



The Archives Re-Past

No. 1, 2005

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Feast on Our New Look ! New Name!

It took a while but we're here! A Council logo and a brand new Newsletter title, perfect for Saskatchewan's Centennial, 2005!

The Archives Re-Past, suggested by one of our members, is a play on the Latin *repastus*, past participle of *repascere*, to feed! Nourishing stuff, we hope. Julius Caesar made a lot of history but he never had it so good! That's because he never had Illustrator and all of those other graphic tools we do! Please contact Outreach for a copy of our Logo to use where appropriate in your endeavors!



CATCH the ACA ! **There's still time!**

The Association of Canadian Archivists (ACA) will hold its annual conference in Saskatoon this June.

The conference promises to be one of the most engaging yet with a full program of educational, networking, and social events. Many members of SCAA have been involved in the planning and organization of this event. Many events have been added to the schedule that would be of interest and benefit to archivists and archives volunteers in Saskatchewan.

A series of training workshops are planned for June 6 and 7 that may be of interest. They include promoting archives, copyright, privacy and access policy, and Aboriginal awareness. During the conference there are tours, community lectures, and a literary/music evening featuring well-known Saskatchewan artists.

And there is the conference itself. Scheduled June 9 to 11, the program promises numerous Canadian and international speakers and topics. Brewster Kahle, co-founder of the Internet Archive, will speak on the concept of Digital Libraries and Archives, Laura Millar on the place of Canadian values in archives, and Brian Cantwell-Smith, of the University of Toronto, on the interaction of theories, practice, and the future of the information professions.

Consider attending! Meeting old friends from across the province and making new ones from across Canada and the world! *You still can register by going to <http://www.archivists.ca>*

Mark Vajcner
SCAA President

From the True Life Experiences of an Archivist

Learning AABC's ... *Taking the Archives Association of British Columbia's Distance Education Course*

From October to December 2004 I was eating, breathing and sleeping Archives. Besides my projects at the University of Saskatchewan and Saskatoon Gateway Players, I enrolled in the Archives Assoc. of British Columbia distance education course "Introduction to Archival Practice." Website: <http://aabc.bc.ca/aabc/workshops.html>

This program is normally taught as a weekend workshop by their Education Archivist Linda Wills, but through their distance program they can offer the same material spread out over three months.

The fee was \$340, which included the cost of the "textbook" and 1-year membership into AABC. The curriculum used the 1998 ANLA (Newfoundland) Resource Binder for Small Archives as a text, working through the five modules: 1. Introduction to Archives; 2. Appraisal and Selection; 3. Accessioning and Arrangement; 4. Description; 5. Introduction to Preservation.

The bi-weekly lesson units included supplementary readings and examples, highlighting differences for the methods used in B.C. All questions were graded pass/fail requiring re-do's at the instructor's discretion.

The first part of each unit involved reading the material and answering short or fill-in-the-blank questions. Defining and comparing archival terms led up to writing examples of how the theories work in practice with test cases.

The second part of each unit required the student to apply the lessons in real life, working with their own institution or forming a connection with one in the community for mutual benefit. Practical projects are the most hands-on and useful approach to learning for me, and the opportunity to create (and receive critique on) the policies and finding aids for my institution made it worth the cost and effort for both parties.

This course offering is certainly the most accessible formal training and certification I have encountered in the archival field. It was no small amount of work, and the only thing I felt lacking was my available time to write and discuss ideas with the instructor before completing assignments. Thankfully I was often able to chat informally with experienced co-workers for real world insights. I can recommend the AABC course for its "by the book" introduction to theory, and the tangible gain from applying the work to a real, unprocessed collection.

RATING: ★★★★★

Luke Sather
Photograph Archivist

Stay tuned for the **Outreach Archivist's Pest Series** 

How common is the common carpet beetle? Voracious little crawlies found in cake mixes, cereals and other places, they lay up to 100 eggs that hatch in a week.....For every one you see, how many more are really out there? Lousy book, really? Or did the book louse get to it? You don't have to go to the Pet Store for silver fish! And what is a fabric pest?

CAN YOU PROTECT YOUR HOLDINGS?

September 8-10, 2005, in Regina:

Speakers include former SK Premier Alan Blakeney; former AB Premier Peter Lougheed; and Librarian and Archivist of Canada, Ian Wilson

\$125 for the three-day conference registration, \$70 for the banquet. For more information about the conference, please see www.usask.ca/saskcentennialhistory/ or contact co-organizers Bill Brennan at william.brennan@uregina.ca or Bill Waiser at waiser@duke.usask.ca

ABORIGINAL AWARENESS WORKSHOP ATTRACTS TOP ATTENDANCE, ACA 2005

Indicative of its pertinence, the workshop "Aboriginal Awareness in Archives" has attracted top numbers among those attending workshops at ACA 2005.

NOTICE OF ANNUAL MEETING OF THE SK COUNCIL FOR ARCHIVES AND ARCHIVISTS

The Annual General Meeting of the SCAA will be held on Wednesday, June 8 in Room 12, U. of S. Main Library, at 1:30 pm

SCAA NOMINATIONS SLATE 2005 – 2006 TERM

Elections will be held at the Annual General Meeting on 8 June. The following individuals have been nominated for positions with the SCAA Executive.

President: Carey Isaak
(City of Regina)

Vice President: Joe LeClair
(Saskatchewan Archives Board)

Secretary: Crista Bradley
(Saskatchewan Archives Board)

Treasurer: Tim Hutchinson
(University of Saskatchewan)

Individual Representative:
Nicole Kruppi
(Saskatchewan Archives Board)

**Institutional Representative / CCA
Representative:** Jeff O'Brien
(City of Saskatoon)

Nominations can still be made from the floor at the AGM. We look forward to seeing you there!

Jeff O'Brien, Kathy Burianyk
SCAA Nominations Committee

The SAIN GALLERY! Php!

Make a batch of popcorn and visit <http://scaa.usask.ca/sain/gallery.php>

Loads of exciting SCAA Virtuals there. Tell your teacher friends that many have educational packets attached.

Films on Demand

New Web initiatives at the NFB

Montreal, April 6, 2005 – The National Film Board of Canada is fulfilling its goal to increase public access to the NFB collection, with three innovative Web spaces: **CineRoute**, **Documentary Lens** and **Images of a Forgotten War**. These micro-sites accessible through the NFB Web site www.nfb.ca offer an extensive collection of films, archival footage and educational resources.

The NFB's online film library, **CineRoute**, is adding another 200 documentary, animation and fiction films (100 in English and 100 in French), to the more than 250 titles available since April 2004. All films are streamed in MPEG-4 format. Subscribers can view for free everything from this year's Oscar[®]-winning animated short, *Ryan*, to classics of Canadian cinema such as Norman McLaren's *Neighbours* and Claude Jutra's *Mon oncle Antoine*. This online film library is a pilot project at this time and is available to NFB Film Club members at: www.nfb.ca/nfbfilmclub.

Documentary Lens is an educational site that features an online bilingual library of films and audiovisual learning projects. The site includes 50 English and 50 French excerpts and is designed to help students hone their critical thinking skills while learning the basics of documentary cinema.

CineRoute
Over 450 films online!
www.nfb/cineroute

Subscribers get to watch NFB films for free: everything from classics of Canadian cinema such as Norman McLaren's *Neighbours* and Claude Jutra's *Mon oncle*

Detailed teacher's guides and interactive tools encourage students to explore the art of storytelling and documentary making. Interested teachers and students can visit the site at www.nfb.ca/doclens. This site was designed by 7th Floor Media, a non-profit multimedia research and development centre at the Faculty of Education at Simon Fraser University, in Vancouver.

The new site on World War I, **Images of a Forgotten War** www.nfb.ca/ww1, is an indispensable tool for anyone seeking a better understanding of history and Canada's role in the Great War. Rare footage filmed by the Canadian Expeditionary Force is the foundation of the site. In addition, texts written by top World War I experts will help visitors understand the films and provide context for this exceptional footage from the early 20th century. The rich collection of archival material was inventoried by the NFB in cooperation with the Imperial War Museum in London, England, the National Archives of Canada and the Canadian War Museum.

Research and implementation for these new Web initiatives was made possible with the support of the **Department of Canadian Heritage** through **Canadian Culture Online**.

Antoine to documentaries and animated shorts by emerging filmmakers. In 2005, they even had special access to *Ryan*, winner of the Oscar[®] for best animated short.

The films, dating from 1942 to 2005, are organized into 12 general topics, including Award Winners and Classic NFB, For Kids, and Portraits of Canada and Canadians.

Streaming technology gives instant access to the films in MPEG-4 format at 300 or 500 kbps. Subscribers can contribute comments on the films and vote for their favourites.

Because this is a pilot project, access is restricted to 2,000 concurrent users. Only members of the NFB Film Club <www.nfb.ca/nfbfilmclub> with a high-speed Internet connection are eligible to join.

In addition to making the NFB collection accessible to Canadian Internet users, CineRoute serves as a test bed for technological developments that will lead to even greater access. This unique service brings Canadians' rich audiovisual heritage right into their own homes. And the NFB is working to achieve its dream of extending it to every Canadian household – so that all Canadians can watch NFB films on demand!

The support of the Department of Canadian Heritage through Canadian Culture Online for this work is gratefully acknowledged.

Archives, beautiful Archives, busy

On the last page, **photos A and C are of Lloydminster Regional Archives**, its active Heritage Committee and its modern surroundings. The Archives is located in the Atrium, a revamped department store that also houses a library, gym, bank, an agricultural business and more.

Photo B is an out-of-province archival shot: one of the former bank "muses" decorating the magnificent early-1900s Beaux-Arts-style building of the former École des hautes études commerciales (HEC), the Centre de Montréal des Archives nationales du Québec that preserves documents dating back to the 17th century. The Archives nationales is open to the public for research and presents themed exhibits year round. A number of SCAA archivists visited Les Archives at ACA 2004.

OPINIONS and PETITIONS

The petition described below is being organized by the Digital Copyright Canada Forum. The forum was founded in 2001 to organize public response to Canadian copyright revision. The forum is an advocate of the Creative Commons (<http://creativecommons.org/>) and open source software.

Over a thousand Canadians are asking the government to change direction on Copyright. On Thursday April 7, Peter Julian, the Member of Parliament for Burnaby--New Westminister, tabled the first 187 signatures of the Petition for Users' Rights. So far over a thousand Canadians have signed. Peter Julian, the International Trade and Globalization, and Treasury Board critic for the New Democratic Party, is also the Member of Parliament for Chris Brand, the primary author and coordinator for the petition. Mr. Brand is a software developer in New Westminister, BC, and he used techniques similar to the collaborative development of Open Source software in the creation of the petition.

"The issue is important to me because I have two young children", explained Mr. Brand. "I think it's important that they grow up with full access to our cultural works. I don't want them to live in a 'pay to read' society or one where we teach our children that sharing is wrong - as Heritage Minister Frulla suggested the other day".

The Canadian government has been working to amend copyright legislation in ways that will protect existing media companies from change. The more modern digital technologies cause change, the harsher the laws these companies are asking for. Digital technologies already offered an excessive ability to control access to content in ways that were not possible in the past. Creativity and innovation always builds on the past, and the past always tries to control the creativity that builds on it. In order to protect future creativity and innovation we must limit this control.

"Petitioners want this house to maintain the balance between the rights of the public and the rights of the creators," Mr. Julian said in the house. "They demand that the government not extend the term of copyright, and preserve all existing users' rights to ensure a vibrant public domain. The petitioners also call upon parliament to ensure that users are recognized as interested parties and are meaningfully consulted about any proposed changes to the copyright act". Canadians who are signing the petition are from across the political spectrum, and from all sectors of the economy - including many authors, musicians and technology innovators.

It is expected that as more petition signatures are tabled in parliament that more Canadians will become aware of the harm of the proposed changes and add their names to this growing list.

The petition is online at <http://www.digital-copyright.ca/petition>

Managing a Small Office "Report on Workshop"

Kathy Szalasznyj

True Story! An office spontaneously combusted! The elements converged and a box of packing material was set on fire from sunlight streaming through a prism ornament. Smoke billowed from under the door.... a passerby fortunately noticed and called the Fire Department.....

Not my office! But on February 16th my office life was potentially revolutionized when I attended a joint SLA –ARMA Workshop called "Managing a Small Office" with Alexandra Bradley, an Adjunct Professor, colleague of Terry Eastwood at UBC and proprietor of Harwood Information Associates Ltd. A neatly collated, stapled, organized handout "Getting Organized! Conquering Paper and Information Clutter at the Office" gave us instant hope. (Of course, most of us know something about this subject. Just to establish that, I carefully arranged my papers, placed three sharpened pencils on my table, adjusted my morning and afternoon water-bottles, tucked my briefcase under my chair, and awaited inspiration for Transformation.) Margaret Sanche, Yvette Gareau and Eric Tran also took part in the Workshop.

And you know, it was one of the most practical and useful workshops you could ever take in! Suppose someone was giving you a \$1,000 for each correct answer to the following question: **What are five benefits of being organized?** Think about it. The answers are given on page 8. (How many did you get? Of course, I cannot give you

any money, but here are some of the other things I learned at the Workshop).

Organizing Strategy:

1. **establish your goals**
2. **find out what you've got**
3. **get rid of what you don't need**
4. **organize what's left**
5. **maintain your organizing system**

The foregoing list is a simple way of thinking about how to find things in five minutes or less, do a records survey, find out if you're a "keeper" or a "tossler" and what rules and regulations affect what information you keep. We had a good rhetorical discussion on whether you should keep all conference notes? What do you think?

The part on organizing an office was most useful to me. **As Alexandra put it, each business or organization is its own universe! The universe has to operate in an orderly way.** She suggested four filing categories for the office, both for electronic and paper information.

1. Fingertip files – date sensitive and quick reference stuff; include calendar, appointment info, telephone numbers, business cards and travel tickets for trips. You can make hanging folders work for you by keeping fingertip files in a sliding drawer of your desk.

2. Business files: admin files, budget, planning committee docs, operational files and project materials. The key here, avoid a complicated tree. See what others have and what works, such things as a "500 number series" for Personnel and other numbering can work; avoid elaborate titles, too many indentations on the list, or it will not work well in our computer age. Too complex a records classification system, and employees will dodge it and you're back to Square Zero.

3. Permanent Files/Archival: constitution, bylaws, other aspects of our memory, useful

statistics, policy documents, annual reports, meeting minutes. Good archives. You know all about that kind of thing.

4. Reference Files: the things we keep for interest only. Clippings, ideas, product brochures, catalogues, magazines. The greatest source of clutter. Alexandra's advice: be ruthless here!

Filing Tips – don't wait till it's all heaps and mounds, do a little steadily, it's so much better. And when you do a job you don't relish, such as the monthly system maintenance or annual purge, go golfing that same day, **treat yourself!**

Organizations need to be careful how they throw info. out, the classic case of the insurance salesman who threw in the dumpster unshredded, expired insurance policies with people's names, addresses and lists of valuables!

Use folded tote boxes for storage of records, not glued ones. Of course, acid-free storage would be ideal, if you can afford it. Those boxes can weigh 40 pounds, and when the glue dries out in 10 years, you'll have history all over the floor. Put a "Contents Sheet" into the box and file another copy of it in the office.

Vaults? On the premises, not a good idea, because after a fire, you will not be allowed in for several weeks due to toxic chemicals in the air. So you will not have access to your information in that time.

A useful book among the many she listed for us is: *At Your Fingertips in the Office: Information Management for the Small Business* by Alexandra Bradley and Denise Dale, 2000 (available from www.streamlinebooks.com)

Renew Your SCAA Membership for 2005 – 2006! See insert, or download the form from scaa.usask.ca



WORKING TO PRESERVE THE DOCUMENTARY HERITAGE OF SASKATCHEWAN

ANSWERS TO THE BENEFITS OF BEING OFFICE-ORGANIZED

1. save time
2. save money
3. save space
4. eliminate stress
5. avoid embarrassing situations...yep

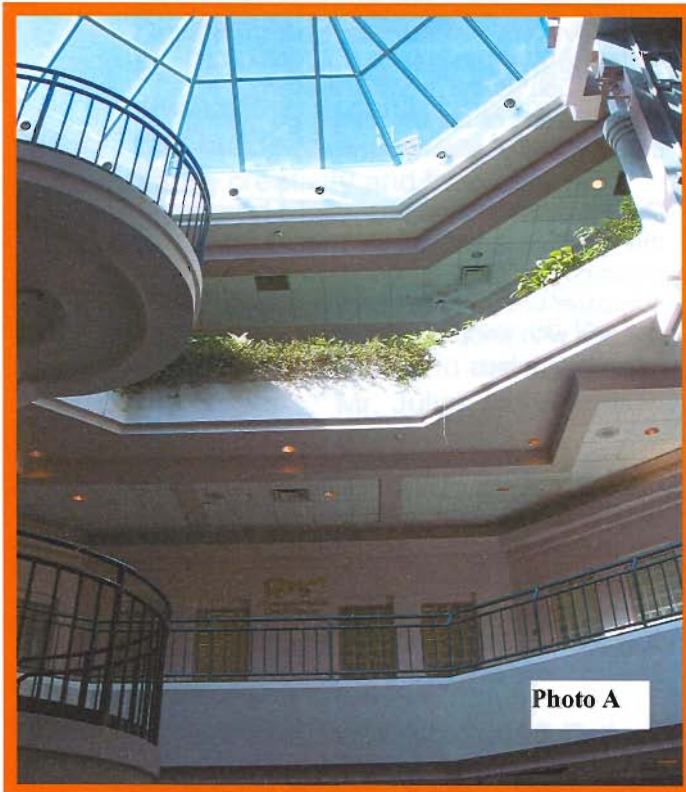


Photo A

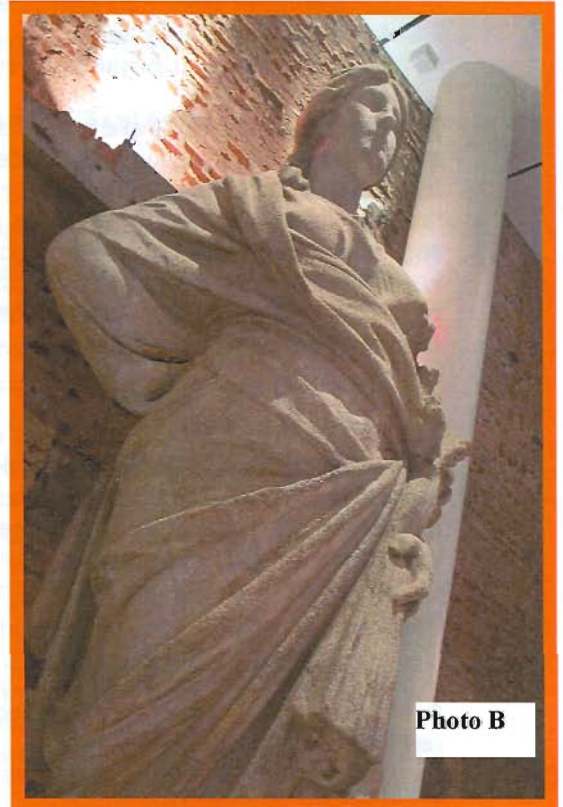


Photo B

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Archivists' listserv?

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tim.hutchinson@usask.ca



Photo C