



Associates of the Provincial Archives of New Brunswick

EXTRA! EXTRA!

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NEWS ON THE ASSOCIATES

The Associates met recently with the Minister of Supply and Services, the Honourable Bruce Smith, and his Deputy, Stephenson Wheatley. Mr. Smith spoke of the important role that the Provincial Archives fills in preserving government and private sector records for historical research and in directing records management for government. He also outlined the efforts of his Department to meet the Archives' need for additional space for the preservation of archival records. He thanked the Associates for meeting with him and for all their efforts in support of the Archives.

The Associates welcomed the opportunity to outline the projects in which they are currently engaged on behalf of the Archives, particularly their fundraising campaign for the purchase of the Isaac Erb glass negatives and their strategy to place additional microfilm readers at the Archives for the use of visiting researchers. They also raised the potential the Archives holds for educational programming for students and the public and their interest in promoting this aspect of archival programming.

The Associates were delighted with the Deputy's indication that the Department, in response to equipment needs of the Archives which they had previously identified, was supporting the purchase of two new microfilm readers, a photocopier with an attachment to protect bound volumes during copying, units for the play back of audio and video holdings and recorders for oral history projects.

The Associates appreciated the opportunity to discuss their interests with the Minister and Deputy and hope to repeat the meeting annually.

Associates Reception in Saint John

The Associates will host a reception at the Saint John Trade and Convention Centre at 5:00 PM on June 26, 1997. The reception, one of several being planned for New Brunswick communities, will provide an opportunity for the Directors of the Associates to discuss plans and projects with members and other interested individuals and to learn their views on the role, programs and services of the Provincial Archives.

The exhibit, *In the Wake of Dark Passage -- Ón mbád bán go dtí an tOileán Úr Irish Famine Migration to New Brunswick 1845 - 1852 An Imirce ó Éirinn go New Brunswick, Aimsir an Drochshaoil. 1845 - 1852*, will be previewed. The exhibit was researched and produced by the Provincial Archives in cooperation with the Famine 150 Committee to commemorate the 150th anniversary of the great Irish famine.

NEWS FROM THE PROVINCIAL ARCHIVES

Retirements

Myrna Spencer

On 31 March 1997, Myrna Spencer retired from the Archives after 18 years with the provincial public service. For the past two years she had been the receptionist at the Provincial Archives and was the Archives Assistant who introduced researchers to the Archives. To those who only deal with the Archives by phone, hers was possibly the only voice they knew. Myrna had transferred from the Department of Supply and Services Systems and Technology Branch, a branch where machines are paramount, to the Archives where people are the focus of research activities. Myrna was the continuity in the Public Service Section; most staff work there as an adjunct to their responsibilities in other units. Myrna's professionalism and genuine interest in helping the researchers get on with their quest will be missed by staff and researchers alike.

Robert Fellows

At the end of December, after 29 years employment at the Provincial Archives, Robert Fellows took early retirement. He began his career in 1967 while a history student at the University of New Brunswick where he had been introduced to archives in a course on Archives Administration given by Hugh Taylor, the first Provincial Archivist of New Brunswick. This was in advance of the Archives official opening in May 1968

After his work as a student, Bob worked in many areas of the Archives. He established and headed a Genealogical Section, then moved to the Photograph Section, Manuscripts, Government Records, Cartographic and Architectural Records and returned to the Public Service Section.. In that time he worked on many projects but he never left genealogical research. He introduced many practices to assist genealogists that are the basis of the Archives much complimented service to genealogists.

Bob's publications include several major guides for genealogical research and many articles on genealogy and other subjects including the Archives photograph collection, the Office of the Surveyor General and the administration of the land-granting system in New Brunswick. He has been much in demand as a speaker and instructor on genealogical topics at workshops and conferences, locally, nationally and internationally. He designed and taught for many years a genealogy course at the UNB Extension Department and has instructed the family history Elder Hostel program each summer since 1980. He represented the Provincial Archives on the Genealogical Institute of the Maritimes and has served on its certification board. Bob has contributed greatly to the public profile of the Provincial Archives and in assisting researchers.

Hobbies that have occupied Bob's time have included cord-wood house construction, gardening, genealogical and historical research, and sports. He has two children and two grandchildren. His plans for retirement include warm winters and researching both his family history and that of his wife, Margaret. He has volunteered to carry out a number of projects at the Archives. One of these is an article for the next issue of *Extra! Extra!* about his years as archivist.

THE BONAR-LAW BENNETT BUILDING by Burton Glendenning

A headline in the *Daily Gleaner* of 14 May 1951 read; "**Fredericton Half-Holiday Proclaimed for Opening of New Library**". The library which the City Council warranted worthy of a holiday was the Bonar Law-Bennett Library. A new wing to the UNB Library had just been added with financing from Lord Beaverbrook and the name was being changed to honour Andrew Bonar Law, the New Brunswicker who was the only non British-born person to become Prime Minister of Great Britain, along with Richard B. Bennett, the only New Brunswicker to become Prime Minister of Canada.

The Right Honourable Richard Law, the son of Andrew Bonar Law, officially opened the building; Lieutenant-Governor D.L.MacLaren officiated. Lady Lloyd George, Chancellor of UNB, and Capt. R.V.Bennett of Sackville, brother of R.B.Bennett were in attendance. The proceedings were recorded on film by Associated Screen News of Montreal, and reporters from *Life Magazine* were present.

The building that opened with such a flourish is not often remembered today as an historic building, or even one of note. It is, however, a fine example of the Beaux Arts style, unusual in that it is of red brick. It is built in 5 sections; an additional section, the coal bin, disappeared when the new wing was built in 1951.

The building is 140 feet long, composed of two wings, each 50 feet long, and the centre block which is 40 feet long. The corners of the centre block, which protrudes two feet beyond the wings, has corners of a stone quoin construction.

Attached to the centre block is a well proportioned portico, constructed of stone with the roof supported by simple columns in a modified Doric style. On either side of this is one simple recessed window with an arch window on top. The second story window over the portico is a modified Palladian style.

Just below the cornice is the Latin motto *Ne Derelinquas me, Domine*. This is translated as *Forsake me not utterly, O Lord*: perhaps the prayer of students entering the library.

The front sections housed the public and administration functions of the library. It is a two story construction, but since the building is on a hill, the downhill wing appears to be three stories. The exterior is finished in red brick with buff brick and sandstone trim down to the sloping ground level. All windows are six over six; the basement and first level windows have buff brick lintels with keystones but without surrounds. Under each window is a square recess the width of the window. Running from the copper cornice to the first floor level are pilasters of buff brick. Below that, the pilasters are in red brick.

The two west or back sections, which house the stacks, are of a simple red brick industrial construction. Inside this section, the stacks rise five levels in a simple steel framework resting on a concrete slab. The framework for the second to the fifth levels is attached to the shelving up-rights. The floors themselves, which are only seven feet six inches apart, are of three-quarter inch cast glass. These glass floors are still in use.

The interior finish of the front wing was simple but functional. The second level was designed for administration and professional activities. The ground level was for a reading room and the circulation desk. All the finishes were red oak.

On the basement level, with the entrance on the west side, was the university bookstore. By the same entrance one gained access to the 'saw-fly room', a facility which was removed with the construction of the entomology building (now the Biomedical Engineering building) in the next decade. The inclusion of this facility in the library is ironic from a modern perspective as we know that bugs and books do not mix.

A south wing existed below ground as a coal bin for the furnace. Remnants of it are visible inside but a later wing addition was literally built over it.

The efforts to acquire a library building for UNB had begun as early as 1875. That year, McKenzie and Fairweather, Architects, prepared plans for a separate library and museum building. But these plans were never used and students and faculty continued to use one room in Kings College as a library until the late 1920s.

In 1928, two buildings, a Library and the Forestry and Geology Building, were designed to join the four existing buildings at UNB, namely Kings College, Memorial Hall, the Engineering building and the gymnasium which stood where the south wing of Head Hall now stands. They blend in with existing structures, a stipulation of the design.

The new library was planned by the President, Dr. C.C.Jones, with Clair Mott of Saint John the designing architect. Construction began in 1929 with funding provided by the Province. All furnishings were paid for by Charles E. Neill, Managing Director and Vice President of the Royal Bank of Canada and a native of Fredericton. By that time, Lady Beaverbrook Residence, a gift from Lord Beaverbrook, was also in the planning stages.

The new library was formally dedicated on 12 May 1931. Miss Mabel Sterling had been appointed the first librarian by the UNB Senate in 1930 at the princely salary of \$1200 per year.

In 1946, Dr. Alfred G. Bailey was appointed Honourary Librarian in addition to his duties as Dean of Arts and Professor of History. While it may have been an honour to be called a librarian, his duties were much more than those of any honourary position today, or then. He was *de facto* the CEO of the library and was soon in the thick of planning a new wing. In 1948 Lord Beaverbrook set up a library trust fund of \$250,000 for the construction of the Beaverbrook Wing. Dr. Bailey's duties extended to the interior design, the selection of furniture and finishes and the acquisition of books. He had to deal not only with the faculty and staff but also the benefactor of this new facility and the trustees of the fund established to finance this expansion. Unfortunately such 'honourary' work often goes unnoticed and unrewarded.

The library was designed by the firm of Moore, Beattie and Associates, all the principles of which were professors in the civil engineering department at the University. It was to consist of the Beaverbrook Recreational Reading Room on the ground floor, special collections on the second level and a corresponding stack area to expand book capacity from 57,500 volumes to 123,750 volumes. In addition, the Beaverbrook Room was to house the 12,000 volume non-circulating Beaverbrook Collection.

Design guidelines stipulated that the new wing would match the existing style. Initial plans called for the Beaverbrook Room to be finished in mahogany and the second level in red oak. Lord Beaverbrook did not approve and suggested a native wood be used. He rejected a second suggestion that native white birch be used, but heartily approved the use of bird's eye maple. This was sawed at Cassidy's Mill, a mill owned by O'Dell Lumber Company. The building today with the bird's eye maple finish is a testimony to his esthetic sense; it has stood the test of time.

The floor of the Reading Room was to be covered with a good quality, plain cardinal coloured carpet, and the room furnished with 10 cardinal coloured leather chesterfields, 8 matching chesterfield chairs, 6 tables for the alcoves, 24 chairs to match the tables and a special table for displaying special items. This table was to be made locally and Lord Beaverbrook stated that he did "not want (it) to give the room an institutional look." This was designed and built locally by Harper Archibald.

Construction was begun in the spring of 1949 by MacPherson & Myles Construction Company Ltd. of Nashwaaksis. This company had submitted the lowest tender at \$131,922 for the completed structure. The shelving in stacks were acquired for \$20,500 from Eastern Steel Products Ltd. and furnishings were budgeted for in the \$12,000 to \$15,000 range. Even with design fees and administration fees, and any unforeseen costs, that left well in excess of the \$50,000 mentioned for new books.

Dr. Bailey advocated the use of local suppliers for furnishings, often against the desires of the trustees. Tables in the Reading Room were constructed locally of maple and were covered with arborite. On the opening the *Gleaner* reported that "the tabletops are finished in matching cream-coloured plastic", an indication of the high regard in which that substance was held.

Around the mezzanine in the Beaverbrook Room was a wrought iron railing. It had been designed in a fiddlehead motif by Robert Hanson, a UNB student from Fredericton and a member of the graduating class of 1951.

The finishes in the Beaverbrook wing were only slightly more elaborate than in the original building. Most noticeable is some simple plaster molding around the ceiling. The red oak finishes in the original building remained.

In the second level of the Beaverbrook Wing were rare books, first editions, and archival collections. Newspaper reports on the new library always mentioned; the *Kipling Atlas*, inscribed to Lord Beaverbrook; a first edition of the first novel in English printed in Canada, *St. Ursula's Convent, or the Nun in Canada*, by Julia Catherine Beckwith of Fredericton; a copy of the *de luxe* edition of the Duke of Windsor's book, *A King's Story*, inscribed on the flyleaf "To Max from Edward", the **Winslow Papers**, the **Royal Charter of the College of New Brunswick**, the **R.B.Bennett Papers**. To the latter Beaverbrook planned to add those of Lloyd George and Bonar Law. This dream was never realized.

As the new wing was being built in 1950, Lord Beaverbrook made efforts to move the Provincial Library to the new library. He met with the premier, who seemed favourably disposed. Once this was completed, a school of librarianship would be opened with the then Legislative Librarian, Maurice Boone as professor. This dream too did not come to fruition but was an intriguing proposal at the time.

The Bonar Law-Bennett Building served as the UNB library until 1967 when, with the opening of the Harriet Irving Library, it became the Provincial Archives of New Brunswick.

ACQUISITION OF NEW MATERIAL

GOVERNMENT RECORDS - The Appraisal and Selection Process by Dale Cogswell

One of the most important, essential, and difficult tasks of the professional archivist is the appraisal and selection of records. Appraisal describes the process of determining the value of records for legal, historical, or other archival research. Part of the appraisal process is the determination as to whether the original record should be kept or could be reformatted for preservation of the information and destruction of the hardcopy. Selection is the process of dividing the records having values worthy of preservation from those without such value. For ease of discussion, these two processes are often subsumed under the one term of "archival selection".

Archival selection is important because it is essential that valuable records are identified and segregated from that portion of the total mass of source material created which has only very short-term usefulness. Imagine your consternation when dealing with a lawyer who could not find a will or deed because all paper records, including telephone bills, power bills, canceled cheques, correspondence, invoices, etc., were thrown together without file folders into unlabelled boxes. Efficiency and competence in every profession demands a records management system. In archives, as well as in any office, records management includes the selection of records for preservation or destruction. However, in archives unlike the selection in offices, the records are reviewed by professionals who did not create them but who specialize in the identification of records having long-term archival value.

The first level of appraisal occurs as Archives' records analysts work with departmental records staff to create accurate 'retention and disposition schedules' which apply to the body of records under consideration. This process is crucial to good records management because it is at this time, while records are in the hands of the creators, that valuable information describing the records can best be attained. Based upon a review of the records and the background information gathered, recommendations are made concerning disposition. Some items such as reference copies, for example, can be slated for destruction at year-end; items such as minutes or policy documents could be scheduled for transfer directly to Archives for permanent preservation as soon as they cease to be current in the office; while other records can be marked for later review by archivists specializing in historical records who will at that time seek to determine secondary research values.

Archival selection is a difficult task professionally but also on a higher plain, one might even say philosophically, because final decisions are being made about which records will "survive" and which will not. As we all know, some such decisions are easily made: in our homes, we have no difficulty destroying receipts for groceries purchased after a very short time, nor do we agonize over retaining for a very long time our deeds, wills, and family photographs. However, we go through intense mental exercises as we clean out correspondence files, house repair receipts, income tax files, etc. The fact that information will be irretrievably "gone" nags at us during this process. That we have no more room, that this material has never been used and that you cannot foresee any need for keeping the stuff, are the counter arguments which press themselves quickly upon us.

So, too, are the pressures upon the professional archivist during the selection process. A mistake forever costly to society is made if valuable records are destroyed: knowledge is lost and some aspect of human existence is clouded. Also, the rights of an individual, or society as a whole,

may be hampered if documents showing a legal responsibility are destroyed. A mistake of another type, but also costly, is made if insignificant and trivial records are kept: space is decreased for valuable records, organization is more difficult, arrangement and description are hampered, and the small portion of records of continual evidential and research usefulness are submerged in the mass of records without value.

Added to the existential weight of the selection process are various other difficulties. The archivist must understand the origins and characteristics of the records being selected so that the context and historical background of creation are adequately considered. The availability of time, staff, and the other resources necessary to effect the segregation, and a knowledge of the various techniques for such selection and segregation are also indispensable. Also, the archivist must be aware of the development of research methodologies and needs. But, of course, fundamental to the entire process is the professional competence of archivists to understand and identify administrative, research, and archival values within the body of records being selected.

PRIVATE RECORDS

MC18 **Park Family Papers**, (Miramichi), 1850-1924, 15 cm. A varied collection which includes: patent rights, shares in local companies, a painting on birch bark and political correspondence about the 1886-1887 election on the Miramichi

MC415 **Milltown Soldiers' Comforts Association Records**, 1917-1918 & 1940-1944, 3 cm. Minutes showing activities of Soldiers' Comfort group during two wars.

MC1926 **Trinity Anglican Church, Saint John Records**, 1790-1983, , 1.3 m., 18 volumes on four microfilms. Vestry Minutes up to 1983 were recently microfilmed.

MC1950 **Knights Of The Ku Klux Klan Circular No. 888**, [1935], one broadside. This controversial item from the 1935 Provincial Election reminds Klansmen not to vote for Allison Dysart, a Roman Catholic. Authorship of this item is attributed to the KKK - but this is not certain.

MC2479 **Elmsville, Charlotte County School Records**, 1926-1950, 1 microfilm. Primarily Attendance Registers for Elmsville, Parish of St. Patrick, Charlotte County.

MC2604 **Ku Klux Klan Of Kanada In New Brunswick Records**, 1925-1930 & n.d., 6 cm. (one microfilm). Primarily correspondence of G.E. Davies, King Kleagle, Carleton County, but also includes Klan Constitution, list of Officers, 1930 and list of Klaverns etc.

MC2608 **Moncton Teachers' Benevolent Society Records**, 1959-1975, 7 cm. These minutes, accounts, and other papers document the history of this Society which provided sick leave benefits to its members.

MC2611 **New Maryland Women's Institute Records**, 1915-1981, 12 cm. (1 microfilm).

MC2628 **Deaf And Dumb Institute, Saint John Broadside**, 1880, 1 page. This item outline's the Institute's work, the need for financial assistance and the names of the authorized collectors.

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The Associates of the Provincial Archives are members of the public who have volunteered to facilitate the activities of the Provincial Archives. They come from many walks of life and have diverse cultural interests. And in some way all had some connection with the Archives before this appointment. All have experience using the documentary holdings of the Archives. The Associates for 1996/97 are: Elide Albert, Greg Byrne, John Corey, Joseph Day, Cyril Donahue, Ernie Forbes, Joe Knockwood, Robert Kelly, Fernand Lévesque, Mary Biggar Peck, and Betty Sewell.

Marion Beyea, Provincial Archivist is the Archives advisor to the Associates. Fred Farrell, Manager of Private and Photographic Records is the Secretary-Treasurer.

CONTRIBUTORS

All contributions for this issue were prepared by members of the staff of the Provincial Archives of New Brunswick.

ARCHIVES WEB SITE

The Archives URL is <http://www.gov.nb.ca/supply/archives/index.htm>. For the uninitiated this means the Archives is 'on the Web'. General information is available on the Archives, its holdings, hours of operation and its programs as well as information on the Associates of the Archives. Also available are general guides to holdings and genealogical guides for each county. Individuals contacting the Archives via the internet are asked to provide their mailing address because most of the Archival finding aids and all of the documents are not available through WWW. This 'site' is still in development and will, in the future, include publications dealing with records management and electronic records, and information on exhibits and finding aids.