8 Archival Evaluation (the Carroll Report)

A major opportunity to change direction came in 1985 when Carman Carroll, a senior archivist
with the Public Archives of Canada, was contracted to survey the archival collections at Memo-
rial and make recommendations for their administration. Carroll recognized the potential for re-
search represented by these collections, but identified a serious problem in the lack of systematic
records management of the university’s own records. He found that the three principal archives
suffered from a situation in which:

> Acquisitions mandates are unclear and beginning to overlap; the level of descrip-
tion and control over the holdings is uneven, research rules and public service fa-
cilities are not uniform; there is no centralized main entry catalogue for all the
holdings, there is little active conservation work being done; and there is no one
archival authority to ensure that archival standards are being met and the archival
resources are properly allocated. \(^8\)

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\(^5\) WH Marshall to AR Cox, Dean of Medicine, 23 October 1974, File: VPA Advisory Committee
on Newfoundland Studies, 1974 – 1976, Box C-6, President’s Office.

\(^6\) Minutes of Advisory Committee on Newfoundland Studies, 7 January 1975, File: VPA Advisory
Committee on Newfoundland Studies, 1974 – 1976, Box C-6, President’s Office.

\(^7\) Advisory Committee on Newfoundland Studies: Sub Committee on Archival Planning, 24
March 1975, File: VPA Advisory Committee on Newfoundland Studies, 1974 – 1976, Box C-6,
President’s Office.

\(^8\) Carman Carroll p.2.
Each of those remains a concern today. Carroll recommended co-operation with the Provincial Archives to avoid duplication. Even more urgently he recommended the appointment of a University Archivist, and an Archives Board, with administrative and policy oversight over all of the on campus archives. He advised that the implementation of an effective program of records management should be the highest priority.

Carroll also found that the CNS Archives, while small, was processing material in a timely fashion and its staff were effective. He warned that its collection included material that might more properly housed in the Provincial Archives. He warned that such a broad collection mandate would require a considerable investment of resources if it were to not have its level of service decline as the scale of the collection grew.

While Carroll recommended the development of overarching administrative controls, he believed that the physical and administrative autonomy be maintained.

The Carroll report was partially implemented. The appointment of Dr Melvin Baker as Archivist/Historian greatly improved the administration of records management, but two issues that Carroll had identified remained. Without resources Baker was limited in his ability to make university records available for research. The records under his custody are not available to researchers in a routine manner, although he makes them available as much as is practical. Secondly, the Archivist/Historian in the President’s Office was not made responsible for the administration of the other archival collections so the opportunity to develop uniform policies and co-ordinate a centralized database of archival material was not implemented. Each of the principal archives (MUNFLA, MHA and ASC) continued to collect material and administer their own collections according to their own criteria and policies without systemic co-ordination.

4 Current Description
There are three main Arts Research Archives, described in §4.1, and several smaller ones, characterized in §4.2. Related archives, which are not Arts archives, are described in §4.3.

4.1 The three main Arts Research Archives

The three main Arts Research Archives are the Memorial Folklore Archives (MUNFLA), the Maritime History Archive (MHA), and the English Language Resource Centre (ELRC).

See §13—Appendix E for floor plans of the three main archives.

4.1.1 Memorial Folklore Archives (MUNFLA)

MUNFLA currently occupies ED4038, ED4036A and ED4031. It exists primarily to serve the research needs of the Department of Folklore and includes approximately 1,100 linear meters (3600 linear feet) of mixed media. This archive contains paper material, some artifacts and recorded sound material in a large number of formats. Maintaining equipment to play older format video and audio re-
cordings remains essential. MUNFLA is engaged in making digital copies of older material to provide ease of access to researchers and allow originals to be stored. About 5% of the collection has been digitized. There are currently one archivist and one archival assistant, one part-time publications assistant and one part-time transcriber on staff. Students are sometimes hired to work in the archive. Serving researchers and routine administrative duties leave little time for describing and providing finding aids for collections. The archive needs additional equipment and dedicated staff to address both a backlog of material which has not been processed (about 30% of the material in the archives possession has not been described and is thus unavailable to researchers) and the urgency in digitizing originals, which are vulnerable to time.

While the university has invested a significant amount of resources in MUNFLA, it is underutilized in the short term and threatened in the long term. Climate control and crisis re-mediation, some of which is jury rigged, has necessitated the closure of access to a large portion of the archives holdings. It is not clear when researchers will have access to that material again. Even before the immediate crisis, operational hours are restrictive (10:00 am to 4:00 pm Monday to Friday) and are a source of discontent among researchers (especially those who come to Memorial from other universities specifically to use this facility). The structural load-bearing capacity of the G.A. Hickman Building is inappropriate to an archive. Some of the weight of the archival storage should be moved to another location, and there is no room to acquire more material.

MUNFLA does not actively solicit new accessions because of its physical and staff limitations, but expects that faculty and students in the Folklore Department will deposit copies of their research material in the archive and accepts occasional donations. Given the digital nature of sound files and photographs, for the foreseeable future most of the new accessions of new research material will require digital storage. Older material that exists in the community and in the collections of faculty will be deposited in MUNFLA however, and the Archivist, Patricia Fulton, estimated that its future space requirements could be twice that which currently exists. Specifically, MUNFLA projects a growth rate of 20% per year, or 9000 linear feet of shelving by 2017.

A large portion of the holdings at MUNFLA are inaccessible to researchers until some of the space concerns are rectified.

The Folklore Collection also suffers from space constraints; however their circumstance is for a different reason. The growth of the collection, and the unit’s desire to maintain researcher space, has resulted in the collection being compressed into very dense storage arrangement. The density is in fact so high, it exceeds the structural design limits of the building. Decompressing the collection into a physical layout that will allow it to remain stored in the Education Building would likely eliminate most of the researcher space and perhaps some of the offices. The condition of the space is remarkably good, given the adhoc nature of the systems being used, although there have been some recent issues with environmental conditions. (The latter also stems from the adhoc manner in which the facilities have been constructed.) Parts of the collection are currently stored in a controlled environment, while the remaining collections have no specialized environmental controls suitable for their long term preservation. In addition, there is no specialized protection in place for this collection which would prevent its catastrophic loss in the event of a fire. In fact, its presence in the building represents a significant fire hazard and actions must be taken to ensure that a fire initiating in the Folklore collections areas does not spread to the remainder of the building. This would still not save the collection, but it would likely prevent destruction of the building.
4.1.2 Maritime History Archive (MHA)

The Maritime History Archive is the largest of its kind in the world, and occupies much of the ground floor of the Henrietta Harvey Building (HHB) as well as off-site storage. It is mandated to collect and preserve documents relating to the history of maritime activities in Newfoundland and Labrador and throughout the North Atlantic World. The holdings include an extensive manuscript collection, photographs, maps and charts and several artifacts. The Newfoundland and Labrador Heritage Web Site also comes under the auspices of the MHA. There is currently 1 archivist, 1 assistant archivist, 3 archival assistants working full-time, and a research assistant (shared with Intangible Cultural Heritage) and an intermediate clerk working on a contractual basis. MUCEP student, ISWEP students, CNA work-term students and Canada Summer Job placements are also employed throughout the year. The staff assists close to 800 researchers each year and responds to 2,265 research enquiries. Digitization is given a high priority, and the MHA has been a key contributor to the Digital Archives Initiative (DAI) at Memorial. However, operational hours are restrictive (9:00 a.m. - 1:00 p.m., and 2:00 p.m. to 4:00 p.m., Monday to Friday, with no evening or weekend access).

The collections occupy 26,000 linear feet of shelving, much of which is on rolling shelves which are old and function poorly. These collections occupy 9,500 square feet in the HHB, with no potential for expansion. An additional 3,000 square feet of storage is rented off site at a cost of $37,800.00 annually. That area is also filled to capacity. Neither space has adequate climate control, and the HHB space has severe problems with leaks, causing a major threat to the collections with heavy rainfall. Asbestos in the building is also a problem, posing a possible health risk to staff, resulting in exorbitant cost for any renovations or rewiring for computer equipment. The high fuel load represented by the collection presents a fire risk to the building and a lack of dedicated fire suppression mans that the collection is at risk of loss in the event of fire.

Like MUNFLA, the MHA has not actively solicited new material in recent years due to space limitations and no collections development budget. As a consequence, it has been unable to collect records documenting important aspects of Newfoundland’s maritime history, including the transition from salt cod into fresh frozen production and the closure of the ground fisheries in 1992.

While the MHA does not actively solicit new material, the archives are projected to grow 2% per year, for a total of 29,000 linear feet by 2017.

Approximately 200 linear feet of records have not been arranged or described and remain as backlog. An accession database provides in-house access to this material. The MHA’s extensive web site provides access to finding aids, digitized material and virtual exhibits.
The Maritime History Archive has a large physical collection of documentation which cannot be stored properly on Campus. They have a wide variety of researchers wishing to access their facilities and very little of their space is allotted to researchers. The space conditions are not suited to the preservation of the documentation they manage, and the physical condition of the building may be contributing to their premature deterioration and are certainly limiting the unit’s ability to function efficiently. The management of the unit is consistent, allowing regular access by researchers and advancing the initiatives of the collection by digitization and good archival practices, albeit slowly.

4.1.3 English Language Resource Centre (ELRC)

This unit has a small collection of archival files which may be transferred to another facility. G.M. Story’s correspondence, for example, may be united with the Story collection in the Archives and Special Collections Division. The ELRC also includes a small research library of dictionaries and books related to place names and linguistic research.

The ELRC is, however, primarily a research unit rather than an archive. Its primary research collection is some 100,000 cards of lexical data which was the principal source for the Dictionary of Newfoundland English, and there is also a significant amount of data related to place name research. The lexical data is currently being digitized, a program which will continue for several more years. The lexical data also continues to be consulted by researchers. The ELRC does not foresee significant growth in the size of its archives.

The management committee of the ELRC is concerned about some safety issues in the room in which it’s housed. And the lack of space means that further acquisitions are impossible. One member of the management committee expressed his regret that a rich collection of student writing over an extended period of time was in an English Department storage area because the ELRC could not house it, and a member of the staff of that department inadvertently destroyed the collection.

The English Language Research Center is the smallest of the collections under consideration. The space in which it is housed in the Arts Buildings, while worn, is not in a state of deterioration or failure. The space is by all accounts functional and serviceable with no inherent physical problems. The collection room does not poses any form of environmental controls to protect it from deterioration nor does the building have a fire suppression system or a dedicated system to preserve the collection in the event of a fire. The space, while not large, is split evenly between storage for the collection and researcher space. The management of the space is not consistent, with access being dependent upon staff who are contractually employed with grant funding. The growth of the collection, and the digital initiatives, are limited due largely to staff limitation. The existing organization of the collection is considered to be stellar; however, this is due largely to the personal investment of the contributors.
4.2 Other Arts Research Archives

4.2.1 Native Language Archives (NLA)

The Native Language Archives is also called the Aboriginal Languages Research Laboratory. The NLA, and its holdings, are distinct from the ELRC and the Labrador Institute.

Faculty in the Department of Linguistics have collected approximately 30 years of unique materials on the Algonquian (Cree, Innu, Mi'kmaq, Blackfoot), Inuktitut (Inuttut), and Iroquoian (Cayuga) languages. Materials include audio tapes (cassette and reel-to-reel), digitized versions of the audio; field notes and digitized versions of field notes; books, monographs, and other print materials. The NLA houses several long-term research projects, including two SSHRC-funded Community-University Research Alliance projects on Innu (http://www.innu-aimun.ca/modules.php?name=cura&p=lab), and on Cayuga (http://cayugalanguage.ca).

Ongoing issues include the need to digitize archives, migrate digital data to new formats, and archive backups. There are currently no succession plans in place for the archives.

4.2.2 Individual faculty archives: example from the Hans Rollman Collection on Religion in Newfoundland and Labrador.

Individual Arts faculty members often amass archival material relevant to their research. This material can be distinct from faculty papers and records: rather than being the product of research, it is the primary material on which the research is based. For example, Dr. Hans Rollman has throughout his career at Memorial collected 12 file cabinets of documents relevant to the history of religion in Newfoundland and Labrador. Much of it is unique, and much of it is material copied from European and other archives during his many research trips. He also has a number of cassette tapes of oral interviews conducted during the 1970s and perhaps one and a half terabytes of digital material, much of which cannot be replicated. Dr. Rollman would like to ensure that upon his retirement this data is made available to future scholars.

Dr. Rollman’s situation is not unique. If there were a safe home for the Arts Research Archives, this kind of valuable material, the result of years of searching and researching, could be made available to future scholars.

4.3 Related archives at Memorial

In order to put the Arts Research Archives in context, the committee considered archives at Memorial whose mandate somehow related to that of the Arts Research Archives.

4.3.1 Centre for Newfoundland Studies (CNS)

The Centre for Newfoundland Studies has library rather than archival holdings. Its collection of published material runs to just over 1000 linear feet, and there is approximately 100 feet of shelf space currently unused. The CNS also currently uses 56 filing cabinets, 2 map cabinets and 2 vaults. Some storage space is shared with the Special Collections Division, for a total of nearly 5000 square feet. An additional 6000 square feet are used as reading room, reception area, office and processing space. There is a full time staff of 2 librarians, 4 library assistant VIIIs, 2 library assistant IIIs, and 4 library assistant Is. The CNS also employs 1 library assistant IV part time and numerous student assistants. The CNS faces the challenge of space constraints. At the cur-
rent pace of growth, of 12 bookshelves and 2 filing cabinet drawers per year, the CNS will reach the upper limit of its capacity in three or four years.

4.3.2 Archives and Special Collections Division (ASCD)

This division is the most ambitious in mandate: Literary History, Social History, Cultural History, Military History, Women’s History, Labour History, and “other materials will be accepted for deposit based on their historical significance to Newfoundland and Labrador and their appropriateness to the research interests and needs of students and faculty members of Memorial University.” This mandate has served posterity well – much that might have been lost has been preserved and some parts of the collection, such as those of the performing arts, play an important role in the university engaging with the community as well as the needs of researchers.

Dr. Lorainne Busby, the University Librarian, has expressed the view that its unique items constitute an essential centerpiece to the future of the library. It’s the only archive with a collections development budget, all others depend largely on the happenstance of donations to build their collections.

In addition to textual material, it includes rare books, photographs, architectural drawings, sound recordings in various formats, maps and a range of many different kinds of material. It currently uses 26,000 square feet of workspace and 66,000 square feet of storage space. Some 25,000 linear feet of shelf space is rented from Iron Mountain, in Mount Pearl, and is shared with QEII. That space contains no climate control. In many respects the QEII has the best climate control conditions available on campus, and has a conservation technician who can repair some items.

As Carman Carroll anticipated, the broad mandate has created a problem. The archive has been acquiring about 500 linear feet of material per year, but processing and making available to researchers 100 to 150 feet per year. This has resulted in a 6,500 feet backlog which has not been described or arranged, representing 60% of the collection. To put this another way, if no more material were acquired it would take 65 years for a collection just acquired to become available to researchers. Since material is being acquired on a regular basis, the library is paying for the storage of material which will never be made available to researchers. Since a portion of the collection acquired each year requires the generation of a valuation for the purposes of a tax receipt, some collections jump the queue. While staff attempt to identify collections which are a high priority, there is no systematic effort to enhance research by prioritizing the arranging of records.

There are two possible approaches, the Library may slow the pace of acquisitions, or it may increase the number of staff. Some combination of the two seems the only feasible way of addressing the situation. The Archivist, Bert Riggs, reports that the priority is to digitize finding aids of the catalogued material to make the most basic of research tools available on line; archival collections of paper are not being digitized.

4.3.3 MMAP (Research Centre for the Study of Music, Media and Place)

MMaP is a research centre, rather than an archive. That being said, MMAP contains Dr. Bev Diamond’s personal archive of material, as well as a number of other collections that have been deposited with MMAP, and that have not (yet) been deposited with MUNFLA, or elsewhere.
Many MMAP projects have made use of archival material at Memorial, mostly from MUNFLA and CNS. In addition, several projects have used regional archives (e.g., in Makkovik) or national ones (e.g., for a Mi’kmaq CD, and the recently-published *Bellows and Bows* book).

MMAP, and the Arts Native Language Archives (§4.2.1), share the challenges of audio archives, which require proper storage (for original cassettes and reel-to-reels, etc.), digitization (which also entails maintenance of out-of-date recording technology), migration to current formats, backups, etc.

### 4.3.4 Founders’ Archive

The Faculty of Medicine Founders’ Archive (FA) is a special collection of the Health Sciences Library (HSL) of Memorial University operated on behalf of the Faculty of Medicine. The archive contains unique material related to the Medical School and its relationship with the province for the past 45 plus years.

The FA’s public engagement activities demonstrate the potential of well-staffed archives. The FA has a webpage, produces virtual exhibits, digitizes and makes material accessible through the DAI, produces partnered exhibits, for example with the Lung Association of NL, hosts symposiums (e.g., 40th Anniversary of the Medical School) and workshops, contributes to publications such as MUNMed and the Gazette, and participates in committees such as the Association of Heritage Industries.

### 4.4 The relationship of archives to MUN administrative records

The university generates two sorts of records, the research product and its own administrative records. There is no systematic process for the deposit of data in a public repository despite the fact that the university and government often invest large amounts of public money in the collection of that data. It is sometimes lost or destroyed, and retired researchers often do not know what to do with evidence they collected over their career. It need not be emphasised that much of that data could not be replicated.

Best practices of records management dictate that units of the university would retain files and data as long as it is active, and then transfer it to a records management unit which would evaluate it. Most data would be destroyed, and a portion of it would be transferred to an archive. Such a system protects the university from liability in that privacy concerns can be met, and records can be retrieved which Memorial may use to respond to complaints. The Records Management Division should work closely with those at the university whose responsibility is to oversee privacy and copyright. These functions exist, but can be enhanced.

Many Canadian universities have archives which function as an institutional memory and allow for the history of the institution to be written. Memorial has had a significant role in nearly every aspect of the province’s history, and the current university Historian/Archivist makes records available to researchers. But there is no place where a scholar can access such records.
4.5 (Lack of) coordination between archives at the St. John’s campus

The various archives at the St. John’s campus operate under different models, with different governing structures, archival classification systems, and reporting systems. The ASCD is a division of the QEII Library and reports to the University Librarian. The MHA is an autonomous unit which reports to the Dean of Arts. MUNFLA is a part of the Department of Folklore. The ELRC is housed in the English department, but operates autonomously; (the English department will eventually take over the space occupied by the ELRC). The Native Language Archives is a research unit within Linguistics.

From a Human Resources point of view, people with the same qualifications and same job duties in different units find themselves in different job classifications. This is a disjointed approach, and the staff are to be commended for their high level of professionalism in the face of what in some cases seem to be insurmountable obstacles.

There may be a need to coordinate collections development between the various archives on campus and The Rooms Archives Division, in order to avoid competition, enable researchers to access collections which are now dispersed and divided, and provide clear guidance as to where records should be deposited.

The significant archival backlog should be a priority for description and cataloguing. Collections are donated to archives without any prioritization of acquisitions, and often sit uncatalogued for many years. There is no formal policy on accepting donations, and no coherent efforts to identify priorities. Researchers are unaware of what collections exist in backlog, and if a list were made available then archivists could use scholars’ interest in using the collections as evidence upon which to base decisions about what undescribed collections to make a priority.

The committee feels that these heterogenous models should be re-examined.

5 Potential

The Arts Research Archives can be a powerful instrument for the realization of Memorial University’s Strategic Mission, and for the realization of Memorial’s frameworks for Research, Teaching and Learning, and Engagement. The archives contain unique collections reflecting the history, language, oral culture, folkways and popular culture of Newfoundland and Labrador. They are, in this sense, an enactment of Memorial University’s “special obligation to the citizens of Newfoundland and Labrador”.

The Arts Research Archives have the potential to “… support[…] and build[…] capacity for research excellence”, specifically, to “[a]ttract, retain, support and celebrate people engaged in and supporting research”, “[s]upport an environment of research excellence”, and “[e]ngage with community partners and collaborators locally, nationally and internationally to create, share and apply research” (Goals 1-3 of the Strategic Research Plan). To illustrate:

The MHA’s collections have also proven valuable for research in many fields: for medical history, legal history, maritime history, labour and family history, documentary films, and web-based projects. The MHA also demonstrates the potential to attract research funding: from 2007-2012 the MHA brought in $671,692.55 in grants, $208,233.31 in other revenues, and $72,750.00 of in-kind funding.
The English Language Research Centre (ELRC) has over 100,000 lexical files compiled for the *Dictionary of Newfoundland English*, as well as files and maps of local toponymy (place names), a collection of Newfoundland and Labrador proverbs and proverbial speech, a collection of family names (approximately a third of which appeared in *Family Names of the Island of Newfoundland*, 1976; corr. edition 1998), and unique and extensive audio recordings, including Harold Paddock’s (Linguistics, retired) lexical Atlas interview recordings (representing some 130 traditional speakers from both the island and Labrador.

The Arts Research Archives has the potential to “contribute[…] to Memorial’s teaching and learning environment” by building relationships “between educators, students, staff and members of the broader community” and encouraging knowledge co-creation between teaching and learning, research. This potential is amply illustrated by the MUNFLA archives, which are “an integral part of the teaching and research activities of the Department of Folklore at both the graduate and undergraduate levels”. The MUNFLA archives include 40 years of contributions, including students (theses) and faculty research; it contains “…extensive collections of Newfoundland and Labrador folksongs and music, … folk narratives of many kinds, oral history, folk customs, beliefs and practices, childlore and descriptions of material culture.” These resources are used actively as a tool for graduate student recruitment.

Finally, an Arts Research Archives implements the vision of the Engagement framework, “…for Memorial University to be a world leader as an engaged public university, through our special obligation to the people of Newfoundland and Labrador.” The *More Than a List of Crew (MTLOC)* website, amply illustrates the potential for engagement: MTLOC “…profiles some of the world-class resources of Memorial’s Maritime History archive and provides interpretive material on the British imperial merchant marine and its workforce between the mid-nineteenth and early twentieth century”. MTLOC’s users include laypeople (e.g., family historians searching for genealogical information), and academic researchers and students (who can find, e.g., new information about past populations). Soon after one part of the site, “Henry Johnson Revisited”, went online, site users contacted the researchers with information about Johnson’s obituary. Similarly, “…other individuals […] have shared details of their relatives when they have found them featured on [the MTLOC] website”.

6 Costs of status quo

The MHA Collection is currently housed in approximately 8500 square feet on the lower level of the Henrietta Harvey (Math) Building. The building was constructed in 1961 as the original campus library. Despite numerous renovations to accommodate changes of use over the years, the building currently has an above average amount of capital deferred renewal resulting in diminished serviceability and function within the building. In 2007 a significant incident of asbestos contamination in the Maritime History Archive resulting in a closing of the archive for several weeks while it was remediated. This incident subsequently placed restriction on all further Facilities Management work within the Math Building, effectively preventing renewal of building systems. As a result of this, the direct impact to the Maritime History Archives has been that the main curtain wall (windows and panels) cannot be repaired or replaced and chronic and significant leaks have been experienced. The area within the Maritime History Archive is connected to the building HVAC system which in turn supplies warm and fresh air to the archives areas and surrounding offices. The original reading room and rare book rooms had a separate air conditioning control which was presumably removed prior to Maritime History occupying the space and
renovating. The current configuration does not allow for independent humidity and/or temperature controls. Additionally, the space occupied by the archive is currently under review for fire safety and code compliance. The area is not protected by a fire suppression system and the high volume of combustible materials in the collection are termed a “high fuel load” and considered to be a high risk in the event of fire. Corrective measures to meet current code would require the installation of fire separation between the archives area and the remainder of the building. It should be noted that this would only protect the building and occupants and not the collection itself. In the event of a fire inside the archives, the collection would likely be destroyed or substantially damaged. A dedicated fire suppression system is recommended to protect the collection. All indications from Enterprise Risk Management are that the collection is not insured for its value as a collection.

The MHA also occupies 3000 square feet of leased space in Duffy Place, near the Avalon Mall. The annual cost of this space currently is $37,800.00 and it has been rented since 1989. It was designed as commercial lease space and lacks temperature and humidity controls and a fire suppressant system and the material there is not insured for its inherent value. There are no staff working in the building so the security of the records are under constant threat.

The MUNFLA is currently housed in approximately 1770 square feet represented by a series of rooms on Level 4 of the G.A. Hickman (Education) Building. The original construction of 1965 shows the MUNFLA area as language laboratories which have subsequently been subdivided into smaller office and storage spaces. Most of this work occurred in the early 1990’s. The single largest collections room is ED 4038C which, over the years has come to contain an extensive set of densely spaced, wooden shelves and cabinets. There is a dedicated air conditioning system in the room which attempts to regulate the room’s temperature and humidity. The building HVAC system also supplies heat and fresh air to the space, as it does all spaces occupied by the MUNFLA collection. Only this area of the space occupied by the collection has rudimentary environmental controls. In the summer/fall of 2011 an outbreak of mold in ED 4038C brought the environmental controls to the attention of Facilities Management – Engineering and Development and it was determined that a number of deficiencies existed within the MUNFL Archive. Most notably, the high density of books and cabinet storage greatly exceed the design capacity of the buildings floor system and the configuration of the shelving violated the fire code. The building had originally been designed for students and classroom functions but was serving under what would be considered Library or Warehousing loads. A renovation estimate was prepared which would bring both the structural and environmental requirements up to code and good practice however the estimated cost of $600,000 exceeded the available budget. Over $170,000 of the cost was to structurally reinforce the floor to carry the loading. An additional $50,000 was required to improve fire separations and wall ratings as the nature of the collection was highly combustible and represents a risk to the building in the event of fire. It should be noted that these upgrades did not address the protection of the collection itself. This is to say that, in the event of a fire within the collection rooms, the fire would be contained but the collection itself would likely be destroyed. An entirely different and independent protection system would be required for that purpose and is recommended.

The English Language Research Center (ELRC) is located in A 3019 on Level 3 of the Arts and Administration Building, in approximately 300 square feet of combined research and archival storage. The building was constructed in 1961 and the current location of ELRC was originally designated as a language laboratory, albeit it has been subsequently subdivided and made smaller
to extract an office as A 3021. The ELRC is supplied with heating from the buildings central system and has no specialized cooling or humidity control. There are no specific, serious facilities related problems with the space; however it could benefit from some architectural improvements and a few minor electrical and communications improvements are recommended.

While some of the archival material at the ELRC can be transferred to the archives now, it’s highly desirable that Faculty of Arts continue to provide research space for the ongoing digitization of linguistic data. While many dictionaries are online (as the Dictionary of Newfoundland English has been since 1998) no dictionary, to our knowledge, has provided the raw lexical data to researchers. This project and the linguistic atlas project represent large investments by the university over the last 60 years, and moving the raw data into long term storage before it is digitized would miss a significant opportunity.

Any assessments of the costs of remedial action must be considered in light of the costs of the status quo. Some existing costs are quantifiable: rental of offsite storage, the increased depreciation of collections which are not stored in optimum environmental conditions, the risks of catastrophe, and spending money to make necessary changes in an inadequate space is not good value. Other costs are less easily quantified and might be considered opportunity costs: MUNFLA and MHA currently occupy space in the Education Building and in the Henrietta Harvey building which could be put to alternate uses, and enhanced access to the research archives can leverage the existing resources to increase research output. Enterprise Risk Management also advises that this collection is not insured for its inherent value.

7 Needs

Based on consultations with the Arts Research Archives, the committee identified the following list of urgent concerns (§7.1), and less pressing concerns (§0-7.5).

7.1 Urgent concerns - ensuring the safety of existing archives

• MUNFLA: Resolve problems with weight load on floors. This is a life/safety issue for the occupants of the Education building.
• MUNFLA: Resolve blocked off fire exit on 4th floor of Hickman building. This is a life/safety issue for the occupants of the Education building.
• MHA and other archives: deal with leaks in the buildings, which threaten the archives.
• Install temperature and humidity controls in all storage areas.
• Ensure the safety of materials in off-site storage. (There is no protection from theft or vandalism. There are no climate or humidity controls. There have been leaks at Iron Mountain.)
• The Arts archival collections have never been insured for their artistic or research value, and are covered only as “building contents”; no different than furniture, computers or filing cabinets. These are therefore uninsured, and irreplaceable, MUN holdings.
• Ensure the security of the collections from theft and vandalism.
7.2 Personnel

- A university archivist, at the same level as the university librarian, to manage the archives and a records management program.
- A conservator.
- Technical staff to arrange and describe the inaccessible collections that are in backlog.
- Technical staff to digitize and describe the archives; also to verify the quality of the digitized data.
- Staff to (a) ensure adequate opening hours for archives.
- Resolve HR issues (Arts archivists are not all classified the same way).
- Steering committee and staff to promote the uniqueness and importance of archival collections to the community.

In a consultative meeting, archival staff expressed the view that while environmental conditions threatened the preservation of the collections, issues of staff succession were as great a threat to the research operations. Junior staff are to be commended in their taking up professional training through other universities, but few of them acquire expertise in “content” areas such as Newfoundland history, folklore, etc. Each of the archival repositories have a highly dedicated staff who have significant knowledge acquired through years of working on specialist collections, but given small staffs they tend to have very senior staff (who handle the bulk of the research questions) and very junior staff. Concerns were expressed that the absence of succession planning threatens each archive with the loss of expertise as people’s careers come to an end. Once those with knowledge of the collections leave, replacing expertise built up over many decades of working in the archives will be a challenge.
The Archive committee also noted that continuity of staff is essential for quality-control of the digitization process. It is important that the specialized knowledge of the collections be maintained and enhanced. There are people in each of the archives who know the collections they have been charged with keeping and are able to help researchers. It should be emphasized that MUNFLA and the MHA, to take two examples, are specialized collections which are unlike any others.

Too much of staff time, however, is spent in staffing the various reading rooms. One result of staff shortage is very restricted hours of operation, hampering research, and leaving staff with little uninterrupted time to cope with the archival backlog. A single facility would allow one or two staff members to oversee the reading room and retrieve materials for researchers. That would free up specialist archivists to do two things. They would accession collections and provide archival descriptions (finding aids), and they would be available to consult with researchers who needed instruction on how to navigate the various records.

7.3 Policy

• Ensure compliance with legal requirements outlined in the donor agreements. See §11—Appendix C for a sample donor agreement.
• Develop policies with regard to access of private and otherwise sensitive materials.
• Develop a policy regarding the disposition of faculty members’ materials; (see ‘Hans Rollmann collection’ for an example of the need). See §12—Appendix D, for Simon Fraser University’s policy re: faculty records collection.
• Develop a clear collections mandate, which does not overlap with the mandate of other archives.
• Develop a records management program for MUN administrative records.

7.4 Budget

• Collections development budget
• Operations and maintenance budget
• Budget for supplies and equipment

7.5 Infrastructure

• A facility to house and protect the Arts Research Archives from fire, flood, and theft, and to maintain and preserve archives with the proper environmental and humidity controls.
• A storage space for collections; the space should allow for growth.
• Exhibit space to showcase Arts archival collections. As one member of the public stated, it’s “…such a pity that those are in there [glass cabinet in the MHA] and that no one will ever see them.”
• Parking space to make the research archives accessible to researchers, faculty, students, and the general public. (The MHA has noted a drastic drop in foot-traffic, correlating with the decrease in parking, particularly for the general public, at Memorial.)
• Processing space for archival staff to accession materials, process digitized materials, etc.
• A conservation or preservation lab.
By 2017, the Faculty of Arts Research Archives will grow to approximately 38,000 linear feet. Using MHA as a model, that equates to a space requirement of 14,600 square feet, just for the archives. A well designed facility with ancillary space would need to be about 20,000 square feet by 2017.

8 Recommendations

8.1 Scenario One: Purpose-built archive on campus

The committee feels that this scenario would present an excellent opportunity for a campaign to engage alumni and other public donors.

A location on campus is highly desirable. The archives serve three related functions – a resource to researchers, a teaching tool, and a mechanism for public engagement. Classes are sometimes taught in the various archives to familiarize students with how to work with archival materials, and part time work by students both provides labour for the archives and the opportunities for students to gain skills. A site off campus would make such activities impossible. Academic staff members, other staff, graduate and undergraduate students constitute the bulk of the users of the various archives. MUNFLA, for example, has an academic program which is integrated with the teaching and research of the Department of Folklore. A facility which did not allow reasonably easy access to faculty and students would be a serious setback to the research at the university.

A purpose built archives would need no windows in areas in which staff did not work, making it easier to maintain climate control, and the low light conditions most conducive to preservation. The separation of staff processing/researcher rooms from the archival stacks can allow the proper storage conditions to be maintained. A purpose built archive might have 10, or 20, or more, foot ceilings to accommodate the most efficient use of space. Modern rolling shelves are more efficient in making the best use of space.

Shared facilities could allow for extended opening hours and better service through more efficient use of human resources. A facility that was able to share one information desk; currently each facility has to dedicate a staff member to monitor the reading room and conduct retrievals. There is an urgent need for a conservator, and no one facility can afford to dedicate the salary to such a position. But a combined facility could have staff rotate the duties of aiding researchers and free more time for the accessioning of collections and the preparations of finding aids.

A shared facility would also mean that collections which are currently divided and dispersed to two or more repositories could be brought together, and there could be greater standardization of archival description. A university archivist would oversee the programs for all of the archives.

For example, consider a building such as the Printing Services (Ingstaad) Building: it is a not unreasonable distance from campus, it has parking, it is air conditioned, it has no structural limitations (single-floor building). It is easily expandable (both ‘outward’ and ‘upward’) to meet future needs; it currently has 12,925.8 sqft, and with the addition of a second floor, the space could be doubled.

Satellite offices or ‘research rooms’ could be located within departments that currently host archives, while still reducing the footprint of the archives within the departments. This is important for maintaining a connection within the departments. This would also create space for collabora-
tive research. This would mitigate the ‘inconvenience’ of moving archives from their original host departments.

Advantages of Scenario One: free up space in the centre of campus; consider the costs of the status quo relative to Scenario One

Status quo: an example from MUNFLA: To meet minimum requirements, the MUNFLA archives currently needs in excess of $600,000 to deal with the floor-overloading issue, and $200,000 for a fire suppression system. The archives will need to spread out (to meet, e.g., fire standards), which will require fixing the interior architecture, and relocating people who occupy the space needed for the redesigned archives. And this solution will result in… the status quo, with a safer building and archives.

8.1.1 Transitions - recommendations for implementation of Scenario One

The committee recommends the following considerations for implementation of a move to a purpose-built archives.

Greg Walsh, the Provincial Archivist, made a couple of observations about his experience which would be relevant. When the Provincial Archives was being transferred from the Colonial Building to The Rooms a transition team of four people was hired for a couple of years to pack material, ensure inventories were made and material stored in the new facility. That enabled the archive to remain in operation while the move was ongoing, and in significantly improved the organization of the collections. Hiring several people to handle the transition would also aid succession planning as several of the archivists on campus are nearing retirement. A knowledge of the collections is essential to the effective functioning of the archive and the mobilization of knowledge for research.

Mr Walsh observed that it took a couple of years for the constituent parts (the art gallery, the archive and the museum) to work out how to work together effectively – but in the long run there were many ways that the synergy has been productive. Not the least relevant is the fact that fact that researchers benefit from “one stop shopping” in which material culture, film, textual material etc. can be accessed from one facility. The transition difficulties of amalgamating the Arts Faculty Archives into one facility would pose fewer challenges than those outlined by Mr Walsh, but attention should be paid to maintaining the best aspects of the culture of each institution and the expertise with each kind of record. An oral history archivist, and a crew list archivist, for example, would be two job descriptions which would be important to maintain even if other members of the staff could be sharing responsibilities.

To maintain the integrity of the archives and reduce moving costs, the new archival space should be prepared before the archives are moved. This ensures that archives are moved once (as opposed to the more costly option of being moved to a temporary location, then to the final location), and that the archives do not run the risk of being mixed up, lose integrity, or get damaged in a temporary location.

There should be consideration of the amount of time to transition from the old to new spaces - time during which the archives are unavailable to researchers and the public.

Moving to a shared facility provides an opportunity to review the mandates, governance structures, staffing requirements, etc., for the Arts Research Archives.
The Faculty of Arts Research Archives — Report and recommendations

8.2 Scenario Two: Off-site Storage

Rather than continue to rent a greater and greater amount of warehouse space, the university might construct its own climate controlled long-term storage facility and place within it less frequently used material and material which has been digitized. The Rooms has such a facility in Pleasantville, and pays for material to be shuttled back and forth to The Rooms. Once material has been digitized, it may be made available either on site or through the internet. Original material may then be moved to long term storage which need not be on campus. The advantage of a long term storage facility is that it need not be constructed for human occupancy. The factors that make a building suitable for staff, such as windows, plumbing etc need not be constructed. A building without human occupancy would be more easily maintained at suitable temperature and humidly – and lights would need only be used periodically. Ceilings may be 8, 10, 20 feet high, or more, to suit the most cost effective design.

Off-site storage could be rented, but would need to meet minimal requirements for storage of archival material (including the need for humidity and temperature controls, fire and safety controls, protection from theft and vandalism, etc.) However, the committee is unsure whether such storage facilities exist.

Scenario Two takes care of immediate concerns, but does not enhance the potential of the Arts Research Archives for research, teaching, and public engagement.

8.3 Scenario Three: Amalgamating all Arts Research Archives at a new site, or in the QE II Library

There is consensus among the committee and those we consulted that two things should be balanced: the synergies of combining different archives with the advantages of maintaining the specialized culture of each. Were Memorial starting from a position of having no archives, it would undoubtedly decide to have one building within which different archivists could specialize in the different collections. But at this stage such a building housing all of the Arts Faculty Archives and the Archival and Special Collections of the library would be expensive, given the size of the library’s collection. It would solve the infrastructure crisis in MUNFLA and MHA, but moving the archives from the Library into another building would not improve the physical storage of collections in the library, which is already excellent. It would also diminish the considerable benefits that exist from having archives, special collections, the CNS, map collection and general stacks at one location. The Librarian, Lorraine Busby, believes that archives and special collections will play an increasingly important role in the future of the library and has allocated considerable resources to developing the ASC division. Moving those collections out of the library would not be productive. A cost benefit analysis would be unlikely to favour such a move.

Other archives could be moved into the Library, yet the advantages of this option do not outweigh the disadvantages. The QE II has its own space concerns (the CNS’s needs will exceed its space in only a couple of years, for example), and an increasingly large portion of the QE II’s collections are held off site. Moving MUNFLA and MHA into the library would solve the threat of water and fire damage to those research collections but would be a significant strain on the existing capacity of the library. The central location on campus would be effective for faculty and student researchers, but in the absence of parking, for example, the accessibility to the community would not be enhanced. Archivists and archival staff are also unanimous in their view
that the professional priorities and training among archivists are not the same as those of librarians, and being swallowed by a much larger bureaucracy with different priorities would threaten the loss of the research specialization that has been built at Memorial since the late 1960s. Carman Carroll considered such an amalgamation in his comprehensive survey of archives in the 1980s and advised against doing so.
9 Appendix A — Committee-generated questionnaire

Operations
1. What is the name of your archive and when was it founded?
2. Where are you located? (Please provide room numbers, and include storage areas, including off-site storage areas.)
3. What are your hours of operation?
4. How many linear feet of shelf space do your collections occupy?
5. How many square feet of storage space does your archive occupy?
6. Do you have any off-site storage? If yes, where? What is the annual cost for this storage? Do you pay for retrievals?
7. Does your space have temperature and humidity controls appropriate to the needs of the various types of materials in your collections?
8. There are best practices for storing archival materials; are you aware of thes?
9. Do you have any non-paper artifacts? How are they stored?
10. Do you share space with other archives?
11. Do you have the equipment you need to carry out your activities? If not, what do you need?

12. Mandate
13. What is your collections mandate?
14. Describe the nature of your collection.
15. Does your mandate overlap with other local archives? If yes, how?
16. Who uses your collections?
17. Do you conduct outreach activities? If so, could you describe them?

Staff
18. How many full-time / part-time staff do you have and what are their positions?
19. Do you have enough staff to properly manage your collections? To keep your archives open for a reasonable amount of time?
20. Do you share staff with other archives?

Management
21. What is your management structure?
22. Is your operational budget adequate?
23. Does your archive collect statistics on the use of your material? If yes, provide statistics for each of the past five years.
24. Does your archive apply for external funding? If yes, how much funding have you been awarded in the past five years?
25. Does your archive generate revenue? If yes, how much have you generated in the past five years?

Collections
26. What challenges do you face with the storage of your archival collections?
27. What percentage (or number of linear feet) of records do you have that have not been arranged and described?
28. How many linear feet of records have you acquired in each of the last five years?
The Faculty of Arts Research Archives — Report and recommendations

29. What percentage of your archive’s holdings have been scanned?
30. Is what you have scanned available on the web?
31. Do you have any collections of operational records relating to Memorial University or its faculty?

The Future
32. Estimate the amount of storage space you think you will need in the next five years.
33. What do you think Memorial should do to better preserve its archival holdings and serve its researchers?

10 Appendix B — Questionnaire responses

10.1 MUN Folklore Archives

Operations
34. What is the name of your archive and when was it founded? Memorial University of Newfoundland Folklore and Language Archive (MUNFLA), founded in October 1968
35. Where are you located? (Please provide room numbers, and include storage areas, including off-site storage areas.) G.A. Hickman Building, E4038, E4036A, E4031
36. What are your hours of operation? Monday-Friday, 10 a.m. – 4 p.m.
37. How many linear feet of shelf space do your collections occupy? 1098.81 square metres; 3605.02 square feet
38. How many square feet of storage space does your archive occupy? This is on file at Facilities Management
39. Do you have any off-site storage? If yes, where? What is the annual cost for this storage? Do you pay for retrievals? No
40. Does your space have temperature and humidity controls appropriate to the needs of the various types of materials in your collections? The controls are appropriate for a small part of the collection
41. There are best practices for storing archival materials; are you aware of these? Yes
42. Do you have any non-paper artifacts? How are they stored? Yes
43. Do you share space with other archives? No
44. Do you have the equipment you need to carry out your activities? If not, what do you need? New reel-to-reel machines with 1 7/8 and 15 ips capability; computers and audio/video software; scanners; Xerox machine

45. Mandate
46. What is your collections mandate? To facilitate research on Newfoundland and Labrador culture. To archive research materials in order to make a permanent record for future generations.
47. Describe the nature of your collection. Multi-media materials, donated by more than 11,000 contributors, covering a wide range of folklore subjects.
48. Does your mandate overlap with other local archives? If yes, how? Yes, in our pledge to preserve materials and make them available to researchers.
49. Who uses your collections? University students, faculty, staff; educators; general public; media professionals; arts community

50. Do you conduct outreach activities? If so, could you describe them? We provide free copies of family-related materials to patrons upon request; occasional in-house visits by school children; use of MUNFLA by the general public; archivists gives/attends provincial archival association workshops Staff

51. How many full-time / part-time staff do you have and what are their positions? 2 full-time archivists; 1 part-time transcriber; 1 part-time publications assistant (part-time positions are not tied to operations)

52. Do you have enough staff to properly manage your collections? To keep your archives open for a reasonable amount of time? No.

53. Do you share staff with other archives? No.

Management

54. What is your management structure? Head, Department of Folklore. Archive Management Committee. Archivist. Archival Assistant.

55. Is your operational budget adequate? No.

56. Does your archive collect statistics on the use of your material? If yes, provide statistics for each of the past five years. Yes.

57. Does your archive apply for external funding? If yes, how much funding have you been awarded in the past five years? $4646.90 from Libraries and Archives Canada in 2010

58. Does your archive generate revenue? If yes, how much have you generated in the past five years? Yes. It depends on number of requests for copies of materials so amount varies.

Collections

59. What challenges do you face with the storage of your archival collections? Proper climate control; adequate storage space

60. What percentage (or number of linear feet) of records do you have that have not been arranged and described? ca. 30%

61. How many linear feet of records have you acquired in each of the last five years? Unable to determine at this time because of renovation upheaval

62. What percentage of your archive’s holdings have been scanned? ca. 5%

63. Is what you have scanned available on the web? A portion is available via the Digital Archives Initiative site

64. Do you have any collections of operational records relating to Memorial University or its faculty? Herbert Halpert fonds; David Buchan fonds; DELTS/Continuing Education/Extension Services fonds

The Future

65. Estimate the amount of storage space you think you will need in the next five years. At least double the amount there is now.

66. What do you think Memorial should do to better preserve its archival holdings and serve its researchers? Construct a new, centralized building for its archives.
10.2 Maritime History Archive

Maritime History Archive
Report to Archives Committee
January, 2013

Operations

What is the name of your archive and when was it founded?
Maritime History Archive (formerly Maritime History Group), 1971.

Where are you located?
In the basement of the Henrietta Harvey Building at Memorial University. We also rent off-site storage at Duffy Place, St. John’s.

What are your hours of operation?
Monday to Friday 9am to 1 pm and 2pm to 4 pm.

How many linear feet of shelf space do your collections occupy?
26,000 linear feet

How many square feet of storage space does your archive occupy?
12,531 (9,500 sq. ft. in the Henrietta Harvey Bldg. and 3,031.8 sq. ft. at Duffy Place).

Do you have any off-site storage?
Yes.

If yes, where?
Duffy Place, near the Avalon Mall.

What is the annual cost for this storage?
$32,000.00 (rented since 1989, total rental cost exceeds $650,000.00 over the twenty-four year period we have occupied the space. This year, because of the increases in property and business taxes, our annual lease cost will increase from $29,500.00 to $32,000.00).

Do you pay for retrievals?
Mileage is paid for staff to use their own vehicles to do retrievals (Approximately $200.00 a year).

Does your space have temperature and humidity controls?
No.

Do you have any non-paper artifacts?
Several ship models and other miscellaneous items.

**How are they stored?**
Mostly they are displayed in glass cases in our reading room.

**Do you share space with other archives?**
No.

**Mandate**

**What is your collections mandate?**
To collect and preserve documents relating to the history of maritime activities in Newfoundland and Labrador and throughout the North Atlantic World.

**Describe the nature of your collection.**
The Maritime History Archive’s predecessor, The Maritime History Group, was founded in 1971 under the auspices of the Dept. of History. The ‘Group’ consisted of a chairman, the head of the Dept. of History, appointed members of the Dept. of History, and an elected executive secretary/financial officer. Its mandate was to acquire documents related to maritime history and conduct research into the history of sea based societies. In the beginning the material acquired followed this policy, and then deviated to follow the personal research interests of the Group’s members. For example, Keith Matthews research interests lay in the West Country-Newfoundland migratory fishery which resulted in the acquisition of genealogical material related to Newfoundland families, along with English and Irish parish records. He also collected student papers about community history in Newfoundland and Labrador.

In 1976 the Group was awarded three quarters of a million dollars from Canada Council to study the history of shipping in Atlantic Canada. It later acquired 16,000 linear feet of documents from the Public Record Office in London, England, in the form of Agreements and Account of Crew and official logs books, 1863-1912. Additional installments of these records were subsequently acquired and complementary material, such as British Board of Trade material, shipping newspapers, photographs, maps, nautical charts, ships plans and business records have since been added to the collection.

In 2001 the archive was given the added responsibility for the management and operation of the Newfoundland and Labrador Heritage Web Site.

**Does your mandate overlap with other local archives? If yes, how?**
The Maritime History Archive holds the records for more than eighty local businesses who were involved in the fishery in Newfoundland and Labrador. Other archives also collect these business records as well, and we have tried to work collaboratively in this area, to avoid splitting collections, and to share in the acquisition of this type of material.

**Staff**

**How many full-time / part-time staff do you have and what are their positions?**
Our positions are currently classified as CUPE while identical job classifications in the QE II Library (Archives and Special Collections) are MUNFA positions. We have five full-time permanent positions and two full-time contractual positions:

- Archivist
- Assistant Archivist
- Archival Assistant (3 positions)
- Research Assistant (contractual)
- Intermediate Clerk (Contractual)

**Do you have enough staff to properly manage your collections?**
No. We need an archivist dedicated to arrangement and description of the holdings in our backlog and we need the services of a conservator on a part-time basis.

**Do you share staff with other archives?**
No. We have in the past, but not at present.

**Management**

**What is your management structure?**
From 1971 to 1986 the Maritime History Group reported to the Head of the Department of History. In 1986, after an external review was conducted, the management structure changed. The archive then became a separate unit within the Faculty of Arts, and the archivist began reporting directly to the Dean of Arts and to a board of directors. The board’s role has changed over time, taking on more of an advisory capacity, meeting only when there is a request from the archivist for advice on a particular issue.

**Is your operational budget adequate?**
No. There is no money for building repairs and renovations. Asbestos abatement costs are prohibitive – recently we paid more than $2,500.00 (from our operating budget) to have a single electrical outlet installed, even though it was required to meet safety standards.

There is no money for document acquisition so we have to rely on donations to expand our collections.

**Does your archive collect statistics on the use of your material? If yes, provide statistics for each of the past five years.** See Table 1A.

**TABLE 1A**

**Maritime History Archive**

**User Statistics, 2007-2012**

<table>
<thead>
<tr>
<th>Fiscal Years</th>
<th>Enquiries</th>
<th>Researchers</th>
<th>Documents Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-2008</td>
<td>2,237*</td>
<td>774*</td>
<td>2,189*</td>
</tr>
<tr>
<td>2008-2009</td>
<td>2,301</td>
<td>888</td>
<td>2,597</td>
</tr>
<tr>
<td>2009-2010</td>
<td>2,204</td>
<td>916</td>
<td>3,348</td>
</tr>
</tbody>
</table>
Does your archive apply for external funding? If yes, how much funding have you been awarded in the past five years? See table 1B.

Does your archive generate revenue? If yes, how much have you generated in the past five years?

**TABLE 1B.**
**Maritime History Archive**
**External Revenue Totals, 2007-2012**

<table>
<thead>
<tr>
<th>Fiscal Years</th>
<th>Grants</th>
<th>Revenues</th>
<th>In-kind</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-2008</td>
<td>$65,706.40</td>
<td>$45,161.84*</td>
<td>$16,255.00</td>
<td>$127,123.24</td>
</tr>
<tr>
<td>2008-2009</td>
<td>$103,370.40</td>
<td>$41,040.40</td>
<td>$14,567.50</td>
<td>$158,978.30</td>
</tr>
<tr>
<td>2009-2010</td>
<td>$193,580.00</td>
<td>$43,660.00</td>
<td>$4,420.00</td>
<td>$241,660.00</td>
</tr>
<tr>
<td>2010-2011</td>
<td>$150,035.75</td>
<td>$31,000.00</td>
<td>$12,560.00</td>
<td>$193,595.75</td>
</tr>
<tr>
<td>2011--2012</td>
<td>$159,000.00</td>
<td>$47,371.07</td>
<td>$24,947.50</td>
<td>$231,318.57</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>$671,692.55</td>
<td>$208,233.31</td>
<td>$72,750.00</td>
<td>$952,675.86</td>
</tr>
</tbody>
</table>

*Archive was closed for 4 months because of asbestos contamination.

**Collections**
**What challenges do you face with the storage of your archival collections?**

We have no temperature or humidity controls. In the summer the temperature often exceeds 30 degrees Celsius, with humidity levels above 70%, far exceeding the recommended levels for archival storage. Without these controls we are not eligible to apply on behalf of our donors for income tax receipts from the Canadian Cultural Property Export Review Board, and since we don’t have a collections development budget this problem has restricted our only option in attracting donors.
We have no space to house new collections, so we are therefore no longer actively seeking material.

All south and west facing exterior walls and windows leak. This has damaged our records, our shelving and computers. Water damage is a constant threat to our holdings.

Our collections are housed on mobile shelving units, some of which were a cast offs from the old QE II Library. Because the floor in our building is uneven the tracks aren’t level and the units are not balanced properly. These units hold hundreds of pounds of records and they have a tendency to roll forward on their own, trapping and crushing whomever or whatever is in their wake.

What percentage (or number of linear feet) of records do you have that have not been arranged and described?
Approximately 200 linear feet.

How many linear feet of records have you acquired in each of the last five years?
- 2011 12 ft. textual material, 1,898 photographs, 345 postcards, 3 cd’s
- 2010 2 ft. textual material, 200 photographs, 71 nautical charts, 6 reels film, 19 posters
- 2009 .5 ft. textual material, 313 photographs, 50 nautical charts
- 2008 90 photographs, 19 maps, 1 painting, 1 reel microfilm, 1 reel microfiche
- 2007 21.5 ft. textual material, 80 photographs, 167 maps, 66 nautical charts
- 2006 75 ft. textual material, 3,785 color slides and photographs

What percentage of your archive’s holdings have been scanned?
After 10 years of scanning the figure is still less than 1%.

Is what you have scanned available on the web?
Yes, either through our own web site or Memorial’s Digital Archives Initiative.

Do you have any collections of operational records relating to Memorial University or its faculty?
Yes, we have several collections from faculty members (Gordon Handcock, Ches Sanger, Rosemary Ommer). We also have operational records for the Maritime History Group, the Atlantic Canada Shipping Project and the Maritime History Archive.

There is a need for a university policy regarding papers from faculty members – where they are to be deposited, access, tax receipts, etc. Right now the papers are spread in all the different archives across campus and there is no policy in place for their acquisition.

The Future
Estimate the amount of storage space you think you will need in the next five years.
500 linear feet of storage space should be adequate. We are currently negotiating with a number of donors and their collections are extensive.

What do you think Memorial should do to better preserve its archival holdings and serve its researchers?
Provide a storage facility for the archival collections that meets the standards required for all the different media. A large, shared reading room could possibly allow for longer opening hours for the archives.

Parking needs to be provided to accommodate the general public.

Provide proper staffing for the facility so the backlogs in all of the collections can be reduced. Resolve the classification issues that currently exist between CUPE and MUNFA with the existing archival staff positions.

Hire a conservator (possibly a shared position) so all of the collections can be properly preserved.

Provide marketing assistance to the archives to help them promote their collections.

Add archives to the ‘Quick Links’ section of the MUN home page (we have been trying to have this done for years but all our requests have been rejected).

Create a student intern position that would be shared among the various archives. This would provide practical work experience and training for the student and more staffing for the archives.

Develop a university policy on the collecting and housing of faculty members papers.

At the beginning of each academic year have staff from each of the archives meet with undergraduate coordinators in the Faculty of Arts to arrange a time to meet with each first year course to give a presentation on the archival collections on campus.

10.3 English Language Research Centre

Faculty of Arts Archives Review Committee Questionnaire: English Language Research Centre, revised 1/10/13

1

Operations
1. What is the name of your archive and when was it founded?

The English Language Research Centre (ELRC), although formally established in 1986, has its roots in the 1950s and 1960s when scholars including E. R. Seary, George Story, William Kirwin and John Widdowson came together to work on Newfoundland family and place names, Newfoundland lexicon and Newfoundland culture. Through the 1970s and 1980s, A-3019 was known as the “Dictionary Room,” since it was primarily dedicated to the production of the Dictionary of Newfoundland English. Over the past decade in particular, the Centre’s collections have expanded beyond the materials assembled by the researchers originally affiliated with it.
It should be noted that though the ELRC is indeed an archive, in that it contains various collections of both analog and digital materials relating to Newfoundland and Labrador English, it does not have formal archival status, at least not as yet. It constitutes an active Research Centre, the collections of which figure in ongoing Memorial University faculty research projects.

2. Where are you located? (Please provide room numbers, and include storage areas, including off-site storage areas.)

The primary location of the ELRC is A3019. Some of its research materials (notably, those relating to the online Dialect Atlas of Newfoundland and Labrador English, along with several recorded collections intended for future online dissemination) are based in A3002. Since allocated space does not permit further storage, some paper and recorded materials have been moved off-site (two filing cabinets and c. 10 bankers’ boxes), to private residences of members of the ELRC Management Committee. In addition, some half dozen boxes containing materials from completed research studies have been moved to the QE II Library’s Centre for Newfoundland Studies Archive. Several boxes of as yet unexploited research materials, destined for the CNS Archive, appear to have disappeared from temporary storage elsewhere in the English Department including materials from Robert Hollett’s Spelling Error collection.

3. What are your hours of operation?

A3019 is open from Monday-Friday 11 a.m.-3 p.m., and at other times by appointment. A3002 is accessible by key only to those working on the materials it houses (faculty, students, Centre Manager Suzanne Power).

4. How many linear feet of shelf space do your collections occupy?

**A3019**

*DNE* word-file collection: 4.7’
Filing cabinets (9 total): 12.2’
Library (includes some recorded collections): 16.2’
Research/Processing space (tables with computers, etc): 25’

Faculty of Arts Archives Review Committee Questionnaire: English Language Research Centre, revised 1/10/13
5. How many square feet of storage space does your archive occupy?

**A3019**

**Total square footage of room:** 353.442ft

Storage space in square feet:
- *DNE* word-file collection: 36.562ft
- Filing cabinets: 189.32ft
- Library: 675.212ft
- Research/Processing space (tables with computers, etc): 63.332ft

Storage space in cubic feet:
- *DNE* word-file collection: 48.743 ft
- Filing cabinets (9 total): 152.193ft
- Library (6 bookshelves; includes reels and tapes): 128.353ft

**A3002**

**Total square footage of room:** 109.772ft

Storage space in square feet:
- Filing cabinets (3 total; includes paper materials – e.g. research questionnaires and printouts of computer analyses, plus several recorded collections on CD and cassette): 20.042ft
- Library (3 bookshelves, including as yet undigitized recorded student sociolinguistic community studies; (archival) language attitude studies (S. Clarke); various (reel) recordings of Nfld English): 662ft
- Spelling Errors collection (paper; card collection assembled by R. Hollett): 22ft
- St. John’s Study collection (c. 300 hours of audio recording with c. 200 speakers; SSHRC-funded grant to S. Clarke): 62ft
- Other (older) research materials (e.g. floppy disks, cassette recorders, cords, microphones, etc.): 62ft
- Research/Processing space (two tables with computers, printer, scanner): 22.52ft

Storage space in cubic feet:
- Filing cabinets (3 total; includes paper materials – e.g. research questionnaires and printouts of computer analyses, plus several recorded collections on CD and cassette): 46.763ft
- Library (3 bookshelves, including as yet undigitized recorded student sociolinguistic community studies; (archival) language attitude studies (S. Clarke); various (reel) recordings of Nfld English): 633ft
- Spelling Errors collection (paper; card collection assembled by R. Hollett): 33ft

Faculty of Arts Archives Review Committee Questionnaire: English Language Research Centre, revised 1/10/13
d. St. John’s Study collection (c. 300 hours of audio recording with c. 200 speakers; SSHRC-funded grant to S. Clarke): 9.663ft

e. Other (older) research materials (e.g. floppy disks, cassette recorders, cords, microphones, etc.): 10.13ft

f. Off-site materials (private residence: 2 filing cabinets, 10 boxes): 23.362ft

6. Do you have any off-site storage? If yes, where? What is the annual cost for this storage? Do you pay for retrievals?

Not officially, although some collections associated with those in the ELRC, like Robert Hollett’s Place Names recordings, George Story’s Proverb collection and John Widdowson’s interviews are stored at MUNFLA. Online Dialect Atlas materials, along with materials relating to other recorded collections (notably, the St. John’s study) are stored between A3002 and a private residence off campus. We do not pay for any of these storage sites or for retrievals.

7. Does your space have temperature and humidity controls appropriate to the needs of the various types of materials in your collections?

No. The ELRC has only one thermostat in A3019 and one thermostat in A3002 but no humidity controls. Both rooms, especially A3019, are subject to overheating in summer, resulting in deterioration of recorded collections in particular. Overflow/backup materials stored off campus do not have adequate temperature and humidity controls.

8. There are best practices for storing archival materials; are you aware of these?

Yes, but we are unable to properly implement them owing to lack of personnel and other resources.

9. Do you have any non-paper artifacts? How are they stored?

Yes. Three typewriters, with dust covers, are stored on tables and cabinets in A3019. Interview reels, cassettes and CDs are stored in various locations in A3019, A3002 and private residences (i.e. in and on top of filing cabinets and bookshelves). There are also several recording devices stored in A3002. Of the Centre’s three reel-to-reel machines, two are on loan to the DAI; the third is temporarily stored off-campus.

10. Do you share space with other archives?

Yes. Original tapes from Toponomy studies of Newfoundland (Seary) and Placentia and Trinity Bay (Hollett) are stored in MUNFLA. As noted above, this is also the case for several other collections associated with the ELRC. Faculty of Arts Archives Review Committee Questionnaire: English Language Research Centre, revised 1/10/13
11. Do you have the equipment you need to carry out your activities? If not, what do you need?

No. Many of our computers and software (we are still using WP 2002 on some machines) are terribly outdated and we often experience technical difficulties due to the age and processing speed of the computers. We have also experienced shortages of computers since there are usually at least 8-10 students working in A3019 during any given semester, yet only three computers. One of our computers recently died and cannot be brought back to functioning status. In addition, we do not have enough computer drops or electrical outlets to arrange our network in accordance with Memorial’s policies. At present, there are a number of wires and cables running along the floors of A3019, creating a potential workplace and wiring hazard. In order to use our electronic equipment, we require several power bars and extension cords as well as a router. The situation is not much better in A3002 where we also do not have enough space, computer drops and outlets.

**Mandate**

12. What is your collections mandate?

The ELRC was established in 1986 (as cited on the front cover of the Centre’s occasional publication, *Regional Language Studies*) to “encourage and facilitate the continued investigation of the English language and cognate topics in Newfoundland.” As such, it welcomes local English-language-related materials donated by researchers, or obtained via grant funding.

13. Describe the nature of your collection.

ELRC materials, which consist mostly of paper records, are being increasingly supplemented by audio collections. The intent is to digitize as many of these as personnel and funding permit. The ELRC also contains recording-related equipment, though primarily analog. The ELRC houses a reference library, along with extensive collections of primary research materials. Its central and largest research collection consists of the lexical files compiled for the *Dictionary of Newfoundland English*. This was begun in the late 1950s and remains an active project to this day. The DNE collection consists of over 100,000 slips and cards, each containing an example of a local word in its actual usage, or a commentary on a word by the dictionary's editors and contributors. Assistants in the ELRC are now digitizing these files with the intention of both preserving them and making them available to other researchers, as well as the public, in an efficiently searchable online database. The documents associated with the DNE (i.e. typescript draft, manuscript, gallery proofs, reviews, etc.) are also stored at the ELRC. A second large paper collection stored in the ELRC involves local toponymy. Documenting place-names throughout the province, the toponymy collection includes detailed information on the history of the names. Associated with the toponymic materials are manuscript research files and maps. The paper files for Seary’s Newfoundland Place names and Hollett’s Place Names of Placentia and Trinity Bay are stored at the ELRC while the originals are stored at MUNFLA. There are 79 data files for Placentia Bay and 100 for Trinity Bay stored at the ELRC. Included in this collection are a large number of maps. Faculty of Arts Archives Review Committee Questionnaire: English Language Research Centre, revised 1/10/13
Other paper collections include the Newfoundland and Labrador proverb and proverbial speech collection, originally begun in the 1960s; the family names collection, approximately a third of which appeared in *Family Names of the Island of Newfoundland* (1976; corr. edition 1998), stored at MUNFLA; and, on a smaller scale, Robert Hollett’s Spelling Error collection, housed in A3002. As noted earlier, the Centre is also the home of a number of audio collections. These include Bernard O’Dwyer’s interview collection (transcripts and reels), stored in A3019; Sandra Clarke’s St. John’s Study, as well as various small community studies conducted by Sociolinguistics graduate and undergraduate students (1980-2003), stored in A3002; Harold Paddock’s lexical Atlas interview cassettes and CDs (representing some 130 traditional speakers from both the island and Labrador (A3002); and several hundred analog cassettes, some digitized to CD, for the ongoing ELRC-based “Voices of Newfoundland” project. (The ELRC website contains information on some of these studies.)

In addition, of course, William Kirwin has amassed a collection of files, including those relating to Howley’s *Reminiscences*. He wishes to add to the ELRC collections his correspondence files (currently stored at his private residence), which date back to 1942. His extensive filing classification system is available for viewing, on request.

14. Does your mandate overlap with other local archives? If yes, how?

There is perhaps some overlap. Many of the journals and books in the ELRC can be found in the QEII, CNS or MUNFLA. However, not all can be easily borrowed from these locations. Apart from research collections shared with MUNFLA (as noted above), the paper and audio collections housed in the ELRC are otherwise unique. And while the ELRC shares its focus on local language with the Memorial University Sociolinguistics Laboratory (MUSL) and with MUNFLA (where the language focus is increasingly diminished), the orientations and goals of these units differ substantially.

15. Who uses your collections?

The *DNE* word-file collection is used mainly by student research assistants, the Centre Manager and members of the faculty, in particular the ELRC Management Committee, who draw on them for their various publications and paper presentations. Over the years the ELRC has had a number of visitors from international academics, as well as from members of the general public. Students, faculty and members of the general public consult the lexical files and borrow books from time to time. The Centre Manager uses the collection when writing the monthly Twig blog and responding to academic and public queries.

16. Do you conduct outreach activities? If so, could you describe them?

The ELRC Management Committee sees outreach as an important part of its mandate, given the high level of interest in local language on the part of the general public, and the importance of public outreach to the university. Since 2009, the creation of the (single) staff position of Centre Faculty of Arts Archives Review Committee Questionnaire: English Language Research Centre, revised 1/10/13
Manager has enabled the ELRC to bring its activities to a broader audience, both within and outside the university. The Centre Manager maintains both a website www.mun.ca/elrc and an online blog "Twig" http://twignl.wordpress.com/. This blog is grounded in traditional vocabulary contained in the DNE word-file collection. To date, eighteen Twig posts have appeared. These have proven very popular, and have garnered very positive media attention (for example, an interview with Centre Manager Suzanne Power dealing with the topic of the February blog aired on February 28, 2012, on CBC Radio’s Labrador Morning program). During the month of November 2012 alone, the blog received over 2,500 hits, with a total of over 10,000 hits since its creation.

The ELRC occasional publication *Regional Language Studies* (RLS) is another form of outreach. One of our largest volumes to date, RLS23 will join previous issues online at <http://collections.mun.ca>. Within the university, the Centre Manager has recently brought the work of the ELRC – and lexical research in general – to the attention of Linguistics students, via guest lectures in two sections of Linguistics 2210 (October 25 and November 13, 2012). The ELRC hopes to offer these lectures to other departments in the coming months. Additionally, the Centre Manager participated in the public story-telling event sponsored by the Faculty of Arts on August 10, as part of Memorial’s “Havin’ a Time” Reunion 2012.

The highly successful 30th anniversary celebration of the initial publication of the DNE took place in early November 2012. This consisted of a well-attended public event featuring reminiscences of the three DNE editors on the part of colleagues and friends, followed by a day’s symposium of 11 paper presentations relating to Newfoundland English by faculty and graduate students from the departments of Linguistics, Folklore and History. Our celebration attracted extensive media attention, and helped to promote Memorial research well outside the university community. Within the province, it was featured on CBC Radio Weekend Arts Magazine (Suzanne Power, Nov. 4); CBC Radio Cross Talk (Suzanne Power & ELRC Management Committee member Philip Hiscock, Nov. 5); and by *Telegram* articles on Nov. 13 (Suzanne Power & ELRC Management Committee member Sandra Clarke) and Nov. 15 (Sandra Clarke). At the national level, Suzanne Power was interviewed on CBC Radio Canada International (Nov. 23) and CJSF Radio Vancouver (Nov. 28). In addition, a feature by CBC’s Vik Adhopia ran on both local CBC TV and on the Nov. 22 edition of *The National*; it focused on the DNE and the work of the ELRC, and included an interview with Philip Hiscock. (Further information on much of the above may be obtained at http://www.mun.ca/elrc/news.php.)

**Staff**

17. How many full-time / part-time staff do you have and what are their positions?

Unlike other archival units in the Faculty of Arts, the ELRC had no dedicated staff position between its creation in 1986 and 2009. Rather, during these years, it was directed by a faculty Management Committee, led by Professor Emeritus William Kirwin, who ran the Centre’s day-to-day affairs. Since 2009, the ELRC has had a single part-time (20 hours per week) contractual RAI position, funded conjointly by the Offices of the Dean of Arts and the VP (Research). This position, currently held by Suzanne Power, is renewable annually subject to budgetary constraints and satisfactory performance. The ever increasing research activity in the Centre has Faculty of Arts Archives Review Committee Questionnaire: English Language Research Centre, revised 1/10/13
led to Ms. Power’s hiring for an additional 12 hours per week from late 2012 through April 2013 via the ELRC-based SSHRC Public Outreach Dissemination grant obtained for the online Atlas project. As this grant will terminate at that time, the Management Committee has made a case to the administration for the need for this position to be converted to full-time status.

The ELRC frequently relies on MUCEP, ISWEP, SWASP, CSJ and Graduate Assistant support to continue work on its projects, particularly the immense word-file digitization endeavour. Currently, while the Centre Manager applies regularly for MUCEP, ISWEP and CSJ positions, along with Management Committee member Philip Hiscock, the increased competition for these positions has resulted in fewer student hours being allocated to the Centre in recent years. Likewise, while in the past the Departments of Folklore, English and Linguistics contributed Graduate Assistant hours to the Centre, when possible, there have also been considerable reductions in these allocations in recent years. At present only Folklore (via Philip Hiscock) is a regular contributor of graduate student workers. The ELRC Management Committee has requested permission to apply directly to the Dean of Arts for Graduate Assistantships, but has been refused in the past, as a result of insufficient allocations of these positions to the Faculty of Arts.

For the Fall 2012 semester, the Centre had one GA position (56 hours), two MUCEPs (one 40-hour, one 80-hour) and three ISWEPs (two 40-hour, one 80-hour). For Winter 2013, the Centre holds only one 40-hour MUCEP and two 40-hour ISWEPs.

18. Do you have enough staff to properly manage your collections? To keep your archives open for a reasonable amount of time?

With Ms. Power working nearly full-time (pending the renewal of her contract), the ELRC has enough staff to properly manage its active projects. However, it does not have enough student research assistant hours to properly carry out its objective of finishing the word-file digitization project by 2014. If Ms Power’s position is not converted to full-time as of April 2013, the ELRC will not have sufficient staff to help manage ongoing research projects, as well as the daily activities of the Centre, public outreach, etc.

19. Do you share staff with other archives?

Yes. Suzanne Power also manages the Memorial University Sociolinguistics Laboratory (under Gerard Van Herk) for up to 3 hours per week.

Management

20. What is your management structure?

The Centre is directed by a Management Committee consisting of three to five members, traditionally appointed from the departments of English, Folklore and Linguistics, though not limited to these. The current members of the committee are:

Robert Hollett (English(retired))
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Philip Hiscock (Folklore)
Jeff Webb (History)
Sandra Clarke (Professor Emerita, Linguistics)
Gerard Van Herk (Linguistics)
William Kirwin (Professor Emeritus, English) (ex officio)

The Head of the English Department (current Head, Donna Walsh) is also an ex-officio member, as is Suzanne Power, the Centre Manager.

21. Is your operational budget adequate?

No. The ELRC does not have an operational budget. Instead, it has relied on the support of the English Department for office supplies (i.e. printer ink, paper, etc.) and for some administrative support, and does not have the ability to fund any student positions internally. The ELRC also relies on the English department to cover the cost of its Regional Language Studies...Newfoundland publication and mail-out (over 100 subscriptions).

22. Does your archive collect statistics on the use of your material? If yes, provide statistics for each of the past five years.

While Dr. Kirwin has kept log books over the years for students and visitors, these were not intended to collect statistics. However, the ELRC is increasingly turning to online dissemination of its materials and products. Statistics on its Twig blog were provided above. Once the Dialect Atlas of Newfoundland and Labrador goes online in the spring of 2013, it will also document the number of users of the site.

23. Does your archive apply for external funding? If yes, how much funding have you been awarded in the past five years?

Since the ELRC is not formally an archive, it is not eligible for external (provincial or federal) archival funding. Individual members of the Management Committee, however, do apply for external research funding, with the ELRC as a sponsor. In our many years of attempting to track down funding sources for which we are eligible, we have located few (for example, the Provincial Government has been unwilling to grant us financial support, its position being that the Centre should be funded by Memorial). In April 2010, however, we were successful in obtaining a SSHRC Public Outreach Dissemination Grant of just over $160,000 for the online Dialect Atlas project (principal investigator Sandra Clarke, co-investigator Philip Hiscock).

24. Does your archive generate revenue? If yes, how much have you generated in the past five years?

Revenue has been generated primarily by royalties to editors of its publications – notably, the exceptionally successful Dictionary of Newfoundland English. Editor William Kirwin contributes royalties from this publication to Memorial University. (See also 24 above.) Faculty of Arts Archives Review Committee Questionnaire: English Language Research Centre, revised 1/10/13
Collections
25. What challenges do you face with the storage of your archival collections?

Space is perhaps the biggest challenge. At present, ELRC materials are housed primarily in both A3019 and A3002. Both rooms are overcrowded, and cannot accommodate all our primary source records and materials, some of which have to be stored in MUNFLA, as well as in Management Committee members’ homes. In A3019, the height of the word file card drawer bank makes access to the top drawers difficult and even dangerous. In addition, these two rooms provide the only workspace available for student assistants, the Centre Manager, and faculty who wish to access various collections. A3002 is incredibly crowded with barely enough room for two people to work comfortably. Right now, we do not even have sufficient space to add two new computers and a printer/scanner/copier, purchased from our SSHRC grant. Ideally, all our various collections should be housed in one sufficiently large space, which should be fully accessible to those who need or want to use any of the ELRC materials.

In addition, the nature of our collections, particularly audio, requires considerably improved temperature and humidity controls. While it is our intent to digitize most or all of our audio collections, we have inadequate resources to do this rapidly, and analog materials (cassettes in particular) must be properly stored in the interim.

26. What percentage (or number of linear feet) of records do you have that have not been arranged and described?

None of our records have been arranged and described. As mentioned in 13 above, William Kirwin has created a filing classification for many of the files and books in A3019. This classification is available for viewing upon request.

27. How many linear feet of records have you acquired in each of the last five years?

28. What percentage of your archive’s holdings have been scanned?

There are approximately 100,000 word-files in the DNE collection. Of these, 55,340, or about 55%, have been scanned. Other paper materials have not been scanned, among them rare books, Dr. Kirwin’s log books and other holdings, and our Toponymic and map collections. We have also begun digitizing our audio collections, starting with the St. John’s study and its accompanying transcripts. However, it is difficult to estimate what portion of our audio collections have been digitized to date.

29. Is what you have scanned available on the web?

Not yet. It is expected, however, that the Online Dialect Atlas of Newfoundland and Labrador will be launched online this spring. Once the digitization phase of the word-file digitization project is complete, a database will be created and mounted on the web, providing the ELRC has Faculty of Arts Archives Review Committee Questionnaire: English Language Research Centre, revised 1/10/13
the support necessary to see this goal realized. We anticipate that this will require up to two more years.

30. Do you have any collections of operational records relating to Memorial University or its faculty?

The only operational records we have are those we keep for students, along with those records included in Dr. Kirwin’s log books and correspondence files. There is little in the way of purchasing or payroll records in these files.

**The Future**

31. Estimate the amount of storage space you think you will need in the next five years.

It is anticipated that we will need about another 200 ft² over the next five years to accommodate incoming paper and audio materials. The English department is desirous of our vacating our present location, to provide it with office or other space; if so, we will require an alternative location at least as large as what we now have in A3019 and A3002 combined. (Until the word file collection is fully digitized, however, it would be extremely difficult to relocate.)

32. What do you think Memorial should do to better preserve its archival holdings and serve its researchers?

Memorial should create more devoted archival space that is safe, clean and highly visible. In addition, more (possibly permanent/non-contract) staff positions should be created to efficiently run archival spaces and serve researchers and community members using these spaces. Archival holdings should also be advertised to the general public, fostering relations with Memorial and the larger community. Students should be encouraged early in their time at Memorial to use archival holdings and educated about how archives are useful and important, possibly through class presentations by archival representatives.

### 10.4 Native Language Archives

**Operations**

67. What is the name of your archive and when was it founded?
   
   Native Language Archive, founded in 1970s (no exact date)

68. Where are you located? (Please provide room numbers, and include storage areas, including off-site storage areas.)
   
   SN 4044 is primary location; SN 4061 is a storage area

69. What are your hours of operation?
   
   No fixed hours, although student assistants may be present 9-5; check with departmental secretary

70. How many linear feet of shelf space do your collections occupy?
   
   6 bookcases @ 30 inches wide x 6 shelves = approximately 90 linear feet

71. How many square feet of storage space does your archive occupy?
   
   The room is the size of a small Science building classroom, but shared with students working on research projects (10' x 20' = 200 sq feet? or a bit less)

72. Do you have any off-site storage? If yes, where? What is the annual cost for this storage? Do you pay for retrievals?
   
   No
73. Does your space have temperature and humidity controls appropriate to the needs of the various types of materials in your collections?
   No
74. There are best practices for storing archival materials; are you aware of these?
   Not really
75. Do you have any non-paper artifacts? How are they stored?
   Tapes (reel and cassette), CDs, DVDs stored in drawers and boxes
   Do you share space with other archives?
   No
76. Do you have the equipment you need to carry out your activities? If not, what do you need?
   Yes

Mandate
77. What is your collections mandate?
   No formal mandate; informally to keep a copy of everything in the Innu language, and any related languages, that comes our way
78. Describe the nature of your collection.
   Published books, newsletters, field notes, teaching materials, tapes
79. Does your mandate overlap with other local archives? If yes, how?
   May overlap Centre for Newfoundland Studies to some extent
80. Who uses your collections?
   Faculty, graduate and undergraduate students in Linguistics, private researchers looking for information on the Innu, occasionally students from other departments and Faculties
81. Do you conduct outreach activities? If so, could you describe them?
   No, but are considering entering the collection into a Library database and putting it on the departmental website

Staff
82. How many full-time / part-time staff do you have and what are their positions?
   No dedicated staff, but 3-5 graduate students work in the space and can assist
83. Do you have enough staff to properly manage your collections? To keep your archives open for a reasonable amount of time?
   No
84. Do you share staff with other archives?
   No

Management
85. What is your management structure?
   None
86. Is your operational budget adequate?
   No
87. Does your archive collect statistics on the use of your material? If yes, provide statistics for each of the past five years.
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No

88. Does your archive apply for external funding? If yes, how much funding have you been awarded in the past five years?
   We apply for GradSWEP funding to have graduate students digitize tapes and catalogue paper works

89. Does your archive generate revenue? If yes, how much have you generated in the past five years?
   No

Collections

90. What challenges do you face with the storage of your archival collections?
   Lack of proper facilities for storing tapes

91. What percentage (or number of linear feet) of records do you have that have not been arranged and described?
   Not sure

92. How many linear feet of records have you acquired in each of the last five years?
   No idea

93. What percentage of your archive's holdings have been scanned?
   Not sure at the moment

94. Is what you have scanned available on the web?
   No

95. Do you have any collections of operational records relating to Memorial University or its faculty?
   No

The Future

96. Estimate the amount of storage space you think you will need in the next five years.
   Not much more - we are trying to cull duplicates and discard scanned documents

97. What do you think Memorial should do to better preserve its archival holdings and serve its researchers?
   Create a dedicated archive facility and provide funding for ongoing operation, as well as training for those running smaller archives

10.5 Archives and Special Collections Division

Operations

What is the name of your archive and when was it founded?
   Archives and Special Collections, Queen Elizabeth II Library. It was founded in the 1970s as part of the Centre for Newfoundland Studies and became a separate division within the Queen Elizabeth II Library in 2005. Responsibility for Special Collections was added to our mandate in 2009.

Where are you located?
   Our Reading Room (public access area) is located in L-3022C; our work space is located in L-3018 in the Queen Elizabeth II Library. We also have two storage stack areas on Level 3 of the Queen Elizabeth II Library and additional storage space in the basement.
What are your hours of operation?
The Reading Room is open to the public Monday to Friday from 9:00 am to 12:00 noon and from 2:00 pm to 4:00 pm. The work space has staff working there Monday to Friday between 7:30 am and 6:00 pm on most days.

How many linear feet of shelf space do your collections occupy?
The processed collections occupy approximately 4,500 linear feet of shelf space. The unprocessed collections occupy approximately 6,500 linear feet of shelf space.

How many square feet of storage space does your archive occupy?
The archives occupies approximately 6,600 square feet of storage space; approximately 1,300 square feet of this space is allotted to the rare book and other special collections. The remainder, in two separate storage areas (L-3017 and L-3018A), is dedicated to archival collections. There is also additional storage space in other parts of the Queen Elizabeth II Library building, a work space for staff that occupies approximately 2,600 square feet and a reading (public access) room that occupies approximately 275 square feet.

Do you have any off-site storage? If yes, where? What is the annual cost for this storage?
Do you pay for retrievals?
The archives has off-site storage for approximately 2,500 linear feet of material at the Iron Mountain facility at Donovans Industrial Park. The Queen Elizabeth II Library also uses space in this facility for off-site storage of books. The cost of this storage space is borne by the Queen Elizabeth II Library and the cost is not broken down by library division. There is no cost for retrieval but there is a cost if the retrieved material is returned to Iron Mountain after it is no longer required at the archives. Therefore, we try to keep retrievals to a minimum.

Does your space have temperature and humidity controls?
We have temperature and humidity controls in the storage spaces in L-3017 and in L-3018A. Each area has two Liebert Precision Cooling Systems, which maintain temperature and humidity in each room at a prescribed level. Each of these rooms also has Sapphire Clean-Agent Fire Suppression units (4 in L-3017 and 2 in L-3018A), which allow for waterless fire suppression in event of fire. All sprinkler pipes have been drained and the sprinkler heads removed and capped in both areas.

Do you have any non-paper artifacts? How are they stored?
The archives has materials in the following genre: photographic (albumen prints to glass lantern slides, tintypes to modern black & white and color prints, and everything in between) prints and negatives; documentary art, drawings, etchings, lithographs, etc.; architectural plans; sound recordings (reel-to-reel, cassette, digital, etc.); video recordings (8 and 16 millimeter reel-to-reel film, videotape, dvd, etc.); machine readable materials; maps; certificates, plaques, medals and other forms of citation; ephemera.

These items are stored according to archival principles in archivally-sanctioned enclosures (inert plastic photo and negative sleeves, acid-free storage folders and boxes, etc.). All shelving and most (we still have two wooden map cabinets) large storage containers (map and print cabinets) are metal and are coated in baked enamel.

Do you share space with other archives?
No, we do not share space with other archives but we do share stack/storage space our Special Collections book collections and with the Centre for Newfoundland Studies book collection.
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**Mandate**

What is your collections mandate?

**Mandate and Collection Development Policy**

The archives portion of the Archives and Special Collections division will collect archival material relevant to the history, culture and social life of Newfoundland and Labrador, and in particular will actively pursue the acquisition of archival materials relevant to the literary history, social history, cultural history, military history, women’s history and labour history of the province.

Literary history will include the private papers and manuscripts of literary figures and the records of publishing companies and literary organizations.

Social history will include the records of social agencies, community and province-based voluntary organizations, the private papers of persons involved in such organizations, and the private papers (diaries, scrapbooks, photographs, etc.) of persons who have been documenting the social life of Newfoundland and Labrador.

Cultural history will include the records of cultural organizations such as theatre companies and arts organizations and the papers of actors, producers, directors, artists and others involved in the cultural and artistic life of the province.

Military history will include the private papers of individuals involved in World Wars I and II and other conflicts that have included Newfoundlanders, and the records of organizations and groups that were part of Newfoundland’s war effort.

Women’s history will include the private papers of any and all women of Newfoundland and Labrador and the records of women’s groups and organizations representing all sides of the political and social spectrum.

Labour history will include the records of trades and labour organizations and the papers of union and working-class leaders.

Other materials will be accepted for deposit based on their historical significance to Newfoundland and Labrador and their appropriateness to the research interests and needs of students and faculty members of Memorial University.

The Archives will not accept materials which by legislated mandate fall under the auspices or jurisdiction of another accredited archival repository, and will work to develop complementary, not competitive, acquisition strategies.

**Describe the nature of your collection.**

I do not understand what this question means.

**Does your mandate overlap with other local archives? If yes, how?**

It overlaps with other archives in that we collect Newfoundland and Labrador materials in all archival genre and formats and so do a number of other archives in this province.

**Staff**

**How many full-time / part-time staff do you have and what are their positions?**

Archives and Special Collections has the following staff:

Head of Division, who holds a master’s degree in archival studies and is an academic staff member of Memorial University of Newfoundland. (Full-time employee)
Manuscripts Librarian (Performing Arts), who holds a master’s degree in archival studies and is an academic staff member of Memorial University of Newfoundland. (Full-time employee)

Special Collections Librarian, who holds a master’s degree in library studies and is an academic staff member of Memorial University of Newfoundland. (Full-time employee)

Archival Assistant, who holds a master’s degree in History with a specialization in Newfoundland nursing history. (Full-time employee)

Library Assistant IV (Gifts), who is responsible for initial processing (accessioning) of all gifts (donations) received by Archives and Special Collections. (Full-time employee [3 days per week]: this position is shared with the Centre for Newfoundland Studies [1 day per week] and Collection Development [1 day per week].)

Library Assistant III, responsible for the staffing of the Reading Room and general clerical duties. (Full-time employee).

Preservation Technician, who is responsible for all matters related to the preservation and conservation of all library holdings. (Full-time employee)

Students Assistants, who work 10 to 20 hours per week, assisting full-time staff with their work. These are funded by the Queen Elizabeth II Library or by MUCEP. (Part-time employees, 6-10 per semester)

**Do you have enough staff to do properly manage your collections?**

No, Archives and Special Collections requires the services of at least two additional professional archivists and several additional support staff. This would enable us to arrange and describe material from our backlog and make it available to researchers in a more timely manner, and it would enable us to provide longer hours in our Reading Room, thereby providing greater access to our holdings.

**Do you share staff with other archives?**

We do not share staff with other archives; however, as noted above we share the services of a Library Assistant IV (Gifts) with the Centre for Newfoundland Studies and Collection Development, two other divisions of the Queen Elizabeth II Library.

**Management**

**What is your management structure?**

An organizational chart for the division is attached to this document.

**Is your operational budget adequate?**

No: we need additional staff and additional storage space in order to serve our patrons and our collections in an effective and efficient manner.

**Does your archive collect statistics on the use of your material? If yes, provide statistics for each of the past five years.**

**Patron Registrations:**

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</tr>
<tr>
<td>September – December</td>
<td>2011-2012</td>
<td>888</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>5,729</strong></td>
</tr>
</tbody>
</table>

Does your archive apply for external funding? If yes, how much funding have you been awarded in the past five years?

No.

Does your archive generate revenue? If yes, how much have you generated in the past five years?

The only revenue that we generate is from photocopying and from digital scanning. The difference between amounts for the first two and latter three fiscal years is that during the 2007-2008 and 2008-2009, photographs were only available from the Photographic Services unit of Marketing and Communications, which entailed reproduction costs. Patrons are now allowed to use digital cameras in the Archives Reading Room and there is no charge if they take digital images themselves, which has reduced the number of images reproduced in-house (i.e., within the University) significantly, and as a result revenue from this source has diminished.

<table>
<thead>
<tr>
<th>Year</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-2008</td>
<td>$5,566.81</td>
</tr>
<tr>
<td>2008-2009</td>
<td>6,071.19</td>
</tr>
<tr>
<td>2009-2010</td>
<td>2,520.86</td>
</tr>
<tr>
<td>2010-2011</td>
<td>2,058.60</td>
</tr>
<tr>
<td>2011-2012</td>
<td>2,404.99</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$18,622.45</strong></td>
</tr>
</tbody>
</table>

Collections

What challenges do you face with the storage of your archival collections?

The storage space that we occupy on Level 3 of the Queen Elizabeth II Library is ideal; the only challenge it poses is that it will eventually be full. Collections stored in the basement of the library leaves them open to possible damage (water, temperature and humidity fluctuations, etc.), while those stored in off-site storage are not immediately accessible and face potential damage from handling by individuals who are not trained in archival procedures (dropping boxes, positioning boxes unsafely in moving vehicles, etc.).

What percentage (or number of linear feet) of records do you have that have not been arranged and described?

Approximately 60% (6,500 linear feet) of records have not been arranged and described.

How many linear feet of records have you acquired in each of the last five years?

Approximately 2,000 to 2,500 linear feet (400 to 500 linear feet per year).
What percentage of your archive’s holdings have been scanned?
Less than 1%.

Is what you have scanned available on the web?
Some of it is.

Do you have any collections of operational records relating to Memorial University or its faculty?
Yes, we do. The very small amount of Memorial University operational records that we have was transferred to us by executive authority. Faculty papers are deposited by individual faculty members or by their heirs or estates. Any University records found in those papers are removed and either forwarded to the University Record Office or destroyed. Items removed include student grades, class lists and any other identifying documentation related to students taught; and documents relating to committees or other official bodies of the University on which the faculty member served.

The Future

Estimate the amount of storage space you think you will need in the next five years.
In order to accommodate what we currently have that is not located in ideal archival storage conditions, we will need 2,000 additional linear feet of shelf space. If the current pace continues, our holdings will increase by 2,500 linear feet of material during this time period. Therefore, I estimate that we would need approximately 4,500 to 5,000 additional linear feet of storage (shelf) space in the next five years.

What do you think Memorial should do to better preserve its archival holdings and serve its researchers?
To better preserve its archival holdings, Memorial should establish the position of University Archivist, which would have managerial oversight of all archives on campus, including the responsibility for University records that is currently vested in the Office of the President. Following the normal practices in other Canadian universities, this position should either be equivalent to the University Librarian or report to that position as an associate university librarian (archives). Individual archives would not necessarily have to be physically integrated, as each has its own separate identity and focus within the research community, but each of them needs to be housed in archivally-sound facilities, with dedicated temperature and humidity controls, waterless fire-suppression systems and other appropriate mechanisms to ensure the long-term preservation of their holdings, and sufficient space to allow for proper storage and growth of the collections. Importance should continue to be placed on professionalism to ensure that all archives staff members have the qualifications and training that are necessary to do the work that they have been hired to do. While there should be emphasis on digitization of archival holdings, both to improve access and to serve as a preservation tool, it should not be considered the be-all and end-all of archives and funding should not be diverted away from vital archival operations such as arrangement and description into digitizing.

Prepared by:
Bert Riggs
10.6 Centre for NL Studies

To: Dr. Carrie Dyck, Associate Dean, Faculty of Arts
From: Joan Ritecy, Head, Centre for Newfoundland Studies (CNS), Memorial University Libraries
Subject: Arts Archives Committee questions: CNS’s reply

November 13, 2012

In reply to your questions –

Operations

What is the name of your archive and when was it founded? The Centre for Newfoundland Studies is not an archive but a library of published materials. It was founded in 1966 by a very enlightened university administration, which saw the importance of collecting and preserving both the old and the new sources on Newfoundland and Labrador. Information on the Centre’s history is given here: http://www.library.mun.ca/qeii/cns/cnsintro.php

Like the University Library, the Centre for Newfoundland Studies responds to the library needs of the teaching, learning and researching members of Memorial University. The CNS also answers research questions from the general public.

(During the late 1970s, the CNS created the Centre for Newfoundland Studies Archives, in order to manage the many donations of archival correspondence (most notably the J. R. Smallwood Collection) and manuscripts it had received over the years. The CNSA existed until June 2005, when it separated from the CNS to become an archives in its own right – the Archives and Special Collections Division of Memorial University Libraries.)

Where are you located? The CNS is on Level 3 of the Queen Elizabeth II Library.

The Centre consists of a public area (with reading room, a reference desk area and a service desk), an office area (called CNS2) and two locked rooms of stacks, one called the CNS STACKS and the other the SHARED STACKS. At the present, all CNS materials are housed on Level 3.

What are your hours of operation? This changes through the year but the regular hours are Monday to Thursday 8:30 am – 11:00 pm, Friday 8:30 am - 6:00 pm, Saturday 11:00 am - 6:00 pm and Sunday 2:00 pm - 9:00 pm. CNS’s hours of opening are similar to the QEII Library’s. Current hours are always posted here: http://www.library.mun.ca/hours.php

How many linear feet of shelf space do your collections occupy? We estimate 1028 feet. Library materials are held on library shelves. Library shelves are three feet wide and nine inches deep. (Archival shelving is deeper than library shelving in order to hold boxes.)

Some CNS space statistics:
We have 258 seven-shelf ranges of material in the CNS stacks and 145 eleven-shelf ranges of material in the Shared Stacks; all this equals 3401 shelves or 1134 feet of bookshelves. Of the 3401 shelves (or 1134 feet), 3086 bookshelves (or 1028 feet) are filled. In other words the Centre has only 315 shelves or 106 feet left to fill. We expect those shelves to be completely filled by the end of the next three or four years.

Aside from library stacks, the CNS uses wall space for 56 filing cabinets, two vaults (these are large, floor-model safes) and 2 map cabinets.

**How many square feet of STORAGE space does your LIBRARY occupy?**

CNS has three shelving areas:

- the original CNS STACKS measures: 2862 sq ft
- the CNS SHARED STACKS measures: 1750 sq ft. (one third of the total 5251 sq ft Shared Stacks)
- an additional area for filing cabinets measures: 161.45 sq ft

**Total Storage Space:** 4773.45 sq. ft.

The CNS also has working space:

- A public reception area: 1618 sq ft
- A public reading room: 1605 sq ft
- An office and processing space: 2773 sq ft (includes the Head’s office space) 154 sq ft

**Do you have any off-site storage?** No.

**Does your space have temperature and humidity controls?** Yes.

**Do you have any non-paper artifacts?** The CNS holds no artifacts.

**Do you share space with other archives?** Yes, stack space. The CNS and the Archives and Special Collections divisions share the SHARED STACKS, with each unit taking about one third of the room.

**Mandate**

**What is your collections mandate?** The mandate is exhaustive – to collect all materials published in Newfoundland/Labrador, published anywhere in the world by Newfoundlander or about Newfoundland and Labrador.

More specifically, the CNS’s mandate is to collect all published materials relating to Newfoundland and Labrador; to offer library services such as a reading room, reference service and reproduction service to all members of the university and to the general public; to preserve the collection for future generations; and to prepare bibliographies as its contribution to Newfoundland and Labrador scholarship.

Because the CNS collection is so large, it is an ambassador for the province, answering questions coming from everywhere - local, national and international.

**Describe the nature of your collection.** It covers all subject areas – the expected Newfoundland fields - history, geography, folklore, archaeology, anthropology, sociology, political science, economics, literature, linguistics, music, business, education and such - as well as all sciences, applied sciences, industrial topics and everything published by government.

Genres include fiction, non-fiction and reference sources. Formats include books, journals, newspapers, commercially-produced films and sound recordings, maps, microforms and electronic materials.

As the CNS’s mandate includes the preservation of the published heritage of Newfoundland and Labrador, there is no question of weeding out or de-accessioning of material. The preservation of the published heritage includes collection of items in their original state, as they were produced.
Therefore, though photocopies, microfilm copies and scanned copies make excellent working copies, all preservation copies must be retained the format in which they originally appeared.

**Does your mandate overlap with other local archives?** No. Overlap is with the researchers we help. We often serve the same people.

**Staff**

**How many full-time / part-time staff do you have and what are their positions?**
Fulltime: 2 librarians, 4 Library Assistant VIIIs, 2 Library Assistant IIIs and 4 Library Assistant Is.
Part time: 1 Library Assistant IV; Student Assistants paid hourly for 10 to 20 hours per week.

**Do you have enough staff to do properly manage your collections?**
Yes. We have the minimum staff required to maintain our hours of opening and each of these staff members have public or technical services specialties. We are tightly pressed to get everything done along with completing the always-present special projects.

*(Please note that CNS staff do not order or catalogue materials. This is covered by the University Libraries’ Acquisitions and Bibliographic Control technical processing divisions.)*

**Do you share staff with other archives?** Yes, one fifth of a Library Assistant IV.

**Management**

**What is your management structure?** The CNS is run by a librarian who is administrative head, a librarian who is the assistant head and an LAVIII who is supervisor of staff. The head of CNS reports to the Associate University Librarian for the QEII Library and is a member of the QEII Library Division Heads Committee.

**Is your operational budget adequate?**
Yes, though with more we could do more.

**Does your library collect statistics on the use of your material? If yes, provide statistics for each of the past five years.**

Usage Statistics. Number of questions answered:

- Sept 2011- Aug 2012: 9,865
- Sept 2010- Aug 2011: 9,650
- Sept 2009- Aug 2010: 10,161
- Sept 2007- Aug 2008: 11,122

**Does your library apply for external funding?** No.

**Does your library generate revenue? If yes, how much have you generated in the past five years?**

CNS charges for photocopying. Those figures are rolled into the QEII Library’s total.
CNS sells its images and a selection of map reproductions. Between 2008 and 2012, 101 reproductions were sold for approximately $2020.

**Collections**

**What challenges do you face with the storage of your library collections?**
Space issues start when boxes of donations are received because processing space is at a premium. Usually two or three collections are in process at one time. The average CNS donations is 6 to 30 boxes though we occasionally receive collections of scores of boxes. When the volumes are catalogued and placed in Library of Congress Classification order on the shelves, we have to shift materials along and move volumes into adjacent ranges. This is a standard library problem, requiring staff and space. CNS is running out of space. We believe we have only three or four years of comfortable growth left.
What percentage (or number of linear feet) of records do you have that have not been arranged and described? The CNS has 25 shelves (or 1000 monograph titles) in its backlog. These titles can be located and catalogued on-the-fly for patrons. Each title is advertised to patrons via a skeletal record entry in the library catalogue. The backlog is well-organized.

How many linear feet of records have you acquired in each of the last five years? We estimate that the CNS added 2400 titles equaling approximately 12,600 volumes on 315 bookshelves (or 105 feet) during the past five years. The collection also grew by five filing cabinets, one map cabinet and one vault in the last five years.

What percentage of your library’s holdings has been scanned? That isn’t easy to figure exactly; we can say that approximately 6700 of 40,660 monograph titles have been scanned or about 16%. The Centre’s aim is not to scan all the material it holds but to create an Online Research Library, a collection of materials of enduring value to research.

Is what you have scanned available on the web? Yes. All CNS material that has been digitized is freely accessible at: http://collections.mun.ca/

In 2002, the CNS joined with Canadian federal projects such as Our Roots/Nos Racines, Early Canadiana Online and Industry Canada Canada projects to scan its treasures, and scores of materials were completed. In 2003, the library created a digitization unit (the DAI) and the CNS started on a program of digitizing materials of enduring research value. Approximately 19,740 compound objects (books, journals, newspapers, images and maps) have been completed to date. Materials from our “enduring research value” lineup are scanned daily. As well, CNS offers a digitization-on-demand service to everyone, available at: http://www.library.mun.ca/forms/digi_title.php

Do you have any collections of operational records relating to Memorial University or its faculty? Only if they are published. The CNS attempts to collect ALL the publications of Memorial from all campuses. This includes published annual reports, departmental newsletters and news releases, the MUSE, MUN Gazette, journals, calendars, proceedings of meetings and conferences, promotional materials and pamphlets. The CNS does not collect original correspondence, papers or manuscripts.

The Future

Estimate the amount of storage space you think you will need in the next five years. Looking at the rate of acquisition for the past five years, we estimate that the CNS grows at the rate of approximately 12 bookshelves and two filing cabinet drawers per year or 2400 titles: equaling approximately 12,600 volumes, five filing cabinets, a map cabinet and a vault in the next five years. (Cabinets and vaults take up shelving space because they line up along the walls and require some wall shelving to come down to accommodate them.) Space is our greatest worry. Three to four years from now our collection will be extremely tight and compressed and additional storage will be necessary.

What do you think Memorial should do to better preserve its archival holdings and serve its researchers? Here I am switching from the CNS operation to archives on campus.

- Make collection development policies in cooperation with The Rooms Archives Division, so patrons will know where to expect to find certain subject areas and in order to avoid the breaking up of individual collections.

- Archives work has two parts – Collecting, and R&D (cataloguing). Collecting in order to preserve is important in its own right but seeing the material used for documentary, analytical and social purposes is the main purpose of collecting. Researchers might appreciate seeing a list of all unprocessed collections, perhaps posted to a website as collections
arrive. When a number of researchers requests the same collection, it is clear that it is a priority for processing.

10.7 Faculty of Medicine Founders’ Archive

Operations

98. What is the name of your archive and when was it founded?
Faculty of Medicine Founders’ Archive, established in 1999

99. Where are you located? (Please provide room numbers, and include storage areas, including off-site storage areas.)
Health Sciences Library, Health Sciences Centre. Rooms 1625 (large area shared with another unit in the library) and 1625a (office)

100. What are your hours of operation?
By appointment, Monday-Friday, 8:30 a.m. - 4:30 p.m., excepting statutory holidays

101. How many linear feet of shelf space do your collections occupy?
1020 linear feet occupied, 177 linear feet still available for new collections although archival supplies to take up a portion of this space (for a total of 1197 linear feet)

102. How many square feet of storage space does your archive occupy?
Floor measurements for storage: 20’ x 40’ = 600 square feet (this storage space is just about full)

103. Do you have any off-site storage?
Regular collections: no collections are in offsite storage at the moment but have utilized this service in the past and will in the future as needed.
Damaged documents: currently there are 32 crates of water damaged documents that are in freezers at VersaCold, Donovan's Industrial Park.

If yes, where?
Iron Mountain for regular storage of unprocessed materials (no processed material, which would have special storage requirements [e.g., cannot stack the acid free archival neutracor boxes on top of each other], has ever been stored offsite from this archive).

What is the annual cost for this storage?
It would be a part of the offsite storage fees for the Health Sciences Library: monthly charge plus cubic foot rate, delivery flat fee plus cubic foot charge, retrieval flat fee plus cubic foot charge.

Do you pay for retrievals?
Yes (as applicable), flat rate $18.00 (higher if outside regular hours) plus per cubic foot rate $2.98 (not completely certain of the figures)

104. Does your space have temperature and humidity controls appropriate to the needs of the various types of materials in your collections?
No

105. There are best practices for storing archival materials; are you aware of these?
Yes, generally (but when in doubt, we know who to contact for such information)

106. Do you have any non-paper artifacts?
Yes

How are they stored?
In boxes; on shelves

107. **Do you share space with other archives?**
Not with other archives, but the area is shared with another unit of the library that is not related to the archives unit

108. **Do you have the equipment you need to carry out your activities?**
For the most part, yes:
- Mechanical – such as computers, scanners, printers, phone for each employee;
- Materials and Supplies – such as acid free boxes of various sizes and shapes, acid free folders, archival quality photograph and negative sleeves/preservers, preservation cleaning tools/materials;
- Furniture – such as desks, chairs, shelves, tables, ladders, carts, trolleys, step stools, storage cabinet for small supplies

**If not, what do you need?**
Furniture/Equipment:
- Quarantine storage area with shelving, table, chair and cleaning tools/materials
- Humidity, temperature and light intensity data loggers to monitor conditions where the collection is stored
- Ventilated fume hood
- Map cabinet
- Lockable mobile shelving for security purposes (in general this type of shelving would also increase storage space by about 70-75%)
- Additional storage to accommodate the growing collection
- Protection measures for the collection to prevent damage from leaks and floods

**Mandate**

109. **What is your collections mandate?**
1. Collect archival material relevant to the founding and operations of the Faculty of Medicine of Memorial University of Newfoundland and to the role played by the Faculty of Medicine in the evolution of health care in the province. It does collect general materials relating to other Memorial University health sciences schools or other health organizations except where formal arrangements to do so have been made with the organization.
2. Arrange and describe these materials according to acceptable, current archival principles and make them accessible to staff, faculty, students and the general public, unless otherwise restricted by legal requirements or written agreements with the donor(s).
3. Provide adequate and appropriate environmental and storage conditions for the material.

110. **Describe the nature of your collection.**
The Faculty of Medicine Founders’ Archive is a special collection of the Health Sciences Library (HSL) of Memorial University operated on behalf of the Faculty of Medicine. The archive contains unique material related to the Medical School and its relationship with the province for the past 45 plus years. We do not actively collect patient records.

111. **Does your mandate overlap with other local archives?**
No, although the Newfoundland and Labrador Medical Association does have its own archive, and they may have papers similar in type but unique in content there.

**If yes, how?**
112. Who uses your collections?
Faculty, staff, students, general public

113. Do you conduct outreach activities?
Yes

If so, could you describe them?
Activities/Partnerships:

Virtual Exhibits
- Cluny Macpherson, 1879-1966, Reflections of a Newfoundlander, 2004-2005
- The Early Days of the Medical School at Memorial University of Newfoundland, 2006-2007

Digital Archives Initiative (DAI)
- Photograph Collections [ongoing]
- Studies, such as the Labrador West Dust Study – 14 volumes
- Publications such as those of the NL Medical Association, 2008-2009, Association of NL Archives, 2008, and Lung Association of NL, 2009-2010
- Finding Aids for the archive’s collections

Displays (partnering in certain cases)
- Health Archives and Museum of NL [no longer in existence]
- Lung Association of NL
- Pam Hall, artist in residence (Faculty of Medicine), 1997-1997: 6 pieces of artwork on display - Triptych 1: Figuring the Ground: Listening with… Triptych 2: Figuring the Ground” Listening to… (artworks donated to the archive in 2009)
- Five poster permanent plaque mounted display in public area of the Faculty of Medicine: The Early Days of the Medical School at Memorial University of Newfoundland

Symposiums/Conferences
- 40th Anniversary of the Medical School, 2007 (provided the theme for the symposium, on the symposium ad hoc committee, and launched a website at the event)
- Hosted symposium in partnership with the Association of NL Archives, 2009
- Member of the Association of NL Archives annual symposium committee, 2011, 2012

Workshops
- Presenter, panelist

Committees
- Association of Newfoundland and Labrador Archives (executive and various committees)
- Association of Heritage Industries (executive) (umbrella organization for provincial heritage groups)
- CEDP (committee member) (Cultural Economic Development Program – provincial heritage funding distributed by the Department of Tourism, Culture and Recreation)

Publications/Articles
- MUNMed (Faculty of Medicine newsletter)
- Library Links (Health Sciences Library newsletter)
- The Gazette (MUN)
The Faculty of Arts Research Archives — Report and recommendations

- The Association of NL Archives Bulletin
- Poster presentations at national and provincial conferences
- Webpage (via MUN libraries)

Staff
114. How many full-time / part-time staff do you have and what are their positions?
   1 Archivist
   1 Archival Assistant

115. Do you have enough staff to properly manage your collections?
   Yes, although we could easily fill another position (the archive’s holdings continues to increase, which in turn increases the backlog of unprocessed material)
   To keep your archives open for a reasonable amount of time?
   Yes

116. Do you share staff with other archives?
   No

Management
117. What is your management structure?
   Dean of Medicine / University Librarian (jointly)
   Associate University Librarian (Health Sciences)
   Archivist – Health Sciences Library
   Archival Assistant

118. Is your operational budget adequate?
   Yes, generally, although one time budgetary allowances could provide:
   - space saving mobile shelving
   - preservation and conservation requirements (e.g., a ventilated fume hood)
   - isolation room
   - reading room access

119. Does your archive collect statistics on the use of your material?
   N/A
   If yes, provide statistics for each of the past five years.
   N/A

120. Does your archive apply for external funding?
   Yes:
   - NADP - National Archival Development Program, administered by Library and Archives Canada (LAC) via Canadian Council of Archives (program terminated by Federal Government in 2012)
   - CCOP - Canadian Culture Online Program – Canadian Memory Fund, administered by Library and Archives Canada via Canadian Council of Archives (no longer a funding source)
   - CPCAR – Conservation Plan for Canadian Archival Records Preservation Management Programme (no longer a funding source)
   If yes, how much funding have you been awarded in the past five years?
   Approximately $26,500
The Faculty of Arts Research Archives — Report and recommendations

1) $11,214 The Early Days of the Medical School at MUN (CCOP - Digitization Project, 2006-2007)
2) $8104 The Papers of Dr. Henry Gault (NADP - Arrangement and Description, 2007-2008)
3) $7196 MEDICOR – The Centre for Offshore and Remote Medicine fonds (NADP - Arrangement and Description, 2011-2012)

121. Does your archive generate revenue?
No
If yes, how much have you generated in the past five years?
N/A

Collections

122. What challenges do you face with the storage of your archival collections?
• Security issues, when archival staff are not present, the archival material should be in a locked area, and no one but archival people should be able to access the collection; supervision of others by archival staff under certain circumstances would be permitted
• Access issues, providing a suitable reading room for researchers
• Electronic Records issues, collections are beginning to include electronic records in greater proportions that in the past
• Preservation issues, including lack of environmental controls; floods, leaks
• Space issues – the collection continues to grow; offsite storage costs

123. What percentage (or number of linear feet) of records do you have that have not been arranged and described?
64% (652.37 feet) of records are not described

124. How many linear feet of records have you acquired in each of the last five years?
2008 55.77 linear feet
2009 42.65 linear feet
2010 65.62 linear feet
2011 82.02 linear feet
2012 26.25 linear feet

125. What percentage of your archive’s holdings has been scanned?
2% approximately

126. Is what you have scanned available on the web?
Not everything (e.g., material scanned on behalf of a unit)

127. Do you have any collections of operational records relating to Memorial University or its faculty?
Yes
The Future

128. Estimate the amount of storage space you think you will need in the next five years.
We will need space for approximately 50 linear feet per year for a total of 250 linear feet.

129. What do you think Memorial should do to better preserve its archival holdings and serve its researchers?

The various archives at Memorial University contain unique research material that reflects the activities of Memorial University. This is vital information for the administrative aspect of MUN as well as for research. Further, not all material is related to Memorial, but is used by researchers at MUN and around the world. Memorial University is an academic setting and as such promotes furthering research and knowledge. Archives play a vital role in this, providing material that is not available anywhere else in the world. A lost book, for example, can very often be replaced by simply buying another copy. A lost collection is just that – lost.

Recognition of the importance of archival collections is an important step and once that is accepted, then proper facilities for those irreplaceable items ought to ensue. To that end, the university’s archives should provide both suitable access to the collections and research services, and be staffed by qualified archivists, who attend workshops on a regular basis to keep abreast of current archival issues and skills. It is essential that the collections be housed in a controlled environment for the long term preservation of the collections. Security of the collections ought to/must be mandatory.

General Requirements:
Qualified employees
Collections storage space
Collections work space
Isolation room for contaminated material
Environmental controls
Preservation/conservation facilities, equipment and furniture,
Reading room
Offices for employees
Security controls, in particular lockable Mobile Shelving, especially important if the area that contains the collection is not always locked when archival employees are not there/available
Marketing strategies

Stephanie Harlick
Archivist – Health Sciences Library
Faculty of Medicine Founders’ Archive
14 February 2013
11 Appendix C — Sample donor agreement (MHA)

Maritime History Archive
Memorial University

This agreement made in duplicate this ___ day of ______ 2013 between:
(hereinafter called the "donor") and Memorial University, St. John's, Newfoundland and Labrador, (hereinafter called "the University").

I, , am the legal and rightful owner of the property described below and have full power and authority to enter into this agreement and therefore agree to donate to Memorial University and to deposit in the Maritime History Archive, the papers, records and other documents of under such conditions as described and agreed to on the reverse of this form.

In witness whereof the parties hereto have executed this agreement on the day and year first above mentioned.

Witness Donor
Witness Memorial University

COPYRIGHT

I, , am the legal and rightful owner of the copyright of the material described in this agreement AND I hereby assign the copyright for the material described in this agreement to the Maritime History Archive.

Witness Donor

Conditions of Deposit
1. The Maritime History Archive accepts material on behalf of the University, and reserves to itself the right to select all, some or none of these materials for archival preservation. Materials not selected for preservation by the archive will be returned to the donor on request or will be disposed of at the discretion of the archive.
2. The Maritime History Archive shall sort and arrange the papers and prepare such finding aids as are necessary and appropriate.
3. The Maritime History Archive will take such steps as it deems necessary to ensure the permanent preservation of the collection.
4. The archival materials thus accepted are open for research and education purposes and may be used by the archive for purposes consistent with its archival mandate, including their use in displays and exhibits.
5. Any restrictions on access imposed on the collection must include a time limit not to exceed 5 years.
6. The donor or his/her personal representative shall have access to the entire collection at all reasonable times.
7. The donor agrees, with respect to the acquisition of further papers related to the collection described herein, being records and other documents of possible historical significance, to give the Maritime History Archive a right of first refusal to acquire such materials as they become available.

12 Appendix D — Simon Fraser University policy re: faculty records acquisition

See attached.
13 Appendix E — Floor plans for the main Arts Research Archives
See attached.