

SCAA SCOOP

No. 3, 2004
Dec Issue



Saskatchewan Council for Archives and Archivists Newsletter



FALL MONTHS: BUSY TIME FOR SK ARCHIVISTS

- ◆ Digitization Forum
- ◆ LAC Consultation
- ◆ U. of S. Gala
- ◆ AMIA Conference
- ◆ Bulk Purchase arrives
- ◆ New digital projects

DIGITIZATION FORUMS HELD IN REGINA AND SASKATOON

Fall digitization forums held in Regina and Saskatoon, September 22-23, 2004, drew out many archivists, as well as librarians and others, who gathered to discuss the key topic of digitization initiatives: just how to establish cooperative ties in bringing projects forward. Hosted by the Multitype Library Board and the Saskatchewan Library Association, we heard about the Colorado Digitization Program with dynamic Liz Bishoff from the Program, explaining how archives, historical societies, libraries and museums worked together to bring access to cultural, historical and scientific heritage collections. Next day, Darlene Fichter of Northern Lights Internet Solutions Ltd. and Frank Cervone (Northwestern University) brought us up to speed on formats and terminology for digital library projects: TEI, EAD, RDF, XHTML, Dublin Core, METS, MODS and OAI. In summary, cooperation is the key to big projects and a wide vision, and sound technology is essential. As Liz, Frank and Darlene said, it's time to get on board, web accessibility these days is absolutely critical!

Top photo: archivists at U of S Library Gala, Bessborough Hotel, November 5, 2004

President's Message

Dec 2004

It was great to see so many representatives of our archival community in Saskatoon for the Library and Archives Canada (LAC) consultations. In addition to the future of LAC, the future of the grants system was discussed. These grants play an important role in our community.

Institutions have developed projects that have used this funding, or conversely, have taken full advantage of the services provided by SCAA. Almost all SCAA services are funded through these grants. The funding has been a foundation for the vibrant provincial archival system we are all working toward.

SCAA funds its outreach service, SAIN, the conservation assessment program, and its education program mostly from this grant money.

The consultations show that LAC may be rethinking some of the original assumptions for the funding system. It seems that new priorities and objectives in how that funding is used may result from the process. I'm very happy the point was made that the granting system must take into account local needs and conditions. For Saskatchewan, it is essential that community archives remain a part of the picture.

The latest word is that this year's call for grant applications (which usually happens in November) will not be made until February. At that time there will be a short turn around time for applications to be made. Many of you have submitted expressions of interest as called for by the Canadian Council of Archives (CCA). Over \$209,000 was requested as our provincial funding need. This request is double the usual provincial allocation. Obviously the need for a strong funding program remains.

All the best in 2005!

Mark Vajcner

LAC - SK Council for Archives & Archivists Consultation

Marianne McLean, LAC, Strategic Policy and Lara Wilson, CCA Rep

Attendees from the SCAA at Meeting held in Saskatoon, October 6, 2004

Sharing Concerns, Grant Ideas, Visions and Cooperative Ideas

Mark Vajcner, President of SCAA and U of R Archives

Leanne L'Hirondelle, SICC

Donna Ahenakew, SICC

Eric Tang, SICC

Cam Hart, SCAA, Photo Database

Carey Isaak, City of Regina Archives

Jeff O'Brien, City of Saskatoon Archives

Cheryl Brown, Local History Room,

Saskatoon Public Library

Margaret Sanche (various RC archives)

Tim Hutchinson, University of Sk Archives

Luke Sather, Saskatoon Gateway Players

Yvette Gareau, RC Diocese of Prince Albert

Viola Bens, Sisters of St. Elizabeth

Nicole Kruppi, SAB

D'Arcy Hande, SAB

Bruce McDonald, City of NB Archives

Graham Guest, Archives of the North

Rachel Larson, STF

Lila Henderson, Saskatoon Summer Players

Kathlyn Szalasznyj, Outreach Archivist

(see last page for LAC Consultation Photograph)

Lights to Each Other

Earlier this fall, *Lights to Each Other* was released by the University of Saskatchewan. This 92-page book beautifully illustrates the wide range of holdings of the University Archives, Library Special Collections, University Art Collection, and the Museum of Antiquities (collectively known as the University's interdisciplinary collections), so it will be invaluable as an outreach tool. The themes include aboriginal peoples, agriculture, conflict, literature, media and propaganda, music, the North, private life, science, spirituality, sports and leisure, theatre, and visual arts; each theme is introduced by an expert in the field.

The book was released at the Library's first annual gala dinner on November 5th - guests were given a copy as a souvenir of

the evening. This gala dinner at the Bessborough Hotel, celebrating the 50th anniversary of the building of the first library building on campus (the old wing of the Murray Building), was the launch of a major capital campaign by the University of Saskatchewan Library. Part of a larger capital campaign by the University, the Library hopes to raise \$14-million to transform the Main Library, a space that no longer serves the needs of its users. The plans include a renovation of the University Archives and Special Collections reading room and office space.

Lights to Each Other is also available for sale from the University of Saskatchewan bookstore.

Digital Projects: Northern Resources and Prairie Populism

“Understanding Canada’s Northland: Resources on the Canadian Response to the Arctic and sub-Arctic” is a joint project between three SCAA members at the University of Saskatchewan: the University Library's Special Collections, the University Archives, and the Diefenbaker Canada Centre. This portal site will focus on northern development and Canadian understanding of the North . It will bring together all existing unique digitized online cultural content dealing with this theme, and make available a significant amount of previously unpublished primary source materials and finding aids, not merely in terms of the high Arctic regions, but also the barely known tale of the settlement of the sub-Arctic prairie regions.

The following issues will be highlighted: response to climate and distance; internal colonialism; frontier building; Aboriginal context; economic factors; environment; and contemporary themes. The site will be targeted towards high school students; undergraduate students; and scholarly researchers. In partnership with educational institutions and content specialists, a broad range of educational resources and customized views of the site will be developed.

Work this fall has focussed on scanning, and we are beginning to consult with content specialists, with a view to starting work on the interpretive sections of the site early in the new year. At last count, there were 2268 descriptions encompassing 7021 scanned pages, from 13 different fonds and collections.

The Prairie Populism Project is an inter-provincial prairie project exploring the topic of populism in Western Canada, coordinated by the Archives Society of Alberta, including:

- The Virtual Archive: a searchable database of archival records/images
- The Prairie Populist: an educational simulation based on the digitized archival material
- The Populist Toolbook: support resources for teachers and students

In Saskatchewan, the participating archives are the U of S Archives, U of S Library Special Collections, and SAB. The work of digitizing the U of S material is being done at the University Archives. To date, the U of S has scanned 3930 pages of documents, drawn from 30 files in the Sophia Dixon fonds and the Saskatchewan Wheat Pool fonds (University Archives); and work has just begun on the Special Collections material.

ACA Happening RIGHT HERE in Saskatchewan!

Mark your calendars for the Association of Canadian Archivists Conference, 2005,
June 6 – 11th, Bessborough Hotel, Saskatoon

This is a fantastic opportunity to greet, meet, learn, share. Social activities include a Literary Evening with Guy Vanderhaeghe and others, a Great West Beer Fest to support an Archives Student in training, heritage walk and bus tour, and the Traditional East-West Ball Game. Many SCAA members are at work on Committees. Workshops will precede a wide programme on "Theory and Practice." Questions? Please call Cheryl Avery, Conference Co-ordinator, 966-5273

SAB NEWS

Hosts Popular Victoria Cross Exhibit

The highest recognition of military valour in the British Commonwealth and the story of one of its Saskatchewan recipients, Robert Grierson Combe, was told at the Saskatchewan Archives Board, Regina this fall in a poignant and educational display that attracted much media attention and was also visited personally by the Minister of Culture, Youth and Recreation, the Honourable Joan Beatty. As many as 15 men who were awarded the Victoria Cross have ties to Saskatchewan. However,

Lieutenant Combe was only one of four Saskatchewan residents to win the medal during World Wars I and II. He died in battle on May 3rd, 1917 in Acheville, France. Partner in a Melville drugstore, married to teacher, Jean Donald of Moosomin, his story is told in a reprint from the *Melville Advance*, November 10, 1993, which is available from SAB. His Victoria Cross is the only publicly-held VC in Saskatchewan, having been donated to the SAB in 1962.

Archives Open House Planned, February 26, 2005

By popular demand, the doors of SAB, Regina will open to the public in another exciting day of poring over manuscripts, minute books, photos and scrapbooks, talking about their value and preservation. Outreach (SCAA) will also be on hand, discussing the

importance of memoir writing and the how-to's of this art. Members of the SCAA are warmly invited to attend! Drop in, have tea and talk history! A great way to spend a wintery Saturday! Talk to Chris for more info, 787-3381.

THE PRICE WAS RIGHT!

Bulk purchase of archival supplies: invoices and goods now being distributed. It was a flurry of activity but we pulled together (17 institutions participating) and we will do this again. Each time, it will get easier!

From the Association of Moving Image Archivists (AMIA)
Conference (attended by several SCAA members)

**Imaging materials – Magnetic tape – Care and handling practices
for extended usage**

Minimum handling requirements checklist

13.1 General

This checklist is not a complete guideline or summary for tape care and handling. It contains only those items that experience and testing show will have an immediate or severe effect on magnetic tape. Failure to adhere to the items on this list may cause premature loss or deterioration of magnetic tapes and should be considered misuse of the medium. These are minimum handling requirements that summarize good practices. Explanation and expansion of these and other items can be found elsewhere in the text of this standard.

13.2 Do

Familiarize yourself with proper techniques for the care and handling of magnetic tape:

- 1) Handle tapes gently;
- 2) Keep tapes in protective cases when not in use;
- 3) Keep tapes vertical when not in use;
- 4) Protect both tapes and machinery from dust and debris;
- 5) Keep tapes in a stable environment;
- 6) Store tapes in a cool and dry place; see ISO 18923;
- 7) Use only new tape when recording a tape for long-term storage;
- 8) Acclimatize tapes before use if they are hot or cold;
- 9) Inspect tapes for damage or contamination before use;
- 10) Clean tapes before playback if they show any evidence of dirt or contamination;
- 11) Learn and use correct procedures for operating equipment;
- 12) Make sure machine alignment is correct before use;
- 13) Ensure that the tape is properly seated in the machine before use;
- 14) Activate the Record Protection feature of all master cassettes immediately after they have been recorded;
- 15) Wind tape at low speed (library wind) entirely onto one reel after use;
- 16) Leave analogue audio tapes on the take-up reel after use (tails out);
- 17) Secure tape ends on open reel tapes after use;
- 18) Package tapes adequately for protection before shipment or transport;
- 19) Seek experienced help as soon as possible in the case of a disaster.

13.3 Do not

- 20) Do not expose tapes to temperature extremes;
- 21) Do not store tapes in an area subject to dampness or possible pipe leaks.
- 22) Do not expose tapes to UV radiation, including the sun, for extended periods;
- 23) Do not expose tapes to food or beverages;
- 24) Do not drop or throw tapes;
- 25) Do not stack or place objects on top of unprotected tapes;
- 26) Do not touch tape surfaces with bare hands;
- 27) Do not splice any portion of a video tape;
- 28) Do not put pressure on reel flanges;
- 29) Do not force tapes into cases or machines;
- 30) Do not play or spool tapes that are dirty, contaminated, or wet;
- 31) Do not play or spool tapes on a dirty, misaligned, or malfunctioning machine;
- 32) Do not place tapes on or near sources of magnetic fields;
- 33) Do not expose tapes to high power biological decontamination scanners.

High levels of radiation can produce sufficient heat to melt or deform tapes or their plastic containers;
- 34) Do not attempt to clean tapes contaminated with adhesives, fungus, or unknown substances unless you have the necessary experience or training.

Standards and Recommended Practices in Print

1. International Standards Organization (ISO) – Standards and Recommended Practices. (Available at www.iso.org)

ISO11799:2003. Information and documentation -- Document storage requirements for archive and library materials. US\$60.60

ISO 18911:2000. Imaging Materials - Processed Safety Photographic Films - Storage. US \$60.60.

ISO 18921:2002. Imaging materials – Life expectancy of information stored on compact discs (CD-ROM) – Method for estimating, based on effects of temperature and relative humidity. US\$60.60

ISO 18923:2000. Imaging materials – Polyester base magnetic tape – Storage practices. US\$60.60

ISO 18925:2002. Imaging Materials – Optical disc media – Storage practices. US\$40.99

ISO/DIS 18926. Imaging materials - Information stored on magneto-optical (MO) discs -- Method for estimating the life expectancy based on the effects of temperature and relative humidity. US\$40.99

ISO18927:2002. Imaging materials -- Recordable compact disc systems -- Method for estimating the life expectancy based on the effects of temperature and relative humidity. US\$60.60

ISO/DIS18934. Imaging materials -- Multiple media archives -- Storage environment. US\$40.60

2. Audio Engineering Society (AES) – Standards and Recommended Practices

(Single copy downloads available free at www.aes.org/standards)

AES22-1997 (r2003). AES recommended practice for audio preservation and restoration -- Storage and handling -- Storage of polyester-base magnetic tape (Audio version of ISO 18923).

AES28-1997 (r2003): AES standard for audio preservation and restoration -- Method for estimating life expectancy of compact discs (CD-ROM), based on effects of temperature and relative humidity (includes Amendment 1-2001) Standards and Recommended Practices in Print – page 2

AES35-2000: AES standard for audio preservation and restoration - Method for estimating life expectancy of magneto-optical (M-O) disks, based on effects of temperature and relative humidity.

AES38-2000: AES standard for audio preservation and restoration -- Life expectancy of information stored in recordable compact disc systems -- Method for estimating, based on effects of temperature and relative humidity.

3. ISO Projects

ISO189xx. Care and handling of optical discs

ISO189xx. Storage, care and handling of high-density hard drives

4. Audio Engineering Society (AES) – Current Projects

AES-X054: Magnetic Tape Care and Handling

AES-X055: Projection of the Life Expectancy of Magnetic Tape.

AES-X145: Care and Handling of Optical Discs

AES-X146: Extended term storage environment for multiple media archives

5. Society of Motion Picture and Television Engineers (SMPTE) – Recommended Practices (available at www.smpte.org)

SMPTE RP-103-1995. Care, Storage, Operation, Handling and Shipping of Magnetic Recording Tape. US\$22.

SMPTE RP-131-2002. Storage of Motion Picture Films. US\$24.

SMPTE RP-210.3. Metadata Dictionary, Version 3.0 (currently being balloted)

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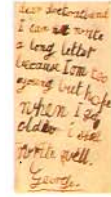
What'dya say? Oh! Got cha.

An SCAA Communications Committee has been formed... Mark Vajcner, Tim Hutchinson, Crista Lue Bradley and Kathy Szalasznyj ...nope, not gonna hunt typos or proof-read birthday cakes...gonna work on the SCAA website, a pamphlet that explains what we're about and loads more. Write to us...communicate. We want to hear from you!



So who was the Mystery "George?"

Got some good answers all right. George Orwell, George Washington, George W. Bush.....but no KING GEORGE V (born 1865, Queen Elizabeth's grandfather). Oh dear. That's who it was! So we call a new contest: name all the archivists in the LAC Consultation Photo below. A good prize awaits you!



SK Archivists at LAC Consultation



Proposed New Space in the Works: Artist's Rendition of U. of S. Archives (see page 3)

CCA 2004 General Assembly – Highlights

The CCA General Assembly took place in Ottawa during the weekend of November 6th and 7th. Not surprisingly, much discussion focused on the recent Library and Archives Canada (LAC) consultations held in each province and the process involved in the current federal review of all grants and contributions programmes.

Presentations by LAC representatives identified the importance of capacity building in any new approaches to archival partnerships and in any continued application of federal dollars to traditional CCA programmes. The role of the CCA and the availability of federal funding for 2005/06 and beyond remains unclear pending LAC/CCA discussions of proposals and federal decisions regarding renewal of existing annual funding to Canadian archives. At this point in time, the focus at the federal level is in examining existing funding programmes. The LAC is confident that the current level of funding from the federal government to the archival community will be maintained over 2005/06.

While the outcome is uncertain, what is clear is that the LAC is developing a much more clearly defined relationship with the archival community in embarking on its new mandate as a national resource for knowledge. Hopefully, the Canadian Council of Archives will have a role and continue to provide the essential support services, advice and management that have, in some form been made available to archives throughout Canada since 1985. However, new terms and conditions for programmes are a likely outcome of the review process. These changes could have little flexibility, could closely resemble existing terms or could mean a change in the reporting and/or adjudication structure.

The CCA needs the assistance of every archive at this time to gather the stories of successful projects, programmes and activities, both locally and provincially to lend further support to maintenance of existing programmes. What has the existence of provincial councils and the CCA meant to your institution and the records in your care? Provincial MLAs and federal MPs need to be reminded of the importance of a national network of archives, Archives Canada and archival funding programmes. Awareness of how archives serve the greater Canadian community is at the root of funding survival at the federal level. More information concerning advocacy is available from the CCA website at www.cdncouncilarchives.ca.

The role of provincial councils was also discussed at the CCA meeting. Delegates overwhelmingly expressed the importance of continuing adjudication of grant proposals at a local level (rather than nationally in a common pool). The essential reliance of provincial councils on federal dollars to support core provincial programmes prevailed in group discussions examining the future of the archival community. Outreach activities, professional development and training, conservation activities and the maintenance of archival networks continue to hold provincial significance and ensure the survival of a Canadian archival network.

At the request of the CCA, archival institutions had submitted expressions of interest based on possible archival projects under traditional funding programmes, prior to the Assembly. **Over 360 proposals were received from across the country with a total of \$5.8 million in funding requests for the year 2005/06. The annual allotment available through CCA programmes in 2004/05 was \$1.7 million.** The need is evident everywhere. The timeline for the submission of grant applications for the upcoming 2005/06 year is likely to be extremely tight, once the federal response is received by LAC and the CCA. [This is not expected until late February or early March.] Councils will be notified as soon as further information becomes available.

Other issues and highlights of the General Assembly included:

- Continued recognition that Archives Canada requires a better fit than what is currently available through the CCOP funding via Canadian Heritage. Archives need to dedicate resources to facilitating access to their records without being drawn into the interpretive and thematic approaches of many federally sponsored digitization projects. Digitization of holdings continues, however, to play a vital role in encouraging excitement and interest in archives from users, and archival institutions wish to actively participate in this activity; expressions-of-interest for 2005/06 included 557 digitized fonds and collections.
- The second part of the CCA Roundtable discussions begun last fall will take place in Saskatoon just before ACA and will include participation from museums and libraries.
- Tools and tips for marketing will soon be available on the CCA website. The CCA is also increasing links to the Archives Canada site, and is examining ways to improve communication within the archival community.
- The CCA will be assuming management of the ARCAN-L listserv and is looking at ways of increasing participation between Quebec and the rest of Canada.
- The CCA is also looking at developing an on-line RAD course to further understanding and training in the use of descriptive standards within archival institutions. This course will be offered on a cost-recovery basis.
- The Young Canada Works programme is attempting to improve response to getting federal dollars out to employers in a timelier manner. In 2005/06 there will be no paper forms mailed out to employers; electronic forms are available from CCA and PCH (Canadian Heritage) sites.
- CCA is hosting a Users Conference in Ottawa in June 2005 through its own budget and private donations
- The CCA Preservation Management Committee is expanding its membership to include corresponding members from each provincial/territorial council.
- Changes to CCA bylaws are being reviewed which would see the broadening of eligibility to serve on the CCA Board, extended representation of provinces with serving Board (allowing an alternate member to attend the Assembly), and possible NPTA representation at the Assembly (beyond current observer status).
- Plans are underway for the CCA to celebrate its 20th anniversary in 2005. The CCA would welcome the opportunity to share in various events happening within the greater archival community.

Linda Putz
Institutional Member-at-Large/SCAA
Rep to the CCA