Preserving and Providing Access to Canada's Printed Heritage: The Canadian Institute for Historical Microreproductions at 25 Years

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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 grant of \$2 million from the Canada Council. Investment income from the grant, in addition to revenues from subscription sales and vigorous fund-raising, ensured that there were sufficient funds to complete the initial mandated project as well as several others.

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 (including monographs and serials published in Canada and elsewhere from 1558 to 1920), and currently is making steady progress with a sixth project: the microfilming and digital scanning of early Canadian government publications. These collections are available to researchers throughout the world. This

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She thanks Céline Bélanger (Administrative Officer), Judi McNeil (Cataloguing Coordinator), Magdalene Albert (Executive Director), and Beth Stover (Bibliographic Research Coordinator) all from CIHM, and David Murrell-Wright (Chief, English Monographs, National Library of Canada).

essay will 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 university libraries 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), Basil Stuart-Stubbs (University of British Columbia Library), Bernard M. Vinet (Laval University Library), and Hans Möller (University of Ottawa Library) as Chairman of the Group.²

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."³ 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 that would reproduce early Canadiana on high-quality microfiche. Since Canada did not have a national collection consolidated in one location and since the National Library was too new to have amassed significant collections of early Canadiana, they believed that a national collection on microfiche that would be available to all libraries would be an enormous asset. At that time, the Canada Council, which was about to move some of its programs to the organization that would become known as the Social Sciences and Humanities

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

3 *Report of the Consultative Group*, 26.

Research Council, happened to have an extra two-million dollars in its coffers. Acting on the recommendation of the Consultative Group, the money was used to establish the microfilming program that became the Canadian Institute for Historical Microreproductions. Hence, CIHM was established through a wonderful convergence of idea and opportunity.⁴

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. Established to provide a solution to some of these problems, CIHM's primary objectives were: 1) to make printed Canadiana held in Canadian collections easily available to all Canadians; 2) to make Canadiana held only in foreign collections available to Canadian libraries; 3) to make rare and scarce Canadiana widely available; 4) to bring together fragmented collections of Canadiana; and 5) to ensure the preservation of Canadiana in Canada and elsewhere.⁵

The first project, pre-1900 Canadian monographs, was to last five years and produce a collection of 55,000 titles. However, CIHM bibliographic researchers discovered that there was far more material than anticipated. With supplements, that number has risen to 62,087 titles on 132,243 microfiche. Also, in the course of their work they noted material that became the seeds of later projects. Over the ensuing 25 years, CIHM assembled and microfilmed collections of pre-1900 monographs, annuals, almanacs, directories, and periodicals; monographs from 1900-1920; and sheet music (approximately 1000 titles from National Library of Canada collections have been filmed but not yet distributed). The current project, *Canada in the Making*, Canadian government publications to 1920, is delivered digitally. As of February 2003, CIHM had distributed 90,572 titles of early Canadiana on 270,181 microfiche, and with Early Canadiana Online (ECO), 6,183 titles in the form of 1,235,935 digital images.

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4 Telephone conversation with Hans Möller, 18 Mar. 2003.

5 *Report of the Consultative Group*, 25. The *Report's* major recommendations were reiterated in a subsequent report prepared by Thomas Symons, one of CIHM's founding board members: T.H.B. Symons, *To Know Ourselves: The Report of the Commission on Canadian Studies* (Ottawa: Association of Universities and Colleges of Canada, 1975-1984).

The early years were exciting. Under the direction of Ernie Ingles, founding Executive Director (formerly the Head of the Department of Rare Books and Special Collections at the University of Calgary), all initial procedures were developed and implemented, including staffing, bibliographic methods, microfilming procedures, contract negotiation, and the establishment of relationships with 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 followed the microfilming process, but when microfilming out-paced cataloguing to the extent that a two-year backlog was created, the procedure was revised. In subsequent microfilming projects, cataloging was done prior to filming – a decision which has been a big asset, as cataloguers are adept at spotting duplicates and other problems that are not immediately apparent.

Marketing has been an important activity, particularly 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, as well as to promote single-title sales to individuals and small libraries. Considerable effort is expended to obtain donations from foundations and philanthropic organizations. CIHM has also explored the idea of partnerships to develop or reformat parts of its collections.

Over the years, there has been some shifting of microfilming locations. Initially, there were camera locations in Ottawa, Toronto, Vancouver, and Washington, D.C. (at the Library of Congress). After a short time the Vancouver microfilming operation was discontinued because of difficulties with the microfilming agency, with the result that 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 had a significant impact on CIHM operations. The use of networked databases on PCs meant that all operations – from creating bibliographic records to sending out the finished product – are handled more efficiently and accurately. The Internet has 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 sections, 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 National Library and National Archives of Canada building on Wellington Street), cataloguers and data input technicians (situated in Hull, now Gatineau, near the National Library of Canada cataloguers). The bibliographic staff was reduced in the mid-1980s 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 in 1992 to the National Library and National Archives building. At present there are eleven full-time employees at CIHM, four of whom (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 brief chronology and description of the bibliographic procedures and collection contents of each project.

Phase I (1979-1986) – Pre-1900 Monographs: 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; and 4) works

with Canadian content. Examining bibliographies and conducting on-site surveys to find available Canadiana, CIHM bibliographic researchers were engaged in a huge task that revealed the richness of the collections in Canadian libraries. 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 (e.g., early Canadian annuals, periodicals, and government documents) was set aside for later projects.

The information required for the pre-1900 monograph project (collected before a personal computer adorned everyone's desk) was organized using 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 National Retrospective Bibliography 1867-1900, the Thomas Fisher Rare Books Library chronological catalogue, the imprint and desiderata catalogues of the Osgoode Law Library at York University, and the shelf list of the Legislative Library of Nova Scotia. The National Archives catalogues and the catalogue on microfilm of the Séminaire du Québec were added a year later. (The Séminaire's collection was so rich that Christine Veilleux spent forty-four months on the survey⁶ and even 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, location, and library call number to Ottawa, where CIHM bibliographic researchers would compare the information with their files in an attempt to identify new records, variants, later editions, or added locations for titles already on file. New titles were also checked in the National Library of Canada's 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 (providing a link to the record package containing the photocopy). The information had to be as complete

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6 Robert Montague and Patrice Landry, "Collections of Canadiana," *Facsimile* 4 (Nov. 1987): 2.

as possible since the card files were used to select material for filming, to keep track of filmed titles, and to prevent duplication in filming.

In the summer of 1983 CIHM hired students, and later recruited volunteers, to survey several National Archives records collections. They successfully 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; and the Neilson Collection and Joseph Howe. The students and volunteers photocopied title-pages of items falling within CIHM's mandate and noted in detail their location and description. CIHM also surveyed the British Library collections, particularly the holdings of the Department of Printed Books. Since the relevant material at the British Library lacked subject access, CIHM developed a subject bibliography from other sources: the catalogue of the John Carter Brown Library and the list of *Canadiana* published in the United Kingdom before 1763 compiled by Freda Weldon.⁷ That work at the British Library could be frustrating 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."⁸

By 1985, CIHM had collected 95,000 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

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7 Freda May Waldon, *Canadiana Published in Great Britain, 1519-1763: A List of Books, Pamphlets, Broad-sides, etc., [1930-50]*, manuscript deposited with the Canadian Bibliographic Centre, Ottawa, July 1950.

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

National Library of Canada's National Retrospective Bibliography.⁹ 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, the Caribbean, Europe (including Great Britain), and the United States. Some collection highlights and examples follow.

Exploration and travel writings cover from the earliest voyages to Canada and North America by Cartier, Champlain, Cook, De La Salle, Hearne, Hennepin, Lahontan, and Vancouver to the popular accounts of visitors such as Charles Dickens, with his *American Notes for General Circulation* (London: Chapman and Hall, 1842), CIHM no. 34944. Some collections of voyages contain fascinating accounts of travel to other parts of the world (e.g., Louis Armand de Lom d'Arce, Baron de Lahontan's *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* [Amsterdam: Chez la veuve de Boeteman, 1728], CIHM no. 48980).

Descriptions of life in frontier Canada include such works as Pierre Boucher's *Histoire veritable et naturelle des moeurs & productions du pays de la Nouvelle France, vulgairement dite le Canada* (Paris: Chez Florentin Lambert, 1664), CIHM no. 00001, and Catherine Parr Traill's *The Backwoods of Canada* (London: C. Knight, 1836), CIHM no. 41930.

Native peoples, their lives and customs, from the the first contact onwards, are viewed from a European visitor's perspective, for example, in many works by the Jesuit Relations (e.g., Jerome Lalemant's *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* [Paris: Chez Sebastien Cramoisy, 1661], CIHM no. 36037).

Episcopal circulars and pastoral letters provide an interesting view of society and religious opinion of the time (e.g., Bishop Ignace Bourget's

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9 Robert Montague and Patrice Landry, "Survey Techniques," *Facsimile 2* (Nov. 1985): 13.

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).

Literature and popular fiction include the earliest Canadian novel (Frances Brooke's *The History of Emily Montague* [London: J. Dodsley, 1769], CIHM no. 28233) and some lesser-known titles, many of which were published as "Robertson's cheap series, popular reading at popular prices" (e.g., Mary J. Holmes's *Mildred, A Novel* [Toronto: J.R. Robertson, 1877], CIHM no. 29257).

Agriculture publications show that settlers and pioneers had to adapt to new climates and growing conditions (e.g., Joseph-François Perrault's *Traité d'agriculture adapté au climat du Bas-Canada* [Québec?: s.n., 1831], CIHM no. 39890).

Geology and mining publications document the foundation and development of Canada's resource industries (e.g., George M. Dawson's *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).

Historical accounts of major and minor events in Canadian history and local history include Graeme Mercer Adam's *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.

Natural history observations include descriptions of plant and animal life from the first explorers onward (e.g., John William Dawson's *A Hand Book of the Geography and Natural History of the Province of Nova Scotia* [Pictou, N.S.: J. Dawson, 1848], CIHM no. 37346).

Pamphlets, a precursor of talk television, express personal and political views (e.g., Leon Kierzkowski's *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 (1986-1987) – Annuals Collection: 2,443 titles, 10,885 issues on 17,308 microfiche;

Supplement: 253 titles, 709 issues on 860 microfiche.

Figure 1. Title-page from *The Great International Confederacy of Thieves, Burglars and Incendiaries, on the Canadian Frontier* by l'Armitage (1865), CIHM no. 54381.

Figure 2. Title-page from *Canada le guide du colon français, belge et suisse* (1894), CIHM no. 15053.

The annuals collection contains almanacs, directories, annual reports, and 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 augmented by the work of Linda Jones on periodicals. 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 almanacs;¹⁰ and from Mary Bond (National Library of Canada), compiling the bibliography *Canadian Directories 1790-1987*¹¹ for the National Library of Canada.

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: Gedruckt und zu haben bey Anthon Henrich, (1788?)], CIHM no. 35774).

Annual reports from churches, missionary societies, and charitable organizations include such publications as the *Annual Report of the Halifax Poor Man's Friend Society* (Halifax: Printed for the Society by Holland, 1822), CIHM no. A02384.

Calendars include the calendars of educational institutions such as 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], CIHM no. A01385).

Directories, useful to genealogists, also provide information about the development of towns and cities, and the businesses that were active at various times (e.g., *Henderson's British Columbia Gazetteer and Directory* [Victoria and Vancouver: Henderson Pub. Co., (1900?)], CIHM no. 17386).

Phase 3 (1989-1994) – Periodicals Collection: 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

¹⁰ Patricia Fleming, "Canadian Almanacs/Almanachs canadiens: 1765-1900," *Facsimile 7* (May 1989): 9-11.

¹¹ Mary E. Bond, *Canadian Directories, 1790-1987, A Bibliography and Place-Name Index* (Ottawa: National Library of Canada, 1989).

periodicals with Canadian imprints to 1900.¹² The time-span parameters for this SSHRC-funded project 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.

Over a seven-month period Linda Jones (who had done preliminary research in the field) checked bibliographies and searched the National Library of Canada's online catalogue, DOBIS. The resulting *Preliminary Checklist of Pre-1900 Canadian Serials* (including periodicals, annuals, and directories) was published in 1986.¹³ Bibliographic researchers working in various parts of Canada used the bibliography to verify and augment locations and holding information, and to update the CIHM card file for periodicals. Among the topics covered in this collection 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.: J.S. Cunnabell, [1833-1838?], CIHM no. Po4296) – 27 issues assembled from the collections of Acadia University, Dalhousie University, the National Library of Canada, the Public Archives of Nova Scotia, the University of Guelph, and the University of Western Ontario.

L'enseignement primaire ([Québec : s.n., 1881-19?], CIHM no. Po4117) – 434 issues assembled from the collections of the Bibliothèque nationale du Québec the National Library of Canada, Université Laval, and York University.

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12 "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, 1-15.

13 Linda Jones, *Preliminary Checklist of Pre-1900 Canadian Serials* (Ottawa: CIHM, 1986).

The Mining Record (Vancouver: [s.n., 1895-1908?], CIHM no. Po4018) – 105 issues assembled from the collections of the National Library of Canada and the University of British Columbia.

Canadian Photographic Standard (Montreal: D.H. Hogg, [1893?-1899?], CIHM no. Po4128) – 6 issues assembled from the collections of the Bibliothèque nationale du Québec, the National Archives, and the Toronto Reference Library.

L'amateur de livres canadiens (Québec: P. Gagnon, [188?-189? ou 19?], CIHM no. Po6095) – 5 issues assembled from the collections of the National Library of Canada and the Séminaire du Québec.

Phase 4 (1990-1994) – Pre-1900 Monographs Supplement 1: 5,538 titles on 10,789 microfiche; Additional supplement: 2,967 titles on 1,726 microfiche.

CIHM had completed 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 filmed titles not be included unless the titles clearly had 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 Fleming's *Upper Canadian Imprints 1801-1841* and *Atlantic Imprints 1800-1820*,¹⁴ and another 254 from research by Fleming and Sandra Alston (University of Toronto) for their supplement to Tremaine's *A Bibliography of Canadian Imprints, 1750-1800*.¹⁵ Additional titles were found in Yvan Lamonde's *La librairie et l'édition à Montréal*, Joyce Banks's *Books in Native Languages in the Rare Book*

14 Patricia Fleming, *Upper Canadian Imprints, 1801-1841* (Toronto: U of Toronto P, 1988); and *Atlantic Canadian Imprints, 1801-1820: A Bibliography* (Toronto: U of Toronto P, 1991).

15 Patricia Fleming and Sandra Alston, *Early Canadian Printing: A Supplement to Marie Tremaine's A Bibliography of Canadiana, 1751-1800* (Toronto: U of Toronto P, 1999).

Collections of the National Library of Canada,¹⁶ Jennifer Connor's bibliographic research on the history of medicine, and Elizabeth Driver's bibliographic research on Canadian cookbooks. CIHM also conducted on-site surveys at such locations as the Canadian Museum of Civilization, the University of Western Ontario, the University of British Columbia, the Hamilton Public Library, Laval University, and numerous Toronto libraries (including the Toronto Reference Library, the Anglican Archives, the United Church of Canada/Victoria University Archives, and York University Library).

For this collection, CIHM created an automated in-house bibliographic database for the first time using Inmagic software, the precursor of DBTextworks. Bibliographic information (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 its physical condition (e.g., damage, binding tightness, etc.) was entered with the location in order to assist CIHM's selection of the best available copy for microfilming. This database served as the model for those 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, in recent years, the National Library of Canada has acquired a few of these items and CIHM has filmed them. One title is the earliest in the pre-1900 monograph collection: André Thévet's *Les singularitez de la France antarctique autrement nommée Amérique & de plusieurs terres & isles découvertes de nostre temps* (Paris: Chez les heritiers de Maurice de la Porte, 1558), CIHM no. 94751.

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

The Advisory Committee, chaired by Gayle Garlock and later Yvan Lamonde (Université McGill), met for the first time in February 1993. In addition to recommending that the collection cover a broad range of subjects, 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; and

¹⁶ Joyce Banks, *Books in Native Languages in the Rare Book Collections of the National Library of Canada* (Ottawa: National Library of Canada, 1985).

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.¹⁷

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 from the catalogue all cards for titles with Canadian imprints published between 1900-1920. Using DBTextworks, CIHM staff created a database of 10,615 records. 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,¹⁸ and from Elizabeth Driver's bibliography of Canadian cookbooks. Later on, the file was augmented by on-site surveys and the use of such bibliographies as *Maritime Pamphlet Collection*,¹⁹ *The Republic of Childhood*,²⁰ *A Bibliography of the Prairie Provinces*,²¹ *Dictionnaire des Oeuvres Littéraires du Québec II 1900 à 1939*,²² *A Bibliography of McClelland and Stewart Imprints*,²³ *Bibliographie du roman canadien-français 1900-1950*,²⁴ *Bibliography of Newfoundland*,²⁵ and *The Ryerson Imprint*.²⁶ On-site surveys were done at libraries and archives which had not

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

18 John R.T. Ettlinger 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-), and Patrick B. O'Neill, *Checklist of Canadian Dramatic Materials to 1967* (Waterloo, Ont.: U of Waterloo, 1983).

19 Francesca Holyoke, *The Maritime Pamphlet Collection: An Annotated Catalogue* (Fredericton: U of New Brunswick Libraries, 1990).

20 Sheila Egoft, *Republic of Childhood: A Critical Guide to Canadian Children's Literature in English*, 2nd ed. (Toronto: Oxford U P, 1975). (CIHM was also advised of additions to be made to the new edition.)

21 Bruce Peel, *A Bibliography of the Prairie Provinces to 1953, with Biographical Index*, 2nd ed. (Toronto: U of Toronto P, 1973).

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

23 Carl Spadoni and Judy Donnelly, *A Bibliography of McClelland and Stewart Imprints, 1909-1985: A Publisher's Legacy* (Toronto: ECW, 1994).

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

25 Agnes C. O'Dea, *Bibliography of Newfoundland* (Toronto: U of Toronto P, in association with Memorial U of Newfoundland, 1986).

26 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: Ryerson Press, [1954]).

reported to the union catalogue and whose catalogues were not available electronically.

CIHM's greatest challenge was in obtaining copyright clearance. This huge project began with a search for biographical information about authors, co-authors, editors, compilers, illustrators, and others responsible for Canadiana published between 1901 and 1920. With the help of sources unique to their geographic areas, researchers situated in different parts of Canada searched for links between an author's name and a particular work, the geographic location of an individual at time of death, and the location of her/his descendants. CIHM researchers at the National Library of Canada checked 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 Montreal cemetery in hopes of identifying descendants on a headstone. CIHM sent letters to rights holders requesting permission for microfilming and making it clear that, as a non-profit organization, it was unable to pay royalties. Rights holders were usually quite pleased to give CIHM permission, and some even provided bibliographies of their antecedents' *oeuvre*, detailed genealogical records, and occasionally books (which were donated to the National Library of Canada after filming). When CIHM was unable to identify rights holders, the names were referred to the various copyright collectives, most of which were unable to assist. The final step involved requesting licenses from the Copyright Board, which had received previously CIHM's extensive documentation on its research methods. CIHM sent lists of titles it wished to film along with the names of individuals for whom no information or descendants had been found (with copies of replies from 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 reproduce the material in microfilm, printed, and digital (CD-ROM) forms. 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: P.B. Hoeber, 1919], CIHM no. 78006). The collection's extensive body of literature includes such works 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 (2001-2005) – *Canada in the Making* (Early Canadian Government Publications): Digital collection of 3,033 titles or 650,935 page images (to February 2003). Approximately 1,200 titles (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);²⁷ 2) materials published in Great Britain and France relating directly to 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 (i.e., issued with chapter designation); 7) both monographs and serials as a unified collection of official publications;²⁸ and possibly include 8) indexes published after 1920 whose contents refer to pre-1920 official publications. To assist CIHM in setting priorities for such a vast quantity of material, the Advisory Committee decided that legislative documents should be given the highest priority.

Compared with earlier projects, which involved a broad-band approach (collecting as much information as possible and winnowing

27 E-mail letter from Beth Stover, Bibliographic Research Coordinator, CIHM, 19 March 2003. Duplicating government publications to 1920 would extend the project by a couple of years, so the decision was made to stop at 1900.

28 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/cihm.gov.htm>>.

Figure 3. Title-page from Lelia A. Davis's *Woman's Dress, a Question of the Day* (1894), CIHM no. 91023.

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, 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 (a process that 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 *Acts of French Royal Administration Concerning Canada, Guiana ... Prior to 1791*,²⁹ *Catalogue collectif des impressions québécoises, 1764-1820*,³⁰ *Provincial Royal Commissions and Commissions of Inquiry, 1867-1982*,³¹ *Ontario Royal Commissions and Commissions of Inquiry, 1867-1978*,³² Olga Bishop's bibliographies, and Tremaine. 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 (2005-) – Periodicals Online

At time of writing, this project is very much in the planning stages. The Advisory Committee, chaired by Paul Aubin (Québec, Québec), met on 25 January 2003 and recommended that the project consist

29 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).

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

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

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

of Canadian periodicals to 1920. CIHM plans to scan existent microfiche and microfilm (its own and others) if the quality is good. If the microform quality is poor or the item contains many illustrations and photographs, CIHM will scan from the original. Some Canadian periodicals are already being digitized, and CIHM will not duplicate these titles. Additional information will be posted on the *Early Canadiana Online* web site <www.canadiana.org>.³³

Table I:
CIHM Collection Contents by Subject³⁴

<i>Subjects</i>	<i>Pre-1900</i>	<i>Monographs</i>		<i>Periodicals</i>	<i>Gov Pubs</i>	<i>TOTALS</i>
	<i>Monographs</i>	<i>1900-1920</i>	<i>Annuals</i>			
Generalities	7,136	366	358	168	5	8,033
Philosophy	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
Languages	1,096	298	1	6	2	1,403
Nat. Sciences	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
Cnd. Literature	2,860	2,015	15	81	0	4,971
Geog. & Hist.	15,953	3,247	415	61	148	19,826
TOTALS	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, and whenever possible, new titles are added to the collections as supplements.

Microfilming

CIHM began microfilming on 20 November 1979 using a Bell and Howell Step and Repeat Diplomat camera. Accepted standards are

33 At time of writing, information about CIHM is posted at the CIHM web site, <<http://www.nlc-bnc.ca/cihm/icmh.htm>>. However, CIHM plans to consolidate all information about CIHM and ECO at the ECO web site at <<http://www.canadiana.org>>.

34 Table prepared by Judi McNeil, Cataloguing Coordinator, CIHM.

followed. 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. Microfilming standards developed by the Association for Information and Management (AIIM) and the American Standards Institute (ANSI) 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 produced since 1980 have targets at the beginning and show the reduction ratio used. CIHM staff compare all fiche with the original items filmed, page by page.

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

In the early years, two shifts of staff kept the Ottawa camera working for about 16 hours each workday. Satellite operations were established in Toronto, Vancouver, and Washington, D.C. (at the Library of Congress). The Vancouver operation began and ended in 1981 mainly because of difficulties with the vendor.³⁵ Microfilming at the Library of Congress continued until all Phase 1 pre-1900 monographs were microfilmed. The Toronto microfilming operation continued through all projects. All Ottawa microfilming is done in the National Library of Canada building.

Cataloguing

Cataloguing is the backbone of all CIHM collections. When CIHM was established, the intention was to produce a short-title catalogue

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

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."³⁶ In response, 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 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 (LCSH), Répertoire de vedettes-matière, and Dewey Decimal Classification.

All CIHM catalogue records are added to the current National Library of Canada database. The first was an offline batch load system called IV-phase, 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 (produced with the assistance of the National Library of Canada) loaded to the subscriber databases. The COM catalogue contained seven indexes: 1) authors/titles/series, 2) English subject headings, 3) French subject headings, 4) Dewey Decimal Classification, 5) place of publication, 6) date of publication, and 7) 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 catalogue was phased out when subscribing libraries regularly

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

included CIHM records in their electronic catalogues. The last COM catalogue, produced in 1997, contains records for pre-1900 monographs (including supplement 1), annuals, almanacs, directories, 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 that some had lost them. In 1989 CIHM reissued this information in a four-tape set and notified subscribers of availability. Many requested the set and loaded the records into their systems. The tapes contained more than 50,000 records, a substantial addition to any library catalogue.

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 symbols of the lending institutions, 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 almanacs, directories, and different subject areas such as agriculture and medicine, economics, education, history and geography, language and literature, law, music and fine arts, native studies, political science, psychology and anthropology, religion and philosophy, science, sociology, and technology. Some of these catalogues were produced with expert assistance from outside individuals and organizations. For example, *Law to 1900*, compiled by Caron Rollins and Jann Lynn-George, is a co-publication with the Canadian Association of Law Libraries (CALL).³⁷ *Genealogy and Local History to 1900* was compiled by J. Brian Gilchrist and Clifford

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37 Caron Rollins and Jann Lynn-George, *Law to 1900: A Bibliography Selected from the Catalogue of the Canadian Institute for Historical Microreproductions (CIHM)*, Rev. ed. (Ottawa: CIHM, 1997).

Duxbury Collier,³⁸ and the *Canadian Women's History Bibliography* was compiled by Klay Dyer, Sue Martin, and Lucy Sussex.³⁹ Other catalogues, on such topics as native studies, English Canadian literature, and French Canadian literature were compiled by CIHM staff acting under instruction from committees of experts 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>>.

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 contains all bibliographic data and revised records of monographs and periodicals that have 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>>. CIHM has made all its records of filmed and unfiled titles available to the History of the Book in Canada project. CIHM has also identified 500 children's literature titles from its microfiche collections and made them available to the National Library of Canada in preparation for the international conference "The Fun of Reading: International Forum on Children's Literature" (Ottawa, June 26-29, 2003).

38 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).

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

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

CIHM holds no books of its own. The thousands of titles filmed and scanned have all come from somewhere else. When CIHM is ready to initiate borrowing procedures, the selector checks the list of available locations, omits copies described as fragile or damaged, and chooses a location in Ottawa – such as the National Library of Canada or the National Archives – or in the nearest city or town.

CIHM attempts to reach agreements with the lending institutions 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 handles almost all contact with the libraries, arranges for the borrowing of the books, handles all paperwork, packs the books in specially prepared crates, and arranges to 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 travel to the libraries to collect books, in other cases (involving only a few books), the library may be willing to ship by courier. CIHM also uses the inter-university courier services (IUTS and PEBUQILL) in Ontario and Quebec. The National Library of Canada allows CIHM staff to access the stacks and do their own retrieval. All books travelling to and from CIHM are insured.

When the books arrive in Ottawa they are checked in and examined for damage and sturdiness. 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 National Library of Canada and the National Archives for each of its microfilming projects. More than 50 per cent of the books microfilmed for the monographs 1900-1920 project came from the National Library of Canada collections. Nevertheless, that CIHM sends its interlibrary loan requests far and wide is indicated in the 1996-1997 annual report, for example: "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%.”⁴⁰ CIHM annual reports from 1991 to 1998 list all libraries that lent materials or otherwise assisted CIHM.

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

In 1996 the Andrew W. Mellon Foundation awarded a grant of \$500,000 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 versions of research materials.⁴¹ CIHM raised matching funds to make up the one-million-dollar project budget.⁴² Over a two-year period, 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. That hurdle overcome, the team had to find ways of indexing the individual pages, linking them to the MARC record, and providing optical character recognition (OCR) for the scanned images, all within the project budget.⁴³

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 include Hudson's Bay (160 titles), and the Jesuit Relations⁴⁴ (Thwaites edition, 73 titles, scanned in partnership with the National Library of Canada). A link was made

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

41 CIHM, *Annual Report 1996-1997*, 5.

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

43 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_bib.html>.

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

with the collections of the Bibliothèque nationale du Québec which became an associate member of the team.

Usage comparisons for microfiche, paper, and digital formats 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 conducting genealogical research, while paper and microfiche users tended to be conducting historical research.⁴⁵ An analysis of the comparative costs to libraries of paper, microfiche, and digital products, prepared by Bruce Kingma (Syracuse University), point 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."⁴⁶

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*, 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 after 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 reproduction 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 resulted in a number of changes in terms of: 1) timeliness – digital images are available to subscribers as soon as they are loaded (eliminating inevitable delays associated with the batched shipping, delivery, and filing of microfiche); 2) catalogue access – records are

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

46 Bruce R. Kingma, "The Costs of Print, Fiche and Digital Access, the *Early Canadiana Online* Project," *D-Lib Magazine* 6:2 (February 2000) < <http://www.dlib/february00/kingma.html> >.

available for downloading by subscribers more frequently than previously; also, catalogue records are used to create the metadata; 3) search options – *ECO* users can search by all of the standard points of access (author, title, date, etc.), as well as full text OCR (optical character recognition) indexing, though less than 100% accurate for this type of this type of material, does offer 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;⁴⁷ 5) free access – the original part of *ECO* is accessible to everyone with Internet access (the complete *ECO*, which includes all government publications, is available on a subscription basis); 6) storage capability – because the digital product is stored and maintained by CIHM, no new microfiche cabinets are needed.

CIHM and the Library Community

CIHM and the Canadian library community enjoy a fruitful symbiotic relationship. Canadian libraries furnish the raw materials, i.e., the books and pamphlets that CIHM microfilms and/or scans to produce microfilm or digital product available for acquisition by the library community. Without the broad base of committed subscribers, CIHM would not be able to continue.

CIHM maintains a close relationship with the Canadian Association of Research Libraries (CARL), and looks to its member libraries 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 that have a particular interest in or knowledge of the area under discussion. Advisory committees always include one representative from the National Library of 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 directed to librarians and another to scholars. The questionnaires were accompanied by a

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47 For an example see <<http://www.canadiana.org/citm/lessons/index.html>>.

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 indicated that Canadian government publications should have first priority for reproduction by CIHM. Periodicals were the second choice and monographs third.⁴⁸

CIHM usually has between 25 and 30 subscribers for the microfiche collections, depending, in part, on budget and the type of collection being offered at a particular time. As everyone knows, governments have cut back on the allocation of funds to universities which, in turn has led to some hard decisions about how to spend the remaining funds. As much as CIHM might wish, their collections are not always the first priority.

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.⁴⁹ 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 the National Library of Canada (NLC) and the National Archives of Canada (NAC)

CIHM has benefited from its close relationship with both the National Library of Canada and the National Archives of Canada. The National Librarian is an *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 secure office space, a room for the camera, LAN services, and AMICUS services. In addition, CIHM enjoys such benefits as 1) access to reference collections; 2) access to

48 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).

49 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.

collections for microfilming (e.g., 50% of the post-1900 monograph collection was filmed from NLC holdings); 3) preservation storage of the microfiche masters; 4) advice and assistance from National Library staff; and 5) training opportunities (e.g., computer courses offered to NLC staff are open to CIHM staff). 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 an anchor for CIHM and carry it through difficult times. In 1990, the then Executive Director Robert Montague proudly wrote in his annual report that the fund had reached two million again,⁵⁰ but in the following year he was becoming concerned that the fund would begin to decrease,⁵¹ an accurate prediction. Over the years CIHM has successfully applied for additional funding from the Social Sciences and Humanities Research Council for specific projects or research tools. CIHM has also obtained funding for work in particular subject areas from such foundations as the Hannah Institute for the History of Medicine, the Maclean Foundation, the Vancouver Foundation, the Hudson Bay Foundation, and the Historical Foundation. The initial *Early Canadiana Online* project was funded by a grant from the Andrew W. Mellon Foundation and matching funds from Canadian foundations and other organizations. Heritage Canada has given CIHM three grants (\$250,000 in 2000-2001, \$386,000 in 2001-2002 and \$315,000 in 2002-2003) for the digitization of government publications, and CIHM will be applying for an additional grant for the project's fourth year.⁵² In recent years subscriptions and sales have accounted for 55-57% of annual income. Investment income is lower, in part, because the principal investment has decreased through use in lean years. This situation is expressed

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

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

52 Information provided in an e-mail message from Magdalene Albert, Executive Director, CIHM, 12 March 2003.

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."⁵³

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 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 numbers and also original pagination for the early monographs) and added the records to the OCLC database.⁵⁴ The LC classification numbers were used to divide the collection into subject subsets.

By 1984 UMI was selling the collection, whole or in part, to 23 libraries, including to the Boston Public Library, the Library of Congress, 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.⁵⁵ This arrangement continued until 1991, when CIHM assumed management of foreign sales. When

53 David G. Bell, "Treasurer's Report," *Annual Report 1997-1998* (Ottawa: CIHM, 1998), 4.

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

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

CIHM began marketing outside of Canada it 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.⁵⁶ This led to additional sales. By 1999, 37 university and research libraries outside Canada (not counting Japan) had acquired CIHM collections in whole or in part.⁵⁷

Conclusion

CIHM is a unique organization that has been successful in its mandate to preserve and disseminate a significant portion of Canada's printed heritage. CIHM microfiche collections are available at most university and research libraries in Canada and in libraries in other parts of the world. Parts of the early Canadiana monograph collections and all of the government publications are available on the world-wide web. For a small organization that has always operated with limited resources this is a significant accomplishment which can be attributed to a clarity of purpose as well as the goodwill and material support of the library community. Although many libraries and other organizations have preserved parts of their collections in microform or digital formats, CIHM has been able, so far, to successfully undertake and complete 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 it has created so that they will continue to be available to all who want and need them.

CIHM Founding Board Members

Ramsay Cook (York University), Chair
Louise Dechêne (Université McGill)

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⁵⁶ Canadian Institute for Historical Microreproductions, *Annual Report 1992-1993* (Ottawa: CIHM, 1993), 10.

⁵⁷ Canadian Institute for Historical Microreproductions, *Annual Report 1998-1999* (Ottawa: CIHM, 1999), 14.

David Esplin (University of Toronto Libraries)
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2001- Magdalene Albert

SOMMAIRE

L'Institut canadien de microreproductions historiques (ICMH) a été établi en 1978 afin de conserver et de rendre accessibles sur microfiches les imprimés canadiens anciens. Cet article décrit la

teneur et le contexte des projets complétés de microfilmage de l'ICMH, présente un aperçu de l'histoire de l'ICMH et de ses projets d'avenir.

Durant ses vingt-cinq années d'existence, l'ICMH a microfilmé plus de 90,000 ouvrages, y compris des monographies écrites par des Canadiens ou des Canadiennes, imprimées au Canada ou dont le Canada fait l'objet, ainsi que des publications en série publiées au Canada. Les monographies parues avant 1921 (traitées au cours de plusieurs étapes) et les publications en série canadiennes sur microfiches constituent des projets complétés. Au cours de ses activités l'ICMH a forgé des liens solides avec plusieurs bibliothèques qui ont prêté leurs livres à l'ICMH afin qu'ils soient microfilmés et qui ont ensuite acheté les collections au fur et à mesure qu'elles étaient disponibles. La plupart des bibliothèques universitaires ou de recherche canadiennes, ainsi que plusieurs bibliothèques à l'étranger, conservent les collections de microfiches de l'ICMH.

Lors de sa fondation, l'ICMH a reçu une généreuse subvention de deux millions de dollars du Conseil des Arts du Canada. Au moyen d'une gestion financière judicieuse, de la vente de ses collections de microfiches, et d'une collecte de fonds vigoureuse, l'ICMH a réussi à conserver et à rendre accessibles beaucoup plus de documents canadiens que ses fondateurs avaient envisagé. Chaque projet de l'ICMH a été planifié en consultation avec les communautés bibliothéconomiques et universitaires. Après avoir défini la portée d'un projet, la recherche bibliographique était effectuée, les livres étaient empruntés aux bibliothèques et aux dépôts d'archives, catalogués, microfilmés et retournés aux organismes qui les conservaient. Les bibliothèques abonnées recevaient alors les microfiches accompagnées de la notice catalographique afin qu'elle soit incluse dans leurs bases de données respectives.

Le succès immense du projet pilote de balayage numérique intitulé *Notre mémoire en ligne*, a motivé l'ICMH à se tourner vers les images numériques comme supports pour son projet actuel intitulé *Le Canada en devenir* concernant les publications gouvernementales anciennes parues avant 1921. L'ICMH continue de respecter son mandat concernant la conservation de documents canadiens en créant d'abord une copie sur microfiches de chaque ouvrage qui sera balayé. Le processus de planification pour le prochain projet, le balayage numérique de périodiques canadiens, a déjà commencé.