FINAL REPORT

Report to the Archives Committee of Canadian Yearly Meeting of the Religious Society of Friends (Quakers)

following a site visit to the
Canadian Quaker Archives
located at
Pickering College
Newmarket, Ontario
2021.07.22 to 2021.08.03

James M Turner, PhD
professor of library and archival studies, retired
École de bibliothéconomie et des sciences de l'information (EBSI)
Université de Montréal
james.turner@umontreal.ca
http://turner.ebsi.umontreal.ca

2021.09.04

Executive summary

In general, good decisions about storage conditions and equipment have been made for our library and archives, but lack of space is now the main problem we face. The state of preservation in both rooms is very good, except for some deterioration due to acid paper from the 19th and 20th centuries. The library catalogue is adequate but needs updating, and the archives need major work to create suitable finding aids so materials can be accessed. Digitising legacy materials is attractive to make them much more available to users, and it is hoped that this can be accomplished with time. The Canadian Quaker Archives and the Dorland library are important resources that need to be protected and developed.

Acknowledgements

Work during the site visit and afterwards was carried out with a sense of purpose that was permeated with joy, because many kind and generous Friends contributed information, comments, advice, and encouragement that helped greatly in completing this work, so that it truly felt like a group effort, even though I was the only one allowed on the site because of pandemic restrictions. Ontario Friends welcomed me warmly, chauffeured me around, fed me, made arrangements for me, took me to historic meeting houses and the Sharon Temple, and to meet other Friends whose names I knew but whom I had never met. Other Friends gave me helpful information and support by telephone and e-mail, all of which contributed to this report. Weeks after returning home, I'm still glowing from the visit and feeling a deeply-rooted sense of gratitude, and very glad I was smart enough to adopt the Quakers as a spiritual home, a decade or so ago.

Table of contents

1. Introduction

This is the report of work carried out from 2021.07.22 to 2021.08.03 at the Canadian Quaker Archives located at Pickering College (called “the College” in this report) in Newmarket, Ontario. The report is targeted to the members of the CYM Archives Committee and other Friends for whom this information is useful.

The Canadian Quaker Archives consists of the Arthur Garratt Dorland Reference Library (called the “Dorland room” in this report) and the archive vault. Since the two parts are housed in separate locations within the building and are dissimilar in nature as to how their records are kept, they are treated separately in parts of the report that need to reflect this duality.

1.1 Mission statement

A mission statement is intended to guide all the activities and decisions of those responsible for the institution in question. The mission statement of the Canadian Quaker Archives can be gleaned from *Organization and Procedure* sections 6.17 and 6.22.

From section 6.17: [The Archives Committee] is responsible for the receiving, oversight, preservation, inventory and indexing of records and documents of Canadian Yearly Meeting, its constituent meetings, its standing committees and other related bodies which entrust their records to its care.It guides and assists the Yearly Meeting and its constituent bodies in the creation, care and preservation of their records, encouraging them to deposit their records, or duplicates of them, in the Archives. [The Committee] also develops and maintains the Arthur Garratt Dorland Friends Historical Collection. In cooperation with the Canadian Friends Historical Association it works to foster interest in and knowledge of the heritage of Canadian Friends. In addition, it works with other Quaker-related and regional archival and historical associations.

From section 6.22: The Archives holds the records of the three Yearly Meetings which united in 1955.It provides safe keeping and backup for original minutes, records and other documents. Meetings are responsible for the records of their constituent Meetings, and should forward these records to the Archives should such a member Meeting be laid down.

1.2 Purpose of the visit

The purpose of the site visit is to assess the state of the Archives, providing information to the Archives Committee in order to facilitate decision-making with regard to:

- the role of the archivist in relation to the College and the Committee
- immediate responsibilities of the archivist
- resources needed to fulfill these responsibilities
- the state of infrastructure in the library and archives
- recommendations for improvements to this in the short, medium, and long terms

In addition, the site visit should be used to build relationships with local and regional members of the Archives Committee, including former members, as well as local Quaker Meetings and staff at Pickering College.

1.3 Identity of the archives

There is some confusion arising from the fact that there are two components to the archives, one of which is not actually an archive but a library. In the recommendations, we propose a way to clarify this.

2 Present conditions

As the committee member with the least knowledge of the vault, it was very helpful to have the opportunity to get a firsthand look at conditions. As ever, there is good news and bad news.

Since there are two locations, each is described separately. The term “conditions” refers to a number of aspects covered in subsections. The aspects considered in this section are available work space, types of shelving, and allocation of storage space. Aspects relating to the state of preservation are discussed in section 3.

2.1 Storage in the archive vault

For a space that is meant mainly for storage, very good decisions about the use of the space have been made, including the choices of storage equipment. Compact shelving offers more space than is normally available, because the shelves can be moved tightly together leaving only a gap for users to walk. The fixed steel shelving along the walls is what is best recommended for libraries and archives because it is relatively cheap, and the baked enamel paint offers a smooth surface for sliding while protecting the steel from decay. It is difficult to imagine an arrangement of shelves that would be more efficient. Figure 1 offers a schematic representation of the space in the vault. It is not to scale, but an attempt has been made to represent the spaces as carefully as possible.

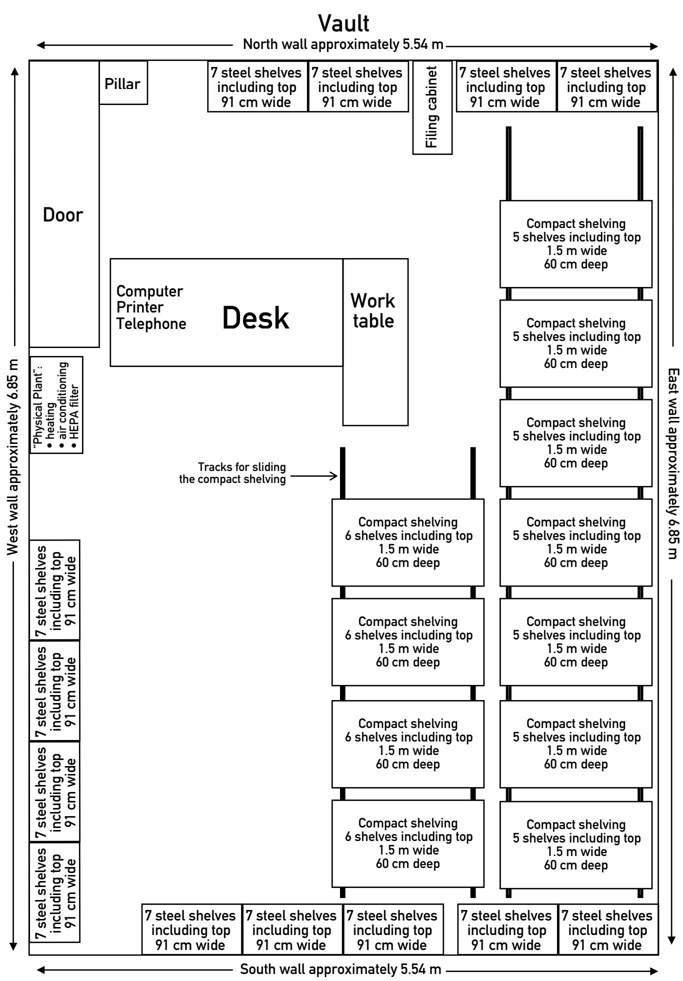


Figure 1. Schematic representation of the use of space in the vault (not to scale).

2.1.1 Existing shelving

Compact shelving: in total there are 11 banks of compact shelving. Against the east wall there are 7 units (banks) on the track, each bank consisting of 5 shelves, including the top. In the centre of the room, there are 4 banks, each consisting of 6 shelves including the top.

Most of these have things piled on the top shelf, but the 7 units against the wall have no top shelf sitting on the uprights. All the walls have bulkheads, the only exception being an opening in the corner where the door is. The bulkheads in the west wall have three air vents, one in the centre and one at each end.

Steel shelving: in total there are 13 banks of steel shelving. These are of two types, in that while all are 91 cm wide, the 4 banks along the north wall and 5 more along the south wall are 30 cm deep, the 4 along the west wall are 45 cm deep.

2.1.2 Additional shelving

There seems to be no more room to put shelving. The only space not presently occupied by shelves is the space behind the archivist’s desk. This space is not wide enough to put another set of compact shelving. Already the two existing ones are so close together that

there is only 20 cm between them, not enough space for even a small child to walk (see photo). To move a bank in the shelving against the east wall, banks first need to be moved in the central shelving in order to get at the ones behind. The image that comes to mind is that of a sliding tile puzzle. Possibly the idea of putting in a third set of compact shelving has already been considered and rejected for this reason.

The only other possibility is putting in a row of steel shelving in the remaining space, behind the desk. However, there would only be room for two banks. It looks like 4 banks could fit, but then the archivist would not be able to move the chair backwards in order to get up, and items would neither be able to be put on nor taken off the shelves on the south wall. Since the steel shelving on the west wall is 45 cm deep, a single row of that shelving could fit (again, of only two banks), leaving 1.23 m or an aisle about 61 cm wide on each side. Since the steel shelving on Walls 1 and 3 is 30 cm deep, in an ultimate squeeze two rows (again, of only two banks) back to back could fit, leaving 1.08 m, or an aisle 54 cm wide on each side. This is akin to the space available for walking between the steel shelving on the north wall and the compact shelving, (64 cm) when all the compact shelving is pushed against the south wall (see photo). To be clear, there is a little more space than 64 cm between the actual shelving, but the space measured is between the lids of the boxes sticking out from shelves at both ends, representing the actual space available to walk.

If the installation of the maximum of 4 banks of shelving were completed, the net gain would be a total of 25.5 linear metres. Each bank is 91 cm wide ,so the calculation is 91 cm x 7 shelves including the top x 4 banks = 25.5 m. This is a maximum, depending on what exactly is stored on the shelves.

Now: if steel shelves are freestanding in the room, they would need to be bolted to the floor. In addition, at some point in the cramming process (we may have already reached this point), an employee in the far corner who hears an alarm indicating the need to evacuate needs to be able to navigate the available space quickly to get out of the vault. In addition, the vault would be even more claustrophobic than it is now, offering even less room to manoeuvre. Furthermore, the problem of the ongoing need for future storage space would not be alleviated by this approach. It might provide enough space to house materials presently lying on the floor and piled in other spaces. Thus installing a maximum of 4 new banks of steel shelving should only be considered *in extremis*. Some may well think we are already *in extremis*.

2.1.3 Calculating the storage available

Document storage available in the vault can be calculated as follows. Note that the top of the furniture is counted as a shelf, which is somewhat generous, since for the wall shelving there are bulkheads around the room leaving not enough space for regular document storage boxes. Still, it needs to be accounted for as smaller items can be stored there. The count:

North wall: 4 banks of 7 shelves each which are 91 cm wide.

South wall: 5 banks of 7 shelves each which are 91 cm wide

East wall: no storage furniture is against the actual wall, but the compact shelving which straddles the wall is counted here is being along the wall. 7 banks of 5 shelves each which are 150 cm wide and

60 cm deep. Since these are deep enough to hold materials facing either north or south, the number of shelves is counted twice (there are 5 shelves counted as 10).

West wall: 4 banks of 7 shelves 91 cm wide (these are deeper than the other similar shelving).

Centre: compact shelving on tracks. 4 banks of 6 shelves each which are 150 cm wide. Since these are deep enough to hold materials facing either north or south, the number of shelves is counted twice (there are 6 shelves counted as 12).

So:

Table 1. Calculation of Document storage available in the vault.

Where	Number of banks	Number of shelves	Width of shelves	Total in cm
North wall	4	7	91	2548
South wall	5	7	91	3185
East wall	7	10	150	10,500
West wall	4	7	91	2548
Centre	4	12	150	7200
Total	24	209	N/A	25,981

The calculation is as follows: Number of banks x number of shelves x width of shelves. The total of 209 in the column marked Number of shelves is arrived at by multiplying the number of banks by the number of shelves. The total shelving space in the vault is 25,981 cm or 260 linear metres.

2.1.4 Linear metres of documents held

The linear metres of documents held in the archives is calculated in Appendix 1, giving a total of 197 m. By subtracting the total linear metres of documents from the total linear metres of shelving, we learn that there are theoretically 63 m of shelving space available for additional materials.

However, this number is too generous, because the space the boxes of documents takes was measured rather precisely, as was the width of the shelves available. Most of the time the shelf is full or almost full, but there are little gaps here and there. A shelf may have a little space left, possibly 10 or 20 cm, but often only 2 or 3 cm, not enough to actually put anything, certainly not another box.

In addition, in the compact shelving, the north-facing boxes are placed with the short side facing the front, but the south-facing boxes need to be placed with the long side facing the front, otherwise the boxes stick out too much for the shelves to actually be moved. This means, for example, that 4 boxes of a certain type can be placed facing north, but only 3 of the same type placed sideways facing south will fit.

Obviously the goal is to fit as many boxes as possible on the shelving, but as we have seen, the calculation it is not straightforward. Thus the actual space we have left for storage in the vault is considerably less than the number of 63 m resulting from the calculation.

2.2 Storage in the Arthur Garratt Dorland Reference Library

Storage in the Dorland room is tight but well arranged. Despite some crowding and the resulting messiness here and there, the room offers a warm and welcoming environment for users. Beautiful and well-ordered shelving houses the collection, some of the furniture being specially-built. Figure 2 shows the use of space in the room.

2.2.1 Existing shelving

Wooden shelving: In total there are 20 banks of wooden shelving for books, of which 4 have glass doors and the remaining 16 are open. Although there are a few types of wooden shelving in the room, differences are of no consequence for our purposes here, and thus are not reported. In the shelving

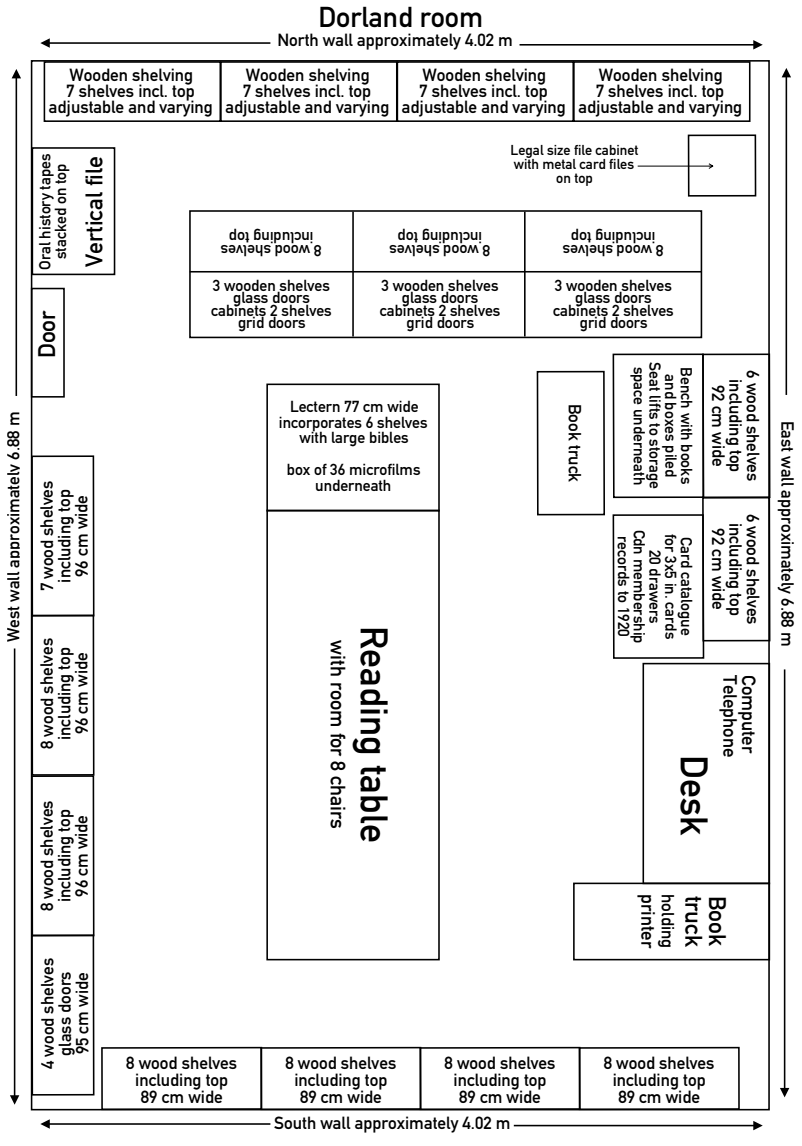


Figure 2. Use of space in the Dorland room (not to scale).

found on the south, east, and west walls, here and there spaces are available for adding new acquisitions. This is the practice in libraries that use expansive classification, as opposed to those who place books on the shelf in order of acquisition, obviating the need to leave space. Placing books on the shelf in order of acquisition is rarely the practice in libraries now, but it is pertinent for us because it is the usual practice in archives. Libraries that use expansive classification still need to make major shifts of material from time to time, because the small spaces left eventually fill up, so that in public or university libraries, for example, it is not unusual to see whole shelves empty, lying in wait as it were. In the Dorland room, it is clear that not enough space is available for adding new materials, demonstrating the need for more banks of shelving.

Other shelving: There are no other types of shelving in the Dorland room, unless we count the lectern situated next to the reading table. This is also made of wood, and incorporates shelving to house the volumes of an outsize bible. In addition, although it hardly counts as shelving, the vertical file cabinet found near the door houses materials that are not bound, organised in file folders using the classification scheme that is used for books. Vertical files are a common catch-all of sorts in libraries, for small but pertinent bits of information users find helpful.

2.2.2 Additional shelving

In a word, additional shelving is out of the question in the Dorland room. The only way any could be added would be to remove the reading table to make space for one or two rows of library stacks. However, this would defeat the purpose, turning the reading room into storage space and ruining the welcoming atmosphere of the Dorland room. Another space would then need to be found to accommodate this essential function, in another location, unsupervised. More shelving is needed, but it must be found elsewhere.

2.2.3 Calculating the storage available

Document storage available in the Dorland room can be calculated as follows. Note that again, the top of the furniture is counted as a shelf, which is somewhat generous, since some of the furniture goes almost to the ceiling. In addition, books placed on the top would be difficult to reach. Still, it needs to be accounted for as smaller items can be stored there:

North wall: 4 banks of 7 shelves each (of varying heights)which are 90 cm

South wall: 4 banks of 8 shelves each which are 89 cm wide

East wall: 2 banks of 6 shelves each which are 92 cm wide.

West wall: 1 bank of 5 shelves 95 cm wide; 2 banks of 8 shelves 96 cm wide; 1 bank of 7 shelves 96 cm wide.

Centre: Freestanding furniture with 3 banks of 8 shelves 90 cm wide facing north; 3 banks of 3 shelves with glass doors 90 cm facing south (the shared top shelf is not counted a second time); underneath these, 3 storage cabinets of 2 shelves each 90 cm with grid door.

So:

Table 2. Calculation of book storage available in the Dorland room.

Where	Number of banks	Number of shelves	Width of shelves	Total in cm
North wall	4	7	90	2520
South wall	4	8	89	2848
East wall	2	6	92	1104
West wall	1	5	95	475
	2	8	96	1536
	1	7	96	672
Centre facing north	3	8	90	2160
Centre facing south	3	3	90	810
Cabinets facing south	3	2	90	540
Total	23	139	N/A	12,665

The calculation is as follows: Number of banks x number of shelves x width of shelves. The total of 139 in the column marked Number of shelves is arrived at by multiplying the number of banks by the number of shelves. The total shelving space in the Dorland room is 12,665 cm or 127 linear metres. Neither the height of the shelves nor their depth is taken into account here, as we are not measuring volume, only the linear metres of shelving space.

2.2.4 Linear metres of documents held

For the Dorland room, the linear metres of books held is not a pertinent measure as it is in archives. In libraries, the number of titles or the number of volumes is a more pertinent measure, but both can be calculated from the catalogue. For this reason the space the books take up was not measured.

3 The state of preservation

Overall, the state of preservation in both the vault and the Dorland room is very good. Wise choices have been made in the purchase of storage boxes, file folders, envelopes, sleeves for photos, and so on. These contribute very significantly to the long-term preservation of paper and other documents. This section reports the results of examining materials in the vault and the Dorland room from a point of view of preservation conditions and the longterm perspective.

3.1 Preservation in the archive vault

The aspects considered here are climate control, cleanliness, infestations, water damage, and security.

3.1.1 Temperature and humidity

With advance knowledge that the vault had climate control, it was thought likely that there would be instruments to measure temperature and humidity but as a precaution, a low-end, analogue (as opposed to digital, the kind of gadget with a readout screen) hardware store hygrometer was brought (see photo). The dial on the left shows the temperature, and the dial on the right shows the relative humidity. As it turned out, a hygrometer of the same type was already in the vault, with sheets showing the readings taken periodically. The temperature shown on the two hygrometers coincided closely during the time of the visit at 22°C, but the relative humidity did not, showing 72% on the one, and 57% on the one what was brought. To the touch, 57% seems more accurate. Table 3 shows the readings taken during the site visit.

Table 3. Thermometer and hygrometer readings taken in the vault during the site visit.

	INSTRUMENT ALREADY THERE		INSTRUMENT BROUGHT	
Date	Temperature (°C)	Relative humidity (%)	Temperature (°C)	Relative humidity (%)
2021.07.22	21	72	22	57
2021.07.23	21	72	22	58
2021.07.26	21	71	23	55
2021.07.27	21	72	23	56
2021.07.30	22	72		
2021.08.03	21	72		

Some dates for the instrument already in the vault are not recorded, because access was not available. Only four dates are recorded for the instrument brought, because after that it was moved to the Dorland room (table 4), where there was no thermometer nor hygrometer.

The temperature and humidity levels considered acceptable for archive vaults in which humans work are 20°C and 50% relative humidity. The fact that these are what are comfortable for humans is no coincidence. The levels that foster very long term life for paper are absolute zero (-273°C) and 0% relative humidity. However, documents stored in such conditions need to be gradually acclimatised (over hours or days) before they can be consulted, so this is hardly practical for archives constantly in use.

That our vault's temperature and humidity are at the recommended level might seem banal, but many archives only dream of such conditions. Controlled temperature and humidity are over half the battle, because they are what ensure the stability and thus the longterm preservation of physical documents, especially paper documents.They also contribute to the longevity of film, glass, tape and other supports.

3.1.2 Cleanliness

It would be going out on a limb to state that the vault is tidy, but it was found to be remarkably clean. Even after sitting untouched and unvisited for about 18 months, virtually no dust has settled on the shelves, boxes, and work surfaces. This is heartening, because dust and dirt invite another set of problems archives can certainly live without.

3.1.3 Infestations

It is a joy to report that there is no evidence of insect nor rodent infestation in the vault. This may attest to good Quaker practice regarding care and cleanliness, as such unwanted visitors often arrive in boxes donated. Once inside the vault, all they can do is try to survive, which involves eating what's available (paper, cardboard, crumbs left by employees) and reproducing as they can, fostered by warm temperatures and high humidity. A look through several boxes found no mould growth, which is not surprising given the safe level of relative humidity in the vault.

3.1.4 Water damage

Since archives are often relegated to basements, one of the main causes of trouble is water, which is subject to the law of gravity. Floods occur, old pipes break, earthquakes cause water mains to burst, fires require water to extinguish them. Overhead pipes are a common cause of trouble. Happily, there is no evidence of water damage ever having occurred in the vault.

In addition, staff from the college were asked to advise whether there are water pipes between the ceiling tiles and the floor above . The ceiling was opened (see photo) and an inspection was made, revealing that there are no water pipes, only roof decking, venting, and electrical hardware from the dining hall situated on the floor above. Furthermore, the dining hall is heated with radiators which are at the south end of the hall, so there is no danger of water leaking from pipes. Staff members said that water dripping from the ceiling would only occur if there were some kind of flooding in the dining hall.

3.1.5 A note about security

The door to the archives has a lock of the kind found in the bathrooms of people's homes, where the key fits in the doorknob. Such locks are notoriously easy to tamper with. The doorknob is also a bit loose. It seems unreasonable to think that anyone would break in, because the attitude of many people to archive vaults is one of disdain. As one of the workers who came to help with the inspection noted, "it smells like old paper in here". It was difficult to determine whether he was joking or not. Archive vaults are often thought of exactly that way, storage for old paper that we should probably just throw out.

However, there are some very experienced professional thieves available to steal specific valuable items on demand for rich but unsavoury clients. While the Committee need not worry too much about this sort of thing, it would be worth considering whether a bolt lock should be installed. These are not foolproof either, but they are much harder to tamper with.

3.2 Preservation in the Arthur Garratt Dorland Reference Library

The state of preservation in the Dorland room is akin to that in the archives. The same subheadings are used in this section, with an additional section on damage sustained because of the poor quality of 19th- and 20th-century papers, and a remark on the shelving from a preservation point of view.

3.2.1 Temperature and humidity

To the touch, conditions in the Dorland room seemed correct, but the hygrometer which was brought was left there for half the site visit to take actual measurements. The readings for this short but not insignificant (because summer is one of the trouble spots) period confirmed that the conditions are acceptable. Table 4 shows the readings obtained.

Table 4. Temperature and humidity readings in the Dorland room.

Date	Temperature (°C)	Relative humidity (%)
2021.07.27	23	55
2021.07.28	24	53
2021.07.30	23	51
2021.08.02	24	51

Since many small and large libraries are not equipped with climate controls, we are indeed fortunate that our library is housed in such a place. The comfort of users of course also contributes to the atmosphere of well-being in this room.

3.2.2 Cleanliness

Like the archives, the library is virtually dust-free. Again, this is remarkable after about 18 months without being used.

3.2.3 Infestations

Here too there is no evidence of insect nor rodent infestation in the Dorland room. The books were not examined systematically, but among those consulted, no evidence of bookworms nor mould was found. This too may attest to good Quaker practice regarding care and cleanliness.

3.2.4 Water damage

Again we are blessed. No evidence of water damage ever having occurred in the Dorland room was found.

3.2.5 Damage to 19th and 20th century books

Some damage to 19th and 20th century books was seen, such as broken bindings, brittle paper, foxing (the reddish brown spots seen on old papers), and some very fragile paper. These types of damage are largely due to the acidic papers commonly used for printing books from the 1840s until the mid- to late 20th century. It would be useful to make a systematic examination of our holdings at some point, with a view to producing condition reports documenting the damage sustained.

While all these types of damage can be treated, repairs usually involve taking down the bindings, treating each page, then binding the book again, so that thousands of dollars are involved *for each book*. Because of the prohibitive costs, such treatment is usually reserved for only the most rare and precious books. It was observed that a number of items have been placed in protective acid-free containers, which will not deacidify them but will support them in their weakened condition as well as provide a protective barrier so that the acid cannot migrate to neighbouring items. This is probably the best we can do with such materials. A rule of thumb is that it is always cheaper to replace severely damaged books with another copy, if one can be found, than to treat them

3.2.6 A word about security

The door to the Dorland room has no bolt lock, but rather the kind of lock found in the bathrooms of people's homes, where the key fits in the doorknob. Such locks are notoriously easy to tamper with. Furthermore, there is a glass window in the door which could easily be smashed by thieves. The Dorland room is located in a part of the building that is not obvious nor easy to find by the casual thief, but there are some very experienced professional thieves available to steal specific valuable items on demand for rich but unsavoury clients. Such scenarios are reminiscent of movie plots, and although it may be unlikely that our library would ever be a victim of such a plot, a mild dose of paranoia is a healthy approach to take. The committee would do well to reflect on whether a more secure system, at least for the most valuable holdings, should be considered.

3.2.7 A note about the shelving

The wooden shelving in the Dorland room and the shelving with glass covers were inspected, because neither is recommended for longterm preservation in libraries nor in archives. This is because wood is acidic by nature, and it is known that acid can migrate into paper, causing damage. When the wood is coated a barrier is created so that the acid cannot migrate, but then the sealant (usually paint or varnish) can become a problem. The chemical composition of some sealants is harmful to books, bindings, covers, because of fumes they emit. Glass doors on shelving are not recommended in libraries nor archives because they provide a closed environment that can trap humidity and make a safer hiding place for insects, who remain less visible and at liberty to reproduce until disturbed.

The inspection showed no damage to materials in the Dorland library caused by acid from wooden shelves, humidity nor insects. Since materials in the library have already been stored in these conditions for many years, it is unlikely that damage from any of the causes mentioned will occur. When the idea of changing the shelving for the more chemically stable baked coating steel shelving such as that found in the archives is weighed against the contribution of this wooden and glass furniture to the warm and welcoming atmosphere of the room, it seems entirely reasonable to leave it as is.

4 Tasks of the new archivist

In this section we describe the working environment the new archivist will find, and attempt to delineate the tasks that need to be undertaken, as well as the sequence in which they should be carried out. The underlying purpose is to put order into a somewhat chaotic situation brought about in recent years by a succession of temporary personnel and lack of space. That said, there is already a good foundation of order within the archives, but it is not apparent. Once a more explicit sense of order is imposed, all other tasks will be more effectively conducted and this in turn will foster more orderly pursuit of the work of the archivist, with the accompanying improvements to efficiency in the service to users.

4.1 The state of infrastructure

The vault and the Dorland room each have a computer and a printer. The two computers are the same, and have the same operating system, but the printers are different. During the site visit, it was learned from the College's IT Manager that both computers have been disconnected from the network as a security measure. This is because the College's network computers have been upgraded, but those in the Quaker archives have not. Since backups of the data on the computers takes place at the network level, these computers are no longer backed up for the moment, and will not be until they are upgraded and reintegrated into the College's network.

Because of this situation, and as a precaution, the files presently located on the College's network computer, as well as those on the computer in the vault and the one in the Dorland room were copied to a thumb drive, then distributed to three members of the Archives Committee for safekeeping. Thus three backup copies are now in existence which can also be accessed during the waiting period until an archivist is hired.

4.1.1 Infrastructure in the vault

The computer in the vault is an HP Compaq 6000 Microtower Pro, with two hard disk drives: OS (C:) 75.2 GB free of 141 GB; HP_RECOVERY (D:) 692 MB free of 5.34 GB. The computer's operating system is Windows 7 Professional. The screen is a ViewSonic VA2231wm.

The principal software found on the computer is: Microsoft Excel 2010, Microsoft Word 2010, Microsoft Office Picture Manager, Photobase 3, and Photo Studio 3.

The printer in the vault is a Brother HL-2240 compact laser printer, with black & white capacity only.

4.1.2 Infrastructure in the Dorland room

The computer in the Dorland room is also an HP Compaq 6000 Microtower, with two hard disk drives (2): OS (C:) 86.6 GB free of 141 GB; HP_RECOVERY (D:) 691 MB free of 5.34 GB. The computer's operating system is also Windows 7 Professional. The screen is also a ViewSonic VA2231wm.

The principal software found on the computer is: InMagic/DB Textworks version 2.1, and InMagic/DB Searchworks version 2.1. These are used to manage the library catalogue. In addition, there are Microsoft Excel 2010 and Microsoft Word 2010.

The printer in the Dorland room is an HP Officejet Pro 8610 inkjet printer.

4.2 The addressing systems

The addressing system in archives and libraries is used to assign a predictable "address" on the shelf to each item so that it can be located quickly and easily for consultation. The systems for each are necessarily different as they reflect the nature of the material: mostly boxes in the case of archives,

and mostly books in the case of libraries. If the address is predictable, the person fetching the box or the book can make a good guess as to the general location based on some element such as the known location of a particular fonds or the general subject of a book. With a precise address in hand, the item is quickly located. The system used for each is described in the appropriate section below.

4.2.1 The addressing system (storage location) in the vault

In archival practice, there are a number of designations for the address of a box on the shelf, and the one adopted here ("storage location") is that of the *Canadian Archival Accession Information Standard* published by the Canadian Council of Archives. It is a particularly persuasive choice because it makes explicit the term "location".

During the site visit, the addressing system was found to be somewhat inconsistent and confusing. It was inconsistent because the punctuation varied between what was written on the boxes and how this was expressed on the few machine labels produced before everything came to a halt. For example, the system adopted started with box number 0.1-1 and continued through to box 31.4-1. But the first boxes labelled expressed the number as 0.1.1 instead, the hyphen being replaced with a second period.

The system was confusing because the logic is not obvious. Why does the box numbering start with 0 instead of 1? At what point does the initial number (the one before the period) increment to the next? In addition, the box numbers handwritten with a marker pending the production of a machine label are sometimes difficult to decipher, probably due to awkward positioning on the shelf at the time of writing the number.

Another irritant is the question of punctuation in the numbering. Why have any at all if it can be avoided, and if it is useful, why have more than one type of punctuation?

An additional problem pending the production of labels is that only a dozen or so boxes have permanent labels on them. The rest have a handwritten note expressing the content, attached to the box with a paper clip (see photo). The danger, of course, is the loosely attached labels being lost before a more permanent one is created. The fact that very few of the boxes have permanent labels means that a new addressing system would not cause major disruption, as the rest of the boxes are not yet labelled anyway.

4.2.2 Proposal for a simpler and more precise addressing system

The relatively small size of the Quaker archives allows us to adopt a more simple and efficient addressing scheme for the boxes in the vault. Addresses rich in information can be assigned to the boxes in the vault expressed with four characters and no punctuation. Coding theory advises mixed alpha and numeric codes when they need to be read by humans, to reduce errors in transcription, to facilitate making sense of them, and to foster remembering them for short periods.

In our vault there are three walls with fixed shelving, as well as mobile shelving against the east wall and in the centre of the room. The walls could be numbered or assigned a letter, but it was noticed during the site visit that a number of people systematically referred to them as the north, south, east, and west walls, both in the vault and in the Dorland room. Because of this, it makes sense to adopt these as the "names" for the walls in our addressing system.

We propose to express in our storage location code the wall, the bank of shelving, the shelf within the bank, and the box position on the shelf, using ANAN as a structure, where A means alpha and N means numeric.

A single letter (W for west, etc.) will suffice. The banks of mobile shelving along the east wall can adopt the letter E because there is no fixed shelving along this wall that would otherwise use this letter. The banks in the centre could use the letter C as an identifying mnemonic. Because the banks of mobile shelving are deep enough to put boxes on each side, F and D can be added to cover this reality, so that along the east wall, E is assigned to the units with boxes facing north, and F is assigned to the same units with boxes facing south. In the centre of the room, C is assigned to the units with boxes facing north, and D is assigned to the same units with boxes facing south.

Next, the banks (numeric), left to right, are numbered 1, 2, 3 and so on.

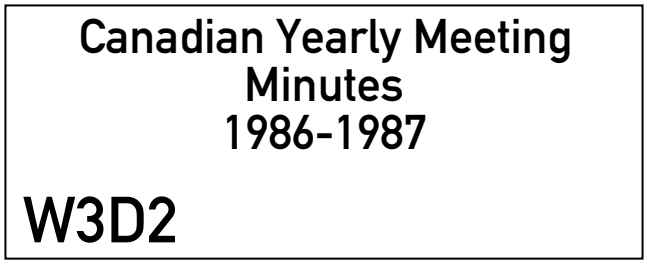
The shelves (alpha) are assigned a letter starting at the top of the shelving unit and continuing to the bottom.

Finally, the boxes (numeric) are numbered on each shelf.

So: the address of the second box on the fourth shelf of the third bank on the west wall would be W3D2: west wall, bank 3, shelf D, box 2.

4.2.3 A good typeface for labels

The DIN Schriften typeface is a good recommendation for labels as it is designed for legibility and is adopted in many countries for signage and display. Here's what a label using it might look like:

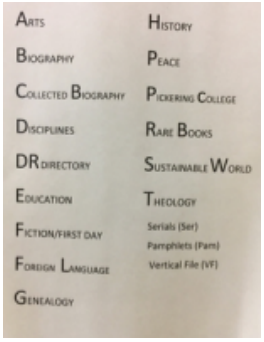


4.2.4 The addressing system (call number) in the Dorland room

In libraries, the address of a book on the shelf is referred to as a "call number" and it is normally composed of a classification number, followed by additional codes to identify the author, title, sometimes year of publication, edition, or other information, expressed in such a way that each book has a unique call number and hence a unique place on the shelf.

The main library classification schemes in use are the Dewey Decimal Classification, the Library of Congress Classification, and the Universal Decimal Classification (based on Dewey but with an attempt to reduce or eliminate the American bias). In the Dewey system, Quakers and Quakerism are expressed as 289.6; in the Library of Congress Classification, the block of letters and numbers BX7801-7843 is used for Quakers; in the Universal Decimal Classification, Quakers are found at 278.

These classification numbers are adequate in general libraries with no works or only a few works on Quakerism. However, in a library where the great majority of the works are about Quakerism, it makes no sense to have all the call numbers begin with the same classification number.



Instead, a simple but adequate addressing scheme for Quakerism was developed and is in use in the Dorland room. It consists of a broad topic such as history or biography (see photo), the first three letters of the author's last name, and the last three digits of the year of publication, each expressed on a line. Some books have labels affixed to the spine with this information, most have inserted in the book a card resembling a bookmark with the information inscribed on it.

Short of developing a full-blown classification scheme finely coding various Quaker topics, the present addressing system is adequate for our needs and no change to it is recommended here.

4.3 Finding aids

At present, the tool available for learning about the holdings in the vault is called the "Index to the Vault Collection" on the Quaker.ca web site. It is not actually an index but rather an inventory list. The list consists of a PDF document, and although it is *much* better than nothing, it is not enough. In addition, at present the content of only about half the boxes in the vault are described in this document. The data for the remaining boxes has been collected and is held as pencil notes in a file in

the Dorland room pending entry into the computer and production of another PDF, or merging with the present PDF document.

An inventory is always useful as a representation of the holdings of an archive. While the information given is basic, it can then be used to build complementary finding aids to orient users searching for information and to share information about the holdings with other institutions.

4.3.1 The Rules for Archival Description (RAD)

The Canadian standard for recording archival information is the *Rules for Archival Description (RAD),* published by the Canadian Council of Archives. It provides a framework for generating archival description and finding aids.

The RAD provides for several hierarchical levels of description, starting with the top-level fonds (a "collection" within the archive, spelt with an s at the end whether it is singular or plural), the content of which is created by a person or a corporate body. In the Canadian Quaker archives, some examples of fonds would be:

- The Canadian Friends Service Committee Fonds
- The Canadian Yearly Meeting Fonds
- The Marion Cronk Fonds
- The Sharon Temple Fonds

Within a fonds, there can be several series and subseries; within these, files; and within these, items. Ideally, all the holdings of the archive would be described down to the item level, and we can hope to accomplish this in time. Meanwhile, identifying the various fonds held in the archive and producing a description of each fonds would offer a basic but very useful improvement. Later, the information already compiled in the inventory can be organised into series, subseries, files, and items in successive stages, one level at a time. Alternately, various fonds could be identified for their importance, and all levels of metadata for an entire fonds at a time could be created.

4.4 Priorities and sequencing

In this section the priorities for the new archivist are summarised, and the logical sequence in which tasks should be carried out is identified. The tasks can be generally grouped as ordering tasks and metadata creation tasks. Ordering tasks involve labelling and tidying, and metadata creation tasks involve creating records to describe the content of the archives.

The term "metadata" merits some explanation here, because there are several definitions, applicable to different contexts. In an information management context such as ours, we note that pretty much all information is created using computers now, so that the text contained in a Word document, for example, is the "data". The metadata, then, is the "data about the data", the information used to describe the data contained in the document. Who wrote the report? What is the title? When was it published? What's the report about? How many pages does it contain? And so on. Each of these is a metadata element, and instructions for how to express each element are given in the *RAD*. Even with paper documents, metadata is now the term for the information used to manage the documents, a convention based on the idea that computers are now the main tool for managing information.

4.4.1 Ordering tasks

These are given as the first priority for two reasons. First, because there is a danger of some elements being lost. A number of elements were removed from boxes in order to gather the metadata about them for the inventory list, and these had not yet been put back in their boxes when all activity stopped. This is the material mostly on the floor behind the archivist's desk, a little of which is also found on the west wall shelves nearby.

Second, some tidying is a priority to re-establish a sense of order. Whether the proposed new addressing system is adopted or the present one is retained, the banks and shelves should first be labelled, then the boxes that sit on the shelves. Concerning the boxes, first a label with only the shelf address (such as 12.1-3 or N2B4), placed in a uniform location on the box (e.g. the lower left corner

except where some impediment exists, then as nearly to this as possible). Later, labels with more detailed information as to the content of each box can be created and affixed. Alternately, a decision could be made that a simple address label will suffice, and that more information about the content of each box can be found in the database created to manage this information. Such a database needs to be built in any event, to house the metadata created to manage the archives.

In addition, here and there on the floor and piled on shelving are boxes and bags of documents which have come to the archives but which have not yet been processed. A particular space should be assigned to storing these. They should be summarily identified on a list so as not to lose track of them, and to make them accessible if they need to be consulted before they are processed.

4.4.2 Metadata creation tasks

There will be some overlap between the ordering tasks and the metadata creation tasks because, for example, the address of a box on a label is also a metadata element. The metadata gathered and presently in the form of pencil notes is also in this category, because the metadata has been collected but not yet entered into the computer, so that it is also an ordering task, and should be carried out as soon as possible.

However, in this section we mainly refer to the metadata information created to manage the content of the archives, starting at the general level of the fonds, on through the series and sub-series within that fonds, and eventually down to the file and item levels.

At the most general or fonds level, a statement is constructed providing significant information about the nature of the fonds. The rules for constructing this statement are spelled out in the *RAD*. Provision is made for the extent of the fonds, which can initially be as simple as “4 m of textual records and other material”. Later, more detail is recorded as the series, sub-series, files, and items are identified and catalogued. However, even a summary description of the fonds and its extent is helpful in giving users an idea of how much material there is that might be relevant to their research, so that they can make an intelligent guess as to how much time they would need to search within a fonds.

Metadata is the mainstay of all information management now, so that metadata creation will be the focus of the archivist’s work in the short term and in the long term. The benefits of well-ordered metadata are abundant and far-reaching. Information about the holdings of an archive that is searchable online fosters greatly increased use of the archive.

4.4.3 Some practical considerations

Years of work lie ahead to bring our archives up to standard and to make them readily available for use. The new archivist can carry out the initial tasks described here, and additional help can be sought to further the work.

One good source is volunteers. They need to be properly trained and supervised, but can be of considerable help carrying out the initial tasks of identifying the content of boxes, placing documents in protective sleeves, creating metadata and enriching the databases housing it, and so on. Manageable chunks based on the availability and skills of each volunteer can be identified and prepared by the archivist.

In this context, the Archives Committee is planning for a team of committed volunteers called Friends of the Archives, who could take on special and longer-term tasks.

Another source of help is students in archiving and information management programmes. Some programmes have a required practicum for which course credit is given and because of this may not be remunerated. A professional archivist must supervise the work and provide a report when it is completed. Assigning a small fonds to an intern for processing is very interesting for the student and very helpful to the archives in completing records.

As funding becomes available, including donations, paid internships, and government programmes for students or for unemployed persons retraining, additional short-term projects could be accomplished to further advance the ordering and description of our archives.

Again, proper training and supervision are required to carry out all archival work, and the new archivist might well find such activity to be a source of satisfaction and enrichment.

5 Digitisation issues

In this section we briefly describe the evolution of the computing environment in which we now function, discuss the value of structuring information to improve retrieval and how we can achieve this, explain some of the processes involved in getting digital versions of information created before there were computers, compare physical preservation of paper with digital preservation of electronic documents, and look at the question of integrating processes to make information systems as efficient and as effective as possible.

5.1 Evolution of the computing and networked environment

Large mainframe computers have been around since about the 1950s and because of their cost were used at first only by governments and very large organisations. Personal computers have been with us since the early 1980s and are now omnipresent in offices, schools, and homes, so that virtually all information is now created using computers. In addition, broad networking of information has been with us since the mid-1990s, and can be traced to the publication of Netscape in November 1994. With this relatively new digital environment that now permeates everything comes a wish to make all information available online.

5.1.1 Information and the networked environment

The digital world we now live in uses computers not only to create information, but also to store it on a server somewhere so that it can be accessed from anywhere. In so doing, our carbon footprint is necessarily increased, so that vigilance is called for in calculating the carbon costs of this and our other activities and in seeking ways to keep these costs to a minimum. In addition, we need to find ways to offset these carbon costs.

There is also a drive to digitise so-called “legacy” documentation, meaning that which came into existence before the advent of computers. If this too is made available online, then all the world’s information becomes available at our fingertips, at any time, from any place, as long as there is available a computing device of some sort (including tablets and telephones) and an internet connection. So goes the perception and the narrative.

The reality is more complex, in that information needs to be ordered in some way if it is to be searchable and retrievable, although results that are “good enough” can often be obtained using a few keywords typed or spoken into a search engine. There are layers of complexity, including information contained in the “deep web” and the “dark web”. The deep web refers to information not available at a surface level and thus not searchable using a search engine. This can be for example behind a password-protected barrier or in a database that when queried generates a web page with results. The dark web refers to information that uses internet technology but that is purposefully hidden, often for nefarious purposes, and for which special software must be used. It also involves special configurations and authorisations which ensure anonymity and make transactions untraceable.

So information now needs to be created in a structured way using computers, offered for storage and retrieval in a networked environment, and preserved digitally using techniques that will keep it “alive” so that it can be consulted now and at any future time.

5.1.2 Originals, copies, authenticity

With paper documents, it is usually clear what is the original document and whether there are copies, usually easily identifiable as such. As a rule, the nature of archives is such that they hold original documents which can be authenticated using established criteria.

With digital documents, multiple copies are easily made and these are identical to the original. A checksum algorithm can be used to certify the copies. Such an algorithm will check whether the exact number of bits is the same and whether any have been changed. Thus the criteria for establishing which is the original paper document no longer apply in the digital environment. Happily, this need not be of much concern to us since our archives need to have a single authentic copy of each document, but which copy exactly does not matter.

5.2 Structuring information to improve retrieval

If you are searching for information concerning George Fox, it helps if you can specify that you mean the Quaker George Fox, or that you want texts written by him, or books about him, and not some artwork inspired by him, nor a song nor a photo, nor a band nor a pastry nor a variety of rose that might bear that name.

5.2.1 Marking up text makes the structure explicit

When information is structured, more complex searches through it become available. Markup languages are a handy tool for making explicit various parts of a document, and use conventions such as for paragraph and for end paragraph (conventionally these use angle brackets and are called tags), so that whatever text is written between these two tags is explicitly identified as a paragraph, allowing software to process it as such. Other tags include <title> and </title>, others to specify that this is a proper noun, a geographical designation, written in boldface or italics, and so on. It is also possible to include tags you create yourself for particular needs. When searching a large corpus of text, it is easy to see the value of being able to specify that you mean the Quaker George Fox and that you want him to be the author of a text, not just a mention in somebody else's text.

Software widely used to create documents now includes a number of tags, which are not normally visible to users. Software used to manage archival records will add these automatically and invisibly, according to the field in a data entry form in which you type the data. The structured information can then be searched much more precisely than if it were not marked up.

Many, many tags can be used to mark up text if they are useful, even to specify minute details if that is of help. In complex scientific, historical, philosophical, or other documents, sometimes it is indeed helpful. In other contexts, a simpler set of tags is sufficient.

5.2.2 One size doesn't fit all

In the 1970s the emphasis was on building large systems and having all the records conform to their structure. This proved unworkable because of multiple inherent variations from one institution to another in the kinds of data that need to be captured. Since then the technologies for information management have greatly evolved, and emphasis is now on making custom-made data structures for each institution, then creating layers of translation metadata (called "metadata crosswalks") to allow systems to communicate with one another. Thus a user might do a single a search for archival materials having to do with Quakers imprisoned in particular jails during specific years, and the enhanced system could return records from all participating archives, the metadata crosswalk mapping the field tags used in the various archives to the corresponding ones used in the search.

Given the importance of the Canadian Quaker Archives as the record of Quakers in Canada, there is every reason to ensure that we maintain vigilance with regard to rigorously creating and structuring information about records we hold. The work completed to date is commendable, and now is the time to secure good practice by establishing firm procedures for carrying out the work to come.

5.3 Getting digital versions of legacy documents

The overall goal of making all the content of an archive available online necessarily involves getting digital representations of documents created before computers existed. There are many advantages to having such versions, including saving users travel time and expense to consult the documents, saving wear and tear on ancient documents, making possible computer searches through the text, fostering new kinds of research not possible without a digital version.

A scanner is the tool used to get a digital copy of a paper document, be it handwritten, typewritten, a photograph, a drawing, or a map. Various resolutions are available, and the highest resolution available on the scanner used is recommend for archival copies because it offers the best quality. Fortunately many printers available on the market also integrate a scanner and a photocopier. Where textual documents are concerned, two stages are required to make the document searchable.

5.3.1 Getting an image of the document

The first step in the process is to scan the document to get an image of it. By using the highest resolution available, the best image quality is obtained. This pays off if the document is later enlarged, for example to make a poster or to look at some detail more closely. The file size of higher-resolution documents is also larger than otherwise, but storage is now relatively cheap, even for archives with a large volume of documents.

Once the image of a textual document is obtained, the document can be read by human eyes but not by a computer. This makes it already available for consultation, even remote consultation once it is online, but the text is not searchable.

5.3.2 Making the text searchable

A computer version of the text needs to be made in order for it to be searchable. Optical character recognition (OCR) is one way computers can make searchable text from the image of a page. The software scans the image of the printed page, and generates a text file, making its best guess as to what each letter is, based on its shape. A number of problems are involved in this process which generate unsatisfactory results. Over time, great strides have been made in improving the quality of the transcription, and the best software is now accurate to 99%. However, the inaccurate 1% means that there can still be about 15 mistakes per page, so that if this approach is taken, the text still needs to be reviewed and corrected before it is put online for users to consult. OCR works best with printed pages or typescript pages, but it it not yet very good with cursive writing, let alone ancient scripts often found in legacy documents that even human brains have trouble interpreting.

Users adopting OCR as a technology need to decide whether it is cost-effective in the long run. In our case, the Canadian Friends Historical Association already has a valuable mechanism in place in the form of volunteers who make transcriptions of documents for use online. It makes sense for us to continue to rely on this practice.

An argument can easily be made for offering both the images of pages of a document and a searchable text file of the content. Users might well want to see what the original looks like, and some might prefer to read documents this way. We can also imagine transcription errors here and there when the written text is unclear or ambiguous, and users could usefully signal these for correction.

5.4 Preserving digital documents

Since virtually all information is now created using computers, it stands to reason that storing and retrieving it will also be done using computers, as will preserving it for the long term. A look at what's involved is in order. Here we compare physical preservation of paper documents with digital preservation of electronic documents, with a view to understanding our best way forward.

5.4.1 Preserving physical documents on paper

Paper can be sat on a shelf and left for years, centuries, millennia even. If it is not burned, eaten by rodents, insects, or mould, and so on, the information it contains is entirely retrievable. It can even suffer a certain amount of damage of various kinds and although it may then be fragile, the information it contains can usually still be retrieved (see photo).

Earlier papers were made from cotton and linen rag, the long fibres of cellulose making it strong and durable. Starting from the 1840s paper made from wood pulp was manufactured on a large scale, responding to the need for more paper arising from large-scale production of printed materials. Around the 1950s it was discovered that the yellowing, breaking, and other deterioration seen in paper documents was due to acidity in the paper, inherent in the wood pulp used to manufacture it, causing it to oxidise relatively rapidly. A dramatic example is when you bring a newspaper to read at the beach, and see that it has

yellowed by the time you return home. The problem of acid paper is now more or less under control, and paper remains one of the most robust supports for information.

5.4.2 Preserving electronic documents on computers

Preserving electronic (digital) documents is much more complex than preserving paper documents. They cannot be sat on a shelf and left for long periods of time because none of the digital supports — not one — is stable for very long. In addition, any small anomaly (a tiny scratch, a fingerprint) can make digital supports unusable. Worse (and ultimately the overriding problem) is that you need a computer of some sort to read a digital document. Computers need to have all the pieces in place in order to display a document on a screen, including compatible hardware and operating system versions, the correct software and a correct version of it. All development of hardware and software is driven by commercial interests, and is constantly moving. After a relatively short time, older pieces are no longer supported by the manufacturer.

Because of this constantly evolving infrastructure world, digital documents need to be periodically "refreshed" (copied to a new support before the old one deteriorates), and "migrated" (the document saved using a newer version of the software so that it can still be read). Migrating brings an additional set of problems, in that a newer version often manages some data differently, eliminates functions used in creation of a migrated document, and so on, so that data can be altered in the process. In practice, this is not of great consequence with plain textual documents, except that sometimes the authenticity can then be in doubt. There are many more issues involved in digital preservation that do not need to be discussed here.

5.4.3 Usable preservation strategies for our archives

Proprietary (privately-owned) software can be very useful in creating information, but it is not a good bet for longterm preservation. Companies come and go, are bought and sold, unprofitable software products are drastically repurposed or simply eliminated, and so on. What is needed for longterm preservation are software and file formats managed by the World Wide Web Consortium or the International Organization for Standardization (ISO) or both, because these take into account the longevity of information and build mechanisms into upgraded standards that take into account records created using previous versions.

For textual documents such as those that make up the bulk of our holdings, the Portable Document Format (PDF) is recommended. PDF was a proprietary standard of Adobe but is now an ISO standard. There are several versions. PDF has the advantage of preserving the data in the original format, including typefaces used and placement of images. The "portable" in PDF means that all manner of hardware and software configurations can read it, so that documents preserved in PDF format can be consulted on virtually any platform.

More volatile than textual documents are photographs, film, video, and sound documents. Since the supports for most of these are unstable, a useful preservation strategy is to digitise them, which has the additional advantage of making them much easier to consult, since no special equipment other than a computer is then required. Although a number of considerations remain unsettled, there are usable industry and even some ISO standards available for longterm preservation of these formats. Since our holdings of these types of documents are minimal, discussion of how to preserve them in the long term is not necessary here. For now, we can think of using a commercial service to make digital versions and using a volunteer or student interested in audiovisual materials to create the metadata for managing them.

5.5 The integrated approach to information management

In the English-speaking world, at present the management of documentation is organised as records management for current and semi-active information, and archives for what is kept for the long term. Training for each of these is carried out in separate programmes, usually in different institutions. The integrated approach is adopted in some places, and more and more is considered best practice. It combines records management and archiving in a single continuum.

5.5.1 Records management

Keeping order in institutional records is critical to an organisation's functioning, and there are also legal requirements. With the widespread adoption of office computers, many techniques and systems for the management of records have been developed and their use is now widespread.

An important component of records management is the destruction of records that are no longer useful. This is a function of legal requirements combined with the need to consult an ageing document for any reason at all. When there is no such reason, the document can be destroyed. Documents deemed of permanent value are sent to archives.

5.5.2 Archives

Historically, archives are the repository for documents of lasting value. Usually they are unique, in that there is only a single copy of each document, and no other archive holds the same document. In contrast to this, libraries usually hold only published documents, other copies of which can be found in other libraries. Thus many, many libraries can hold a copy of the same work, but in archives the documentation is unique.

5.5.3 The integrated approach

The idea of a single approach to document management encompassing both records management and archiving can be seen as a consequence of using computers as the main tool for organising information. Interestingly, the relatively recent change of name from the CYM Records Committee to Archives Committee subtly anticipates the integrated approach, reflecting a recognition that our records need longterm care.

At the beginning of the life of a document, a computer is the instrument of creation. All through the life of the document, computers are used to manage it. At some point a decision needs to be made as to whether it should be retained (archived) or eliminated (destroyed). In both cases, a computer is again involved.

Using the integrated approach, ideally the system learns of the existence of a document the first time it is saved. The minutes of a meeting are typed up, the file is saved, and the system is aware of the new document, which is stored in its assigned place within the system, bearing a meaningful file name. Any modifications made later update the document, and all these are documented by the system and recorded as metadata.

Records retention schedules are created by archivists to manage the life of the document, so that for each type of document, the issues are discussed and decisions are taken, then recorded in the schedule. Some documents have a legal retention requirement of a specified number of years, after which they may be destroyed. This takes place only if the archivists see no further need for them. For some types of records, an occasional sample is kept as evidence and the rest are destroyed. When the destruction of documents is effected, metadata about the event is recorded so that nobody is left guessing as to whether the records are lost or destroyed. In the business of managing an organisation's documentation, ultimately only a very small percentage of documents created survive, so that archival science can be said to be more about deciding what to eliminate than about what to keep.

5.5.4 Practical applications for our archives

The CYM archives would benefit by adopting some practices of the integrated approach, but it does not seem reasonable (i.e. Quakerly) to impose them on Meetings or individual Friends. The appropriate stance to adopt would be to aid those seeking guidance by providing helpful tools and offering advice when it is sought.

In the short term, templates could be worked out for types of documentation that all meetings produce, such as minutes and committee reports. A shell document containing the appropriate ordering information including dates, page numbers, minute numbers, examples, and so on could be uploaded to the web site of the Archives. Recording clerks could download the template from the site and fill it in as a kind of form in order to produce their reports. In proposing the template for use by Meetings,

emphasis would be on how such a device facilitates storage and retrieval, making records more easily searchable because of the common structure they have.

Records retention schedules could be drawn up at the level of individual Meetings, since records that arrive in the vault in Newmarket are considered permanent. The archivist could help Meetings with this task. As recording clerks come and go, the retention schedule would help assure continuity.

6 Conclusions and recommendations

The two-week site visit in July and August 2021 allowed enough time to get a reasonably good idea of the state of affairs in the archives vault and the Dorland room. Hopefully the various issues as exposed in this report were seen in enough depth to draw conclusions solid enough for us to move forward in a useful and productive way.

In this section conclusions about what has been learned are drawn, and recommendations for how we might proceed are given. The hope is to offer enough food for thought so that decisions can be taken about the best ways to move forward.

6.1 Conclusions

Here we state what we believe can be concluded from our assessment following the site visit. Each conclusion appears as the title of a subsection, with explanations in the text.

6.1.1 The Canadian Quaker Archives are of prime importance to Quakers and others

The materials contained in the archives vault constitute the memory of Quakers in Canada. Without this documentation, we don't know where we came from, how we evolved in Canada, nor where we stand today. Without it, the way forward is obscured. This incomparable collection needs to be protected, preserved, and made available to Quakers, researchers, and other interested parties. Of course it already is to some degree, but with some effort, materials could be made much more visible and thus more available, so that use of this valuable resource would be greatly increased. This has already proven to be the case with all manner of documentation made available using the World Wide Web, especially when good metadata is attached to it, because it then is located in response to searches from all over the world.

The collection housed in the Dorland room is the most important collection of Quaker materials in Canada, and among the most important in the world. Much of the collection can be considered a rare books library, in that particular editions and imprints held would respond to criteria for inclusion in rare book collections of national and university libraries. Thankfully, ours has never been a lending library, so that the precious nature of much of the materials has been protected. Some effort in making this valuable resource known to various kinds of users would foster better returns on the considerable efforts made over the years to build this collection.

6.1.2 The archives vault and the Dorland room are in relatively good shape

Although a great deal of work is now needed to effect a levelling up to present-day practice, it was clear from the site visit that what has already been put in place rests on solid foundations. Very good decisions were made from the beginning concerning the physical storage conditions and the intellectual organisation of materials so that they can be retrieved when sought.

Physical storage conditions refers to the choice of the rooms, the furniture in the rooms including shelving, the containers used for protecting and storing documents, the equipment chosen for managing the documents, and the systems for controlling temperature and humidity and filtering the air to ensure that it is clean.

The intellectual organisation of documents in both the vault and the Dorland room conforms to good professional practice. In the vault, the most important archiving principle, *respect des fonds* (keeping materials in the order used by their creators rather than rearranging them to suit other considerations) seems to be honoured in all the boxes opened during the visit.

In the Dorland room, the classification scheme constructed exceeds accepted practice in that it is tailor-made to the needs of our specialised collection consisting almost entirely of materials directly related to Quakers and Quakerism. The InMagic software used to manage the catalogue is proprietary software that dates from 1983 and that has evolved over time. It is still adequate for our needs, but licensing for online use is prohibitive.

Information management is inextricably linked to technology, and thus is constantly evolving. Some stability is achievable by adopting widely accepted practices, especially those sponsored or approved by international bodies such as the World Wide Web Consortium (W3C) and the International Organization for Standardization (ISO). As we move forward to bring our collections up to present-day best practice, standards approved by either or both of these two bodies should be adopted.

6.1.3 There is enough work for at least one full-time archivist and a number of helpers

As we have noted, the work to date in both the archives vault and the Dorland room has for the most part been adequate and sometimes more than adequate. At issue now is the lack of resources for moving forward, mainly the serious problems of lack of space and lack of personnel. The somewhat messy appearance of both the archives vault and the Dorland room is a consequence of both these problems, exacerbated by the arrival of the Covid-19 pandemic which caused everything to come to a halt. On the other hand, the pandemic can be seen as a blessing in that it has forced us to stop, take a serious look at the state of things, and consider how to move forward once we are able.

At the very minimum, order should now be restored to a degree where day-to-day functioning can take place again and where some movement forward, however slow, is guaranteed, so that there is hope of bringing our collections up to present-day practice.

Whatever way it can be organised administratively, a full-time archivist should be hired as soon as possible so that the business of serving users can be restored and organisation of materials can be carried forward. Two archivists or one librarian and one archivist would not be too many, as each could then manage the appropriate part of the holdings in a more focussed way. Many hands make light work, so that if more people were available to help the professional staff, their services could also be put to good use. Since there is already a struggle to get sufficient funding to pay a single archivist, a number of volunteers who could commit to work on specific projects under the direction of the archivist could be invaluable in moving forward, if they can be found and trained.

6.1.4 The space problem is not going to disappear without help

The site visit showed all too clearly that the lack of space is the most serious problem we face in relation to the physical organisation of our collections. Although some small economies can be realised by reorganising parts of the archives vault, these will not be enough to circumvent the problem. In the Dorland room, no amount of rearranging will be of help. Materials are already stored in the most compact way possible, and the arrangement of furniture is as efficient as is workable, all the while managing to retain a beautiful esthetic appropriate for the nature of the collection. However, the library will soon burst at the seams, as it were, if more space is not found.

Each of these rooms needs more space just to accommodate the existing collections, let alone provide for the future. There is no way to imagine stopping acquisitions in the vault, as long as Canadian Yearly Meeting and its constituent Meetings survive, or are laid down for that matter. They inevitably continue to produce documentation, and records need to be made of ongoing activities. This is also true of the Canadian Friends Service Committee, perhaps the largest contributor to the archives. In the Dorland room, acquisitions will also be ongoing as more Quaker material is published and older materials are donated or otherwise acquired.

Some relief can be imagined by moving to digital storage, and as time goes by, archives that are completely digital may well be inevitable. However, because digital and networked technologies are unpredictable and precarious, and more seriously, largely in the hands of private interests, it would be grossly unwise to eliminate paper archives altogether. Because paper is much more robust than any digital storage medium, at a minimum paper copies should be held as a backup and under our own control.

We should investigate whether it is possible to expand either of the existing rooms into any available adjoining spaces at Pickering College. If so, we should make plans as soon as possible to carry out such expansion. If no adjoining space is available, we should investigate whether other spaces on the premises might be available. If so, we would need to conclude an agreement for use of such spaces as soon as possible, and plan for which materials would occupy the new space or spaces, and which would stay where they are.

In the longer term, a new building to house the library, the archives, a shared reading room and a small kitchen and lounge should be considered. This would need to be carefully planned to reflect good conservation practice and to provide adequate storage space for present and future needs, as well as a quiet space for users to work, all the while reflecting Quaker simplicity. Immediately obvious locations of interest are the campus of Pickering College and the grounds of the Yonge Street meeting house.

6.1.5 Immediate needs should be met first, while future work is planned

Along with attending to the physical storage issues, including alleviating the pressing problem of space and labelling the shelving and the boxes in the vault, the main immediate need is the intellectual organisation of archival materials in order to provide access to them. This involves initial activity in adopting the Rules for Archival Description (RAD), finding acceptable software to manage the description information created, and establishing the depth of description to be undertaken. Given the volume of work to be done, it is reasonable to start with identifying the various fonds in the holdings and giving a summary description of these. Along with this, the series and sub-series can be identified for the larger fonds, also described only summarily at first. This much description would already provide a good idea to users of what is available for consultation. Later, description at the folder and item levels can be carried out and the metadata added to the records. Alternately, a number of volunteer projects could each involve processing a small fonds and creating the description right down to the item level.

In consultation with the Archives Committee, the archivist should work out a plan for how this intellectual organisation would take place. What software should be used? What are the priority fonds for processing? Who can help with describing them? How can volunteers be found and trained? Estimates should be made of the time needed for each task, as well as what the logical sequence for processing would be. By using web-based tools, the information useful for processing and searching would be available to everyone concerned all the time, and updated constantly, so these should be preferred.

As these processes are undertaken and descriptions of the holdings coded to conform to the norms adopted, plans should be made to digitise existing collections with a view to making the holdings available online. Again, volunteers could be used and trained for this. Digital versions of documents can be added to the records describing them as the digital versions are created.

6.1.6 Easy does it, steady as she goes

Accomplishing all the work described here may seem a massive undertaking, and we might well question whether it is all necessary or not. Our aim has been to describe what is necessary for offering a useful working information environment for users of our material, and how we might bring our tools for managing it up to a workable level that conforms to best practice. As with any large undertaking, it helps to break it into manageable chunks that can be accomplished one at a time. For this to take place, the tasks need to be identified, prioritised, and sequenced, with milestones to help measure progress. With measurable goals, we will be able to track progress and know when we have reached the stage where activity has levelled off and maintaining the system is all that is required.

In this report, we have tried to identify at least in a general way what needs to be done, leaving the specifics to the archivist. Resources never seem to be abundant, but very useful work can nevertheless be carried out as resources are made available, and the work can be completed in chunks according to a plan that includes priorities and sequencing identified by the archivist.

6.2 Recommendations

This section incorporates our recommendations, following the site visit and some reflecting on what needs to be done. A number of these have been suggested by members of the Archives Committee and other Friends consulted during the process, and we are in unity with them. Except where there is no logical reason to do so, the recommendations are given in the order in which they should be carried out (although sequencing is more explicit in section 4.4), some being the basis for others that appear later on the list. The recommendations are numbered, each preceded by a letter to indicate whether it is a

short (S), medium (M), or long (L) term recommendation. Of course a number of recommendations can sometimes be carried out simultaneously.

6.2.1 In the short term

- S01 Hire an archivist as soon as possible
- S02 Return to their respective boxes materials now sitting on the floor in front of the west wall, just behind the archivist's desk, that were removed to construct the inventory, before they become lost
- S03 Enter the pencilled inventory data into the computer, produce the corresponding PDF document, and upload it to the web site to complete access to the online inventory
- S04 Gather in a single location within the vault materials that have not yet been processed, and make a summary inventory of them
- S05 Consult with the College's IT department to determine what is required to regain access to the school's network, then make the necessary upgrades
- S06 Ask staff of the College to repair the segment of track nearest the archivist's desk by gluing it to the floor, to prevent further deterioration that would make sliding the moveable shelves unworkable
- S07 Find the card catalogue with records of the exact order of boxes in the vault, which will help in labelling and ordering boxes. It was not located during the site visit
- S08 Apply the coding system for shelf addresses for the boxes in the vault, as explained in section 4.2.2 of this report
- S09 Create, print, and place stickers on the left vertical upright of banks and shelves to identify the box locations each houses
- S10 Adopt the DIN Schriften typeface for labels, as it is designed for legibility and is adopted in many countries for signage and display
- S11 Label the boxes in the vault in a uniform and systematic way, placing the labels in the bottom left corner unless there is a compelling reason for placing them elsewhere
- S12 Identify the various fonds held in the archives, stipulating for large fonds what the series and sub-series should be, then plan for making metadata records of each
- S13 Complete the inventory of materials in the Dorland room, including the vertical file so that all materials have a call number
- S14 Request monthly meetings and their committees to continue to hold their materials while we reorganise, after which we will be ready to receive them
- S15 Assign responsibility for an archives spotlight to appear in each issue the *Canadian Friend,* including news of progress in the work of the archives and a treasure from the vault or the Dorland room, as a way of showcasing these resources
- S16 Survey systematically the boxes in the archives with a view to transferring content to smaller boxes in cases where no further materials are expected to be added to a box
- S17 Put the bound volumes found on the west wall, Bank 2 into a box or boxes in order to gain some space and to better protect the volumes

6.2.2 In the medium term

- M01 Identify and investigate options for getting more storage space at Pickering College or elsewhere
- M02 Build inexpensive adjustable shelves in the space inside the door of the vault (61 cm wide and 38 cm deep) to use for supplies
- M03 Review how much of the shelving in the vault is used to store supplies and items being processed, as well as items that are not archival documents, with a view to housing them elsewhere to reclaim the space for document storage
- M04 Complete the shelf list in the Dorland room, on which some work has already been done
- M05 Create finding aids with our archives described at the fonds level, and make these available from our web site; as description at other levels down the hierarchy is created, add this to the finding aids

M06 Change the name of the Canadian Quaker Archives to the Canadian Quaker Library and Archives to better reflect the reality, as have the federal (Library and Archives Canada) and Quebec (Bibliothèque et archives nationales du Québec) institutions and national and smaller collections elsewhere
M07 Develop a programme to ensure that the library and archives are recognised as a valuable resource, both by Quakers and the public
M08 Identify historical societies and other organisations that have transcribed letters and recorded materials, and create links to these on the web site as a resource for users
M09 Identify other archives that hold Canadian Quaker materials, and create links to these on the web site as a resource for users
M10 Create a mechanism to help ensure that monthly meetings submit their materials in a systematic and timely manner
M11 Negotiate a redesign of some parts of the Quaker.ca web site so that the library catalogue and the archival finding aids as they come into existence are made visible and easily accessible
M12 Identify projects that could be carried out by interns, summer hires financed by federal programmes, and volunteers, including small and medium-sized fonds
M13 Investigate whether financial support and other resources can be negotiated with the Canadian Friends Service Committee, based on the importance and heavy use of their material
M14 Investigate whether it is helpful to return to the Sharon Temple some of their materials or artefacts presently held in our vault, in light of improved conditions on their site
M15 Develop guidelines for receiving artwork and other creations from Canadian Quakers
M16 Consider an outreach project to give AG Dorland's book to university libraries, public libraries, Quaker libraries, and church libraries that don't already have it, in order to put them to good use and reclaim the space they now take for document storage
M17 Since the quantity of audiovisual materials we hold is not important, propose processing them as a project for a library school student or a volunteer with an interest and some experience in audiovisual archiving
M18 Develop a disaster plan to ensure preparedness in the event of fire, flood, tornado, earthquake, or other catastrophe, so that losses can be kept to a minimum
M19 Identify chunks of work that could constitute summer projects for students and volunteers, such as preparing a small fonds for longterm storage, creating metadata to describe it, and labelling boxes to store it
M20 Calculate the carbon footprint our collections and activities generate, identify ways to reduce it if possible, and investigate how me might offset the carbon costs we incur

6.2.3 In the long term

L01 Digitise and transcribe our archival holdings to make them available online
L02 Make an assessment and a condition report of 19th and 20th century materials in the Dorland room, in order to evaluate damage incurred and requirements for repairing the damage as far as possible
L03 Plan a new building to house the Canadian Quaker Library and Archives, find the necessary funding, supervise the building process, then move the library and archives to the new building

APPENDIX 1
Linear metres of documents on the shelves in the vault

	Description of contents	linear cm	Notes

NOTE: Where "0" appears as the number of linear cm, the space has already been accounted for.

North wall

Bank 1 Shelf 1	3 boxes stacked Carr McLean legal size file folders	26	
	Paper roll (posters)	14	
Bank 1 Shelf 2	Boxes 0.1-1 to 0.1-6	79	
Bank 1 Shelf 3	Boxes 0.2-1 to 0.2-6	79	
Bank 1 Shelf 4	Boxes 0.3-1 to 0.37	84	
Bank 1 Shelf 5	Boxes 0.4-1 to 0.4-6	79	
Bank 1 Shelf 6	Boxes 0.5-1 to presumably 0.5-3	80	
Bank 1 Shelf 7	View obstructed, can see shelf is full, presumably 0.6-x"	80	
Bank 2 Shelf 1	Flat box, empty; document box ,empty; wood construction	85	
Bank 2 Shelf 2	Boxes 0.1-7 to 0.1-12	79	
Bank 2 Shelf 3	Boxes 0.2-7 to 0.2-12	79	
Bank 2 Shelf 4	Boxes 0.3-8 to 0.3-14	79	
Bank 2 Shelf 5	Boxes 0.4-7 to 0.4-9	80	
Bank 2 Shelf 6	View obstructed, 2 Hollinger boxes	67	
Bank 2 Shelf 7	Boxes	80	
Filing cabinet		37	
Drawer 1	Files and papers, about half full	0	
Drawer 2	Supplies, about 1/3 full	0	
Drawer 3	Transcriptions, mostly full	0	
Drawer 4	Supplies, about half full	0	
Sitting on top	2 Hollinger boxes, slide tray, Young Friends ring binders	0	
Bank 3 Shelf 1	3 empty slide? boxes	80	
Bank 3 Shelf 2	Hollinger boxes 1.1-1 to 1.1-2	67	
Bank 3 Shelf 3	Hollinger boxes 1.2-1 to 1.2-2	67	
Bank 3 Shelf 4	Hollinger boxes 1.3-1 to 1.3-2	67	
Bank 3 Shelf 5	Hollinger boxes 1.4-1 to 1.4-2	67	
Bank 3 Shelf 6	Hollinger boxes 1.5-1 to 1.5-2	67	
Bank 3 Shelf 7	Hollinger box 1.6-2	33	
Bank 4 Shelf 1	3 empty slide? boxes	80	
Bank 4 Shelf 2	Hollinger boxes 1.1-3 to 1.1-4	67	
Bank 4 Shelf 3	Hollinger boxes 1.2-4 to 1.2-5	67	
Bank 4 Shelf 4	Hollinger boxes 1.3-3 to 1.3-4	67	
Bank 4 Shelf 5	Hollinger boxes 1.4-3 to 1.4.4	67	
Bank 4 Shelf 6	Hollinger boxes 1.5-3 to 1.5-4	67	
Bank 4 Shelf 7	Hollinger boxes 1.6.3 to 1.6-4	67	

East wall

	No banks of steel shelving on this wall		The mobile shelving is right up against it

South wall

	Sharon Temple		Except for Dorland books
Bank 1 Shelf 1	1 flat grey box "Ark papers"	51	
Bank 1 Shelf 2	Document boxes 1 & 2	63	
	1 pkg 10 Dorland books	14	NOT archival documents
Bank 1 Shelf 3	Document boxes 3 & 4	63	
	1 pkg 10 Dorland books	14	NOT archival documents
Bank 1 Shelf 4	Document box 5	32	
	1 pkg 10 Dorland books	14	NOT archival documents
Bank 1 Shelf 5	Document boxes 6 & 7	63	
	1 pkg 10 Dorland books	14	NOT archival documents
Bank 1 Shelf 6	C/P document boxes 2 & 3	63	
	1 pkg 10 Dorland books	14	NOT archival documents
Bank 1 Shelf 7	C/P document boxes 4 & 5	63	
	1 pkg 10 Dorland books	14	NOT archival documents
Bank 2 Shelf 1	empty	0	
Bank 2 Shelf 2	1 pkg 10 Dorland books	14	NOT archival documents
Bank 2 Shelf 3	1 pkg 10 Dorland books	14	NOT archival documents
	Box "Fragile glass plate negatives"	18	
Bank 2 Shelf 4	1 pkg 10 Dorland books	14	NOT archival documents
	Box pamphlets s.d. "Recent..."	26	NOT archival documents
Bank 2 Shelf 5	1 pkg 10 Dorland books	14	NOT archival documents
Bank 2 Shelf 6	1 pkg 10 Dorland books	14	NOT archival documents
	Banker box with bible in bad repair	33	Belongs to Sharon Temple
Bank 2 Shelf 7	Wooden box of index cards	50	NOT Sharon Temple
	Books stacked on top	0	NOT Sharon Temple
Bank 3 Shelf 1	Green box labelled Microfilm	27	Label: Can Fd. June 1905 - May 1951
	Plastic bag with folders	0	Label: "TIMM duplicates/Do they want them?/We don't"
Bank 3 Shelf 2	Boxes 17.1-1, 17.1-2, 17.1-3	46	
	Dorland books	33	History of the Quakers in Canada
Bank 3 Shelf 3	Boxes 17.2-1, 17.2-2	29	
	Bankers box with Dorland books	33	History of the Quakers in Canada
	1 pkg 10 Dorland books	14	NOT archival documents
Bank 3 Shelf 4	Hollinger boxes 17.3-1, 17.3-2	67	
Bank 3 Shelf 5	Hollinger boxes 17.4-1' 17.4-2	67	
	1 pkg 10 Dorland books	14	NOT archival documents
Bank 3 Shelf 6	Hollinger boxes 17.5-1, 17.5-2	67	
	1 pkg 10 Dorland books	14	NOT archival documents
Bank 3 Shelf 7	Hollinger boxes 17.6-1, 17.6-2	67	
Bank 4 Shelf 1	Metal 5x7 in. card file box	25	Label: Central registry membership file
Bank 4 Shelf 2	1 pkg 10 Dorland books	14	NOT archival documents
	Hollinger boxes 18.1-1, 18.1-2	67	
Bank 4 Shelf 3	1 pkg 10 Dorland books	14	NOT archival documents
	Hollinger boxes 18.2-1, 18.2-2	67	
Bank 4 Shelf 4	Hollinger boxes 18.3-1, 18.3-2	67	
Bank 4 Shelf 5	Hollinger boxes 18.4-1, 18.4-2	67	
Bank 4 Shelf 6	Hollinger boxes 18.5-1, 18.5-2	67	
Bank 4 Shelf 7	1 pkg 10 Dorland books	14	NOT archival documents
	Hollinger boxes 18.6-1, 18.6-2"	67	
Bank 5 Shelf 1	Box US minutes	27	"Assorted US Yearly Meeting Minutes"
	7 packages US minutes	47	Packages from Wilmington & Philadelphia
	Plastic box thermostat cover	12	NOT archival documents
Bank 5 Shelf 2	1 box 19.1-1	7	

	Hollinger boxes 19.1-2, 19.1-3	67	
Bank 5 Shelf 3	Hollinger boxes 19.2-1, 19.2-2	67	
Bank 5 Shelf 4	Hollinger boxes 19.3-1, 19.3-2	67	
	Loose papers on top	0	"Location of old minutes"
Bank 5 Shelf 5	Hollinger boxes 19.4-1, 19.4-2	67	
Bank 5 Shelf 6	Hollinger boxes 19.5-1, 19.5-2	67	
Bank 5 Shelf 7	Hollinger boxes 19.6-1, 19.6-2	67	

West wall

Bank 1 Shelf 1	Suitcase with sticker "Fred Haslam"	41	Letters newspaper pages, small change purse with British coin, ledger books
Bank 1 Shelf 2	Hollinger boxes 20.1-1, 20.1-2	67	
Bank 1 Shelf 3	Boxes 20.2-1, 20.2-2, 20.2-3, 20.2-4	90	
Bank 1 Shelf 4	Boxes 20.3-1, 20.3-2, 20.3-3	82	
Bank 1 Shelf 5	Hollinger boxes 20.4-1, 20.4-2, 20.4-3, 24.4-4, 20.4-5	90	
Bank 1 Shelf 6	Boxes 20.5-1, 20.5-2, 20.5-3	90	
Bank 1 Shelf 7	Hollinger boxes 20.6-1, 20.6-2	67	
Bank 2 Shelf 1	5 boxes and a paper roll	90	Stuff from Fred Haslam
Bank 2 Shelf 2	Boxes 21.1-1, 21.1-2, 21.1-3	90	
Bank 2 Shelf 3	Boxes 21.2-1, 21.2-2, 21.2-3	39	
	Boxes 21.2-4, 21.2-5, 21.2-6	39	
Bank 2 Shelf 4	Boxes 21.3-1, 21.3-2, 21.3-3	43	
	Boxes 21.3-4, 21.3-5	22	
	Bound volumes, some wrapped	26	
Bank 2 Shelf 5	Box with Post-it "Rest of box 6 found!"	12	
	Bound volumes and other papers	66	
Bank 2 Shelf 6	Bound volumes, some wrapped"	75	
Bank 2 Shelf 7	Box marked "Anna Cook"	29	
	Box marked "Grindstone 3 of 4"	33	
Bank 3 Shelf 1	Open box with papers	40	
	Stacked books	17	
	Small box	16	
Bank 3 Shelf 2	Boxes 22.1-1a, 22.1-1b, 22.1-2	45	
	Wrapped volume	6	
	Box marked "Haight Family"	16	
	Box: "Page & Steele Commerce Court Project"	13	
Bank 3 Shelf 3	Green box of glass negatives	38	
	Small boxes of catalogue cards	14	
	Plastic box marked "label project"	0	
	Box of labels	23	
Bank 3 Shelf 4	3 stacked boxes of papers	30	
	Box: "Files to return to home locations"	46	
Bank 3 Shelf 5	Boxes and papers stacked loosely	55	
	3 large bound volumes stacked	36	
Bank 3 Shelf 6	Box: Simcoe-Muskoka MM (laid down)	31	The whole shelf is material from this Meeting
	Package of photographs	11	
	Ring binder, brown envelope	30	The brown envelope was given by Barbara Horvath to James Turner 2021.07.25 to put with the material from this Meeting
Bank 3 Shelf 7	Empty (boxes on floor in front of it)	0	
Bank 4 Shelf 1	Green box straddling banks	30	
	Grand & Toy box marked "Ella R Firth"	28	
	Black box marked "Fire in the rose"	23	
	picture frame under last 2 boxes	0	
Bank 4 Shelf 2	Box: CFSC financial reports, newsletters	33	

	Styrofoam, supplies, slides, paper	50
Bank 4 Shelf 3	2 boxes manuscript by Heather Kirk	30
	Book by Marian Fuller under boxes	0
	Paper roll beside book	0
	Cardboard tray marked "Bev"	26
	Box: "Ask Jane box"	23
Bank 4 Shelf 4	Stack of publications	24
	Box of index cards	22
	Plastic boxes of paper clips	13
	Stack with CD and papers	26
Bank 4 Shelf 5	Hollinger box:	
	Canadian Friend archival copy 1937-62	33
	Hollinger box:	
	Canadian Friend archival copy 1963-2000	33
	Box: Journal Quaker History	14
Bank 4 Shelf 6	Hollinger box:	
	Canadian Friend archival copy 2001-	33
	Hollinger box:	
	Canadian Friend copy 2 1937-1959	33
Bank 4 Shelf 7	Hollinger box:	
	Canadian Friend 2nd copy various years	33
	Hollinger box: Canadian Friend 2nd copy 1995-	33

Compact shelving on tracks along the east wall

The A-side is the side facing the north wall, the B-side is the side facing the south wall

Bank 1 Shelf 1A	Hollinger boxes 2.1-1 to 2.1-4	134	This whole bank is CFSC materials
	Stacked on top of A&B: large frame "David Willson Doan"	0	This belongs to the Sharon Temple
Bank 1 Shelf 2A	Hollinger boxes 2.2-1 to 2.2-4	134	
Bank 1 Shelf 3A	Hollinger boxes 2.3-1 to 2.3-4	134	
Bank 1 Shelf 4A	Boxes 2.4-1 to 2.4-5	145	
Bank 1 Shelf 5A	Hollinger boxes 2.5-1 to 2.5-2 then empty space	67	
Bank 1 Shelf 1B	Hollinger boxes 3.1-1 to 3.1-4	134	
	Stacked on top boxes 3.1-5 to 3.1-7	0	
Bank 1 Shelf 2B	Hollinger boxes 3.2-1 to 3.4	134	
Bank 1 Shelf 3B	Boxes 3.3-1 to 3.3-5	130	
Bank 1 Shelf 4B	Boxes 3.4-1 to 3.4-5	138	
Bank 1 Shelf 5B	Hollinger boxes 3.5-1 to 3.5-4	134	
Bank 2 Shelf 1A	Hollinger boxes 4.1-1 to 4.1-4	134	
	Stacked on top: Box 4.1-6 and box 3.1-8	32	
Bank 2 Shelf 2A	Hollinger boxes 4.2.1-3 (2 boxes numbered 4.2.1-3!!!)	134	
Bank 2 Shelf 3A	Hollinger boxes 4.3-2 to 4.3-4	101	
Bank 2 Shelf 4A	Hollinger boxes 4.4-1 to 4.4.4	134	
Bank 2 Shelf 5A	Boxes 4.5-1 to 4.5-4	134	
Bank 2 Shelf 1B			
	Stacked on top: large flat box, empty; prison reform poster	64	
Bank 2 Shelf 2B	Boxes 5.2-1 to 5.2-5	150	
Bank 2 Shelf 3B	Boxes 5.3-1 to 5.3-5	150	
Bank 2 Shelf 4B	Hollinger boxes 5.4-1 to 5.4-4	134	
Bank 2 Shelf 5B	Hollinger boxes 5.5-1 to 5.5-2	67	
	2 more Hollinger boxes not numbered (CFSC material?)	67	
Bank 3 Shelf 1A	Hollinger boxes 6.1-1 to 6.1-4	134	
	Stacked on top: 2 boxes numbered 6.1-5!!!		

	and 1 box not numbered	47	
Bank 3 Shelf 2A	Hollinger boxes 6.2-1 to 6.2-4	134	
Bank 3 Shelf 3A	Hollinger boxes 6.3-1 to 6.3-4	134	
Bank 3 Shelf 4A	Hollinger boxes 6.4-1 to 6.4-4	134	
Bank 3 Shelf 5A	Hollinger boxes 6.5-1 to 6.5-4	134	
Bank 3 Shelf 1B	Hollinger boxes 7.1-1 to 7.1-4	134	
Bank 3 Shelf 2B	Boxes 7.2-1 to 7.2-5	150	
Bank 3 Shelf 3B	Boxes 7.3-1 to 7.3-5	150	
Bank 3 Shelf 4B	Boxes 7.4-1 to 7.4-5	150	
Bank 3 Shelf 5B	Hollinger boxes 7.5-1 to 7.5-4	134	
Bank 4 Shelf 1A	Hollinger boxes 8.1-1 to 8.1-4	134	
Bank 4 Shelf 2A	Hollinger boxes 8.2-1 to 8.2-4	134	
Bank 4 Shelf 3A	Hollinger boxes 8.3-1 to 8.3-4 and 1 box not numbered	150	
Bank 4 Shelf 4A	Hollinger boxes 8.4-1 to 8.4-4	134	
Bank 4 Shelf 5A	Hollinger boxes 8.5-1 to 8.5-4	134	
Bank 4 Shelf 1B	Blue Hollinger boxes sideways 9.1-1 to 9.1-3	126	Placing boxes sideways seems to be to alleviate the problem of moving banks of compact shelving, as most boxes stick out past the limits.
Bank 4 Shelf 2B	Blue Hollinger boxes sideways 9.2-1 to 9.2-3	126	
Bank 4 Shelf 3B	Blue Hollinger boxes sideways 9.3-1 to 9.3-3	126	
Bank 4 Shelf 4B	Blue Hollinger boxes sideways 9.4-1 to 9.4-3	126	
Bank 4 Shelf 5B	Boxes 9.5-1 to 2 and 1 box marked 9.4-7?	126	The handwriting is unclear on 9.4-7
Bank 5 Shelf 1A	Boxes 10.1-1 to 10.1-4	150	
	Frame with photos and newspaper articles	0	
Bank 5 Shelf 2A	Boxes 10.2-1 to 10.2-4	150	
Bank 5 Shelf 3A	Hollinger boxes sideways 10.3-1 to 10.3-3	126	
Bank 5 Shelf 4A	Hollinger boxes sideways 10.4-1 to 10.4-3	126	
Bank 5 Shelf 5A	Hollinger boxes sideways 10.5-1 to 10.5-3	126	
Bank 5 Shelf 1B	Hollinger boxes sideways 11.1-1 to 11.1-3	126	
Bank 5 Shelf 2B	Hollinger boxes sideways 11.2-1 to 11.2-3	126	
Bank 5 Shelf 3B	Hollinger boxes sideways 11.3-1 to 11.3-3	126	
Bank 5 Shelf 4B	Hollinger boxes sideways 11.4-1 to 11.4-3	126	
Bank 5 Shelf 5B	Hollinger boxes sideways 11.5-1 to 11.5-3	126	
Bank 6 Shelf 1A	1 blue Hollinger box sideways no markings (Fred Haslam)	42	
Bank 6 Shelf 2A	Old boxes, frames, books being stored	150	Rather than leaving them on the floor probably
Bank 6 Shelf 3A	Hollinger boxes sideways 12.3-1 to 3	126	
Bank 6 Shelf 4A	3 blue Hollinger boxes sideways no markings	126	
Bank 6 Shelf 5A	1 box materials being stored no markings	40	
	2 Bankers boxes sideways no markings	84	
Bank 6 Shelf 1B	Boxes 13.1-1 to 13.1 -3	65	
	Box of photos no markings	16	
Bank 6 Shelf 2B	Books, frames, photos, phono being stored	150	
Bank 6 Shelf 3B	Hollinger 13.3-1 to 13.3-3	103	
	1 Hollinger box no markings, film can on top	33	
Bank 6 Shelf 4B	1 large box Eugene Knight books & tintype photos	79	
	1 Hollinger box sideways no markings "Walton"	42	
Bank 6 Shelf 5B	3 boxes sideways no helpful markings	150	
	2 film cans on top of 3rd box have labels and some info	0	

Bank 7 Shelf 1A	Mixed materials being stored piled high A&B	150	
Bank 7 Shelf 2A	Backs of 5 boxes on B side	0	Various boxes including document storage boxes
Bank 7 Shelf 3A	Backs of 5 boxes on B side	0	
Bank 7 Shelf 4A	Backs of 6 boxes on B side	0	
Bank 7 Shelf 5A	4 boxes no markings, incl. Elma Starr's winter bonnet	93	
	Lamp, rack for displaying bonnet	0	
Bank 7 Shelf 1B	See Bank 7 Shelf 1A	0	
Bank 7 Shelf 2B	5 boxes no markings	125	
Bank 7 Shelf 3B	4 boxes vague markings and 1 tube with photocopies	136	
Bank 7 Shelf 4B	6 boxes marked Marion Cronk 1 to 6	150	
Bank 7 Shelf 5B	1 Hollinger box no markings	42	
	Grey box with crossed out markings	39	
	Marion Cronk box 7	33	

Compact shelving on tracks in the centre of the room

The A-side is the side facing the north wall, the B-side is the side facing the south wall"

Bank 1 Shelf 1A	New flat and mounted storage boxes A&B	150
Bank 1 Shelf 2A	8 boxes from MMs and Coldstream MM minute book	150
Bank 1 Shelf 3A	9 boxes from MMs	128
Bank 1 Shelf 4A	4 boxes from MMs	113
Bank 1 Shelf 5A	8 boxes from MMs	99
Bank 1 Shelf 6A	9 boxes from MMs	128
Bank 1 Shelf 1B	New flat and mounted storage boxes A&B	0
Bank 1 Shelf 2B	3 boxes sideways from MMs	120
Bank 1 Shelf 3B	3 boxes sideways from MMs	120
Bank 1 Shelf 4B	3 boxes sideways from MMs	120
Bank 1 Shelf 5B	2 boxes sideways from MMs	80
Bank 1 Shelf 6B	2 boxes sideways from CYM	80
Bank 2 Shelf 1A	Large format paper supply A&B	104
Bank 2 Shelf 2A	4 blue Hollinger boxes not labelled	134
Bank 2 Shelf 3A	Supplies [move to proposed shelving behind door?]	110
Bank 2 Shelf 4A	Supplies [move to proposed shelving behind door?]	150
Bank 2 Shelf 5A	1 box MMs 1 box supplies 1 box empty	115
Bank 2 Shelf 6A	Deep wood frame, metal lengths A&B	150
	Aquariam with styrofoam heads for displaying hats A&B	150
Bank 2 Shelf 1B	Large format paper supply A&B	0
Bank 2 Shelf 2B	3 blue Hollinger boxes International committees/no marks/QCJJ	102
Bank 2 Shelf 3B	Supplies [move to proposed shelving behind door?]	150
Bank 2 Shelf 4B	Supplies, and boxes belonging to Pickering College	89
Bank 2 Shelf 5B	Audiovisual materials in a plastic bag	25
Bank 2 Shelf 6B	Wood frame, aquarium etc as in Bank 2 Shelf 6A	0

Bank 3 Shelf 1A	Boxes with hard drives, files, supplies, empty boxes A&B	150
Bank 3 Shelf 2A	4 boxes miscellaneous and 3 boxes MMs	150
Bank 3 Shelf 3A	Unidentified ring binders, cases, boxes, books	150
Bank 3 Shelf 4A	Unidentified documents, some in boxes	150
Bank 3 Shelf 5A	Hollinger boxes 28.4-1 and 28.4-2 + 2 other boxes	134
Bank 3 Shelf 6A	Empty	0
Bank 3 Shelf 1B	Boxes with hard drives etc. as in 1A	0
Bank 3 Shelf 2B	2 boxes sideways	80
Bank 3 Shelf 3B	1 box sideways from Halifax MM	42
Bank 3 Shelf 4B	Boxes, ring binders	150
Bank 3 Shelf 5B	Empty	0
Bank 3 Shelf 6B	2 boxes sideways	86
Bank 4 Shelf 1A	Empty box, posterboards A&B	85
Bank 4 Shelf 2A	Box 30.1-1	14
Bank 4 Shelf 3A	1 Hollinger box + boxes 30.2-1 to 30.2-4 backwards	150
Bank 4 Shelf 4A	4 Hollinger boxes, one identified 30.3-1	134
Bank 4 Shelf 5A	Hollinger boxes 30.4-1, 30.3-2, 30.4-3, 30.4-4	134
Bank 4 Shelf 6A	1 Hollinger box 31.1-1	34
Bank 4 Shelf 1B	Empty box, posterboards as in 1A	0
Bank 4 Shelf 2B	10 boxes not labelled	140
Bank 4 Shelf 3B	2 boxes 31.2-1 and 31.2-2 + 4 boxes not labelled	109
Bank 4 Shelf 4B	4 Hollinger boxes not labelled	134
Bank 4 Shelf 5B	Hollinger box 31.4-1 + 2 Hollinger boxes no markings	102
Bank 4 Shelf 6B	2 long wood boxes organ barrels from Sharon Temple	113

TOTAL LINEAR METRES OF MATERIALS ON THE SHELVES 19,682 cm or 197 m