

# archives

## SOCIETY OF ALBERTA

# NEWSLETTER

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### **BOARD OF DIRECTORS REPORT, 2006 - 2007**

*Submitted by Garth Clarke, President*



This past year has allowed the ASA an opportunity to reflect on its future direction. The last six years were, to say the least, quite hectic for us all. The ASA had taken on and completed several large-scale projects, each of which stretched our staff and volunteers to the limit. This year we paused and intentionally forwent any new large scale project in order to focus on planning

for the next decade. This lag time has allowed the ASA to prepare for new projects in 2008.

The National Archival Development Program is running well – indeed better than expected by some. Library and Archives Canada and the Canadian Council of Archives are to be commended for the efforts they have put into making the federal contributions program work. Let us hope that that hard work brings dividends in the form of an increase in the base funding for the next national archival program.

Closer to home, the ASA has had to deal with its shrinking pool of grant funds. Because of rising costs and ongoing financial commitments the amount of money available for our grant programs is not sufficient to deal with the growing number of grant requests. Measures are now in place to both reduce costs and to search for new sources of funding and support for archival preservation in Alberta.

A business plan has been adopted by the Board that implements the strategic plan developed last year. And alliances have been sought and strengthened within the cultural heritage community. Our goal is to find new sources of support and aid. We have, for example, decided to seek an honorary patron to help increase the ASA's political profile. We are also examining the idea of applying for charitable status to allow the ASA to raise funds from new sources. And we have been working in concert



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The Archives Society of Alberta is supported in part by a grant from the Alberta Historical Resources Foundation.

with our colleagues in the Alberta Museums Association to advocate for increased government funding for the cultural heritage community.

The ASA's online presence has continued to be one of our strengths. Public use of the Archives Network of Alberta databases continues to grow; and site visits to our online and Archives Week exhibits has increased, driven in part by the makeover of the ASA website. The numbers suggest that there is a largely untapped group of people interested in finding and using documentary evidence stored in our archival institutions. That demand and interest can be channeled into increased public support for the ASA and its goals.

The Education Committee has begun a re-examination of the education and training needs of our membership. More advanced level workshops are being considered as a means of responding to the changing professional needs of the membership. At the same time basic archival education has not been neglected. The Archives Institute has been reshaped and successfully given last fall with the much appreciated support of the Provincial Archives of Alberta. It will be offered this June at the University of Calgary.

All in all the future for this organization is not bleak. Our membership is growing. And opportunities will be found to increase the quality of service to that membership. Key to this increase in service is the ASA staff. Without their dedication, little could have been achieved. We thank them for their hard work on our behalf.

In ten short years the ASA has evolved from a small volunteer-based society into a leading Canadian archival organization dedicated to increasing the public's knowledge of its documentary heritage and about archives in general. The breathing space of this past year has served its purpose. Together with our national, provincial and territorial colleagues, we look forward to bringing new ideas and new initiatives to the future development of archival institutions and the archival profession.

**REMINDER**

The Archives Society of Alberta is looking to reduce the amount of paper used to produce and mail the newsletter, so the ASA will be transitioning its quarterly newsletter into an electronic newsletter. The first electronic newsletter will be available for the winter 2008 issue.

Please contact the Administrative Coordinator at (780) 424-2697 or at [cherrick@shaw.ca](mailto:cherrick@shaw.ca) should you wish to receive the print version.

# EXECUTIVE DIRECTOR/ARCHIVES ADVISOR'S REPORT, 2006 - 2007

*Submitted by Michael Gourlie, Executive Director/Archives Advisor*

The role of the Executive Director / Archives Advisor is to oversee aspects of the ASA's administration and to provide advice about archival procedures and practices to developing and established archival programs.

Activities undertaken as a result of both of these roles contributed to an active year.

## ***Advisory Services***

The ASA's Advisory Services Program remained busy in 2006-2007, with institutions and individuals asking questions about education, preservation, grants, and the development of new archival programs. A statistical analysis of the types of inquiries follows this report.

The onsite visit continues to bring the advisory services program to the institutions seeking advice about archival practices. In addition to less formal visits to institutional members throughout the year, there were six site visits: Alberta Motor Association, CKUA, Canmore Museum, Metis Nation of Alberta, St. John Ambulance – Edmonton, Whitefish Lake First Nation. Although the number of formal site visits has decreased in recent years, every institution requesting a site visit has been accommodated.

## ***Additional Initiatives***

The overall numbers of inquiries and site visits in the advisory services program increased compared to the previous year, but there were also other activities that were undertaken during 2006-2007. These initiatives included:

- co-teaching the ASA's 2006 Archives Education Institute at the Provincial Archives of Alberta
- attending ASA Board and Committee meetings
- producing a quarterly column for the ASA newsletter
- coordinating the Cooperative Description Project funded through the National Archival Development Program (NADP)

- representing the ASA at various events, including the Organization of Military Museums of Canada conference, the Archives and You! Conference, the Archives Advisor's summit in Ottawa, and the Alberta Museums Association conference
- presenting to elementary social studies student-teachers at the University of Alberta's Faculty of Education

Although no new online projects were initiated this year, promotion and marketing of the projects continued throughout the year. Presentations were made at the Alberta Social Studies Council conference and the Alberta Online Consortium's annual symposium about the "Seeing with New Eyes" project. The ASA continues to receive positive feedback about the original project, "Archival Resources in the Classroom – Letters from the Trunk" (often abbreviated now to "Letters from the Trunk").

The coming year will bring new projects, additional site visits, and public awareness initiatives to assist in the development of Alberta's archival community. I look forward to your calls and emails. Thanks to the Board members, Committee chairs, the ASA's contractors, and all the ASA members who have been so helpful this past year.

**Archives Advisory Services: Statistical Analysis  
April 1, 2006-March 31, 2007**

	2006/2007	%	2005/2006
Total Inquiries	164	100%	135
<b>Source of Inquiries</b>			
Member vs. Non-Member	85/79	52%/48%	48%/52%
Institutions vs. Individuals	98/69	60%/40%	67%/33%
Site visits vs. Telephone/fax/email	6/158	4%/96%	3%/97%
<b>Types of inquiries</b>			
Development of New Archives	11/164	6.7%	10.4%
Grant Related Inquiries	25/164	15.2%	15.5%
Requests for contractors	4/164	2.4%	2.2%
Request for library materials	0/164	0.0%	0.0%
Technical issues: general	24/164	14.6%	14.1%
Technical issues: conservation	6/164	3.7%	5.9%
Technical issues: FOIP	2/164	1.2%	0.0%
Technical issues: ANA/CAIN	11/164	6.8%	3.0%
Education	37/164	22.6%	23.0%
ASA Membership	8/164	4.8%	1.5%
Public Awareness	6/164	3.7%	0.7%
Other	30/164	18.3%	23.7%
<b>TOTAL</b>	<b>135</b>	<b>100%</b>	<b>100%</b>

# EDUCATION COMMITTEE REPORT, 2006-2007

Submitted by Terry Reilly, Chair

The Archives Society of Alberta has several core objectives, one of which is “to encourage and develop archival skills among those engaged in archival work by holding seminars and workshops on archival principles and practices.” In 2006-2007, the ASA Education Committee met twice this year (once by teleconference and once in person) and oversaw the following activities to meet that objective:

## ***Fundamental Archival Education***

The main activity in this area of the education program was the delivery of the annual Archives Institute:

Course: Archives Institute  
Location: Provincial Archives of Alberta  
Dates: October 23-28, 2006  
Instructors: Michael Gourlie, Anna Gibson,  
Karen Simonson, Alison Freake,  
Laurette Miller  
Participants: 17

Although an Institute was not held during its usual spring dates, the opportunity to hold one in the fall resulted in an almost fully subscribed offering. The ASA thanks Leslie Latta-Guthrie and the Provincial Archives of Alberta for acting as Institute host and providing the facility. A new method of presenting the Institute was implemented this year, with students completing a take-home exercise rather than attending evening sessions. This method will continue for the following year.

Given the annual timing of the Institute, the Committee is able to provide details about the 2007 Institute:

Location: University of Calgary  
Dates: June 4-9, 2007  
Instructors: Michael Gourlie, Doug Cass, Alison  
Freake, Janet McMaster and  
Apollonia Steele  
Participants: 19

## ***Special Topics Workshops***

No Special Topics workshops were held in 2006-2007. The fall workshop was deferred in favour of holding the fall edition of the Archives Institute, and plans for a spring workshop on the topic of managing oral history collections in archival institutions did not come together in time for the 2006-2007 year.

For 2007-2008, there are active plans for a more robust slate of Special Topics Workshops. The planned workshops include:

- Personal Information Protection Act (PIPA)—An Overview - June 2007
- “Dancing With Genealogists” For Archivists And Librarians: How To Lead And Not Step On Any Toes While Creating An Effective Rapport With Your Genealogy Clients – October 2007

The spring 2008 workshop is still in the planning stages, but will likely focus on the subject of legal issues in archives or photography from acquisition to access.

My thanks to committee members Jim Bowman and Darlene Briere for their hard work and input this year. The Committee welcomes any suggestions regarding the courses offered by the ASA’s education program. Please contact the Chair or the ASA Executive Director/Archives Advisor.

# COMMUNICATIONS COMMITTEE REPORT, 2006-2007

Submitted by Anna Gibson, Chair

The Communications Committee is responsible for providing awareness opportunities and raising the profile of archives in Alberta. Each year the Committee establishes the theme for the Archives Week virtual exhibit and coordinates the Archives Week opening event. Archives Week 2006 kicked off in Calgary on October 2 with a buffet lunch held at Fort Calgary. Featured guest speaker Aritha van Herk, author and professor from the Department of English at the University of Calgary, spoke to a crowd of about 25 archivists about her work and the importance of archives. Archives Week 2006 also included the virtual exhibit "In Defence of Alberta", which showcased photographs and documents from 14 institutions.

On November 3, 2006, the Committee met in Edmonton to discuss possible activities for the coming year. At this meeting the Committee decided to pursue producing a calendar of images taken from submissions to the 2007 virtual exhibit. Copies of the calendar will be made available to member institutions for distribution. To help subsidize the cost of producing a calendar, the Committee applied for grant monies from

the National Archival Development Program (NADP). Their application was approved at the provincial level and is awaiting approval from the Canadian Council of Archives (CCA).

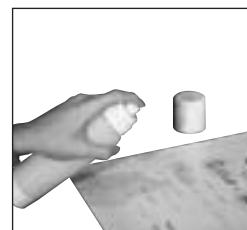
Archives Week 2007 marks the 10 year anniversary of the virtual exhibit. This year the Communications Committee invites member institutions to "unleash" their creative side and provide photographs and documents for this year's virtual exhibit titled, "Archives Unleashed: Animals in Archives." More information regarding the calendar, 2007 virtual exhibit submissions and deadlines will be announced in the coming months.

## 2006 - 2007 Membership Statistics 144 members in total:

- Honourary - 9 members
- Individual - 78 members of which 11 are new members
- Associate Institutional - 18 members of which 4 are new
- Institutional - 39 members of which 3 are new

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# ARCHIVES NETWORK OF ALBERTA (ANA) COMMITTEE REPORT, 2006 - 2007

*Submitted by Janet McMaster, Chair*

The ANA Committee is responsible for providing leadership and guidance in the development, maintenance and management of the Archives Network of Alberta. This includes overall responsibility for the maintenance and development of existing and future databases and the ASA's website, as well as the coordination of provincial, regional and national network-related activities, and the promotion of professional standards.

The ANA Committee has been involved in a number of different activities over the past year:

- **Supervision of Databases** – Our databases continue to grow on a monthly basis. As of April 30, 2007, they contained the following records:
  - ANA database (fonds level descriptions) - 10,577
  - Alberta InSight (digitized images)- 32,830
  - Alberta InWord (digitized textual records)- 1,630
- **National and Regional Databases** - The Archives Society of Alberta continues to be a regular contributor to the Canadian North West Archival Network (regional database of fonds level descriptions), Archives Canada (national database of fonds level descriptions), and Images Canada (national database of images from Canadian archives, libraries and museums). Descriptions from Alberta comprise approximately 18% of the total records in the Archives Canada database.
- **User Statistics - Databases**– The number of user sessions in the databases is monitored on a quarterly basis. For the quarter ending March 31, 2007, there was a total of 50,086 total user sessions, which set another record for the total user sessions for a quarter. The total number of user sessions for the 2006/07 year in all the databases was 159,031, which represents a 35% increase over last year. Significant increases were

noted in the number of user sessions in the ANA database, in Alberta InWord, and via the filtered views that have been created for a number of institutional members. The “average visit time” in the databases also continues to increase.

- **Enhancements to the ANA Database** – Based on feedback received from our Owner-Editors, the “contains” and “part of” fields have been activated in the ANA database so that links to lower level (i.e. sous-fonds) descriptions can be incorporated. These fields are being actively used by members, in addition to the “On-line Finding Aid” field, which is used to add links to on-line finding aids.
- **ASA Website** – The redesigned website was officially launched in July 2007. A substantial amount of positive feedback has been received about the web site redesign from archivists within Alberta and from across the country. Some very good suggestions were received for improvements to the web site, and where possible and in consultation with the ANA Committee, these have been implemented. A review of the web site statistics shows that there has been a steady increase in the amount of use of the web site, with a total of 79,938 page views recorded for the last year. March 2007 was the busiest month, when there were a total of 11,407 page views. The most popular pages are the Home page, and the ASA databases page that provides links to the ASA's databases.

The members of the ANA Committee are: Susan Kooyman, Sharry Watson, Mary Nutting, Garth Clarke (board liaison) and Michael Gourlie. I would like to thank all of the committee members for their helpful contributions over the last year.

# GRANTS COMMITTEE REPORT, 2006 - 2007

Submitted by Debby Shoctor, Chair

The Grants Committee for 2007-2008 Grants consisted of the following members: Bonnie Woelk and Jennifer Willard of the University of Calgary; Judy Kovacs of NAIT, Glynys Hohmann of City of Edmonton Archives and Debby Shoctor of JAHSENA, Chair. Archives Advisor Michael Gourlie as usual played a major role in assisting and guiding committee deliberations, as a nonvoting member.

For 2007-2008, a total of \$111,055.84 was recommended to fund 21 projects that benefit 14 institutions across Alberta. Grant application workshops for the NADP grants were held in both Calgary and Edmonton the previous March. In early February 2007, the committee met in Edmonton to adjudicate grant applications. Prior to the meeting, committee members completed scoring sheets for each grant application received. During the meeting, the scores were averaged and the projects ranked. Every effort was made to distribute the available funding as widely as

possible throughout the membership, to include as many institutions as possible and to have a balance both geographically and between large and small institutions. While the ASA Access to Holdings Grants were awarded directly, the NADP grants were forwarded with recommendations to Ottawa for final adjudication.

The Grants Committee gratefully acknowledges the financial support of the Alberta Historical Resources Foundation and the Canadian Council of Archives in assisting the Archives Society of Alberta's efforts to preserve and make available Alberta's documentary heritage.

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## ASA Access to Holdings 2007-2008

A total of \$53,623.84 was distributed. The 10 successful applications were:

<b>Institution</b>	<b>Project Title</b>	<b>Amount</b>
Glenbow Archives	CPR Land Settlement records	\$5000.00
Glenbow Archives	Nagle family fonds	\$4900.00
Banff Centre Paul D. Fleck Library & Archives	Walter Phillips Gallery Exhibition Series	\$4960.00
Town of Okotoks Museum & Archives	Town Photos – Phase II	\$4992.84
Red Deer & District Archives	Red Deer Region Women's Institutes	\$4380.00
Lutheran Historical Institute	Lutheran Association of Missionary Pilots fonds and Concordia Lutheran Seminary, Edmonton fonds.	\$5000.00
Canadian Architectural Archives	Diamond Schmitt Project Phase III	\$5000.00
Canadian Polish Congress – Alberta Branch (CPC-AB) Archives	Canadian Polish Congress – Alberta Branch (CPC-AB) and its member fonds	\$4921.00
Athabasca Archives (Alice B. Donahue Library and Archives)	Athabasca Album: a digitized photographic record.	\$4900.00
Legal Archives Society of Alberta	Law Society of Alberta fonds, members' file series.	\$4950.00
Jasper Yellowhead Museum and Archives	Backlog Project – Part II	\$4620.00
	<b>Total:</b>	<b>\$53623.84</b>

## NADP 2007-2008

A total of \$83,475 was distributed. The 11 successful applications were:

<b>Name of Organization and Project Title</b>	<b>Amount</b>
Archives Society of Alberta Cooperative Arrangement and Description Project	\$26043.00
Provincial Archives of Alberta Education Program Modules	\$7310.00
Archives Society of Alberta Legacy Magazine Articles	\$4300.00
Banff Centre Archives Aboriginal Arts fonds	\$4290.00
Jewish Archives and Historical Society of Edmonton and Northern Alberta Re-formatting of Umatic tapes of Holocaust survivors and others	\$2226.00
University of Alberta Archives Chancellor and Senate fonds	\$5700.00
Archives Society of Alberta Alberta Archives Week 2007	\$2176.00
Canadian Architectural Archives The Canadian Architectural Photography Digital Portal: Phase II	\$10010.00
Provincial Archives of Alberta "A" Photograph Description and Digitization Project	\$10000.00
Red Deer and District Archives Assessment and Tax Department fonds	\$4700.00
University of Alberta Archives Guide to Native Holdings	\$6720.00
<b>Total:</b>	<b>\$83475.00</b>

The applications not receiving funding which met primary NADP criteria will be listed according to their ranking and sent along to the CCA, as per the submission checklist, in the hopes that the projects addressing underachieved NADP objectives might be funded from the national funding envelope. Regarding the Archives Society of Alberta's NADP application of \$26,043, the ASA used the funding from the Access to Holdings program (\$27,580.84) as a match for the NADP funds. The money received through the NADP will fund additional Access to Holdings projects that could not be supported through the regular Access to Holdings budget.

## PEOPLE & PLACES

On October 13, the Millet and District Historical Society (MDHS) celebrated its 30<sup>th</sup> anniversary with a dinner and awards ceremony at the local community hall. Attended by charter and long-time MDHS members, volunteers, and local politicians, the ceremony also acted as a book launch for *Preserving Our Heritage: 30 Years of the MDHS*. The archives was renamed in honour of Jean Scott, a local volunteer instrumental in the creation of the MDHS and in the establishment of its archival program.

Now established as a separate society from the local museum, the South Peace Regional Archives (SPRA) held its first annual meeting in October in Grande Prairie. The board includes representatives from the communities outlined in the SPRA acquisition policy. The Archives also took the opportunity to acknowledge a generous \$75,000 donation from local citizen and records donor Beth Sheehan and to mark the passing of former museum curator Peter Goertzen, who was instrumental in the establishment of the SPRA.

On September 10, the Banff Centre announced that Calgary financier James Kinnear had donated \$10 million towards the construction of the Kinnear Centre for Creativity and Innovation, a facility designed by Diamond+Schmitt Architects that will include the new home for the Paul D. Fleck Library and Archives. Completion is expected in late 2009.

Sponsored within the awards program of the Alberta Museums Association (AMA), the Archives Society of Alberta Award for Outstanding Archival Practice was presented at the recent AMA conference to the Glenbow Library & Archives for its acquisition of the Imperial Oil records. Inaugurated in 2005, the award was first presented to the South Peace Regional Archives to commemorate its achievements since the archives was established in 2000.

### ARCHIVES WEEK 2007

Held from October 1-7, Archives Week 2007 combined traditional activities with some new innovations. The virtual exhibit, "Archives Unleashed: Animals in the Archives," attracted thirteen submissions from the ASA's institutional members, resulting in an eclectic assortment of images both ferocious and furry. The exhibit launch took place at Edmonton's Valley Zoo, where luncheon speaker Kathryn Ivany presented a brief history of the facility. Amidst the tigers, elephants, and porcupines, those attending the luncheon heard the story of the zoo's unusual evolution into one of Edmonton's most enduring attractions.

This year marked the debut of a new Archives Week project, the publication of a calendar for 2008 using images from the virtual exhibit. Produced using National Archival Development Program funding received through the Canadian Council of Archives, the calendars were sent to all ASA members, MLAs, and Alberta MPs. Feedback on the calendars has been very positive, including letters of thanks from several MPs and MLAs. The Archives Society of Alberta gratefully acknowledges the financial support provided for Archives Week 2007 by the Alberta Historical Resources Foundation as well as the Government of Canada through Library and Archives Canada.

ASA institutional members also coordinated local events specific to their community, including interviews with the media, guest speakers highlighting the holdings of the institution, and readings from selected historical documents. Institutional members also had the option to obtain additional Archives Week calendars to sell or give away as gifts, and some took the opportunity to give them to volunteers or to newly-elected local politicians.

The ASA is already thinking about events and projects for Archives Week 2008. If you have any comments or suggestions, please email the ASA at [mgourlie@shaw.ca](mailto:mgourlie@shaw.ca).

## PEACE RIVER SITE VISIT

*Michael Gourlie, Executive Director/Archives Advisor*

There are no hard and fast rules when it comes to an on-site visit from the Archives Advisor. Each organization, developing archives, or established archival program has specific concerns or questions that they want to discuss, so a standardized, cookie cutter approach will rarely work. A recent two-day site visit to the Peace River Centennial Museum & Archives (PRCMA) illustrates the diverse types of activities that can take place during the site visit.

The first day began with three presentations to social studies students at Glenmary School and Peace River High School about what archives are, the use of primary sources, and the role of archivists in society. Fortunately, the classrooms had access to the Internet, allowing for demonstrations of the ASA's databases and online learning websites to both students and teachers. The remainder of the day was spent on-site with the staff of the museum and archives, discussing development of policies and procedures, the balance between preservation and access, and the long-term direction of the archival program, which includes institutional membership in the Archives Society of Alberta.

The second day focussed entirely on outreach to the community, beginning with an interview on YL Country with Dan Mody, a popular morning radio host. A tag-team effort with the Museum's curator, the interview touched on the importance of archives, mentioned the ASA's website, and promoted an archives open house event to be held later in the day. The second outreach initiative was a brief introduction to the Town staff person whose department includes responsibility for the museum. Although the visit was short, it allowed the opportunity to show the ASA databases (including the digitized letters of local heroine Dr. Mary Percy Jackson) and indicate that the PRCMA is working toward the standards necessary to add their content to the databases.

The day concluded with an archives open house from 11:00AM to 3:00PM. A number of Peace River residents brought in archival materials including personal letters, photograph albums, negatives, and organizational records to discuss preservation concerns as well as digitization. A reporter from the Peace River Record-Gazette also stopped by to conduct an interview with the archives staff and take photographs of the archives storage room. By virtue of the steady stream of visitors (some new to the museum), the open house was deemed a success. An initial debriefing indicated that offering workshops in basic preservation might be popular as a future outreach activity.

Overall, this particular site visit was unusually active but accomplished many goals in terms of archival development and outreach. I would like to thank Museum Curator Laura Gloor and Archivist (as well as Archives Institute graduate!) Wendy Dyck of the Peace River Centennial Museum & Archives for their excellent local arrangements in setting up the outreach opportunities. Their unique approach to the site visit certainly made for a memorable site visit in Peace River.

### MEMBERSHIP NOTICE

The Archives Society of Alberta can now accept VISA and MasterCard credit card payments. Watch for this new additional payment option on membership, educational and other ASA registration forms.

# SUBMISSIONS? QUESTIONS? SUGGESTIONS?

The *Archives Society of Alberta Newsletter* is published quarterly by the Archives Society of Alberta. Submissions, questions and suggestions should be directed to the Newsletter Editor c/o

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Individuals and institutions are encouraged to submit articles, reviews, reports, photographs or Letters to the Editor to the *ASA Newsletter*, Issues #2, 3 and 4. Submissions are preferred in electronic format as Word files for textual submissions, or as JPG files for graphic submissions.

Submission deadlines are:  
September 30th Issue #2 - Winter  
January 15th Issue #3 - Spring  
April 30th Issue #4 - Summer

\*Issue #1 is reserved for Annual Reports of the Society and its committees

The views expressed in the *Archives Society of Alberta Newsletter* are not necessarily those of the Archives Society of Alberta or its Editor.

The Archives Society of Alberta is supported in part by a grant from the Alberta Historical Resources Foundation.



## *Archives Society of Alberta Membership Application 2007 - 2008*

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Postal Code

Telephone

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E-mail

Voting Delegate (Associate / Institutional)

Institutional Affiliation (Individual Members)

### *Type of Membership - Please Check*

- Archives Employee \$40.00
- Students, Volunteers, Seniors \$20.00
- Associate Institutional Member \$60.00
- Institutional Member (membership fee is based on the archives operating budget. Please contact the ASA for further information)
- Yes, I would like to volunteer for an ASA Committee

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