MISSION

The Archives and Special Collections serves as the recorded history of Trinity Western University. Through the acquisition and preservation of university records and collections, in all formats, that support scholarship which further the educational aims of the university, the Archives and Special Collections promotes, provides access, and disseminates these records and information through reference services and online research tools.

OVERVIEW

TWU Archivist acquires, appraises, describes, preserves, and makes accessible records of enduring value to the university – in all formats – according to established professional standards. The Archivist also provides professional research and library reference support to students, staff and faculty, alumni, and researchers.

The academic year was one of growth and opportunity for TWU Archives and Special Collections. Highlights include:

- managed 102 transactions
- received custody of 28.15 linear meters of textual (paper) records, 14.4 GB of digital records, and over 130 audio/visual records from various University departments (including 71 cm of print photographs)
- hired, supervised, and mentored two student assistants (88.5 hours)
- became the official repository for the records of Pacific Theatre, a faith-based Vancouver theatrical company
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This year TWU Archives and Special Collections managed 102 transactions, serving internal and external clients including records donors, administrators, staff, alumni, students, as well as scholars and heritage professionals from other institutions.

The Archivist spent a total of 35 hours and 11 minutes on external, internal and students’ research requests. There were 8 researchers who collectively spent 51 hours and 57 minutes accessing archival collections, including the Mel Smith fonds, the Robert N. Thompson Collection, and internal Trinity administrative records.

The Archivist gave 6 tours of TWU Archives and hosted two class visits from the Religious Studies Department who viewed the Codex Vaticanus facsimile, a 1587 Septuagint, and an 1841 English Hexapla from the Rare Book Collection.

The top demographics requesting archival services include faculty, staff (including the campus offices of Finance, Campus Facilities, Admissions, and the Office of Research and Graduate Studies), followed by external researchers and Trinity administration (see Archives Request Breakdown graphic).

The last chart documents research inquiries over the last twenty years. Over the 2018-19 year, a new reporting structure was implemented resulting in a lower representation from the previous year.

Fun Fact: Did you know that Faculty House was originally located on the site of Alloway Library? In 1988, TWU relocated this building beside Seal Kap to begin construction of the new library on campus. In addition, both Seal Kap and Faculty House were buildings from the Seal Kap Farm property. --Instagram Post, June 13, 2019
The Archivist contributed to the following campus initiatives:

- Provided historical images and content to the Alumni Association for their “Throwback Thursdays” online feature.
- In cooperation with the Development Department, TWU Archives housed, inventoried, and displayed The Remnant Trust Inc. loaned manuscripts collection.
- Collaborated with the History Department to highlight a collection of print library material through four blog posts honouring Black History Month Must Reads.
- Facilitated discussion with Qin Qin Zhang, Elizabeth Kreiter and Alethea Cook regarding the development of the Thesis 360 Project, a virtual portal for graduate students to submit their thesis requirements. The discussion mapped out the process and identified areas of improvement, consolidation, and opportunity.
- Organized with Faculty member Dr. Andrew Perrin, Assistant Professor of Religious Studies, Co-Director of Dead Sea Scrolls Institute, the re-rolling and placement the 16th Century Moroccan Torah Scroll by undergraduate students on September 9.
- Updated signage to showcase the 16th Century Moroccan Torah Scroll enclosure.

The Archivist also contributed to the following Norma Marion Alloway Library initiatives:

- Provided 88 hours 45 minutes of library reference support.
- Contributed 56 hours of online chat reference through AskAway.
- Managed, provided content, and coordinated the library’s social media platforms (for analytics, please reference The Norma Marion Alloway Library 2019-20 Annual Report).
- Composed 93 blog entries for “Alloway Library News”; in particular, the weekly New Titles Tuesdays posts and communication regarding the library’s response to COVID-19.
- Planned and participated in the following Library events:
  - Long Night Against Procrastination (October 21 and February 24), developed marketing promotion for the February 24 event, and the TWU Archives held an open house to explore unique collections.
  - Amazing Race (September 3) activity during Orientation Week, oversaw a station and developed marketing around the event.
- Packaged and inventoried the C.S. Lewis book donation.
- Member of the Library Weeding Task Force charged with the development of a policy and procedure to undergo systematic removal of library resources based on selected criteria.
- Worked with Reference Librarian Qin Qin Zhang to systematically weed 18 bays of gift books.
- Proposed the development of a Rare Book Collection (non-circulating collection housed in TWU Archives) to support scholarship on campus with a focus on C.S. Lewis and the Inklings, religious texts (including bibles, codices, Hexapla), history of Trinity Western and Langley, pre-1950 missionary material, polemic texts, and Christianity in Canada.
- Assisted in the relocation of library resources in preparation of the renovation to the main floor.
- Participated in biweekly Library Management Team meetings.

New signage for the Torah Scroll cabinet.

Branded promotion for the Long Night Against Procrastination Library event.
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://archivesearch.twu.ca/ and currently contains 17,303 records and records descriptions, which are “discoverable” via web browsers.

Over half of these - 9,259 – have digital assets attached. These include

- 8,663 images
- 492 audio files
- 97 PDFs

PROJECTS

ONGOING PROJECTS:

The Archivist – with the assistance of two part-time student assistants – continued to inventory and photograph the Artifacts and Objects Collection, as well as digitize, describe a collection of slides dating from the 1960s to the early 1980s.

- **Artifacts and Objects Collection** – 56 images
- **Photograph Collection** – 87 images (see 2019-01-0001 to 2019-01-0080 & 2020-01-0001 to 2020-01-0007)

PROJECTED 2020-21 ARCHIVES PROJECTS:

- **Pacific Theatre Collection**
  Process the newly acquired donation through archival arrangement and description.

- **Drama Poster Digitization**
  Digitize Trinity’s Theatre Department theatrical production posters.

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

HOLDINGS

Since there is no campus-wide records management program in place at Trinity, the University’s archival program relies on voluntary records transfers.

This year nine separate transfers and/or donations were received from University departments, alumni, and retired personnel. The Archivist was active in acquiring the records of Pacific Theatre, a Vancouver theatrical company that was established in 1984, and as a result, TWU Archives is now the official records repository for this company. This donation directly supports scholarship on campus, especially that of the Theatre Department.

MATERIAL ADDED TO OUR HOLDINGS IN 2019-2020

28.15 linear metres of unpublished textual records, including:

- Pacific Theatre (22.34 linear metres) includes promotional material, production archives, Board records, policy documentation, and financial records.
- Board of Governors – agendas, minutes, and reports.
- Marketing and Communication - digital images and promotional material highlighting Trinity’s campus events including graduation, President Neil Snider’s retirement, and community life.
- Material related to the writing of a biography on Robert N. Thompson, including notes, publications, photocopies of original material, photographs and recorded oral histories (including 14 audio cassette tapes).
- 6 photo albums celebrating TWU Library Circulation Student Assistants.
- Various Trinity publications and administrative records.
- 82 posters promoting campus events and programs (2019-20).

The acquisition of 28.15 meters of textual records brings total archival holdings in this format to ca. 175.32 meters (linear measurement of boxes on shelves).

The images below are a selection showing the diversity of artifacts held in the Artifacts and Objects Collection.

![Image](https://example.com/image1)

**LEVEL OF DESCRIPTION**

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PROFESSIONAL SERVICE

The Archivist continues to be an active and engaged member in the archival and cultural heritage sector. Over the past year, the Archivist participated in the Fraser Valley Region Archivist Group meetings on June 4 at the Chilliwack Museum and Archives and on November 12 at the City of Surrey Archives.

On September 23, the Archivist along with Sylvia Stopforth (former Trinity Archivist), gave a presentation titled “Introduction to Archives” to volunteers at the Mennonite Historical Society of British Columbia (MHSBC).

In addition, the Archivist provided professional mentorship with two community members, as well as to highlight policies and procedures within small academic archives.

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
   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.

This report is submitted with appreciation for the support of University Librarian, Darcy Gullacher.