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To: Canadian Yearly Meeting Friends, Clerks of Meetings, Bodies and Committees

Date: 2022.04.14

Dear Friends

Archives Committee is delighted to announce that on Monday, May 2, 2022 the Canadian Quaker Library and Archives (CQLA) is re-opening. We are inviting you to an online event 7 pm eastern¹ on May 2nd to celebrate this development. We hope you can join us.

CYM's Archivist, Michelle Tolley, already has been introduced to Canadian Yearly Meeting. I am pleased that I am writing jointly with Michelle. On May 2 Michelle will join us from the Canadian Quaker Library and Archives. We hope that in-person access to our collection will also soon be possible by appointment with Michelle. We ask that you be double vaccinated, wear a mask and complete pre-appointment covid19 screening.

We are writing to Meetings and CYM Bodies and Committees to invite you to resume depositing your minutes, attachments and other documents to the Archives. These will join the records from your Meeting/Committee already held by the CQLA. We are including the *Canadian Yearly Meeting Archives Deposit Guidelines* to help Friends identify the variety of documents we receive. Such documents enrich the history of Quakers in Canada. They also contribute to witnessing contributions made by Quakers to the wider history of Canada, especially in areas of faith and social justice work. All deposited records remain the property of the depositing Meeting/Committee. Records may be sent in hard copy or electronically. The appropriate addresses are below.

Please check our updated list of Meeting/Committee deposits (under <https://quaker.ca/archives/our-collection/>) to assess the records already held by the CQLA for your Meeting/Committee. Also on the website is the updated catalogue of records currently held in the CQLA—all 301 pages uploaded on April 6th—which joins the inventory of the over 5000 titles held in the Library.

¹ 8 pm Atlantic, 7 pm Eastern, 6 pm Central, 5 pm Mountain and 4 pm Pacific.

We ask Meetings and Committees to assist us with some important information.

Following archival best practices, all documents deposited at the Archives are unavailable to users, except for the depositing Meeting/Committee, for a period of 30 years. **However, depositing bodies may choose to change the period of time for which their documents are held confidentially.** For example, Meetings may wish a longer period of confidentiality for records of its Meeting of Ministry and Counsel. Some Meetings already have named a longer period with the CQLA. Meetings also may decide to have their records available without a period of confidentiality. **Please confirm to the CYM Archivist the period of confidentiality that your Meeting/Committee wants for your records so that we can better serve you and researchers.**

We are delighted that the Canadian Quaker Library and Archives will once again be available to assist Canadian Quakers and others interested in the history, work, and faith of Quakers in Canada! Please feel free to contact Michelle to tell us how we may serve your Meeting/Committee. We look forward to seeing many of you on May 2nd when we celebrate this important step! The zoom link is below.

Yours in peace



Elaine Bishop

Clerk, Archives Committee

archives-clerk@quaker.ca



Michelle Tolley

CYM Archivist

cym-archivist@quaker.ca

Electronic deposits: archives-minutes@quaker.ca

Hardcopy deposits: Canadian Quaker Library and Archives, Pickering College, 16945 Bayview Ave Newmarket, ON L3Y 4X2

Archives website: <https://quaker.ca/archives/>

Library and Archives current holdings: <https://quaker.ca/archives/our-collection/>

Zoom link for May 2: Join Zoom Meeting

<https://us02web.zoom.us/j/8671213216?pwd=VlRCRHhpSFFhRHllS2dBcHNnc1kvdz09>

Meeting ID: 867 121 3216

Passcode: CYM1955