

Securing Scholarship: Archives and the Fate of Faculty Papers

A presentation by:

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Objectives of presentation

- ❑ An awareness of the role of York University Libraries in preserving and providing access to faculty's contributions to knowledge that possess enduring value
 - ❑ An appreciation of the informational value associated with various types of documents created by faculty to support research and teaching
 - ❑ An understanding of the process, challenges, and benefits associated with the donation of faculty papers to the University
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In the beginning, there were ... definitions

- ❑ Document – a unit of recorded information regardless of media
 - ❑ Record – a document created or received by an individual or organization in the conduct of affairs, ***and preserved for future use***
 - ❑ Fonds – all of the records ...
 - ❑ Collection – a selective accumulation of documents based on subject, theme, or type
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Development of Special Collections

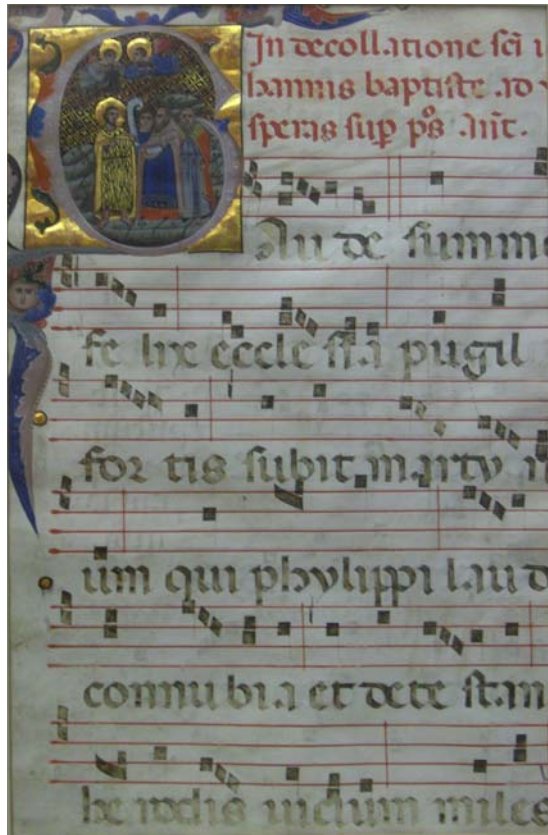


Opening salvos in 1968 by Thomas O'Connell, Director of Libraries:

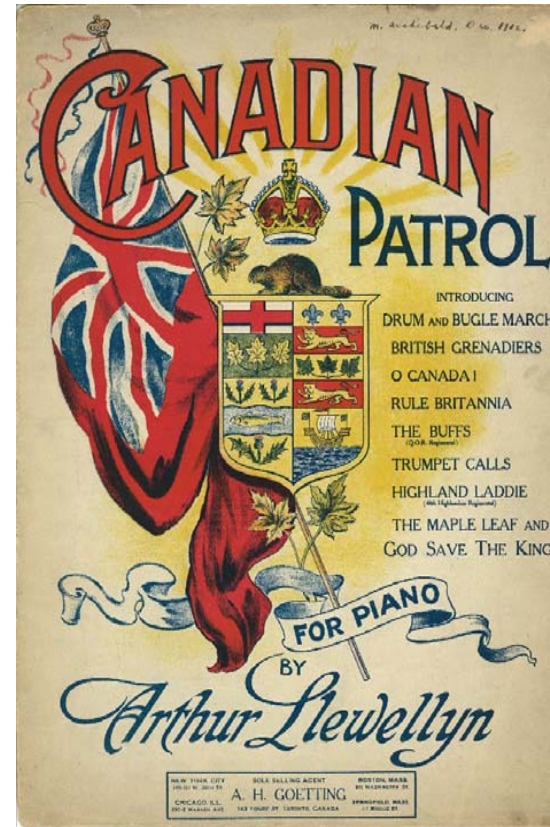
- Ernest Starr second-hand bookstore in Boston; strong in American literature
 - Ducharme bookstore in Montreal created unique foundation for French-Canadian studies
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A long tradition of collecting in many areas, including music

Antiphonal leaf, Bologna, 1350



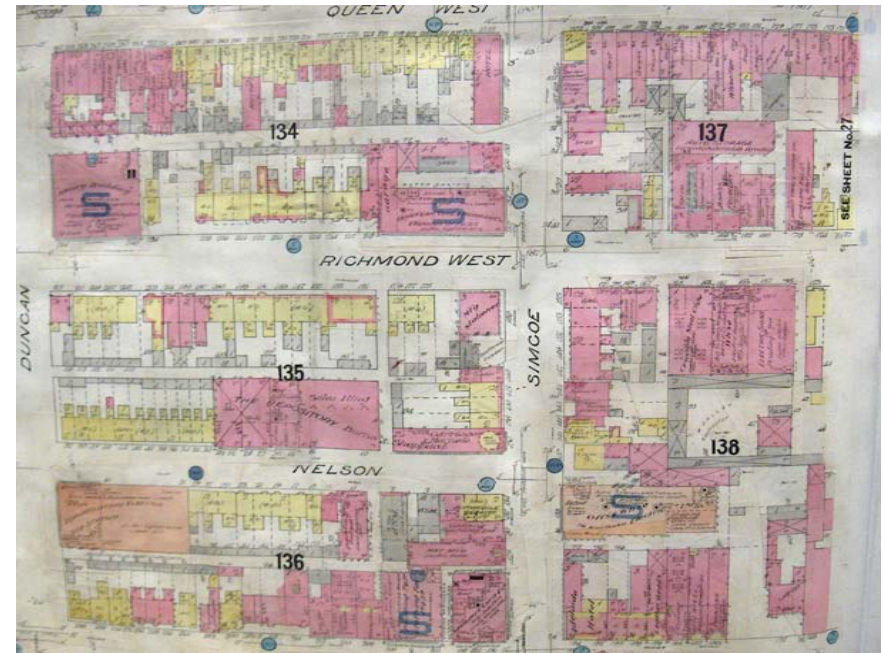
Patriotic sheet music, World War I



... maps to navigate the natural and built environments

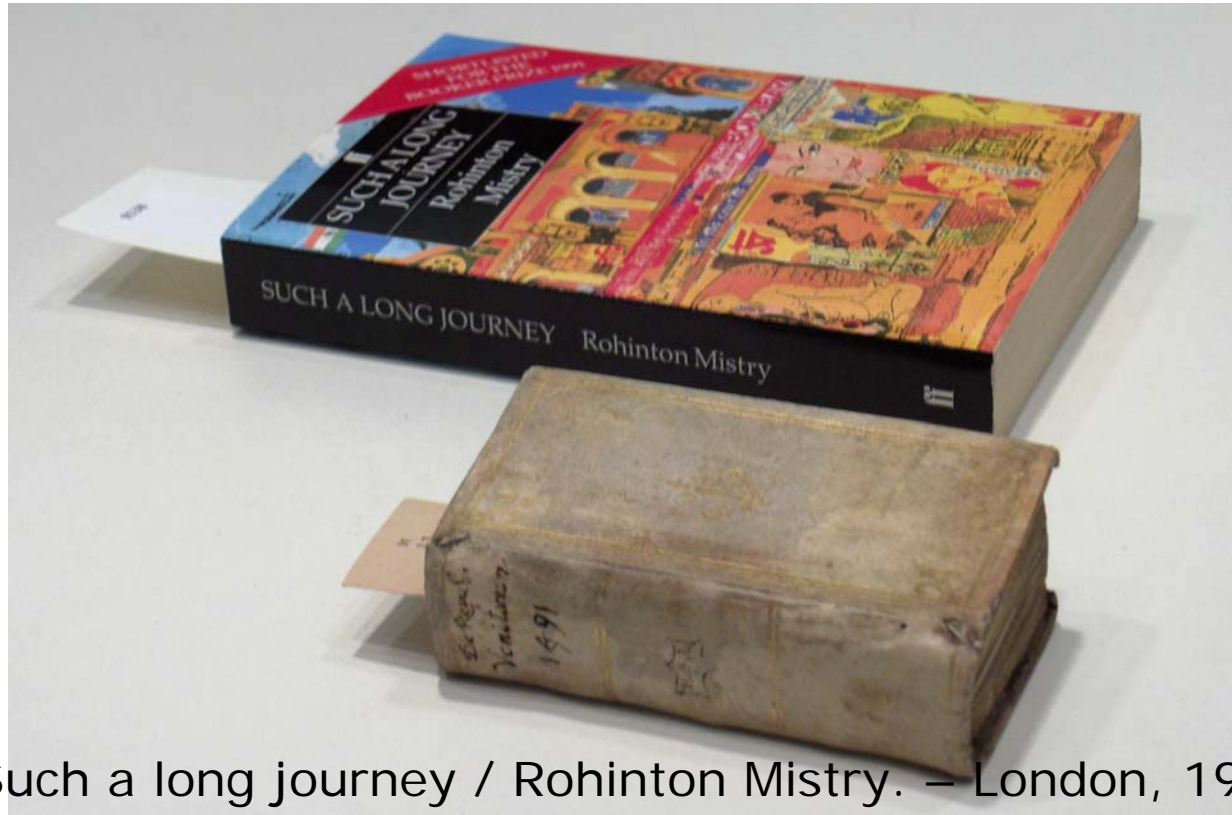


Novae insulae XXVI : nova tabula / Sebastian Münster. – 1552



Insurance plan of the city of Toronto / Chas. E. Goad. – Toronto : [s.n., 1917?]

... and many centuries of literature



Top: Such a long journey / Rohinton Mistry. – London, 1991

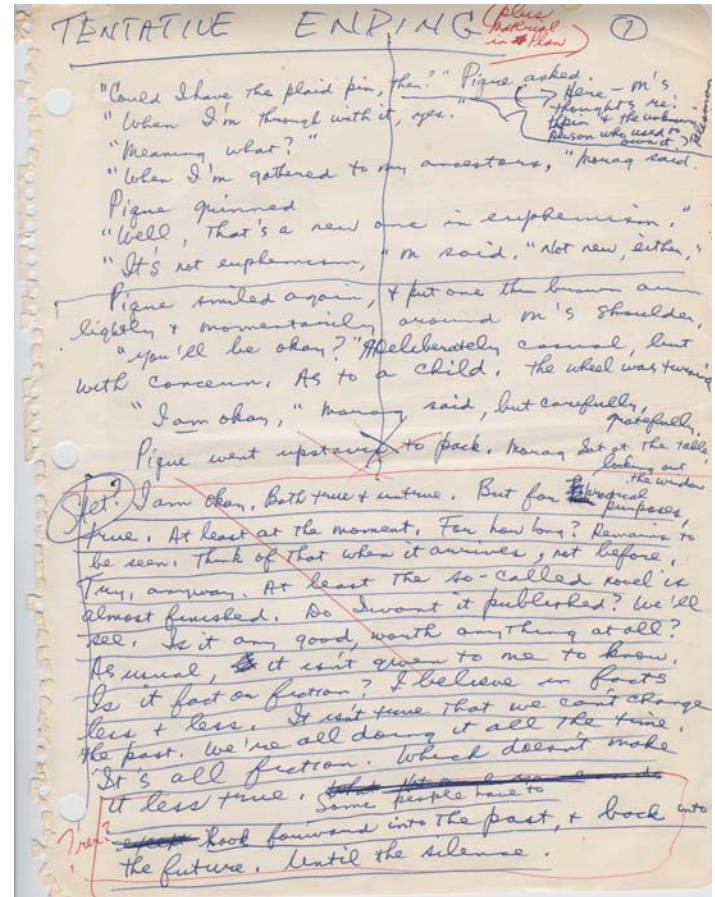
Bottom: Donati Iannotii Florentini Dialogi de repvb. venetorum / Donato Giannotti. – Lvgd. Batav, 1631

Archives began as a separate department within the Libraries

- Dean John Saywell convinced Thomas O'Connell to hire an archivist to manage university records, faculty papers, and private research collections
 - Hartwell Bowsfield appointed first University Archivist on 1 July 1970
 - Early acquisitions had international scope
 - Lady Victoria Welby fonds – Victorian intellectual
 - Walter Riddell fonds – Canadian diplomat involved in the League of Nations
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Canadian Studies emerged as the focus of research collections

- ❑ Papers of Norman Levine acquired in 1971
- ❑ Records of Canadian Speakers' and Writers' Services, 1972
- ❑ More than 1.25 million photos from the Toronto *Telegram*, 1974
- ❑ Margaret Laurence's correspondence arrived in 1980



Archives consolidated with Special Collections in 1980s, dedicated in 2005



The Clara Thomas Archives

These Archives are named in honour of Clara McCandless Thomas, B.A., M.A., Ph.D., F.R.S.C., D.Litt., LL.D.

Esteemed teacher, feminist and scholar of Canadian literature.

A founding female faculty member of York University, contributor to this institution since 1961 and a champion of its archives.

May 24, 2005

Reading Room is the site of cutting-edge research in retro setting



Acquisitions grounded in the mission of York University

- ❑ The pursuit, preservation, and dissemination of knowledge
 - ❑ Excellence in research and teaching in pure, applied and professional fields
 - ❑ Cultivate the critical intellect
 - ❑ Dynamic, metropolitan and multi-cultural
 - ❑ Value tolerance and diversity
 - ❑ Explore global concerns
 - ❑ Innovation is its tradition
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Policy guides development of archives and special collections

- ❑ Acquire records that support research and teaching of York faculty and students
 - ❑ University records acquired to defend its legal interests, serve policy-making units, and document the history of York
 - ❑ Private records acquired to complement and strengthen existing holdings
 - ❑ Focus on papers of selected York faculty, Canadian women, Canadian writers, the arts, social reform, and the multi-cultural imagination
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Importance of faculty papers

- Supplement “official” records, since personal records of work as chairs of departments and committees and as teachers can fill gaps in calendars and records of the Secretariat and faculties
 - Selection based on the national and international contributions of faculty, their reputation in their discipline, the length and importance of their service to York and the community, their impact as teachers, and the usual range of appraisal criteria
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Appraisal criteria

- Potential to support research
 - Relationship of records to acquisition policy
 - Related records at Clara Thomas Archives
 - Associated records held by other archives
 - Public access to the records
 - Physical condition
 - Availability of creator-generated finding aids
 - Potential for accruals
 - Cost considerations for archival processing
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Personal property vs. corporate records

- University records fall under the terms and regulations of the *Freedom of Information and Protection of Privacy Act*
 - Policies on information management and access to information do not apply to research and study notes, teaching materials, reports, manuscripts, publications, and personal communications of faculty, unless commissioned or prepared under contract for the University or in the context of administrative work
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Faculty papers reflect York's contributions to scholarship and the community

- Donations cover several disciplines over more than thirty-five years
 - Jack Granatstein, 1974
 - James Tenney, 1978
 - John Saywell, 1980
 - Mavor Moore, 1983
 - Ramsay Cook, 1993
 - Ralph Nicholls, 2008
 - Use of these funds by a diverse community of scholars is a mark of the University's maturity
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What to include

- Material that reflects the origins of ideas and perspectives, influences that shaped your thinking
 - Lecture notes as a student
 - Correspondence with mentors, supervisors, and peers
 - Drafts of your thesis if the annotations capture the progression of ideas and analysis
 - Teaching files
 - Course proposals and syllabi
 - Lecture notes and teaching aids, such as photos or maps created to illustrate lectures
 - Do not include marks or personal information about students
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What to include

- Research material that will allow other researchers to build upon or challenge the foundations of your scholarship
 - Primary documents collected from private sources
 - Ephemeral items acquired from individuals or organizations unlikely to have preserved their own records
 - Do not include copies of secondary publications or primary documents that are readily available elsewhere
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What to include

- Manuscripts and publications
 - Drafts should show the progression of ideas through annotations and revisions
 - Service to the profession and community
 - Correspondence, minutes, and reports from your involvement in learned societies, municipal committees, task forces, or social movements
 - Activities related to your scholarly work
 - Work as a consultant or expert witness
 - Involvement with commissions of inquiry
 - Work as a director or officer of a cultural organization
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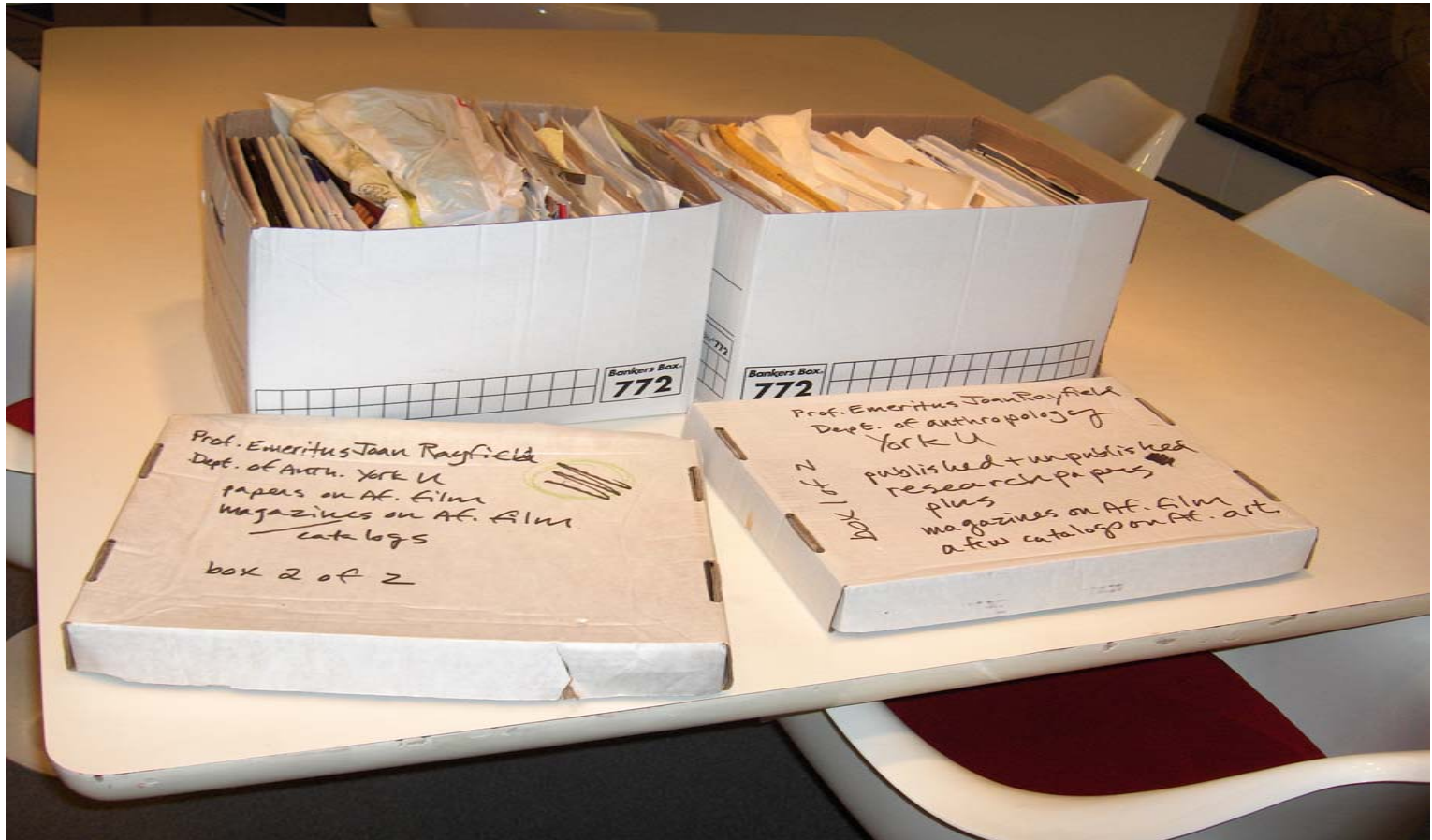
The process

- ❑ Contact the Clara Thomas Archives when your records are no longer required for ongoing activities, since they will not be 'loaned' back to you
 - ❑ Pack in boxes (preferably standard "bankers" boxes) in the order you kept the records when active
 - ❑ Label the boxes with your name, and number them (for example, 1 of 25, 2 of 25, and so on)
 - ❑ Boxes will be picked up within the Toronto area by Libraries staff
 - ❑ Libraries staff will process and describe your records according to national archival standards
 - ❑ Gift-in-kind donation agreement transfers ownership of the physical property to the University, but not your intellectual property including copyright
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Archives before processing



Archives before processing



Archives after processing



Archives after processing



Archives after processing



Monetary appraisal

- ❑ In-house v. external appraisals: the thousand-dollar threshold
 - ❑ Criteria for “fair market value”
 - ❑ Importance of comparables and arms-length relationships
 - ❑ The lure and risk of cultural property tax certificates: greater benefits to donor, greater cost to archives, greater demands on archivist
 - ❑ The challenge of managing donor expectations when balancing legacy, philanthropy, and self interest
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Faculty papers bring challenges ...

- Privacy, confidentiality, and the importance of informed consent when research involves human participants and the contributions of colleagues
 - Transitory nature of non-paper formats
 - Electronic records – email, databases, websites, blogs, image and sound files
 - Sound and moving image recordings on tape
 - Selection of data at its appropriate stage of collection
 - Interview recordings vs. transcripts vs. abstracts
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... but also benefits to faculty, university, and society

- Enduring access to unique material that satisfies requirements of funding agencies to preserve and share research data
 - Creates a more comprehensive understanding of York's impact on research and teaching at the local and international levels
 - Can assist in addressing several pressures faced by faculty
 - Lack of space upon project completion, relocation, retirement
 - Income tax relief that can play a part in financial planning
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For further information

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