Trinity Western University
ARCHIVES

Report, 2018-2019 Academic Year
Public Service

This year TWU Archives managed 93 transactions, serving internal and external clients including records donors, administrators, staff, alumni, students, as well as scholars and heritage professionals from other institutions.

In terms of independent, unmediated research activity, the Archives homepage has recorded 850 visits since April 2018, and a total of 26,418 since 2003.

The Archivist also contributed to the following University initiatives:
- "Throwback Thursdays" - Alumni Association online feature
- Mel Smith Annual Lecture & Scholarship
- "Served on planning committee; created display"

The Archivist also contributed to the following Library initiatives (February-April):
- Provided 36.5 hours of library reference support, including a shift during the Library Long Night of Procrastination (April 5)
- Manages the library’s social media accounts; in particular Twitter and Instagram (began the latter account on April 8)
- Provides weekly content for the library’s blog; in particular, New Titles Tuesdays and What we were eReading posts
- Initiated an inventory of the fine art held in Alloway library

In May 2018, Sylvia Stopforth, long serving University Archivist retired after 24 years. She continued on two days a week till a successor was secured. On February 4, Tracey Krause became Trinity’s second University Archivist. The following report is a hybrid of both archivists’ accomplishments during a year with limited hours of service.

Since April 2018, the Archivist has:
- managed 93 transactions
- received custody of 2.22 linear meters of textual (paper) records, 466 MB of digital records, and over 117 audio/visual records from various University departments
- hired, supervised and mentored a student assistant (121 hours)
- initiated an inventory of the fine art in the library
Since there is no campus-wide records management program in place at TWU, the University’s archival program relies on voluntary records transfers. This year 11 separate transfers and/or donations were received from University departments, alumni, and retired personnel.

Materials added to our holdings this year include:
- 466 MB of digital versions of the Mars Hill student newspaper
- 97 Mini DV videos tapes from the Pillar Yearbook
- 2.22 linear metres of unpublished textual records, including:
  - Board of Governors—minutes and reports
  - Senate, UAC, GAC, and other academic committees—minutes, agendas and other documentation
  - 20 audio-visual records (outside of the Pillar Yearbook transfer)
- ca. 135 posters promoting campus events and programs

The acquisition of 2.22 meters of textual records brings total archival holdings in this format to ca. 147.17 meters (linear measurement of boxes on shelves).

The Archivist met with the School of Arts, Media and Culture (SAMC) (28 February 2019) and the Department of History (12 March 2019) to raise awareness that TWU Archives is the university’s repository for institutional records. Discussions are in progress to begin the transfer of SAMC records—in particular, from the Theatre Department, on a regular basis.

### Systems

In accordance with established national standards, the archival database fulfills critical inventory functions and—in conjunction with the TWU Archives website (http://archives.twu.ca)—facilitates research by providing access to selected materials and curated collections.

The Archives database can be found at https://archivessearch.twu.ca/ and currently contains 17,004 records and records descriptions, which are “discoverable” via web browsers.

Over half of these - 9,113 – have digital assets attached. These include
- 8522 images
- 492 audio files
- 97 PDFs

### Projects

#### Ongoing Projects

The Archivist—with the assistance of a part-time Library staff member—continued to inventory and photograph the Archives Collection of Artifacts & Objects. To date 117 items have been uploaded online to the Artifacts and Objects Collection.

Projected 2019-20 Archives Plans include:

1. **Slide Digitization**
   - The identification, description and digitization of approximately 1,700 slides from the 1960s to the early 1980s that document academic life at the Langley campus.

2. **Administrative Policies and Procedures Audit**
   - Conduct an administrative audit of internal policies and procedures to identify gaps in the Archives, and update documentation.

### Professional Service

The Archivist enjoys opportunities to contribute to the professional Heritage Sector community. In February, the Archivist reached out to Fraser Valley Region Archivist Group and made introductions. A formal meeting is scheduled for June 4 hosted at the Chilliwack Museum and Archives.

The Archivist served as Past President for the Archives Association of Ontario (AAO), https://aao-archives.ca/, and looks forward to connecting with the BC heritage sector. The Archivist presented in a panel discussion with colleagues from Library and Archives Canada and OurDigitalWorld on the topic “Stop the Presses: Advocating for Ontario’s Local Newspapers” at the 2019 AAO Conference in Belleville, Ontario on May 10. In addition, the Archivist coordinated and secured conference sponsorship.
Looking Forward

Moving forward, there are many areas within TWU Archives that require attention; listed below are areas of focus within the next few years.

1. **Records and Information Management Program**
   In continuing past concerns, the University needs to identify an effective means of managing its electronic records and ensuring that those of enduring legal, fiscal, or historical value are properly preserved and safeguarded. To this end, serious consideration should be given to establishing a campus-wide records management program, ideally in conjunction with a fully supported archival program.

2. **Increased Space**
   Storage space is at a premium in TWU Archives, and the addition of compact shelving (if the floor is weight bearing) in the Archives would go a long way to address this concern and provide for future growth. In addition, the designation of permanent exhibition space on campus will provide a tangible way for the Trinity community to engage with the institutional heritage.