

Preserving and Providing Access to Canada's History

The Canadian Institute for Historical Microreproductions at 25 Years

Introduction

The Canadian Institute for Historical Microreproductions / Institut canadien de microreproductions historiques (CIHM/ICMH), a non-profit corporation, was established in 1978 at the urging of the Canadian research community. CIHM's initial mission was to preserve and disseminate on microfiche early printed monographs that contained information about Canada, were written by Canadian authors or had a Canadian imprint. At its founding CIHM received a one-time \$2 million grant from the Canada Council. Investment income from the grant, subscription sales and vigorous fund-raising ensured that there were sufficient funds to complete the initial mandated project and several others as well.

CIHM's task was to find materials that fit each project's defined parameters, persuade holding institutions to lend the materials for microfilming, make preservation-quality microfiche reproductions and publicize to the Canadian library community and public the availability of microfiche copies. So far CIHM has successfully completed five major projects to preserve and disseminate early Canadiana on microfiche, both monographs and serials, published in Canada and elsewhere from 1558 to 1920. CIHM is making steady progress with the microfilming and digital scanning of the current project, early Canadian government publications. These collections are available to researchers in Canada and throughout the world.

Many people have been involved in CIHM's projects, as employees, as supporters (by means material, moral and political), as advisors and as enthusiastic users of the collections. CIHM is grateful to them all.

The following pages describe significant events in CIHM's history, the assembled collections and ancillary projects, problems encountered and future directions.

Origin, Purpose and Events

In 1969 when the Canada Council discontinued a program of assistance to universities that had been established in 1966, the academic community responded with letters and briefs asking for renewed assistance. The Council responded by convening a group of librarians and scholars to advise on the problems facing university libraries and how best to alleviate them. Named the Consultative Group on University Research Libraries, the committee included David Esplin (University of Toronto Libraries), Pierre Gaudette (University of Sherbrooke Library), Lin Good (Queen's University Library), Douglas Lochhead (Mount Allison University), Ann MacNab (National Library of Canada), Ernest Reinhold (University of Alberta), Basil Stuart-Stubbs (University of British Columbia), Bernard M. Vinet (Laval University Library) and Hans Möller (University of Ottawa Library) as Chairman of the Group.¹

¹ Canada Council. Consultative Group on University Research Libraries. *Report of the Consultative Group on University Research Libraries*. (Ottawa : Canada Council, 1978), v.

In its *Report* published by the Canada Council in 1978, the Consultative Group on University Research Libraries recommended that “the Canada Council endow an appropriate organization with the sum of \$2 million, both principal and interest to be used exclusively for the creation of a Canadian microform collection ...”² This recommendation was based on an idea brought forward by two of the committee members, Hans Möller and Basil Stuart-Stubbs who, along with Ramsay Cook (York University), suggested a project to reproduce early Canadiana on high-quality microfiche. Since Canada did not have a national collection consolidated in one spot and the National Library was too new to have amassed significant collections of early Canadiana, they felt it would be an enormous asset to build a national collection on microfiche that would be available to all libraries. At that time, the Canada Council was preparing to move some of its programs to the organization that would become known as the Social Sciences and Humanities Research Council. As it happened, this change meant that there was an extra two million dollars in the Canada Council’s coffers and acting on the recommendation of the Consultative Group, this money was used to establish a microfilming program which became the Canadian Institute for Historical Microreproductions. CIHM was established through a wonderful convergence of idea and opportunity.³

The Consultative Group’s *Report* expressed concerns about the unevenness of Canadiana collections across the country, the lack of collections to support research, particularly 18th, 19th and early 20th century printed collections and the threat of deterioration to existing collections. CIHM was established to provide a solution to some of these problems and its objectives were: 1) to make printed Canadiana already in the country more easily available to all Canadians; 2) to make Canadiana not now in Canada available to Canadian libraries; 3) to make rare and scarce Canadiana widely available; 4) to bring together fragmented collections of Canadiana now available; 5) to ensure the preservation of Canadiana in Canada and elsewhere.⁴ These recommendations are also expressed in the Symons report, *To Know Ourselves*,⁵ prepared by one of CIHM’s founding board members, Thomas Symons.

The first project, pre-1900 Canadian monographs, was to last five years and produce a collection of 55,000 titles. However, the CIHM bibliographic researchers discovered that there was far more material than was anticipated. With supplements, that number has risen to 62,087 titles on 132,243 microfiche. In the course of their work they noted material that became the seeds of later projects. Over the following twenty-five years, CIHM has assembled and microfilmed these Canadiana collections:

- \ Pre-1900 monographs
- \ Pre-1900 annuals, almanacs and directories
- \ Pre-1900 periodicals
- \ Monographs 1900-1920

² *Report of the Consultative Group on University Research Libraries*, 26.

³ Telephone conversation with Dr. Hans Möller, March 18, 2003.

⁴ *Report of the Consultative Group on University Research Libraries*, 25.

⁵ Symons, T.H.B. *To Know Ourselves : the Report of the Commission on Canadian Studies*. (Ottawa : Association of Universities and Colleges of Canada, 1975-1984).

) Music – CIHM filmed approximately one thousand titles of sheet music from National Library of Canada collections; these have not been distributed. The current project, *Canada in the Making*, Canadian government publications to 1920, is delivered digitally. As of September 2003, CIHM has distributed 90,572 titles of early Canadiana on 270,181 microfiche. In addition, *Early Canadiana Online* contains 1,410,000 pages in more than 8,400 volumes.

The early years were exciting. Under the direction of Ernie Ingles, founding Executive Director and formerly the Head of the Department of Rare Books and Special Collections at the University of Calgary, all initial procedures were developed and put into action. These included staffing, bibliographic methods, microfilming procedures, contracts and building relationships in the library community.

The next step was to add cataloguing, since subscribers requested that the microfiche have good bibliographic access. Cataloguing of the pre-1900 collection was done after microfilming. The early microfiche production was very high and a backlog of items to be catalogued developed very quickly. The backlog was cleared about two years after the microfilming was completed which led to a revision of procedures. For all subsequent projects, cataloguing was done before filming which has been a big asset to the filming process as cataloguers are adept at spotting duplicates and other problems that are not immediately apparent in a physical inspection.

Marketing has been an important activity since CIHM does not have access to a steady source of funding and must continuously seek other sources of revenue. Catalogues highlighting portions of the collection were developed to promote sales to organizations that would not be interested in purchasing complete collections. The catalogues also help to promote single title sales to individuals and small libraries. Considerable effort is expended to obtain donations from foundations and other philanthropic organizations. CIHM has also explored the idea of partnerships to develop or reformat parts of its collections.

There has been some shifting of microfilming locations. At first there were camera locations in Ottawa, Toronto, Vancouver and at the Library of Congress. After a short time the Vancouver microfilming operation was discontinued because of difficulties with the microfilming agency. Since that time most microfilming has been done in Ottawa, with a satellite operation in Toronto. Filming at the Library of Congress ended with the pre-1900 monograph project.

Advances in technology have made quite a difference in CIHM operations. The use of networked databases on PCs meant that all operations from creating the bibliographic records to sending out the finished product are handled more efficiently and accurately. The Internet has also changed the way CIHM sends and receives information. And the implementation of digital scanning has changed the type of product delivered (from microfiche to scanned image), the timing of deliveries (from twice a year to monthly) and the method of delivery (from courier to Internet).

In the early 1980s CIHM employed as many as 30 full-time staff. Divided into four groups the staff consisted of the administration (including the executive director, with an office on Cooper Street and later on Kent Street in Ottawa), bibliographic and production staff (with offices in the Library and Archives Canada building on Wellington Street), and cataloguers and data input technicians (located in Hull, now Gatineau, near the National

Library of Canada⁶ cataloguers). The bibliographic staff was reduced in the mid-1980's when the pre-1900 monograph filming was near completion; the monograph cataloguing group was disbanded in 1988 as only two or three cataloguers were needed for the annuals and periodicals projects; and the administration moved to the Library and Archives Canada building in 1992.

At present there are eleven full-time employees at CIHM. Of those eleven, four (Céline Bélanger, Louise Boucher, Lucie Sauvé and researcher Christine Veilleux) have been with the Institute almost since the beginning.

The Collections: Bibliographic Background and Contents

Once collection parameters were decided, the first step in each microfilming project was the gathering of bibliographic data. CIHM has generally used two approaches, more or less in tandem: searching for relevant titles in bibliographies and library catalogues and examining collections on-site, volume by volume. The following is a description of the bibliographic work and collection contents of each project.

Phase 1 – Pre-1900 Monographs (1979-1986)

Contents: 55,582 titles on 119,728 microfiche

The collection parameters were determined by the founding board of directors, under the chairmanship of Ramsay Cook. The initial pre-1900 monographs collection is the broadest in scope of all CIHM collections. CIHM researchers were directed to look for pre-1900 materials in the following categories: 1) works by Canadian authors published in Canada or abroad or by authors who were born in Canada and later moved elsewhere; 2) works by authors who had immigrated to Canada or who had lived in Canada for extended periods of time; 3) works with Canadian imprints; 4) works with Canadian content.

Armed with these instructions, CIHM staff pored over bibliographies and conducted on-site surveys to find available Canadiana. The bibliographic researchers were engaged in a huge task that revealed the richness of the collections in Canadian libraries. The initial surveys cast a wide net, acting on the principle that it was best to record everything at the time of survey and make decisions about inclusion or exclusion later. Information about material that was not suitable for the early monographs project such as early Canadian annuals, periodicals and even government documents was set aside and used for later projects.

The information required for the pre-1900 monograph project (collected before a personal computer adorned everyone's desk) was a paper-based system that resembled a library card catalogue with some task-specific variations.

The first working file was compiled from the National Library of Canada's National Retrospective Bibliography 1867-1900 (usually referred to as Retro), the Thomas Fisher Rare Books Library chronological catalogue, the imprint and desiderata catalogues of the

⁶ The National Library of Canada and the National Archives of Canada are in the process of combining the two organizations into one called Library and Archives Canada. In this paper the individual names are used when it is necessary to distinguish one part of the combined institution from the other for historical accuracy. The new name is used when this distinction is not required.

Osgoode Law Library at York University, and the shelf list of the Legislative Library of Nova Scotia. The following year, the National Archives catalogues and the catalogue on microfilm of the Séminaire du Québec were added. The Séminaire's collection was so rich that Christine Veilleux spent forty-four months on the survey⁷ and devised her own shelf locations for the material.

Researchers were sent to libraries, archives, museums and other institutions across Canada to gather information. A researcher has been working in Toronto almost continuously since 1980. Researchers at remote sites would send photocopies of title pages along with notes on pagination, illustrations, plates, explanatory notes, condition of the book, location and library call number to Ottawa, where bibliographic researchers would compare the information with their files to identify new records, variants, later editions or added locations for titles already in the file. New titles were also checked in the National Library of Canada database and the *National Union Catalogue Pre-1956 Imprints* for additional information. Catalogue cards were typed and filed by main entry, title and record number that provided a link to the record package containing the photocopy. The information had to be as complete as possible since the card files were used to select material for filming, to keep track of the filmed titles and to prevent duplication.

In the summer of 1983 CIHM hired students and later recruited volunteers to survey several National Archives of Canada records collections. They identified documents that were either not known to have existed or thought to have disappeared in thirteen records collections including: RG1 – Executive Council, 1764-1867; RG4 – Provincial and Civil Secretaries' Offices: Quebec, Lower Canada, and Canada East, 1760-1867; RG5 – Provincial and Civil Secretaries' Offices: Upper Canada and Canada West, 1791-1867; RG7 – Governor General's Office, 1774-1978; RG14 - Parliament, 1791-1867; George Brown; Sir Louis-Hippolyte Lafontaine; William Lyon Mackenzie; the Neilson Collection and Joseph Howe. The students and volunteers went through each box, folder by folder, making title page photocopies of relevant printed material and taking careful notes about the extent of the items found and their locations.

CIHM also surveyed the British Library collections, particularly the holdings of the Department of Printed Books. There was no subject access for this material at the British Library so CIHM developed a subject bibliography from other sources: the catalogue of the John Carter Brown Library and the listing of Canadiana published in the United Kingdom before 1763 compiled by Freda Weldon.⁸ Work at the British Library could be frustrating, as is suggested by Robert Montague's (CIHM bibliographer and later executive director) account of his experience: "Bibliographic work in any institution of the size and complexity of the British Library is slow going. What with catalogue searching, dealing with the multiplicity of forms, queuing for xeroxes, scampering from one reading room to another since books can arrive in any of five different places, as well as in coping with long delays in having requests filled, it was difficult to examine more than ten books in a day."⁹

⁷ Robert Montague and Patrice Landry. "Collections of Canadiana." *Facsimile* 3 (May 1987): 2.

⁸ Freda May Waldon. *Canadiana published in Great Britain, 1519-1763 : a list of books, pamphlets, broadsides, etc., [1930-50]*, manuscript deposited with the Canadian Bibliographic Centre, July 1950.

⁹ Canadian Institute for Historical Microreproductions. *Annual Report 1983/84*. (Ottawa : CIHM, 1984): 11.

By 1985, CIHM had collected 98,000 bibliographic records describing Canadiana to 1900. Of these, 52,000 were the product of on-site surveys and the remainder came from bibliographies and the National Library of Canada's National Retrospective Bibliography.¹⁰ The collection contains books and pamphlets about Canada, as well as material written by Canadians on almost every topic imaginable for the time. Books included in this collection were published in Canada, Europe, Great Britain, the United States and even the Caribbean. Some collection highlights follow.

Exploration – accounts of the earliest voyages to Canada and North America from travelers such as Cartier, Champlain, Lahontan, De La Salle, Hennepin, Cook, Hearne, Vancouver and many others. Some collections of voyages also contain fascinating accounts of travel to other parts of the world.

e.g. Lahontan, Louis Armand de Lom d'Arce, baron de, 1666-1715? *Suite du voyage de l'Amerique ou Dialogues de Monsieur le baron de Lahontan et d'un sauvage de l'Amerique : contenant une description exacte des moeurs & des coutumes de ces peuples sauvages : avec les voiajes du meme en Portugal & en Danemarc, dans lesquels on trouve des particularitez tres-curieuses, & qu'on n'avoit point encore remarquees.* A Amsterdam : Chez la veuve de Boeteman, 1728. (CIHM no. 48980).

Early description of life in Canada. e.g. Boucher, Pierre, 1622-1717. *Histoire veritable et naturelle des moeurs & productions du pays de la Nouvelle France, vulgairement dite le Canada / composé par Pierre Boucher, Escuyer Sieur de Gros-bois & Gouverneur des Trois-Rivieres, audit lieu de la Nouvelle-France.* A Paris : Chez Florentin Lambert ... , 1664. (CIHM no. 00001).

Frontier and pioneer life – includes the writings of Mrs. Traill, Mrs. Moodie and others. e.g. Traill, Catherine Parr, 1802-1899. *The backwoods of Canada : being letters from the wife of an emigrant officer, illustrative of the domestic economy of British America.* London : C. Knight, 1836. (CIHM no. 41930).

Native peoples – many aspects of native Canadian life are documented from first contact onwards; includes the originals of many Jesuit Relations.

e.g. Lalemant, Jerome, 1593-1673. *Relation de ce qui s'est passé de plus remarquable aux missions des peres de la Compagnie de Jesus en la Nouvelle France és années mil six cent cinquante neuf & mil six cent soixante : envoyée au R.P. Claude Boucher, provincial de la province de France.* A Paris : Chez Sebastien Cramoisy ... , 1661. (CIHM no. 36037).

History – accounts of major and minor events in Canadian history and local history.

e.g. Adam, G. Mercer (Graeme Mercer), 1839-1912. *Toronto, old and new : a memorial volume, historical, descriptive and pictorial, designed to mark the hundredth anniversary of the passing of the Constitutional Act of 1791 which set apart the province of Upper Canada and gave birth to York (now Toronto).* Toronto : Mail Print. Co., 1891. (CIHM no. 00774).

¹⁰ Robert Montague and Patrice Landry. "Survey Techniques," *Facsimile*, 2 (November 1986):13.

Literature and popular fiction – the collection includes the earliest Canadian novel. Brooke, Frances, 1724-1789. *The history of Emily Montague*. [London : Printed for J. Dodsley, in Pall Mall, 1769] (CIHM no. 28233), and some lesser known titles, many of which were published as “Robertson’s cheap series, popular reading at popular prices”: Holmes, Mary J. *Mildred, a novel*. Toronto : J.R. Robertson, 1877. (CIHM no. 29257).

Travel – many people visited Canada and published accounts of their observations and adventures.

e.g. Dickens, Charles, 1812-1870. *American notes for general circulation*. London : Chapman and Hall, 1842. (CIHM no. 34944).

Natural history – observations and descriptions of plant and animal life from the first explorers onward.

e.g. Dawson, John William, Sir, 1820-1899. *A hand book of the geography and natural history of the province of Nova Scotia*. Pictou N.S. : J. Dawson, 1848. (CIHM no. 37346).

Geology – many discoveries leading to the development of mining and other resource industries.

e.g. Dawson, George M., 1849-1901. *Report on the region in the vicinity of the Bow and Belly rivers, Northwest Territory : embracing the country from the base of the Rocky Mountains eastward...* Montreal : Dawson, 1884. (CIHM no. 06519).

Agriculture – settlers and pioneers had to adapt to new climates and growing conditions.

e.g. Perrault, Joseph-François, 1753-1844. *Traité d'agriculture adapté au climat du Bas-Canada*. [Québec? : s.n.], 1831 (Québec : Fréchette) (CIHM no. 39890).

Religion - episcopal circulars and pastoral letters provide an interesting view of society and religious opinion of the time.

e.g. Église catholique. Diocèse de Montréal. Évêque (1840-1876 : Bourget). *Circulaire au clergé du diocèse de Montréal : l'apparition de M. Chiniquy a déjà causé de l'excitation dans notre ville, et il est à craindre que le mal ne se répande dans les campagnes ...* [S.l. : s.n., 1859?] (CIHM no. 49396).

Practitioners of most religions found their way to Canada and expressed their views and policies in print.

e.g. Presbyterian Church of Canada in Connection with the Church of Scotland. *A Pastoral letter from the clergy of the Church of Scotland in the Canadas to their Presbyterian brethren : on the subject now agitated between them and the clergy of the Church of England, relative to the appropriation of the lands reserved for the support of a Protestant clergy in these provinces*. [Montréal? : s.n.], 1828 (Montreal : Herald) (CIHM no. 21262).

Pamphlets – many express the personal and political views of the author – a precursor of talk television.

e.g. Kierzkowski, L. (Léon). *Trois lettres adressées à R. Laflamme de la ville de Montréal ... : et demeurées sans réponses : appel au tribunal de l'opinion publique...* [Montréal : s.n.], 1873. (CIHM no. 02580)

Phase 2 – Annuals Collection (1986-1987)

Contents: 2,443 titles, 10,885 issues on 17,308 microfiche

Supplement: 253 titles, 709 issues on 860 microfiche

The annuals collection contains almanacs, directories, annual reports, transactions and proceedings that were published in Canada. Records for materials in these categories that CIHM researchers had encountered while surveying pre-1900 monographs were held in a separate file and were augmented by the work of Linda Jones as part of her periodicals project and by additional research specifically for that purpose. CIHM also received assistance from Patricia Fleming, Anne Dondertman and Judy Donnelly (all from the University of Toronto) who were compiling a bibliography of Canadian almanacs¹¹ and from Mary Bond (Library and Archives Canada) who was compiling the bibliography *Canadian directories 1790-1987*¹² for the Library and Archives Canada.

Some examples from the CIHM collection follow.

Almanacs – perhaps the most widely published and read items available to early Canadians contain information on many topics.

e.g. *Der Hochdeutsche Neu-Schottländische Calender: auf das Jahr, nach der heilbringenden Geburt unsers Herrn Jesu Christi 1788*. Halifax [N.S.] : Gedruckt und zu haben bey Anthon Henrich ... , [1788?] (CIHM no. 35774).

Calendars - includes the calendars of several educational institutions including Acadia University, Bishop's College, McGill University, Mount Allison Ladies' College and Wycliffe College.

e.g. *Calendar of the McGill University Montreal*. [Montréal?] : The University, 1862-1867. (Montréal : J.C. Becket) (CIHM no. A01385).

Directories – very useful to genealogists; can also be used to learn about businesses active at various times and the development of towns and cities.

e.g. *Henderson's British Columbia gazetteer and directory*. Victoria [B.C.] ; Vancouver : Henderson Pub. Co., [1900?] (CIHM no. 17386).

Some of the directories were scanned in a joint project between CIHM and the Library and Archives Canada and are now available online at the Library and Archives Canada web site: <http://www.collectionscanada.ca/canadiandirectories/index-e.html>.

¹¹ Fleming, Patricia. "Canadian Almanacs/Almanachs canadiens : 1765-1900." *Facsimile*. 7 (May 1989): 9-11.

¹² Mary E. Bond. *Canadian directories, 1790-1987, a bibliography and place-name index*. (Ottawa : National Library of Canada, 1989).

Annual reports – from churches, missionary societies and charitable organizations.
e.g. Halifax Poor Man's Friend Society. *Annual report of the Halifax Poor Man's Friend Society*. Halifax [N.S.] : Printed for the Society by Holland, 1821.] (CIHM no. A02384).

Phase 3 – Periodicals Collection (1989-1994)

Contents: 1,389 titles, 61,745 issues on 62,221 microfiche

In February 1988 the Advisory Committee, chaired by Gayle Garlock (University of Toronto) recommended that CIHM microfilm periodicals with Canadian imprints to 1900.¹³ The time-span parameters were later extended slightly to include the complete runs of periodicals ending after 1900 but before 1920. At the urging of subscribers, CIHM did not knowingly microfilm any titles that were already available on microfiche or microfilm.

Preliminary work had already been done by Linda Jones who joined CIHM as a bibliographer. She was charged with the task of collecting information on Canadian periodicals to 1900. The project goal, funded by a SSHRCC grant, was to create a bibliography of Canadian periodicals to 1900. Over a seven-month period Linda Jones checked other bibliographies and searched through the National Library of Canada's online catalogue, DOBIS. The *Preliminary Checklist of Pre-1900 Canadian Serials*, containing records for periodicals, annuals and directories was published in 1986.¹⁴ Bibliographic researchers working in various parts of Canada were given copies of the bibliography and asked to verify and augment locations and holding information, and to update the CIHM file for periodicals. Among the topics covered are: agriculture, business, economics, education, hunting, literature, medicine, mining, philately, photography, phrenology, politics, religion, sports and recreation, trade, and transportation. In 1997, the Hannah Institute for the History of Medicine donated its microfiche collection of *Canadian Medical Periodicals 1826-1920* to CIHM. These have been incorporated in the CIHM periodicals collection to ensure their ongoing availability to interested individuals and libraries.

Many of the periodicals filmed by CIHM were assembled from multiple sources. Here are a few examples:

The Christian gleaner. -- [Halifax, N.S.? : s.n., 1833-1838?] (Halifax, N.S. : J.S. Cunnabell) (CIHM no. P04296) - 27 issues assembled from the collections of the National Library of Canada, Dalhousie University, the Public Archives of Nova Scotia, Acadia University, the University of Guelph and the University of Western Ontario.

The Mining record. -- Vancouver : [s.n., 1895-1908?] (CIHM no. P04018) - 105 issues assembled from the collections of the University of British Columbia and the National Library of Canada.

¹³ "Towards a National Preservation Policy Statement, a Draft Report of the Working Group Advising on the Preservation Microfilming of Periodicals." *Facsimile*. 5 (May 1988) : i-15.

¹⁴ Linda Jones. *Preliminary Checklist of Pre-1900 Canadian Serials*. (Ottawa : Canadian Institute for Historical Microreproductions, 1986).

L'enseignement primaire. -- [Québec : s.n., 1881-19--] (CIHM no. P04117) - 434 issues assembled from the collections of the National Library of Canada, York University, the Bibliothèque nationale du Québec and Université Laval.

Canadian photographic standard. -- Montreal : D.H. Hogg, [1893?-1899?] (CIHM no. P04128) - 6 issues assembled from the collections of the National Archives of Canada, the Metropolitan Toronto Reference Library and the Bibliothèque nationale du Québec.

L'amateur de livres canadiens. -- Québec : P. Gagnon, [188--189- ou 19--] (CIHM no. P06095) - 5 issues assembled from the collections of the National Library of Canada and the Séminaire de Québec.

Phase 4 – Pre-1900 Monographs Supplement 1 (1990-1994)

Contents: 5,538 titles on 10,789 microfiche

Additional supplement: 967 titles on 1,726 microfiche

CIHM had ended the original pre-1900 monographs project in 1987 but had collected enough additional information over the intervening years to warrant issuing a supplement. In January 1993 the Advisory Committee, chaired by Patricia Fleming, recommended that the collection consist of Canadian imprints (ephemera excluded); that multiple editions of titles already filmed not be included unless they had clearly been revised; and that titles remaining to be filmed at the British Library form a separate collection (exclusive of the first supplement's 5000 titles).

A large number of records (11,637) for the supplement were taken from the updated edition of the National Library of Canada's Retrospective National Bibliography. CIHM also obtained information from additional surveys, bibliographies and suggestions made by librarians and bibliographers. For example, 710 records came from Patricia Fleming's bibliographies, *Upper Canadian Imprints 1801-1841* and *Atlantic Imprints 1800-1820*,¹⁵ and another 254 from research by Patricia Fleming and Sandra Alston (University of Toronto) for their supplement to Tremaine's *A Bibliography of Canadian Imprints 1750-1800*.¹⁶ Additional titles were found in Yvan Lamonde's *La librairie et l'édition à Montréal, 1776-1920*¹⁷, Joyce Banks' bibliography, *Books in Native Languages in the Rare Book Collections of the National Library of Canada*¹⁸, Jennifer

¹⁵ Patricia Fleming. *Upper Canadian Imprints, 1801-1841*. (Toronto : University of Toronto Press in co-operation with the National Library of Canada and the Canadian Government Publishing Centre, Supply and Services Canada, c1988).

Patricia Fleming. *Atlantic Canadian Imprints, 1801-1820 : a Bibliography*. (Toronto : University of Toronto Press, c1991).

¹⁶ Patricia Fleming and Sandra Alston. *Early Canadian Printing : a Supplement to Marie Tremaine's A Bibliography of Canadian Imprints, 1751-1800*. (Toronto : University of Toronto Press, 1999).

¹⁷ Yvan Lamonde. *La librairie et l'édition à Montréal, 1776-1920*. (Montréal : Bibliothèque nationale du Québec, 1991).

¹⁸ Joyce Banks. *Books in Native Languages in the Rare Book Collections of the National Library of Canada*. (Ottawa : National Library of Canada, 1985).

Connor's research on the history of medicine and Elizabeth Driver's bibliographic research on Canadian cookbooks. CIHM also conducted on-site surveys at various locations such as the Canadian Museum of Civilization, the University of Western Ontario, the University of British Columbia, the Hamilton Public Library and Laval University and in numerous Toronto libraries such as the Metropolitan Toronto Reference Library, the Anglican Archives, the United Church of Canada/Victoria University Archives and York University.

A second supplement contains additional titles that CIHM did not know about or was unable to film in the course of the earlier projects.

While working on this collection, CIHM created an automated in-house bibliographic database for the first time using Inmagic software, the precursor of DBTextworks. Information about a book, including all available cataloguing information, size, pagination, contents, illustrations and notes was entered into the base bibliographic record. Information particular to an individual library copy, such as the physical condition of the item (e.g. damage, tight binding, etc.) was entered with the location so that the best available copy could be selected for microfilming. This database served as the model for the others that were to follow.

The Advisory Committee had mentioned a separate collection featuring titles unique to the British Library. CIHM has not yet come to a satisfactory agreement with the British Library. However, the National Library of Canada acquired a few of these items in the intervening years and CIHM has filmed them. One of these is the earliest title in the pre-1900 monograph collection: André Thevet's *Les singularitez de la France antarctique autrement nommée Amérique & de plusieurs terres & isles découvertes de nostre temps*. (A Paris : Chez les heritiers de Maurice de la Porte ..., 1558). (CIHM no. 94751).

Phase 5 – Monographs 1900-1920 (1994-2000)
Contents: 24,326 titles on 56,387 microfiche

The Advisory Committee, chaired by Gayle Garlock and later Yvan Lamonde (McGill University), met for the first time in February 1993. In addition to recommending that the collection cover a broad range of subjects in keeping with previous collections, the Committee recommended that the collection include: 1) monographs and pamphlets (more than 4 pages) published or printed in Canada; 2) the work of Canadian authors published abroad; 3) multiple editions of works by Canadian authors; 4) the first editions of textbooks. If the first edition was filmed as part of the pre-1900 collection, later editions would not be included.¹⁹

CIHM took a different approach to launch the surveys for this project. The jumping off point was the card version of the National Library of Canada's union catalogue. Over two summers, students were hired and instructed to pull all cards from the catalogue for titles that had a Canadian imprint and were published between 1900-1920. Using DB Textworks, CIHM created a database of 10,615 records. CIHM returned

¹⁹ Canadian Institute for Historical Microreproductions. *Preservation and Access, Canadian Monographs 1900 to 1920 : Report of the Advisory Committee for Phase III*. (Ottawa : Canadian Institute for Historical Microreproductions, 1993).

the cards to the National Library of Canada so that the records could be added to their database, AMICUS.²⁰

CIHM also received information from Patrick O'Neill (formerly Mount Allison University) on Canadian copyright material sent to the British Library and on Canadian drama,²¹ and from Elizabeth Driver's bibliography of Canadian cookbooks. Later on the file was augmented by the use of bibliographies and on-site surveys. Some of the bibliographies consulted for this project were: the *Maritime Pamphlet Collection*;²² *the Republic of Childhood*;²³ *A Bibliography of the Prairie Provinces*;²⁴ *Dictionnaire des Oeuvres Littéraires du Québec II 1900 à 1939*;²⁵ *A Bibliography of McClelland and Stewart Imprints*;²⁶ *Bibliographie du roman canadien-français 1900-1950*;²⁷ *Bibliography of Newfoundland*;²⁸ and *The Ryerson imprint*.²⁹ On-site surveys were done at libraries and archives which had not reported to the union catalogue and whose catalogues were not available electronically.

The greatest challenge in filming material for this collection was in obtaining copyright clearance. CIHM began a huge project to obtain biographical information about the authors, co-authors, editors, compilers, illustrators and others who were responsible for the Canadiana published between 1901 and 1920. Researchers in different parts of Canada looked through sources that were unique to their geographic areas, seeking any information that would tie a name to a particular work, the geographic location of the individual at time of death and the location of her/his descendants. In

²⁰ AMICUS Web, a tremendous resource, is free to everyone and was used extensively in the preparation of this paper. See <http://www.collectionscanada.ca/index-e.html>

²¹ Ettlinger, John R.T. and Patrick B. O'Neill. *A Checklist of Canadian Copyright Deposits in the British Museum, 1895-1923*. (Halifax, N.S. : Dalhousie University, School of Library Service, 1984-). O'Neill, Patrick B. *Checklist of Canadian Dramatic Materials to 1967*. (Waterloo, Ont. : University of Waterloo, c1983).

²² Holyoke, Francesca. *The Maritime Pamphlet Collection : an Annotated Catalogue*. (Fredericton, N.B. : University of New Brunswick Libraries, 1990).

²³ Egoff, Sheila. *Republic of Childhood; a Critical Guide to Canadian Children's Literature in English*. 2d ed. (Toronto : Oxford University Press, 1975). (CIHM was also advised of additions to be made to the new edition)

²⁴ Peel, Bruce. *A Bibliography of the Prairie Provinces to 1953, with Biographical Index*. 2nd. ed. (Toronto : University of Toronto Press, c1973).

²⁵ *Dictionnaire des oeuvres littéraires du Québec II 1900 à 1939*. (Montréal : Fides, 1980).

²⁶ Carl Spadoni and Judy Donnelly. *A Bibliography of McClelland and Stewart Imprints, 1909-1985 : a publisher's legacy*. (Toronto : ECW, 1994).

²⁷ Drolet, Antonio. *Bibliographie du roman canadien-français, 1900-1950*. (Québec : Les Presses universitaires Laval, 1955).

²⁸ Agnes C. O'Dea. *Bibliography of Newfoundland*. (Toronto : Published by University of Toronto Press in Association with Memorial University of Newfoundland, 1986).

²⁹ W. Stewart Wallace. *The Ryerson Imprint : a Check-list of the Books and Pamphlets Published by the Ryerson Press since the Foundation of the House in 1829*. (Toronto : The Ryerson Press, [1954])

Ottawa, researchers used the resources of the National Library of Canada collections, such as city directories, cemetery records, church records, newspaper indexes and obituaries to track down rights holders. The Internet was used extensively, especially telephone directories and databases of copyright holders. One researcher even visited a cemetery in Montreal in hopes of finding information about descendants on a headstone. If CIHM was able to identify possible rights holders, letters were sent requesting permission for microfilming. CIHM also made it clear that as a non-profit organization, it was unable to pay royalties. When rights holders were contacted, they were usually quite pleased to give CIHM permission to reproduce the works of their antecedents. Some sent in bibliographies of their antecedents' oeuvre, detailed genealogical records and occasionally books. After filming the books were donated to the National Library of Canada.

If CIHM was unable to identify rights holders, the names were sent to the various copyright collectives, most of which were unable to assist. The final step involved requesting licenses from the Copyright Board which had previously received CIHM's extensive documentation on its research methods. License requests were made on a title by title basis. CIHM sent lists of titles it wished to film along with the names of individuals for whom no information or descendants had been found along with copies of the replies from the copyright collectives. The Copyright Board reviewed the lists of titles, sent questions to CIHM if additional explanations were needed and then licensed those titles which they considered to have unlocatable authors or co-authors etc. If a license was granted, CIHM could microfilm the material, reproduce it in print form or on CD-ROM. The licenses also stated that if rights holders should come forward they would be paid a small royalty fee based on the number of copies made. So far none has come forward.

The collection contains monographs on many subjects, such as the writings of Maude Abbott, who was one of Canada's earliest women doctors and an authority on heart disease (e.g. *Clinical and Developmental Study of a Case of Ruptured Aneurysm of the Right Anterior Aortic Sinus of Valsalva*. [New York? : s.n., 1919?], CIHM no. 78006). The collection's extensive body of literature includes works such as Bliss Carman's *Pipes of Pan* (Toronto : Copp, Clark, 1906), CIHM no. 77854, Robert Service's *Songs of a sourdough* (Toronto : W. Briggs, 1907), CIHM no. 9-91677, and L.M. Montgomery's *Anne of Green Gables* (Boston : L.C. Page, 1908), CIHM no. 9-92046.

Phase 6 – *Canada in the Making* (Early Canadian Government Publications, 2001-2006) Digital collection. Contents (to October 2003): 5,021 volumes or 801,195 page images. Approximately 1,200 volumes or 250,000 images are added each year.

The Advisory Committee, chaired by Jean-Claude Robert (Université du Québec à Montréal), met in May and November of 1998. The committee agreed that CIHM should follow the IFLA definition of a government publication and recommended that the collection include: 1) all federal and provincial/territorial documents published up to and including the year 1920; (CIHM has revised this slightly and will duplicate material to 1900 only);³⁰ 2) materials published in Great Britain and France relating directly to

³⁰ E-mail from Beth Stover, Bibliographic Research Coordinator, CIHM. (March 19, 2003). Duplicating government publications to 1920 would extend the project by a couple of years, so the decision was made

Canada during the colonial period; 3) publications of international organizations of which Canada was a member or whose regulations and laws affected Canada; 4) judges' written decisions as published in official or semi-official law report series, court rules and court calendars, and selected factums; 5) all editions of an item (whether revised or not) except for bills; 6) the first reading of federal, provincial and territorial bills as well as passed bills;³¹ 7) both monographs and serials as a unified collection of official publications; and possibly include 8) indexes published after 1920 whose contents refer to pre-1920 official publications.³² To assist CIHM in setting priorities for such a vast quantity of material, the Advisory Committee recommended that legislative documents be given the highest priority.

Compared with earlier projects, which involved a broad-band approach (collecting as much information as possible and winnowing it down while selecting material for filming), CIHM's approach with the government publications project was to search primarily for Canadian legislative materials such as acts, colonial/territorial/provincial/federal debates, journals and sessional papers, bills, commissions of inquiry, departmental commissions, committee reports and court rules that were originally published before 1920. Many of the acts, commissions and committee reports were published separately and also collected in the sessional papers, books of statutes and journal appendices for each jurisdiction. The separately published items are checked against the volumes of collected materials for the applicable jurisdiction to ensure that they are not already included so as to avoid duplication. This process becomes easier as more titles go online.

Sources of information are as always a combination of on-site surveys and printed bibliographies. Among the bibliographies used are such works as: *Provincial Royal Commissions and Commissions of Inquiry, 1867-1982*,³³ *Catalogue collectif des impressions québécoises, 1764-1820*,³⁴ *Ontario Royal Commissions and Commissions of Inquiry, 1867-1978*,³⁵ *Acts of French Royal Administration Concerning Canada, Guiana ...Prior to 1791*,³⁶ Olga Bishop's bibliographies and Tremaine.

to stop at 1900.

³¹ For pre-1867 materials, if CIHM is unable to find a copy of the 1st reading of a bill, they will film the 2nd. So far less than 300 1st readings of bills have been found.

³² For additional information, including the text of the IFLA definition of a government publication, see the CIHM web site at: <http://www.nlc-bnc.ca/cihm/cihmgov.htm>

³³ Lise Maillet. *Provincial Royal Commissions and Commissions of Inquiry, 1867-1982*. (Ottawa : National Library of Canada, 1986).

³⁴ Milada Vlach et Yolande Buono. *Catalogue collectif des impressions québécoises, 1764-1820*. ([Québec] : Gouvernement du Québec, Ministère des affaires culturelles, Bibliothèque nationale du Québec, [1984])

³⁵ Susan Waintman and Ana Tampold. *Ontario Royal Commissions and Commissions of Inquiry, 1867-1978*. (Toronto : Legislative Library, Research and Information Services, 1980).

³⁶ Lawrence C. Wroth and Gertrude L. Annan; *Acts of French Royal Administration Concerning Canada, Guiana, the West Indies and Louisiana Prior to 1791, a List*. (New York : New York Public Library, 1930).

CIHM has received some funding from Canadian Heritage for this project with the proviso that titles subsidized in this manner be freely available to the Canadian public at the *Early Canadiana Online* web site. This accounts for the fact that part of the collection is open to everyone and part is available to subscribers only.

Phase 7 – Periodicals Online (2006/2007-)

The Advisory Committee, chaired by Paul Aubin (Québec, Québec), met on 25 January 2003 to consider all aspects of the project and make recommendations. The committee recommended that the project consist of Canadian periodicals to 1920. CIHM plans to scan from existent microfiche and microfilm and from originals subject to condition and availability of materials. Periodicals will be scanned in phases beginning with the pre-1867 titles. Copyright research has already begun. Additional information will be posted on the ECO web site, <http://www.canadiana.org>.

CIHM Collection Contents by Subject

The following is a table³⁷ showing the broad subject breakdown of CIHM collections so far:

Subjects	Pre-1900 Monographs	Monographs 1900-1920	Annuals	Periodicals	Gov't Pubs.	Totals
Generalities	7,136	366	358	168	5	8,033
Philosophy etc.	515	227	9	31	3	785
Religion	9,671	2,527	804	366	12	13,380
Social Sciences	17,003	5,810	930	303	1,660	25,706
Language	1,096	298	1	6	2	1,403
Natural Science	2,746	1,484	33	15	9	4,287
Technology	4,199	3,841	181	266	29	8,516
The Arts	1,736	748	59	100	1	2,644
Literature	2,217	2,968	1	33	0	5,219
Cdn. Literature	2,860	2,015	15	81	0	4,971
Geogr. & Hist.	15,953	3,247	417	61	148	19,826
Total	65,132	23,531	2,808	1,430	1,869	94,770

CIHM collections are never quite closed. Researchers sometimes discover new titles or CIHM is informed of items that could be included. At the very least, this information is added to the bibliographic files. Whenever possible, these titles are added to the collections as supplements.

³⁷ Table prepared by Judi McNeil, Cataloguing Coordinator, CIHM

Microfilming

CIHM began microfilming on November 20, 1979 using a Bell and Howell Step and Repeat Diplomat camera. The microfilming was done according to accepted standards. All materials are filmed with the open pages of the book facing upwards to the camera lens. The books rest in a cradle which can be adjusted to accommodate the thickness of the volume and thus reduce stress to the spine, covers and pages.

CIHM's microfilming procedures were reviewed in 1991 with the assistance of a Technical Advisory Committee. Standards developed by the Association for Information and Image Management (AIIM) and the American National Standards Institute (ANSI) generally used for microfilm were adapted to CIHM's microfiche production. The microfiche vendor does the normal testing to ensure that the film meets archival standards and CIHM conducts additional in-house tests of the resolution and density. A monthly methylene blue test is done by an outside agency. All technical data including reduction ratio, resolution and density of the preservation master and a second generation positive copy are recorded for each microfiche. All microfiche made since 1980 have targets at the beginning and show the reduction ratio used. All microfiche are inspected by CIHM and compared page by page with the book.

A condition report describing any weaknesses that a book may have is filled out when a book is borrowed. One copy is retained by CIHM and the other copy is given to the lending institution. This is intended to ensure that there will be no later debates about the condition of a book after filming. If a book appears too fragile or is missing pages, CIHM will look for a better copy elsewhere.

Microfilming production was very high in the early years and two shifts kept the Ottawa camera working for about 16 hours each workday. Satellite operations were established in Toronto, Vancouver and at the Library of Congress. The Vancouver operation began and ended in 1981 mainly because of difficulties with the vendor.³⁸ The Library of Congress microfilming continued until all Phase 1 pre-1900 monographs were microfilmed. The Toronto microfilming operation continued through all projects. All CIHM Ottawa microfilming is done in the Library and Archives Canada building.

Cataloguing

Cataloguing is the backbone of all CIHM collections. When CIHM was established, the intention was to produce a short-title catalogue to identify the titles in the collection. "This policy, when announced, evoked sharp protest among major research libraries in Canada. It was their experience that large microform collections, distributed without full cataloguing support, were rarely used to their full potential."³⁹ CIHM established a cataloguing group and has not looked back.

Cataloguing is done according to the current edition of Anglo-American Cataloguing Rules, level two description with one significant exception. The publisher field contains information about the original publisher of the book and the original

³⁸ Canadian Institute for Historical Microreproductions. *Annual Report, 1981*. (Ottawa : CIHM, 1982). pt. 2, p. 7

³⁹ Robert Montague and Patrice Landry. "C.I.H.M.: Its Origin and Purpose." *Facsimile* (No. 1, May 1986) : 6.

publishing date, if known. Information about the micropublisher, CIHM, is contained in a note. CIHM uses National Library of Canada authorities whenever they are available. Authority work is done for all other headings. Subject access is provided using Library of Congress subject headings, Répertoire de vedettes-matière and Dewey Decimal Classification.

All CIHM catalogue records are input to the current National Library of Canada database. The first one was an offline batch load system called IV-phase. This system was replaced by DOBIS, which was later replaced by AMICUS. The CIHM catalogue on microfiche (COM) and CANMARC tapes were derived from these databases. CIHM records were also added to the University of Toronto Library Automation Systems (UTLAS) and the Online Computer Library Center (OCLC) databases.

For many years subscriber access to CIHM records was provided only by means of a COM catalogue and CANMARC tapes loaded to the subscriber databases. The COM catalogue contained seven indexes: A. authors/titles/series; B. English subject headings; C. French subject headings; D. Dewey Decimal Classification; E. place of publication; F. date of publication and G. CIHM series number. The COM catalogue was re-indexed annually during the pre-1900 monograph project to incorporate new records. There was a hiatus during the periodicals project because the number of records produced each year was insufficient to justify the cost of re-indexing the COM catalogue each time. Subscribers were given a regularly updated printed catalogue with each shipment of microfiche. Eventually the COM was phased out when subscribing libraries regularly included CIHM records in their electronic catalogues. The last COM catalogue was produced in 1997 and contains records for pre-1900 monographs (including supplement 1), annuals, directories, almanacs, and periodicals.

CANMARC tapes were sent to subscribing libraries annually so that they could add the CIHM records to their catalogues. The tapes had to be loaded sequentially because later tapes contained corrections and changes to catalogue records that had appeared on previous iterations. At the completion of the pre-1900 monographs project it became clear to CIHM that very few subscribing libraries had loaded these tapes and some had lost them. In 1989 CIHM reissued this information in a four tape set. Subscribers were notified and many requested the set and loaded the records to their systems. The tapes contained more than 50,000 catalogue records, a substantial addition to any library catalogue. The COM catalogues and CANMARC tapes were all produced with the assistance of the National Library of Canada.

The advent of the personal computer and small system cataloguing software made quite a difference to CIHM cataloguing operations. For the first time it was possible to create a database that was geared specifically to a certain kind of material. For example, the total number of periodical titles filmed by CIHM was small, but keeping track of the many issues, their specific volume and issue numbers as well as the symbol of the lending institution was much easier using a database designed for that purpose. Also, the information could be exported to a word processing program to produce printed catalogues.

Judi McNeil, Cataloguing Coordinator, has produced many CIHM catalogues that feature particular parts of the collections. There are catalogues for directories, almanacs, and different subject areas such as history and geography, native studies, sociology, psychology and anthropology, religion and philosophy, science, technology, agriculture and medicine, language and literature, music and fine arts, political science, law,

education, and economics. Some of these catalogues were produced with expert assistance from outside individuals and organizations. For example, *Law to 1900* was compiled by Caron Rollins and Jann Lynn-George and is a co-publication with the Canadian Association of Law Libraries (CALL).⁴⁰ *Genealogy and Local History to 1900* was compiled by J. Brian Gilchrist and Clifford Duxbury Collier.⁴¹ The *Canadian Women's History Bibliography* was compiled by Klay Dyer, Sue Martin and Lucy Sussex.⁴² Other catalogues, such as native studies, English Canadian literature and French Canadian literature were compiled by CIHM staff acting under instruction from committees of experts who were brought together for that purpose. A complete list of catalogues can be found at the CIHM web site: <http://www.nlc-bnc.ca/cihm/cihmpubs.htm>. = html. = this link does not seem to work any longer

The *Canada in the Making*, CIHM's government publications project, offered a unique challenge since many of the publications to be included are serials. It was not enough to have one serial record with detailed holdings to identify each title; separate records had to be created for individual issues so that they could be used to identify the digitally scanned images on ECO. To solve this problem, two linked databases were created. The first database contains all bibliographic data, revised records of monographs that have been filmed and catalogued and revised periodical records that have also been filmed and catalogued. The periodical records in this database are linked to the records for individual issues in the second database.

The completed catalogue records, also kept in in-house MARC databases are used as access points in ECO (name, title, subject, publisher and date). Other MARC files are created for ECO subscribers to download to their online catalogues (OPACS) via FTP. Researchers can find CIHM catalogue records in AMICUS and in many university library databases. Those who are interested in searching CIHM exclusively can use the database hosted by the University of New Brunswick at <http://www.nlc-bnc.ca/cihm/cihmfm.htm>. = html. = this link does not seem to work any longer

CIHM has made all its records of filmed and unfiled titles available to the History of the Book project. CIHM has also identified five hundred children's literature titles from its microfiche collections and made them available to the National Library of Canada as part of "The Fun of Reading: International Forum on Children's Literature."

Borrowing Books - CIHM and ILL (Inter-Library Loan)

Unlike some libraries and archives that convert parts of their collections to microform or digital format, CIHM holds no books of its own. The thousands of titles filmed and scanned by CIHM have all come from somewhere else.

⁴⁰ Caron Rollins and Jann Lynn-George. *Law to 1900 : a Bibliography Selected from the Catalogue of the Canadian Institute for Historical Microreproductions (CIHM)*. Updated and rev. (Ottawa : CIHM, 1997).

⁴¹ J. Brian Gilchrist and Clifford Duxbury Collier. *Genealogy and Local History to 1900 : a Bibliography Selected from the Catalogue of the Canadian Institute for Historical Microreproductions, CIHM*. (Ottawa : CIHM, 1995).

⁴² Klay Dyer, Sue Martin and Lucy Sussex. *Canadian Women's History Bibliography : Catalogue*. (Ottawa : CIHM, 1997).

When CIHM is ready to initiate borrowing procedures, the selector will check the list of available locations, omitting any copies that are described as fragile or damaged. The selector then looks at the remainder and chooses a location in Ottawa, such as the Library and Archives Canada, or a library in the nearest city or town. If the item received is unsuitable, for example if pages are damaged or missing, the book is returned unfiled and CIHM tries to find a better copy.

CIHM tries to come to an agreement with the lending institution that will ensure the safety of the books and accommodate the concerns of the librarians and archivists at these institutions. Extensive paperwork is involved.

If CIHM has an agent/surveyor in a particular city, this person will handle almost all contact with the libraries, arrange for the borrowing of the books, handle all paperwork, pack the books in specially prepared crates and ship them to Ottawa. If CIHM does not have a regular surveyor/agent in a particular location, it may hire a temporary agent to handle the above-mentioned tasks. In some cases, CIHM Ottawa staff will travel to the libraries and collect the books themselves. If CIHM is requesting only a few books, the library may be willing to ship the books by courier. CIHM also uses the inter-university courier services, IUTS and PEBUQILL, in Ontario and Quebec. The Library and Archives Canada allows CIHM staff to access the stacks and do their own retrieval. In Toronto, interlibrary loan was handled locally by the Toronto coordinator. All books travelling to and from CIHM are insured.

When the books arrive in Ottawa, they are checked in, again examined for damage and sturdiness and also to ensure that the correct book was sent. From the time an inter-library loan request is sent, a book's movement - from lending library to arrival at CIHM, through cataloguing, collating, filming, microfiche proofing and return to the lending library - is recorded at each step.

CIHM has borrowed heavily from the Library and Archives Canada for each of its microfilming projects. More than fifty per cent of the books microfilmed for the Monographs 1900-1920 project came from the (former) National Library of Canada collections. Nevertheless, CIHM sends its ILL requests far and wide to make up the remainder as is indicated in this excerpt from the 1996-1997 annual report: "In 1996-97, CIHM borrowed from 104 Canadian libraries or archives. Fifty-nine per cent of the materials catalogued and filmed were from the National Library of Canada collection. Another 12% was filmed in Toronto and libraries in Quebec supplied 6%. British Columbia contributed 5%, Hamilton area libraries 2% and Queen's University provided 4%."⁴³ CIHM annual reports from 1991 to 1998 list all libraries that lent materials or otherwise assisted CIHM.

ECO (Early Canadiana Online) – NML (Notre mémoire en ligne)

In 1996 the Andrew W. Mellon Foundation awarded a grant of \$500,000.00 to CIHM and its project partners, the National Library of Canada, the University of Toronto and Université Laval, to test the conversion of selected Canadiana from microfiche to digital format and to compare costs and usage patterns of the paper, microform and digital

⁴³ Canadian Institute for Historical Microreproductions. *Annual Report 1996-1997*. (Ottawa : CIHM, 1997), 9.

versions of research materials.⁴⁴ CIHM raised matching funds to make up the one million dollar project budget.⁴⁵ Over a two-year period, under the direction of CIHM executive director, Pam Bjornson, project leader Karen Turko (seconded from the University of Toronto Library) and her team explored and solved problems regarding all aspects of converting microfiche to digital images and mounting them on the Internet.

The digital scanning was done by Preservation Resources of OCLC. The first technical challenge was to develop a way of separating the two pages that appear in nearly every microfiche frame into two digital page images. When that hurdle was overcome, the team had to find ways of indexing the individual pages, linking them to the MARC record and providing OCR (optical character recognition) for the scanned images, all within the project budget.⁴⁶

The microfiche scanned came from four CIHM sets: English Canadian Literature (800 titles), Native Studies (900 titles), Canadian Women's History (700 titles), and the History of French Canada (750 titles). Later additions are Hudson's Bay (160 titles) and the Jesuit Relations⁴⁷ (Thwaites edition, 73 volumes, scanned in partnership with the National Library of Canada). A link was made with the collections of the Bibliothèque nationale du Québec which became an associate member of the team.

Usage comparisons for microfiche, paper and digital were compiled and analyzed by Joan Cherry and Wendy Duff (both of the University of Toronto). Their preliminary conclusions were that user groups for ECO were quite different from user groups of paper and microfiche formats. The largest group using ECO came from industry or business and the largest group using paper or microfiche came from the university environment. The largest interest group for the digital format was researching genealogy while paper and microfiche users tended to be conducting historical research.⁴⁸ An analysis of the comparative costs to libraries of paper, microfiche and digital products prepared by Bruce Kingma (Syracuse University) points out that access from home or office offers a considerable saving to the researcher who does not have to travel any distance at all to obtain access to early Canadiana and concludes that digital production was cheaper than other formats "so long as a sufficient number of libraries are interested in subscribing to the database."⁴⁹

The *Early Canadiana Online* project was officially opened on 28 May 1999 by Governor General Roméo LeBlanc at Rideau Hall in Ottawa. The great success of ECO,

⁴⁴ Ibid, p. 5.

⁴⁵ A list of all partners and donors can be seen at <http://www.canadiana.org/english/partners.html>

⁴⁶ For additional technical information about ECO see <http://www.canadiana.org/english/techfaq.html> and for a list of reports written about the project see <http://www.canadiana.org/english/about.html>

⁴⁷ Thwaites, Reuben Gold. *The Jesuit Relations and Allied Documents*. (Cleveland : Burrows, 1898). 73 v.

⁴⁸ Joan Cherry and Wendy Duff. "Early Canadiana Online: Summary of Findings from a Usage Study." *Facsimile*, (No. 22, November 1999) : 18.

⁴⁹ Bruce R. Kingma. "The Costs of Print, Fiche and Digital Access, the *Early Canadiana Online* project." *D-Lib Magazine*. Vol. 6, No. 2 (February 2000) <http://www.dlib.org/dlib/february00/kingma/02kingma.html>

which has an average of two million hits per month, gave CIHM the impetus to launch its next project in a digital format. After presentations to the board of directors who approved the project and additional consultations with the library community, CIHM set up the guidelines and procedures for *Canada in the Making*, early Canadian government publications. The current procedure is to create a microfiche for preservation purposes and then to scan it to provide online access.

The provision of Canadiana by means of digital images on the web has changed a number of things in terms of: 1) timeliness - digital images are available to subscribers as soon as they are loaded; 2) catalogue access - catalogue records are available for downloading by subscribers more frequently than before and are used internally to create the metadata; 3) search options - ECO users can search for the titles they want using all the standard points of access (author, title, date etc.), and full text OCR (optical character recognition) indexing, which although not 100% accurate provides direct access to the text; 4) value added items - the potential for innovative uses of the collection is exemplified by the lesson plans prepared by Ian Bron for various grade levels, designed to give students a better knowledge of Canadian history using source documents;⁵⁰ 5) broad access - the original part of ECO and selected government publications are open to everyone with Internet access while the remainder of the government publications are available on a subscription basis; 6) storage - the digital product is stored and maintained by CIHM, no new microfiche cabinets are needed.

CIHM and the Library Community

CIHM has a dual relationship with Canadian libraries. First of all Canadian libraries purchase the collection on microfiche and now as a digital product. Without the broad base of committed subscribers, CIHM would not be able to continue. Second, the libraries furnish the raw materials, i.e. the books and pamphlets that CIHM microfilms and/or scans and returns as finished product.

CIHM maintains a close relationship with CARL, the Canadian Association of Research Libraries and looks to them for support. Further, CIHM has encouraged the library and research community to participate in an active dialogue that determines the direction the Institute will take when contemplating another project. This consultation takes place on a number of levels. Members of the board of directors are most often representatives of Canadian libraries and universities. Advisory committee members are board members and other individuals from the library and academic communities who have a particular interest in or knowledge of the area under discussion. Advisory committees always include one representative from Library and Archives Canada.

CIHM conducted its broadest and best documented consultation when planning the project that was to follow post-1900 monographs. Two questionnaires were developed, one was directed at librarians and the other was directed at scholars. The questionnaires were accompanied by a special issue of *Facsimile* (September 1997) which gave some background information about three proposed projects: post-1920 periodicals, post-1920 monographs and early Canadian government publications. The survey results, analyzed by Bradd Burningham and Gilles Chiasson (Université de Moncton) were published in *Facsimile* (May 1998). Both librarians and scholars

⁵⁰ For an example see: <http://www.canadiana.org/english/resources.html>

indicated that Canadian government publications should have first priority for reproduction by CIHM. Periodicals were the second choice and monographs third.⁵¹

CIHM usually had between twenty-five and thirty subscribers for the microfiche collections. The number of subscribers depended in part on the type of collection being offered at a particular time and on the stressed and stretched library budgets. As everyone knows, governments have cut back on the amount of money allocated to universities and this in turn has led to some hard decisions about how to spend the remaining funds. Much as CIHM might wish it, their collections are not always the first choice. Maintaining a close consultative relationship with the library and academic communities is one way of ensuring that CIHM collections contain the materials that are wanted and needed.

The newsletter *Facsimile* was established in 1986 by CIHM's Executive Director, Robert Montague and Patrice Landry, the Head of Bibliographic Research, as a way of reaching out to librarians and scholars. Most issues contain information about particular aspects of the CIHM collections and how they are used. In October 2001, CIHM launched an e-bulletin containing news about projects and other events in the life of the Institute.⁵²

CIHM also sends representatives to various library and academic conferences to publicize its collections and obtain feedback from the people who use them.

CIHM and Library and Archives Canada (LAC)

CIHM has benefited from its close relationship with the National Library of Canada and the National Archives of Canada, which are now in the process of transforming themselves into a new combined institution, Library and Archives Canada. The National Librarian, or his representative, is the *ex officio* member of CIHM's board of directors, and the two organizations have a Memorandum of Agreement that is renewed at regular intervals. At present the National Library of Canada donates office space for CIHM staff, a room for the camera, LAN services and AMICUS services. In addition, CIHM enjoys such benefits as: access to reference collections; access to the collections for microfilming (e.g. 50% of the post-1900 monograph collection was filmed from NLC holdings); preservation storage of the microfiche masters; advice and assistance from NLC staff; building security; and training opportunities. Staff members at the National Archives of Canada have offered advice when needed and opened their collections to CIHM.

Finance

CIHM began operations with a Canada Council grant of two million dollars for the purpose of preserving pre-1900 Canadiana on microfiche. This fund was carefully invested and husbanded so that as much of it as possible would remain to serve as a base

⁵¹ Bradd Burningham with Gilles Chiasson. "Achieving the Balance: a Report on the Results of CIHM's Phase IV Survey Project." *Facsimile*. No. 19 (May 1998). 2-12

⁵² Anyone interested in subscribing to the CIHM Bulletin should send an e-mail to CIHM/ICMH@nlc-bnc.ca and request that they be put on the mailing list.

for CIHM and carry it through difficult times. In 1990, then Executive Director Robert Montague proudly wrote in his annual report that the fund had reached two million again.⁵³ However, the following year he was becoming concerned that the fund would begin to decrease,⁵⁴ an accurate prediction. Over the years CIHM has successfully applied for funding from the Social Sciences and Humanities Research Council for specific projects or research tools. CIHM has also obtained funding for particular subject areas from foundations such as the Hannah Institute for the History of Medicine, the Maclean Foundation, the Vancouver Foundation, the Hudson Bay Foundation and the Histor!ca Foundation. The initial *Early Canadiana Online* project was funded by a grant from the Andrew W. Mellon Foundation and by raising matching funds from Canadian foundations and other organizations. Heritage Canada has given CIHM four grants (\$250,000 in 2000-2001, \$386,625 in 2001-2002, \$312,500 in 2002-2003 and \$390,000 for 2003-2004) for digitization of the government publications collection.⁵⁵

In recent years subscription and other sales have accounted for 55-57% of annual income. Investment income is lower in part because the amount remaining to be invested has decreased through use in lean years. This situation is expressed succinctly and with great feeling by David G. Bell in his Treasurer's Report for the year 1997-1998: "... all concerned with the Institute must appreciate that its remarkable mission is carried on in circumstances of great economy and, even then, only by spending down the surplus which government generosity in another era allowed it to build up."⁵⁶

CIHM's founding board of directors wanted to offer the collection to subscribers at cost. The question is, cost of what? Subscriptions cannot cover the costs of cataloguing and related products, collection maintenance and web access. These costs are made up by other means. As CIHM staff plan each new project they ask themselves the same questions – will there be a sufficient number of subscribers and will CIHM be able to obtain additional funding from other sources? Is there sufficient capital to see them through? So far, the answer has always been yes. Let us hope that this situation will continue.

Canadiana Abroad - Foreign Sales

In 1981 CIHM signed a contract with University Microfilms International (UMI) giving them the right to distribute the CIHM monograph collection in the United States and abroad. CIHM earned royalties based on revenues from net sales.

UMI was given a microfiche print master for duplication and copies of CIHM catalogue records. They modified the records, adding Library of Congress classification

⁵³ Canadian Institute for Historical Microreproductions. *Annual Report 1989-1990*. (Ottawa : CIHM, 1990). 3.

⁵⁴ Canadian Institute for Historical Microreproductions. *Annual Report 1990-1991*. (Ottawa : CIHM, 1991), 2.

⁵⁵ Information provided in e-mails from Magdalene Albert, Executive Director, CIHM, March 12 and October 24, 2003.

⁵⁶ David G. Bell. "Treasurer's Report." *Canadian Institute for Historical Microreproductions Annual Report 1997-1998*. (Ottawa : CIHM, 1998). 4.

numbers and also original pagination for the early monographs and added all the records to the OCLC database.⁵⁷

By 1984, UMI was selling the collection, whole or in part, to 23 libraries including the Library of Congress, the Boston Public Library, the National Libraries of Australia and New Zealand, the John F. Kennedy Institute (Berlin), the University of Bonn, the University of Torino, the University of Trondheim and the Edinburgh University Library.⁵⁸ This arrangement continued until 1991 when CIHM assumed management of foreign sales. Pam Bjornson began marketing the microfiche collections outside Canada and contracted the International Council for Canadian Studies to distribute CIHM promotional materials at Canadian studies conferences around the world and to promote the CIHM collection to its 5000 individual members and to member organizations. Also, the Department of Foreign Affairs and International Trade announced the availability of the COM catalogue to many embassies which requested copies for distribution to universities in their regions.⁵⁹ This led to additional sales. By 1999, thirty-seven university and research libraries outside Canada (not counting Japan) had acquired CIHM collections in whole or in part.⁶⁰

Conclusion

CIHM is a unique organization that has managed to preserve and disseminate a significant portion of Canada's printed heritage. The CIHM microfiche collections are available at most university and research libraries in Canada and other parts of the world. Parts of the early Canadian monograph collections and all of the government publications are available on the web. This is a big accomplishment for a small organization that has always operated with limited resources. Its staunch supporters are Canadian libraries that have themselves suffered budget cuts due to shifting government policies.

So far CIHM has been able to successfully complete its projects because it has clarity of purpose as well as the goodwill and material support of the library community. Many libraries and other organizations have preserved parts of their collections in microform or digital formats, but CIHM is able to undertake large-scale comprehensive preservation projects and make them widely available. Moreover, CIHM has maintained its collections so that all the microfiche are available for purchase as sets or as individual titles. It is hoped that CIHM will be able to continue its work as well as maintain the microfiche and digital collections already created so that they will continue to be available to all who want and need them.

⁵⁷ Canadian Institute for Historical Microreproductions. *Report for the Year Ending December 31, 1981*. (Ottawa : CIHM, 1982). 12-13.

⁵⁸ Canadian Institute for Historical Microreproductions. *Annual Report 1983/84*. (Ottawa : CIHM, 1984). 51.

⁵⁹ Canadian Institute for Historical Microreproductions. *Annual Report 1992-1993*. (Ottawa : CIHM, 1993). 10.

⁶⁰ Canadian Institute for Historical Microreproductions. *Annual Report 1998-1999*. (Ottawa : CIHM, 1999). 14.

**Canadian Institute for Historical Microreproductions
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1978-1983

Ramsay Cook
Professor, History and Social Sciences
York University

1983-1986

Guy Sylvestre
National Librarian
National Library of Canada

1986-1988

Basil Stuart-Stubbs
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and Information Studies
University of British Columbia

1988-1992

David Bentley
Department of English
University of Western Ontario

1992-1994

Patricia Fleming
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University of Toronto

1994-1996

Gayle Garlock
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University of Toronto Library

1996-1997

Alan MacDonald
Director of Information Services
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1997-1999

Claude Bonnelly
Directeur de la bibliothèque
Université Laval

1999-2001

William R. Morrison
Department of History
University of Northern British Columbia

2001-

Jean-Claude Robert
Département d'histoire
Université du Québec à Montréal

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Robert Montague 1986-1991

Pam Bjornson 1992-2001

Magdalene Albert 2001-

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