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THE ARCHIVES OF THE GLENBOW-ALBERTA
INSTITUTE (CALGARY)

Sheilagh S. Jameson

After many years of planning, Glenbow's establishment in a new building was accomplished in 1976. Following over twenty-one years of operation in various buildings including a fine old dwelling, a former church, a court house, a Carnegie library and several warehouses, all of Glenbow's departments are gathered under one roof. Here are housed all of the Institute's holdings except for a collection of large agricultural implements, and artifacts on loan to other institutions such as Calgary's Heritage Park.

Glenbow is unique in concept and its history exemplifies this uniqueness. Founded by Eric L. Harvie, a man with a dream of preserving history and the means of translating that dream into reality, it came into being in 1955. It was incorporated as the Glenbow Foundation and charged with promoting a better understanding of the history and heritage of Western Canada through the collecting and preserving of pertinent paintings, books, documents, photographs, Indian and archaeological specimens and pioneer artifacts.

At that time historical conscience in Alberta was embryonic, if indeed existent, and evidence of our past was fast disappearing, so understandably the main thrust of Glenbow's policy during those early years lay in the collection of material.

After its inception in a small office in the Michael Building the Glenbow Foundation was established in the Hull House, a stately residence built in 1905 by a prominent business man and rancher in early Calgary, William Roper Hull. This fine three storey edifice set in spacious terraced grounds which in the past had been the scene of Mrs. Hull's noted garden parties, was an attractive and appropriate site for the early Glenbow experience. The gracious rooms with fine oak panelling and tiled fireplaces provided a perfect setting for period furniture and artifacts.

At the outset Glenbow consisted of the Library, Archives, Art Collection and Historical Research Division in addition to the Luxton Museum in Banff. The Research Division was concerned mainly with field work, the gathering of historical material and data, and as these functions were closely related to archives this department later took over control of such projects. Quite quickly Photography, Archaeology, Ethnology and Museum divisions were instituted and at various times departments dealing with mineralogy, military and natural history flourished.

Soon Glenbow's burgeoning collections outgrew the Hull House. Archaeological material was moved to the coach house at the end of the grounds and the administration offices and the book bindery section of the Library were transferred to an old Anglican rectory, another lovely home adjoining the Hull House property. Soon Glenbow Departments were located in quite a number of buildings in the same general area of the city. Other changes were made as time progressed and certain functions were transferred to other institutions; for example when the newly established University of Calgary wished to set up a School of Archaeology, Glenbow's department, complete with archaeologist in charge, went to the University.

During Glenbow's early growing years and despite certain changes of direction, emphasis was always placed on the development of four major sections, namely, Library, Archives, Art and Museum - the terms used to describe the last mentioned have changed being variously Museum, Pioneer and Agriculture and Cultural History.

In 1964 the Glenbow Foundation - Alberta Government Museum opened. This as its name indicates was a co-operative enterprise, Glenbow supplying the exhibits, personnel and expertise and the Government providing the building and maintenance. The location was a courthouse in downtown Calgary.

By 1964 the facilities of the Hull House could no longer accommodate the needs of the two remaining departments housed there. It was with warm nostalgic memories of early Glenbow that the Archives and Library staff undertook their first move. This was to the

Courthouse but domicile there was brief because of expanding needs of the Museum so in 1965 the Archives and Library moved again taking up quarters in the former Calgary Public Library building in Central Park.

A turning point in Glenbow's history occurred in 1966. At this time Mr. Harvie and his family gave Glenbow and its holdings to the people of Alberta as a centennial gift. This was made with the assistance of the Government of Alberta and accomplished by the passage of an Act of the Alberta legislature which established the Glenbow-Alberta Institute. From this time on the Institute has been operated by a volunteer Board, the Chairman and one third of the members of which are appointed by the Lieut. Governor in Council, one third by the Devonian Foundation and one third elected by members of the Institute.

It was in 1973 that plans were finalized for the erection of Glenbow's present home. This eight-storey structure built by the Alberta Government at 9th Ave. and 1st St. S.E., occupies the east part of the block in which the Calgary Convention Centre and Four Seasons Hotel are located. Again the undertaking to make Glenbow's vast educational, cultural and research resources available for public service was, and is, a co-operative enterprise. The Alberta Government erected the building and provides additional funding, the City of Calgary supplied the land and underwrites maintenance costs, while the Federal Government made a large contribution which covered the move and the main cost of consolidating the Glenbow collections in their new home.

The capacity of the Glenbow Centre is 250,000 square feet, which includes 100,000 square feet of exhibition space and nearly 31,000 square feet devoted to the Library and Archives reading room, offices and storage areas.

The Education Department complete with classrooms and work areas is located on the main floor which also features a 360 seat lecture theatre. The Art Gallery is situated on the second floor and the third and fourth floors are devoted to Museum exhibitions. Art

storage and exhibition work areas are on the fifth floor. The Archives and Library occupy the sixth floor. On the seventh are the Photographic and Cultural History Departments - in the latter museum artifacts are catalogued and stored. The eighth floor contains the Ethnology Department, conservation laboratories, and the Administrative Offices.

This new building opened its doors to the public on September 22nd, 1976, and thus heralded a new era in Glenbow's story.

THE ARCHIVES

The growth of the Archives and Library has been constant from the time of Glenbow's inception. Through the years an active collection program has been in continuous operation and increasingly as holdings multiplied greater emphasis was placed on service and research use. As a result, Glenbow's Archives and Library gained a national, indeed international, reputation as a major research centre for Western Canadian history. The Archives, and with a few exceptions, the Library, always concentrated on Western material covering the area west of the Great Lakes and including northern regions. The holdings of the Archives include personal and business papers of individuals; records of businesses, societies and organizations; microfilms of newspapers, theses, and other works; photographs; tape recordings; films; slides. The subjects covered deal with the whole field of western Canadian history. Holdings relating to Indian history and culture are extensive and include some extremely good photographic collections - this is particularly true of the Plains tribes. There is some good primary material relating to the fur trade such as the papers of Richard Hardisty at Fort Edmonton. The missionary field is well covered and includes holdings such as the original journal of Robert Rundle, 1840-48, papers of John McDougall. Diaries, correspondence and other papers relating to Mounted Police history are quite significant; also the Canadian Pacific Railway is well represented by a large bulk of material including some 170 lineal feet of records mainly dealing with colonization and some 345 C.P.R. land and townsite sales volumes. Resources concerning ranching, coal mining, oil industry and labour

history are especially rich and there is excellent manuscript and photographic coverage of settlement and pioneer life.

The acquisition of several important photographic collections early in the Glenbow saga sparked a special interest in the importance of pictures as historical evidence and this emphasis became characteristic of the Glenbow Archives. The phenomenal growth of the photographic holdings and ever increasing use of these collections led to a division of the Archives and establishment of separate Photographic and Manuscript Sections. The Photographic Section is now headed by the Chief Archivist's Assistant and operates with a staff of four. The total Archives staff is presently ten with plans for a further increase in the clerical area in the near future.

Glenbow's research centre on the sixth floor is shared by the Archives and Library in approximately equal proportions. The main feature of the public section is a large reading room. In addition there are small study cubicles, a microfilm reading room, separate photographic service and study areas and a copying room where xerox and reader printer services are available.

The Archives and Library stacks are closed to the public. In the archives stacks there are approximately 10,300 feet of shelving and for the first time in many years there is reasonable room for expansion. There is also a photographic storage area. Here are enlargements produced initially for exhibition purposes and held for loan to schools and for educational purposes. Original prints and original negatives are also housed in this area. Copy negatives are held in the photographic lab on the seventh floor and the photographers work closely with the Photo Archives.

The Archives and Its Relationship with Calgary's History.

Much of the general history of the City of Calgary is housed in Glenbow's Archives and Library. In this instance general history might be defined as that originating with individuals and organizations not connected with City government, in other words papers which would not be classed as City records. Historical material of this nature includes the records of early Calgary companies such as the Eau Claire

Lumber Company, Calgary Brewing and Malting Company, Calgary Power; papers of societies and organizations, for example the Calgary Exhibition and Stampede Board, Wood's Christian Home in Calgary, the Men's and Women's Canadian Clubs of Calgary. There are papers of individuals among whom might be named W. F. Orr, early city alderman and mayor; Pat Burns, rancher and meat packer; A. E. Cross, rancher and business man; Col. James F. Macleod, of Mounted Police fame; and scores of other well and lesser known individuals. Church records include those of Central United Church, the Calgary Prophetic Bible Institute, several Baptist and other churches. Hospital and health history is well covered by records of the School of Nursing and other papers of the Calgary General Hospital; papers of the Holy Cross Alumni; records of the Calgary branch of the Victorian Order of Nurses. Material relating to schools includes a large collection of Calgary School Board records and smaller groups of papers from individual schools. Early theatre history is represented by programs and similar items while more recent theatre groups such as Theatre Calgary and Alberta Theatre Projects deposit their records in the Archives on a continuing basis. The Calgary Board of Trade's original minutes and reports are housed in the Archives. There are also the records of many Calgary locals of labour and brotherhood organizations. In addition there is a wealth of miscellaneous items and memorabilia relating to early events, individuals and general happenings throughout the life of the City.

Photographically Calgary's history is also very well covered. Collections such as those of the Calgary Herald and photographer W. J. Oliver are supplemented by a tremendous number of smaller groups.

Almost all the above mentioned manuscript and photographic material is catalogued and cross indexed and all is available for use. Also, available in Glenbow's library are printed works, maps, newspapers and comprehensive clipping files. The printed works range from rare pamphlets published during Calgary's early days, to modern books and include a series of publications produced for Calgary's Centennial.

The first actual City records were acquired by Glenbow in

1960. At this time the City had no records retention program; also, predictably local government officials were faced with serious space problems. As a result on one occasion a large collection of early papers was being loaded onto trucks destined for the dump when a City official, realizing the potential loss to history, phoned the Glenbow Archives. There was a quick rescue operation. The records saved from destruction consisted of some eighteen lineal feet of correspondence, reports, petitions, copies of agreements and financial and general papers, dating from 1886.

In 1962 there was a similar occurrence when files of papers stored at Glenmore Dam were being readied for disposal and again a City officer became concerned about the destruction of Calgary's past and called Glenbow. These were papers originating with the Waterworks Department and including copies of City Council minutes mainly for the 1930's and 1940's.

It is not surprising that the City of Calgary at that time had not set forth guidelines to safeguard noncurrent records of historical significance. In Alberta it was only in the early 1960's that the importance of preserving historical material became recognized by more than a dedicated few. Indeed Calgary is fortunate that there were people involved in City affairs who possessed this sense of history and one way or another ensured the preservation of a large and important bulk of material. Certainly the understanding and concern that prompted the careful maintenance of the City Clerk's records over the years has produced dividends of an historical nature for generations yet to come.

It was in 1965 that the City made a decision which constituted a firm step forward regarding the handling of records. This was the establishment on June 24th of a Records Control Committee in which was vested the authority for the retention and destruction of records. However, in the midst of the pressures of current affairs, matters relating to the past ordinarily do not receive high priority so activities of this body were limited until 1975 when the Committee was reconstituted and a Records Manager was appointed. The Constitu-

tion of the Committee is very specific. There are seven members, one of whom is the Chief Archivist of Glenbow; the Manager, General Services Division acts as Chairman. Meetings are held at least once a month and in advance of each an agenda together with completed questionnaire forms re papers to be discussed, each accompanied by a specimen document, are circulated. City records are defined as data pertaining to the Civil Service and a product of the corporation and are listed as follows: completed forms, reports, correspondence, tape recordings, punched tape/punch cards, computer print out reports, drawings (includes linens), personal files, case files, pictures, booklets, brochures, pamphlets, etc.

On March 15, 1973, the Board of Commissioners appointed the Glenbow-Alberta Institute as "the City's Archivists," stating that records no longer required in normal civic operations would be made available to the Institute and that such records then would be held available by Glenbow to authorized civic personnel.

Glenbow was not in a position to physically accept City records until after the move to the Glenbow Centre. The Archives had barely had time to settle in to the new facilities when an unfortunate happening precipitated action in this regard. There was a fire in a lumber yard adjacent to the Simmons Building, a large structure where the bulk of the City's non-current records were stored. The City Clerk's papers, a sizable collection of extremely important historical records dating from the 1890's were threatened with water damage - fortunately in concern for the safety of the material plastic sheets had been placed above the shelves, otherwise the damage could have been great. The City Clerk immediately authorized the removal of these files to Glenbow and some 720 feet of files were transported without delay. A large shipment of tax rolls and assessment volumes was also received but the majority of these are being stored on a temporary basis pending microfilming.

Through the Records Control Committee a pattern for the orderly flow of records scheduled for immediate disposal or for the Records Centre for eventual retention or destruction is being

established. The aforementioned Simmons Building, now possessing further safety features, serves as the City's Record Centre.

The City's records presently in Glenbow's holdings are available for research use. Although the City Clerk's papers are not processed at the time of writing, May, 1977, plans are under way for the commencement of this work within the next month.

This briefly is the story of the preservation of Calgary's history; more particularly it is concerned with the records of the City and their preservation through a rather unusual arrangement. Perhaps this partnership between the City of Calgary and the Glenbow-Alberta Institute exemplifies another aspect of Glenbow's unique position. Details of the relationship are still under discussion and a formal agreement is being prepared. Basically, the City and Glenbow have the same main objectives and the indications are that the association will be a happy one, mutually beneficial and of value to Calgary's citizens and to students of urban development in the years to come.

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1. ADDRESS: Glenbow Centre,
9th Avenue & 1st Street S.E.,
Calgary, Alberta.
2. TELEPHONE: 264-8300
3. HOURS OF OPERATION: 9:00 a.m. - 5:00 p.m. normally,
9:00 a.m. - 4:30 p.m. summer
(researchers may make special
arrangements to commence work
as early as 8:00 a.m.)
4. ACCESSIBILITY: Archives facilities are available free of
charge to all who are interested in research-
ing any aspect of the history of Western Canada.
5. REPRODUCTION SERVICES:
 - a. Reproduction of documents:
Photocopying services are available.
Charges are as follows: Xerox copies - 10¢ per page
15¢ per 2-sided page.

Reader Printer - copies from microfilm,
15¢ per page, 3 sizes available:
11" x 8.5", 11" x 11", 11" x 14".

Restrictions: Certain individual documents may be restricted; copying of complete manuscripts is not normally permitted; large orders for copying are considered on an individual basis. Researchers check with reference archivist on duty re all copying.

b. Reproduction of Photographs:

Glenbow has its own photographic laboratory and prints are provided for historical and educational purposes for production costs. There are also publication fees which apply to book, magazine, television, film and other uses. These are not imposed arbitrarily and consideration may be given to special circumstances. (Prices are shortly to be reviewed so our present rates are not quoted here.)

6. LOAN FACILITIES:

Material on microfilm may be borrowed for research purposes on an inter-library loan basis.

7. ARCHIVES STAFF:

Presently Archives staff numbers eleven and consists of: Chief Archivist; Assistant Chief Archivist in charge of the photographic archives; Archivist II with responsibility for manuscript collections; two other archivists in the manuscript section; one other archivist in the photographic section; secretary to Chief Archivist; two clerk typists, one temporary for summer months and one full time, for manuscript section; two clerk typists for photographic section. There are plans for increasing the clerical staff by another clerk typist for work with manuscripts.

In Glenbow there is a separate Photographic Department centered in the photographic laboratory, and all photographers and persons involved in technical photographic work are members of this Department and not a part of the Archives staff.

8. PUBLICATIONS:

Glenbow has produced quite a number of books, papers and art catalogues. These are handled through the Extension Department.

The Archives itself publishes a series consisting mainly of

inventories or finding aids of important collections. These are mimeographed booklets and are provided to interested persons and institutions free of charge. Publications produced to date are:

- No. 1 Western Stock Growers' Association Papers, 1896-1963. Inventory.
- No. 2 How to Prepare a Local History by Hugh A. Dempsey.
- No. 3 Lomen Brothers' Photographic Collection, Nome, Alaska, 1900-1935. Inventory.
- No. 4 George G. Coote Papers, 1907-1956. Inventory.
- No. 5 Royal Canadian Mounted Police - a Bibliography of Resource material in the Glenbow-Alberta Institute.
- No. 6 Arnold Lupson Photographic Collection, Calgary, Alberta, c. 1926-1947. Inventory.

There are plans to continue the series.