

YCA Newsletter

A Publication of the Yukon Council of Archives

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AABC RECORDS MANAGEMENT COURSE

The Archives Association of British Columbia presented a course in records management on February 23 and 24. The course was held in Delta, B.C. and the instructor was Grant Mitchell.

This course provided an excellent overview of the components of a records management program. The course was structured with both lectures and exercises. The course was very well organized as clear objectives were set by the instructor for each component of the course. The small group of ten participants allowed for much discussion. Participants were easily able to raise issues about implementing and carrying out a records management project in their particular work environment. These discussions gave everyone ideas and allowed information sharing.

Topics covered included selling a records management program to management, the life cycle of records, conducting surveys and inventories, scheduling and classifying records, ways of organizing records, use of records centres for semi-active storage, and vital records protection. There was also information presented on applying new technologies such as automation, although given the rapid pace of change discussion on this last topic was necessarily limited. Much of the focus for the technology issue was centred on identifying an organization's needs, then finding a vendor who could supply the appropriate product.

This course was aimed at institutions which did not have a records management program in place, but wanted to begin one. Many ideas were presented on how to prepare a proposal and present arguments for records management. The first steps in setting up a program were also emphasized. I found this particular discussion extremely useful as it touched on the best approach for organizations – to study the extent of records needing to be managed before implementing any records management program.

During this course I asked about the availability of training in records management. I discovered there is no training available with an intensive format such as this one. A course at the University of British Columbia is available for students in the School of Library, Archives and Information Studies. This workshop by the Archives Association of British Columbia is very practical and provides an excellent overview. I hope from the positive responses received that the AABC will offer this course again.

Financial assistance towards my transportation, registration, and accommodation was provided by the National Archives and the Canadian Council of Archives through their professional development and training program.

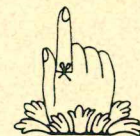
Donna McBee

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YUKON COUNCIL OF ARCHIVES ANNUAL GENERAL MEETING

The Annual General Meeting of the Yukon Council of Archives will be held on June 28 in the Banquet Room of the Tung Lock restaurant at 404 Wood Street in Whitehorse. Those wishing to partake in dinner are invited to attend at 5:30. The A.G.M. itself will commence at 6:00. If you are interested in joining us for the dinner portion of the meeting please RSVP to Donna at 667-3108.



YUKON COUNCIL OF ARCHIVES EXECUTIVE 1994-1995



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Education Committee's extensive program cannot help but instill a sense of confidence in the development of archival knowledge within the territory.

Ian Burnett, Editor

CANADIAN COUNCIL OF ARCHIVES GENERAL MEETING NATIONAL ARCHIVES OF CANADA, MARCH 25, 1995

(Donna McBee recently attended a General Meeting of the cca as the representative of the Yukon Council of Archives. The following comments on the meeting are extracted from the report she submitted to the YCA executive.)

NATIONAL ARCHIVES REPORT:

Last Fall, the National Archives of Canada (NAC) completed its Program Review and now faces cuts to its budget at 16% over 3 years. The publications and programmes offered by the NAC will be cut unless sponsors are found. Gifts will not be accepted without funds to arrange and describe. Many areas will be affected yet it is not anticipated that services to researchers will be affected. Staff are studying how to respond to the demands of a growing number of researchers. Service to Federal Records Centres is being evaluated and records management is a concern as offices close and send their records by the truckload to the NAC.

Jean Pierre Wallot described the response to last Autumn's Prime Ministers Exhibition. Over 27,000 visitors attended the exhibit, making it the most successful public programme ever undertaken by the NAC. Mr. Wallot also described two CD-ROM products of the NAC: one lists public and private records; the other provides instructions on how to use an archives. He also stated that two remote access sites are available to researchers - in Vancouver and in Halifax. Eventually a third site will be established in Quebec and other access sites are being considered.

Another initiative of the NAC has been the production of a report on the acquisition and preservation of audio-visual materials. This report will be released during the summer.

Mr. Wallot also described the newly established Friends of the Archives group which has approximately 200 members. The money raised by this group is not as significant as its contributions to increasing public awareness of archival issues. Mr. Wallot anticipates that the group will sell a range of products with the revenue returning to the NAC.

EDITOR'S NOTES

This issue of the YCA Newsletter reflects the Council's recent emphasis on increasing the number and type of educational opportunities available to the membership. In addition to continuing its sponsorship of workshops, the YCA was able to send a number of members to training sessions in other jurisdictions and to organize a very successful public lecture. The newsletter is pleased to be able to communicate the content and the experience of these numerous and diverse events to those who were unable to experience them first-hand. Reading about the results of the

RECOMMENDATIONS FOR FINANCIAL ASSISTANCE (GRANTS):

For all Councils there is a decrease in allocation to reflect the cca budget cuts. Monique Ostiguy will advise next week on which applicants receive grant money. There were difficulties with some applications. Some were unclear and amounts were reduced because of insufficient information. Others were reduced because of the processing time exceeding cca guidelines (\$500 per metre). There were also concerns about the amount of supervision times, where upwards of $\frac{3}{4}$ of the amount requested was contributed through supervision. Often there was no distinction between supervision of staff and the work of the project. Chris Hives described a need to have future applications specify the number of days being devoted to each step or aspect of projects. Monique Ostiguy also stated that cca grants cannot be used to subsidize item level processing and that the fonds level is to be used. It is also unacceptable to produce handwritten finding aids.

CCA SPECIAL PROJECTS:

Slightly more than \$20,000 has been allocated to publish *An Ounce of Prevention*. Copies will be sent to each Council and money generated from sales will be reinvested. The Association of Canadian Archivists received \$15,000 to hold "Train the Trainers" workshops for Rules for Archival Description.

ADVOCACY DISCUSSION:

Chris Hives described the need to identify individuals in the Canadian Heritage department and meet with them regularly to communicate the projects that are underway and to develop support. He proposed that writing a letter describing the success of each project could become a mandatory requirement for receiving a grant. The ensuing discussion was not in favour of the proposal. Chris Hives also suggested that the cca produce an annual report that would describe the activities of the association and demonstrate the benefits resulting from the Council. It would show the money put towards projects by the cca as well as by the applicants.

Several Council representatives described the need for partnerships with heritage organizations. Bryan Corbett of Alberta stated that public awareness of archives and advocacy are different issues. It is expected that the cca will continue to lobby appropriate Members of Parliament in Ottawa and will produce an annual report highlighting the Council's activities.

NATIONAL ARCHIVAL INFORMATION NETWORK SURVEY:

Michael Moosberger distributed the results of the National Archival Information Network Survey and briefly commented on the findings. A major proportion of the archives surveyed had at least one computer. It is primarily the staff and not the researchers who are using the computers at these institutions. He noted that there was limited computer literacy, with some institutions unclear about such questions as which operating systems were in use. Over two-thirds considered automation one of their highest priorities. Seventy-eight percent of respondents stated that they would participate in a National Archival Information Network. There were a number of institutions that responded that they would undertake reconversion and automate their records using RAD descriptions.

Some of the suggested communication possibilities mentioned in the survey are already available to archival institutions, although many respondents did not recognize this. For example, Bryan Corbett noted that a listserv is already available for Archives and urged more institutions to subscribe. The survey thus illustrated that some institutions are unaware of the communication means available to them.

ALLIANCE OF LIBRARIANS, ARCHIVISTS, AND RECORDS MANAGERS (ALARM):

A part of the ALARM report has been consolidated into a publication entitled *Creating Careers* which is now being used by the cultural sector. *Creating Careers* mirrors many of the statements found in ALARM. Michael Moosberger stated that ALARM is joining with a group in the heritage sector and that money is available from this group for continuing education and lifelong learning. Councils were advised to examine section 4 of the ALARM report which lists proposed actions by the Steering Committee. Any suggestions for projects should be faxed to Michael Moosberger before the Steering Committee meeting set for April 23-24, 1995. The next step for ALARM is to negotiate with Human Resources Development Canada in order to create projects in identified areas.

CCA 10TH ANNIVERSARY:

November marks the 10th anniversary of the cca. Activities will be planned to highlight this occasion, with perhaps the release of a publication.

NEXT MEETING:

The Fall meeting of the cca is scheduled for October 21-22, 1995. It is expected to be a roundtable discussion on the topic of Archives and the Information Highway.

MONETARY APPRAISAL OF ARCHIVAL MATERIAL WORKSHOP

On February 24 and 25, I attended a two-day workshop on the "Monetary Appraisal of Archival Material" in Edmonton, Alberta. Sponsored by the Archives Society of Alberta, the instructors were Keith Stotyn and Brock Silversides, senior archivists at the Provincial Archives of Alberta (PAA). Financial assistance for my transportation and registration was provided by the National Archives and the Canadian Council of Archives through their professional development and training program.

Day 1 of the workshop was lecture format and the purpose and process of monetary appraisal was discussed. Archives provide monetary appraisals for the following four reasons:

- tax receipts which can be used as a hook to convince people to donate their material
- insurance (some archives need to appraise their holdings for insurance purposes)
- probate
- purchase (the archives and holder will have to agree on a price)

The most common reason for carrying out monetary appraisal is for tax purposes. A donor can receive a tax credit for a certain portion of the appraised value of the material and a pamphlet entitled "Gifts and Income Tax" by Revenue Canada explains the somewhat complicated rules for this process. On the appraised value, 17% is eligible on the first \$250 and 29% on the rest of the value up to a maximum of 20% of a donor's net income. This tax credit can be claimed over a maximum of five years.

If the material being donated satisfies certain criteria under the Cultural Property Export and Import Act (CPEIA), 100% of the appraised value is permitted as a tax credit. Donors understandably want their material declared a cultural property for these favourable tax reasons. Cultural property must be of outstanding significance or national importance. The material does not have to be of vital importance to the whole nation if its regional significance contributes to the cultural make-up of the whole country. Each participant received a copy of a handbook published in 1992 by the Association of Canadian Archivists entitled *The Monetary Appraisal of Archival Documents in Canada* by S.D. Hanson. The instructors emphasized that although an archivist should be aware of the complexity of the tax laws, let the accountants provide the tax advice.

Monetary appraisal assumes that there is an informed buyer and seller which is definitely not the case. There is a

small marketplace for archival material but dealers are unaccustomed to dealing in fonds. With textual material the marketplace is fragmented and difficult to document so that an appraiser tends to use previous appraisals as precedents. Audio-visual material is different because they have a real marketplace value which is identifiable. This marketplace is only interested in items and as a result, audio-visual material must be appraised at an item level.

Determining a fair market value for a collection is a difficult and involved process. The qualifications of the appraisers are important as they must be experts in their fields and have a knowledge or feel for the marketplace. In 1971, at the initiative of the Canadian Historical Association, the National Archival Appraisal Board (NAAB) was set up to bring some order to the marketplace. Institutions can provide in-house appraisals for up to \$1,000 and for material under \$10,000, one outside appraiser is required. For collections valued above that amount, a NAAB team is usually convened which consists of three people – a dealer, an archivist, and an historian.

Archivists may have philosophical problems with monetary appraisal because there is a dichotomy between what we think has archival value and that which has monetary value. In the real marketplace, the numismatic value is often what is worth money and the letter itself only enhances the value. In archival terms it is the opposite whereby the content of the letter provides the value and the stamp is only the icing on the cake.

Day 2 of the workshop was used for practice appraisal sessions. The group was broken up into teams and quick appraisals were performed on PAA collections. It quickly became apparent that appraisal is an art and that practice is what makes a good appraiser. It was fascinating to listen to the disagreements between team members about what has value in a collection. After the teams assigned a monetary value, the instructors divulged the amounts which had been given by NAAB. It was gratifying to learn that the appraised values from the practice sessions were not radically different from the actual ones.

The workshop was well organized and the instructors were interesting to listen to. They presented the material in a thorough and factual manner and provided useful hand-outs. I will be happy to provide anyone with more information on the session if they are interested.

Lesley Buchan



PUBLIC LECTURE ON CANADIAN COPYRIGHT LAW

On March 31 the Yukon Council of Archives sponsored a public lecture on Canadian copyright law. The lecture was presented by Brock Silversides, Chief Archivist, Audio-visual and Technical Services at the Provincial Archives of Alberta and a well-known speaker on various aspects of archives and copyright. The event was held in the lecture hall at Yukon College and was well-attended by archivists, researchers, authors, and publishers.

Brock began with an overview of the existing copyright legislation within Canada – Bill C-42, passed in 1924 and revised frequently thereafter, and Bill C-60, passed in 1988. This discussion focused on the rationale for copyright law; more specifically, on the need to protect and reward the creators of original works. The presentation made clear how a healthy, dynamic, and responsible intellectual community is dependent on a legal framework for the protection of creators' rights. The right of ownership of intellectual property, the right of control over how intellectual property is used, the right to control the exhibition or dissemination of products and the moral right to have these products of intellectual labour not taken out of context, are all essential to fostering a climate in which the creation of intellectual property is a recognized and encouraged social activity.

After his introduction to the concepts underpinning copyright law, Brock moved on to a discussion of the various provisions of the Canadian copyright law. His method was to take in turn each of the media to which copyright applies and to discuss the general terms as well as some of the major idiosyncrasies of copyright for records of these media. He began with a brief overview of literary works, dramatic presentations, music, art, and architectural records. By far the greater part of the lecture, however, was devoted to explaining the characteristics and complexities of the copyright of audio-visual records. His discussion of photographs, sound recordings, and film and motion pictures gave rise to numerous questions from the audience and certainly heightened the general awareness of audio-visual copyright issues.

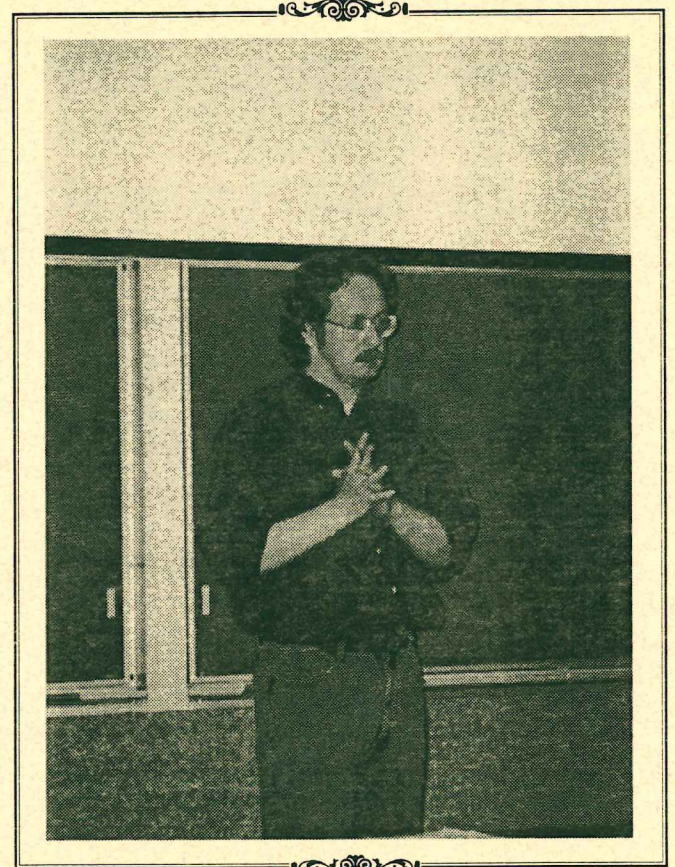
Those attending the lecture appeared to be particularly interested in the copyright law as it pertains to photographs. A matter discussed at length was the difference between ownership and copyright. For example, the copyright on a particular image may have expired but the owner of that image can still impose restrictions on its use and reproduction. In these cases the owners rights are being protected through contractual agreements rather than through reliance on copyright law. Another topic of concern was how the

special employment circumstances of individual photographers – in studios, for newspapers – leads to a separation of the creator of the images from their copyright holder.

Although the lecture raised more questions than it answered it served its purpose well. Those who attended left Yukon College more aware of the complexities of copyright law and eager to continue their investigations of a complex and intricate subject.

Financial assistance was provided by the National Archives and the Canadian Council of Archives.

Ian Burnett



Brock Silversides, Chief Archivist, Audio-visual and Technical Services at the Provincial Archives of Alberta, lecturing on Canadian copyright law at the Yukon College, March 31, 1995. *Yukon Council of Archives photograph.*



CANADIAN COUNCIL OF ARCHIVES - 1995/96 FUNDING

Five organizations, including the YCA, received funding from the Canadian Council of Archives (CCA) for the 1995/96 fiscal period. The funding was for projects applied for under the following CCA Cost Shared Cooperative Programs: Control of Holdings, Conservation Plan for Canadian Archival Records, Professional Development and Training, and Special Projects.

The total amount awarded to the Yukon was \$61,244. The breakdown of the amounts awarded according to the various programs is detailed below.

CONTROL OF HOLDINGS PROGRAM

ARCHIVES	PROJECT TITLE	FUNDS AWARDED
Yukon Archives	Creation/Conversion of Private Fonds Descriptions to RAD Descriptions	\$13,680.00
Dawson Museum	Photo Finding Aid	\$4,806.00
Dawson First Nation	Collection Preservation Assessment Inventory	\$5,241.00
Yukon Archives	Albert Barnes Photo Description Project	\$1,995.00
TOTAL		\$25,722.00

CPCAR - PRESERVATION MANAGEMENT

ARCHIVES	PROJECT TITLE	FUNDS AWARDED
Yukon Archives	Conservation Treatment of Manuscript Collections	\$6,656.00

Dawson Museum	Photograph Collection Reformatting Project	\$5,400.00
MacBride Museum	Display Panel Reformatting	\$4,536.00
Yukon Archives	Preservation Assessment of Corporate Records	\$6,655.00
TOTAL		\$23,247.00

PROFESSIONAL DEVELOPMENT AND TRAINING COOPERATIVE PROGRAM

ARCHIVES	PROJECT TITLE	FUNDS AWARDED
Yukon Council of Archives	Workshop/Course Participation	\$8,000.00
TOTAL		\$8,000.00

SPECIAL PROJECTS PROGRAM

ARCHIVES	PROJECT TITLE	FUNDS AWARDED
Yukon Council of Archives	Yukon Archives <i>Rules for Archival Description</i> Manual	\$4,275.00
TOTAL		\$4,275.00



PHOTOGRAPH CONSERVATION WORKSHOP

I was fortunate to be able to attend a recent workshop on photograph conservation put on by Sue Bigelow, a conservator at the City of Vancouver Archives, and Betty Walsh, a conservator at British Columbia Archives and Records Services. The workshop was sponsored by the Archives Association of British Columbia and was held at the Museum of Anthropology at the University of British Columbia on March 31. Financial assistance was provided by NAC and CCA through their professional development and training program.

After introductions the class was invited to examine examples of a number of types of black and white negatives and photographs – including daguerreotypes, ambrotypes, and albumen silver prints. These processes all used silver to produce images and were in popular use from 1840 to the 1940s. We also looked at cyanotypes, usually identifiable by a blue coloured image. This process used particles of iron on plain paper – unlike the platinum print in which platinum was used on plain paper to develop the image. Another example we looked at was the gelatin silver print, which used gelatin emulsion and, again, silver particles to produce beautifully detailed photographs. This process is still in use today in the production of black and white photographs.

The workshop continued with a discussion on the identification and the deterioration of colour photograph processing materials. The early colour processes do not stand the test of time and exposure to light as well as do the early black and white processes. Exposure to light can seriously fade colour prints. The chromogenetic (pigment producing) dyes used were very unstable. The fading of images can be slowed down by storing them at a cool temperature (2° c) and maintaining a stable humidity. The use of plastic holders for the storage of black and white or colour photographs is discouraged because the plastic sticks to the emulsion on the photograph. The same problem exists for the storage of colour photocopies.

Colour photography has been in popular use for the last fifty years. Nitrate and acetate were commonly used to produce colour negatives. The class was given a hands-on session in the conservation lab on how to distinguish between the two: a nitrate negative will burn and leave ash whereas an acetate negative leaves a lump.

Part of the day was occupied by a discussion on the care and storage of glass plate negatives. We were each given a broken glass plate negative and instructed on how to make a "sink mat" in which to store it. This was accomplished by

using acid free cardboard cut to size and edged with ½" thick tape. The pieces of broken negative are held in place by small strips of tape. Once all of the pieces are securely in place, a section of acid free paper is placed on top of the negative and another section of cardboard is taped to the first in order to form a book-like shape. The end product is stored vertically in an acid free container.

The care required in the handling of all photographic images was stressed throughout the workshop. Nylon or cotton gloves should always be worn and, if you must write on the photographs, use a soft pencil.

The workshop instructors provided many useful handouts on all types of photography processes and methods of conservation. These will be made available in the Yukon Council of Archives' professional collection.

Judith Balsor

ASSOCIATION OF CANADIAN ARCHIVISTS IN REGINA

For the first time in its history, the national Association of Canadian Archivists is meeting in Regina, Saskatchewan, June 12-17, 1995, at the Hotel Saskatchewan Radisson Plaza.

There will be a workshop the first two days geared at archivists at all levels, covering finding aids management, preservation management, archives and the internet, RAD for sound and moving images, and dealing with financial records.

The conference will attempt to define the archivist's role for the 21st century, exploring the pressures under which archivists labour, and repercussions on the form and function of archives. Some of these pressures include major social changes in the communication process, decreasing funding, and the merging disciplines of information specialists. Other sessions will focus on strategies for coping with change.

Loads of special events have been planned as well, including a "Night at the Races," an East vs. West baseball game, and a tour of historic Regina. Call Shelley Sweeney at (306) 585-5314, fax (306) 586-9862, e-mail sweeneys@max.cc-uregina.ca or mail: University of Regina Archives, Regina, Saskatchewan, S4S 0A2, for a program. Daily fees available

Shelley Sweeney

PEOPLE AND PLACES

The last few months have seen a number of changes in the responsibilities of several of the YCA members at the Yukon Archives. Since mid-December Fay Tangermann and Judith Balsor have been assigned to the Department of Education records management project. They have been busily inventorying the department's files in preparation for designing a function-based records plan. During Fay's absence, Heather Jones has taken over the job of Reference Coordinator. She also recently completed an accrual to the Anglican Church records. Lloy Billingham returned to the Archives to provide treatment on the manuscript holdings. Jody Cox completed the inventory to the USAF, BAR-1, DEWLine Station records deposited by Parks Canada, and Jerilee Pitzel arranged and described the records of the Dawson City Festival Foundation, Whitehorse Credit Union, and the Yukon Fuel Price Inquiry. Bruce Binder recently completed a preservation assessment of the catalogued negatives in conjunction with Lloy Billingham's assessment of the photograph positives.



SUBMISSIONS, COMMENTS

The YCA Newsletter is the official publication of the Yukon Council of Archives. The Publications Committee welcomes articles, project reports, and announcements for publication in upcoming issues. Articles printed in the YCA Newsletter do not necessarily reflect the views of the Yukon Council of Archives.

The YCA Newsletter is published three times per year: August 15, December 15, and April 15. Material for publication must be received at least one month prior to the date of issue; comments and questions are welcome at any time. Write or fax to:

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Introduction to Conservation Workshop held at Yukon Archives, March 3-4, 1995. (L to R) Tara Turluk (Instructor), Lesley Buchan (background), Josephine Holloway, Heather Jones, Mike Mancini, and Bruce Binder. The workshop was well-attended by archivists, museum staff, librarians, and representatives of Yukon First Nations. *Yukon Archives photograph.*