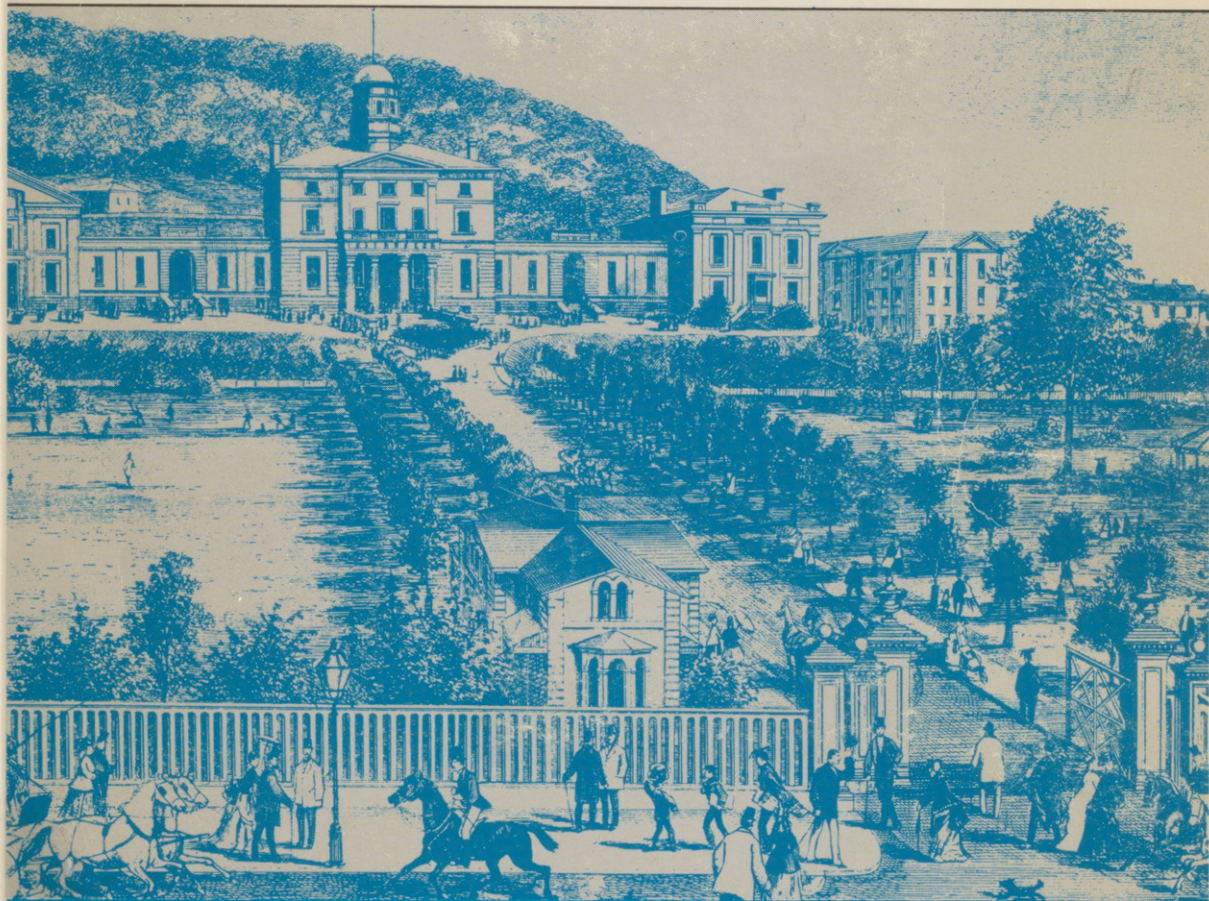


**A Guide to  
Archival Resources  
at McGill University**

**Guide des  
sources d'archives  
à l'université McGill**



**VOLUME 1**

**The Archival Records of  
McGill University**

**Les archives de  
l'université McGill**

**McGill University Archives**

**Archives de l'université McGill**



McGill  
University  
Libraries

Library Science Library

**GUIDE TO  
ARCHIVAL RESOURCES  
AT MCGILL UNIVERSITY**

**Volume 1:**

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of McGill University**

**GUIDE DES  
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À L'UNIVERSITÉ MCGILL**

**Volume 1:**

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l'Université McGill**

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TO/A  
Alan D. Ridge  
McGill University Archivist  
(1962-1968)

and/et

John C.L. Andreassen  
McGill University Archivist  
(1968-1977)

who built  
the McGill University Archives and  
made this work possible.  
May they find in this publication  
a lasting tribute to their  
contribution to the archives and the  
research community of Montréal,  
Québec and Canada.

les premiers bâtisseurs du Service  
des archives de l'Université McGill  
qui ont rendu ce travail possible.  
Puissent-ils retrouver dans cette  
publication un témoignage de  
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contribution aux travaux des  
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## PREFACE

The McGill University Archives has a long tradition of publishing finding aids. Between 1965 and 1977, more than 200 "near-prints" describing items from the most important archival series were published to help researchers form a better idea of the documentary resources at their disposal. The programme had to be revised mainly because of financial constraints, but the objective of disseminating information about the holdings remained and eventually gave rise to the proposal to publish a comprehensive guide covering not only the records available at the Archives, but also those held by all other McGill repositories. Not only does the guide give relevant information about the holdings of an institution, but it also makes it possible to see at a glance the repository's strengths and potentials in particular areas.

For the past few years the McGill University Archives has given a high priority to the publication of this guide because it is the tool that can best support its services to the University administration and to all types of researchers and scholars. Working from the concise descriptions of archival units provided by this guide, it will now be possible to further appraise, describe and process our records in a systematic and integrated way while continuing to improve our reference services to the research community. As this task progresses and as financial resources allow, it should be possible to publish, in paper, micro or magnetic form, revised and improved editions of this general guide as well as other kinds of finding aids covering particular collections, subjects, and media.

m.c.

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## PRÉFACE

La publication d'instruments de recherche est une longue tradition aux archives de l'Université McGill. Entre 1965 et 1977, plus de 200 outils de référence décrivant les documents des séries les plus importantes ont été publiés pour aider le chercheur à s'informer sur les archives à sa disposition. Le programme a dû être abandonné surtout à cause de difficultés financières, mais l'objectif de renseigner sur les collections a toujours subsisté et a même donné naissance à ce projet de guide couvrant non seulement les documents disponibles au Service des archives mais aussi ceux conservés dans tous les autres dépôts de l'Université McGill. Cet instrument de recherche donne tous les renseignements utiles nécessaires à un premier contact avec les fonds d'archives d'une institution tout en permettant au chercheur d'apprécier d'un coup d'oeil les domaines les plus riches et les pistes de recherche disponibles dans des domaines particuliers.

Au cours des dernières années, le service des archives de l'Université McGill a travaillé à la publication de ce guide parce qu'il constitue l'instrument archivistique qui peut le mieux appuyer ses services à l'administration universitaire et à tous les types de chercheurs. A partir des descriptions concises des fonds de ce guide, il sera maintenant plus facile pour le personnel des archives de compléter les opérations d'évaluation, de description et de traitement d'une manière systématique tout en continuant à améliorer ses services de référence à la communauté des chercheurs. A mesure que cette tâche progressera et que les ressources financières le permettront, il devrait être possible de publier des éditions revues et corrigées de ce guide ainsi que d'autres types d'instruments de recherche portant sur des fonds, des sujets et des supports documentaires particuliers.

m.c.

PREFACE

The McGill University Archives has a long tradition of publishing leading-edge research... The McGill University Archives has a long tradition of publishing leading-edge research... The McGill University Archives has a long tradition of publishing leading-edge research...

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## INTRODUCTION

The Guide to Archives Resources at McGill University provides individual descriptions to more than one thousand archival units available for research in eight repositories of McGill University: the Archives, the McLennan Library's Department of Rare Books and Special Collections, the Blackader-Lauterman Library of Architecture and Art, the Blacker-Wood Library of Zoology and Ornithology, the Osler Library, the Montreal Neurological Institute, the McCord Museum, and the Notman Photographic Archives. In addition to the official records of McGill University's administration since the 1820s, this substantial body of primary source material comprises a variety of private archives. Examples range from the rare medical manuscripts of historical importance in the Osler Collection to the architectural drawings of the Percy Nobbs Archives, the sound tapes and video-cassettes of the John Grierson Collection, the several forms of photographic documents of the Notman Archives, and the eighty-five years of student memorabilia in the annual Old McGill.

While the Archives and the McLennan Library's Department of Rare Books and Special Collections have operated under a broad acquisition mandate, other repositories hold materials pertaining to a more defined area: the Blackader-Lauterman Library keeps records relating to architects and architecture; the Blacker-Wood Library primarily has manuscripts pertaining to natural history; the Osler Library has continued Sir William Osler's collection of medical history materials; the Montreal Neurological Institute holds the papers of Wilder Penfield; the McCord Museum has concentrated on 18th and 19th-century Canadian archives; and the Notman Archives has added to the original holdings of William Notman the works of other Canadian photographers. Although a substantial proportion of the records are textual, the University and private archives described in this guide include all types of media: paper, architectural graphic, pictorial, oral, aural, film and microfilm documents. Because of space, time and budget limitations, however, we had to leave aside, for this version, nearly all documentary units of less than five pages of text (or the equivalent for other media) whose content did not appear intrinsically important to academic research.

The arrangement of the records in most cases is based on standard professional principles; but the basic organization of this three-volume guide in published form and the need for easy reference forced a number of choices. The descriptions of the official, organically-related University records were grouped in a single volume, offering an integrated overall picture of these holdings. The rest of the records are private and largely unrelated to each other; the ordering of their descriptions has been necessarily more arbitrary, but, in all cases, has been based on the nature of the records kept in a unit, not the occupation of its creator.

Rather than present the entries in a straight alphabetical sequence, we have grouped them according to dominant themes, as several of the larger repositories in Canada have done with their private archives collection. Although more susceptible to subjectivity, this alternative, involving the creation of thirteen manuscript groups, was chosen because it also provided an opportunity to better portray the character and the strengths of the McGill holdings. These groups are as follows:

**I. MCGILL TEACHING AND RESEARCH:** Private records of McGill University academic and administrative personnel. Most of the records included in this group relate to teaching and research at McGill.

**II. MCGILL STUDENTS:** Papers of individual McGill students primarily pertaining to student life at McGill. It also includes a large quantity of lecture notes covering all periods of the University's teaching history.

**III. EDUCATION:** Records of students, educators and educational bodies not directly connected to McGill University.

**IV. MEDICINE AND SCIENCE:** Papers of doctors and scientists mostly outside the McGill community. With a few exceptions, all papers of McGill's medical and scientific personnel are included in section I.

**V. BUSINESS AND ECONOMY:** Private and accounting papers of businessmen and economists, as well as the financial and administrative records of various commercial bodies.

**VI. WAR AND THE MILITARY:** Private and professional records of military men and records of military or war-related organizations.

**VII. POLITICS AND GOVERNMENT:** Records of politicians and other individuals and bodies engaged in political activities. Also included are copies of public records and writings on politics.

**VIII. CULTURE, LITERATURE AND THE ARTS:** Private, professional and working papers of writers, artists, printers, collectors, photographers and others. Also included are a broad range of creative works, including photographs, original drawings, motion pictures, drama and fiction.

**IX. PROFESSIONS AND TRADES:** Papers and records of architects, lawyers, engineers and other types of professionals.

**X. SOCIAL AND PHILANTHROPIC ORGANIZATIONS:** Records of literary societies and clubs (sometimes with purely social functions) and bodies engaged in community welfare, health improvement and charity.

**XI. RELIGIOUS AND FRATERNAL ORGANIZATIONS:** Records of ecclesiastical bodies and individual clergymen as well as documents of a devotional and theological nature.

**XII. FAMILY AND PRIVATE LIFE:** Correspondence between family members, legal and housekeeping records, diaries, photographs and scrapbooks.

**XIII. TRAVEL AND EXPLORATION:** Journals, reports, letters, and occasionally drawings by explorers, traders and travelers.

As indicated in the "Explanation of Entries and Terms", on page xvii, a special effort was made to distinguish the character of each archival unit, be it a manuscript group, a record group, a special collection, a collection of archival papers (fonds). It was relatively easy to place most entries into a manuscript group according to the main characteristics of the provenance of each; however, when an entry might be placed in more than one group, "see references" have been used to inform the researcher that other relevant material could be found under another heading.

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The publication of this guide is the result of more than six years of work by all members of the McGill Archives staff and several others who have joined in on a temporary basis, as budgets permitted. Their invaluable contribution is acknowledged in the title page as each must share the authorship. Although the project was coordinated by the Archives, special recognition for the contribution of all participating repositories must be extended to their staff. More particularly, we would also like to acknowledge the help of Eleanor MacLean of the Blacker-Wood Library, Pamela Miller of the McCord Museum Archives, Stanley Triggs of the Notman Archives and Professor John Bland of the School of Architecture.

None of this work would have been possible, however, without the generous financial assistance of three major sponsors. The Max Bell Foundation provided the initial substantial funding and made it possible to employ the additional staff and purchase the computer equipment necessary to start the project. The Research Tools Programme of the Social Sciences and Humanities Research Council of Canada provided the resources to complete the research, edit the entries and prepare the publication of the guide. Finally, McGill University has supported the project in several ways: it not only maintained the Archives' past levels of budgetary support at a time of diminishing resources, but it also provided the project with free or subsidized access to such services as computing, printing and advisory services. The understanding and the confidence of the University administration, and especially of Vice-Principal E.J. Stansbury, have also played a major role in our ability to find the financial resources to complete this publication.

Marcel Caya  
University Archivist

As indicated in the "Experimentation" chapter, the ...

The results of the study in the field ...

From the above it will be seen that ...

University of ...

## INTRODUCTION

Le Guide des sources d'archives à l'université McGill est constitué de descriptions de plus de 1000 fonds d'archives à la disposition des chercheurs dans huit dépôts de l'Université McGill: les Archives, le Département des livres rares et des collections spéciales de la Bibliothèque McLennan, la Bibliothèque Blackader-Lauterman d'architecture et d'art, la Bibliothèque Blacker-Wood de zoologie et omithologie, la Bibliothèque Osler, l'Institut neurologique de Montréal, le Musée McCord et les archives photographiques Notman. En plus des archives officielles de l'administration de l'Université McGill depuis les années 1820, cette importante collection de sources primaires comprend également une grande quantité de fonds d'archives privées: pour ne citer que quelques exemples, on peut mentionner les manuscrits rares sur l'histoire de la médecine de la collection Osler, les dessins architecturaux de Percy Nobbs, les rubans sonores et les vidéo cassettes de la collection John Grierson, les documents photographiques variés des archives Notman et les 85 années de vie étudiante documentée dans les Old McGill annuels.

De tous les dépôts répertoriés dans ce guide, seuls les archives et le Département des livres rares et collections spéciales de la Bibliothèque McLennan ont un mandat d'acquisition élargi. Tous les autres dépôts conservent des fonds relatifs à des domaines plus spécifiques: la Bibliothèque Blackader-Lauterman conserve des documents relatifs à des architectes et à l'architecture; la Bibliothèque Blacker-Wood garde des fonds relatifs à l'histoire naturelle; la Bibliothèque Osler a poursuivi le travail de collection de Sir William Osler de sources en histoire de la médecine; l'Institut neurologique de Montréal conserve le fonds Wilder Penfield; le Musée McCord a surtout axé ses acquisitions sur des fonds du 18<sup>ième</sup> et du 19<sup>ième</sup> siècles alors que les archives Notman ont ajouté les oeuvres de d'autres photographes canadiens au fonds William Notman original. Bien que la plupart de ces documents soient textuels, les archives de l'Université et un grand nombre de fonds privés décrits dans ce guide comprennent également des documents de tous les types de support documentaire: papier, dessin architectural, image, documents graphique, oral, aural, film et microfilm. A cause des contraintes d'espace, de temps et de budget nous avons dû laisser de côté, pour cette édition, presque tous les fonds de moins de 5 pages de texte (ou l'équivalent pour les autres supports) dont le contenu ne nous apparaissait pas intrinsèquement important pour la recherche académique.

Le classement des fonds a été effectué, dans la plupart des cas, selon les normes professionnelles de l'archivistique; mais la publication de ce guide en trois volumes et les besoins de référence nous ont imposé un certain nombre de choix quant à la répartition des notices descriptives. Les descriptions des fonds de l'Université, parce qu'ils offraient une structure organique bien définie, furent regroupés en un seul volume, fournissant ainsi une image globable de tous les fonds disponibles. Les fonds d'archives privées, qui n'ont pratiquement aucun lien les uns avec les autres, ont dû être l'objet de décisions plus arbitraires qui, dans tous les cas, ont été prises en fonction des documents du fonds plutôt que de l'occupation principale de son créateur. Au lieu de présenter les notices dans une séquence alphabétique simple, nous avons préféré les regrouper selon des thèmes principaux comme l'ont fait les plus grands dépôts au Canada avec leurs collections d'archives privées. Bien que plus subjective, la création de groupes d'archives privées fut retenue parce qu'elle nous laissait mieux présenter les principaux domaines de développement et les caractéristiques de la collection de l'Université McGill. On a donc formé les groupes de fonds suivants:

**I. L'ENSEIGNEMENT ET LA RECHERCHE À MCGILL:** Fonds privés du personnel administratif et académique de l'Université McGill. La plupart de ces fonds portent sur l'enseignement et la recherche à McGill.

**II. LES ÉTUDIANTS DE MCGILL:** Fonds d'étudiants de l'Université McGill concernant surtout la vie étudiante à l'Université. Le groupe comprend également une grande quantité de notes de cours couvrant toutes les périodes de l'histoire de l'enseignement à l'Université.

**III. ÉDUCATION:** Fonds d'étudiants, d'éducateurs et d'organismes ayant oeuvré dans les domaines de l'éducation, sans avoir été directement reliés à l'Université McGill.

**IV. MÉDECINE ET SCIENCE:** Fonds de médecins et d'hommes de science issus, pour la plupart, à l'extérieur du milieu de l'Université McGill. A quelques exceptions près, tous les fonds du personnel scientifique et médical de l'Université ont été inclus dans la section I, sur l'enseignement et la recherche à McGill.

**V. AFFAIRES ET ÉCONOMIE:** Fonds privés d'hommes d'affaires et économistes et documents financiers et administratifs de plusieurs sociétés commerciales.

**VI. GUERRE ET VIE MILITAIRE:** Fonds privés et professionnels d'individus et archives d'organismes reliés de près ou de loin à des activités militaires.

**VII. POLITIQUE ET GOUVERNEMENT:** Fonds de politiciens et de d'autres individus et organismes engagés dans des activités politiques. Sont également inclus, des copies de documents gouvernementaux et des documents sur la politique.

**VIII. CULTURE, LITTÉRATURE ET ARTS:** Fonds privés et professionnels ainsi que documents de travail d'écrivains, d'artistes, d'imprimeurs, de collectionneurs, de photographes et d'autres artistes. Sont également comprises des oeuvres créatrices incluant photographies, dessins originaux, films et manuscrits de pièces et romans.

**IX. PROFESSIONS:** Fonds privés et archives d'architectes, d'avocats, d'ingénieurs et d'autres types de professionnels.

**X. ORGANISMES SOCIAUX ET PHILANTHROPIQUES:** Fonds de sociétés et de clubs littéraires (quelquefois avec des objectifs purement sociaux) et organismes voués au bien-être de la communauté, à l'amélioration de la santé publique et à la charité.

**XI. ORGANISMES RELIGIEUX ET D'ENTRAIDE MUTUELLE:** Fonds d'organismes



religieux et de membres du clergé et documents de nature théologique.

**XII. VIE FAMILIALE ET PRIVÉE:** Correspondance entre membres d'une même famille, documents légaux et d'économie familiale, journaux personnels, photographies et spécimens.

**XIII. VOYAGES ET EXPLORATIONS:** Journaux, rapports, lettres, cartes et dessins d'explorateurs, de marchands et de voyageurs.

Comme nous l'avons indiqué dans l'explication des notices et de la terminologie, en page xix, un effort spécial a été fait pour distinguer le type d'unité archivistique de chacune des notices, qu'il s'agisse d'un fonds privé, d'un fonds officiel, d'une collection spéciale, ou d'une collection ou un fonds d'archives. Il fut relativement facile de loger la plupart des notices dans un groupe d'archives privées selon les caractéristiques de la provenance des documents; en cas de doute, des renvois aux autres groupes d'archives privées ont été utilisés pour informer le chercheur que d'autre matériel pertinent peut être trouvé sous une autre rubrique.

XXXXX

La publication de ce guide est le fruit de plus de six années de travail de tous les membres du personnel des archives de l'Université McGill et de plusieurs autres assistants qui se sont joints temporairement à l'équipe originale, selon ce que les budgets permettaient. Leur précieuse contribution est reconnue en page titre parce que chacun doit en partager la responsabilité. Bien que le projet ait été coordonné par le Service des archives, la contribution de tous les dépôts participants a été essentielle à la poursuite du projet et tous les membres de leur personnel doivent être remerciés. De façon plus particulière, nous voudrions reconnaître le travail d'Eleanor MacLean de la Bibliothèque Blacker-Wood, de Pamela Miller des archives du Musée McCord, de Stanley Triggs des archives Notman et du professeur John Bland de l'École d'architecture.

La publication de cet instrument de recherche n'aurait jamais été possible sans l'aide financière généreuse de trois organismes. La Fondation Max Bell a fourni des budgets initiaux substantiels qui ont rendu possible l'engagement de personnel additionnel et l'achat d'équipements informatiques nécessaire à l'amorce du projet. Le programme d'instruments de recherche du Conseil de recherches sur les humanités du Canada a fourni les budgets pour compléter la recherche, vérifier les notices et préparer la publication de ce guide.

Finalement l'Université McGill a appuyé le projet de plusieurs manières: l'Université a non seulement maintenu aux Archives son appui financier en des temps de resserrements budgétaires, mais elle a également fourni au projet un accès gratuit ou subventionné à des services aussi essentiels que ceux de l'informatique, l'imprimerie et les services conseils. La compréhension et la confiance manifestées par les membres de l'administration universitaire, particulièrement par le Vice-principal E.J. Stansbury, nous ont permis de trouver les ressources financières qui ont rendu possible cette publication.

Marcel Caya  
directeur du  
Service des archives  
de l'Université

## EXPLANATION OF ENTRIES AND TERMS

### TYPES OF ARCHIVAL UNITS

**Record Group:** The official records in the McGill University Archives are divided into record groups. In most cases a record group consists of the body of records produced by a faculty, department or office. A few record groups combine the records of temporary offices fulfilling similar functions or smaller bodies grouped together for convenience.

**Manuscript Group:** Grouping of papers according to the dominant theme of the records.

**Collection:** In this guide this term refers to an individual's collection of materials other than his own personal records (E.g., David Ross McCord Canadian Manuscripts Collection).

**Special Collection:** In this guide this term refers to an artificial collection dealing with a particular subject or individual. In most cases the creators or recipients of the records are unknown or diverse (E.g., Shipwrecks).

### ENTRIES

**Titles of entries:** In conformity with archival standards, private records are generally designated by the name of their creator or recipient.

**Dates:** For individuals whose papers are described, dates of birth and death are provided in the title line, if known. For institutions the dates of establishment or activity are given.

**Type, Extent and Dates of Records:** The McGill University administrative records described in the record groups are originals unless otherwise indicated. Private records (most of which are original) are designated as originals or copies. The records are on paper unless otherwise described (for example, photographs, microfilm, or audio tapes). The extent is given in metric measurement (centimetres or metres) or, occasionally, number of pages or items. The dates or approximate dates given are those of the earliest and latest item in the collection or record series. Repository reference data is given where possible.

**Description of Records and Collections:** Historical or biographical introductions are given for most record groups and private archives. Following the introduction, the papers, their major subjects, and their arrangement is described. Departmental records and some of the larger manuscript units have been broken down into their constituent series.

**Location of Papers:** McGill repositories are indicated in the description. Administrative

papers contained in the record groups are located at the University Archives unless otherwise noted.

**Other Finding Aids:** There are detailed guides, listings, and indexes to many collections described in this guide. They may be consulted at the repositories at which the records are held.

**Restricted Access:** Access to certain records containing information on persons is restricted by legislation. Other material may be restricted by the depositing individual or body. Restrictions apply mainly to the official Record Groups of the University and are interpreted by the University Archivist.

**Language of Description:** Records written mainly in English are described in English; those written mainly in French are described in French. Records in other languages are usually described in English.

## INDEX

**Private Archives:** The index to the private archives contains main entries (i.e. collection titles); all personal names in the descriptions of records (but not the biographies or introductions); and the names of institutions, the official records of which are found in private papers.

**Record Groups:** The index for the record groups includes personal names and departments. The historical introductions and lists of officers are not indexed. There are few subject entries other than "student records", "examinations", and "scrapbooks". Record Group 32 (Arts and Science) is indexed by department only.

## ABBREVIATIONS

Acc.	Accession
c.	container
ca	circa
cm	centimeter
fl	floruit (period during which a person flourished)
m	metre
MG	Prefix to the reference number of papers held in Manuscript Groups
n.d.	no date
p,pp	page, pages
RG	Prefix to the reference number of papers held in Record Groups

## EXPLICATION DES NOTICES ET DE LA TERMINOLOGIE

### TYPES D'UNITÉS ARCHIVISTIQUES

**Fonds d'archives officielles:** Les documents conservés aux Archives de l'Université McGill sont divisés en fonds d'archives officielles. Dans la plupart des cas, un fond d'archives officielles regroupe un ensemble de documents émanant d'une faculté, d'un département ou d'un bureau. Quelques fonds d'archives officielles réunissent les archives de bureaux temporaires qui ont rempli des fonctions semblables ou des organismes plus petits regroupés pour des raisons de commodité.

**Groupe d'archives privées:** Regroupement de fonds privés selon le thème dominant des documents.

**Collection:** Dans ce guide, ce terme renvoie aux collections individuelles de documents autres que les fonds privés de la personne elle-même (par exemple, la collection de manuscrits canadiens de David Ross McCord ne contient aucun document de David Ross McCord).

**Collections spéciales:** Dans ce guide, ce terme renvoie aux collections artificielles portant sur un sujet ou un individu particulier. Dans la plupart des cas, les créateurs ou les récipiendaires de documents sont inconnus ou d'une grande diversité. (Par exemple, Collection spéciale sur les naufrages).

### NOTICES

**Titres des notices:** Conformément à la pratique archivistique, les fonds privés sont généralement désignés par le nom de leur créateur ou récipiendaire.

**Dates:** Pour les individus dont le fonds est décrit, les dates de naissance et de décès sont fournies dans la ligne du titre, si elles sont connues. Pour une institution, les dates de fondation ou d'activité sont celles qui sont données.

**Type, quantité et dates des documents:** les archives administratives de l'Université McGill décrites dans les fonds d'archives officielles sont des originaux à moins qu'il en soit indiqué autrement. Les fonds d'archives privées (la plupart sont des originaux) sont décrits comme originaux ou copies. Les documents sont sur papier à moins qu'il en soit indiqué autrement (par exemple, photographies, microfilms, rubans sonores). La quantité est donnée en mesure métrique ou, à l'occasion, en nombre de pages ou de pièces. Les dates ou les dates approximatives données sont celles des pièces les plus récentes et des plus anciennes de la collection ou de la série. Les détails de la cotation du dépôt où les documents sont conservés sont donnés chaque fois qu'il est possible de le faire.

**Description des fonds et des collections:** Des introductions historiques ou biographiques pour la plupart des groupes d'archives officielles et des archives privées. Après une introduction, les fonds, leurs principaux sujets et leur classement sont décrits. Les archives de départements universitaires et quelques-uns des plus grands fonds d'archives privées ont été subdivisés et décrits selon les séries qui les composent.

**Localisation:** Les dépôts de l'Université McGill sont indiqués dans la description. Les fonds d'archives administratives sont pour la plupart conservés aux Archives de l'Université McGill, à moins d'indication contraire.

**Autres instruments de recherche:** Pour la plupart des fonds décrits dans cet instrument de recherche, des guides détaillés, listes et index additionnels sont également disponibles. Ils peuvent être consultés au dépôt où le fonds est conservé.

**Restriction de communicabilité:** Une limitation d'accès à certains dossiers détenant de l'information sur les personnes est réglementée par législation. D'autre matériel peut être soumis à cette même restriction si la demande en a été faite par l'individu ou l'organisme dépositaire. Ces restrictions s'appliquent principalement aux fonds d'archives officielles de l'Université et sont interprétées par le Directeur du service des archives.

**Langue de description:** Les séries dont les documents sont surtout en anglais sont décrites en anglais; celles dont la langue principale est le français sont décrites en français. Les documents dans tout autre langue sont généralement décrits en anglais.

## INDEX

**Fonds d'archives privées:** L'index aux fonds d'archives privées contient les notices principales (c'est-à-dire les titres de fonds); tous les noms de personnes dans les descriptions de séries (mais non des biographies ou l'introduction), et les noms d'institutions dont les archives officielles sont retrouvées dans les fonds d'archives privées.

**Fonds d'archives officielles:** L'index aux fonds d'archives officielles de l'Université inclut les noms des personnes et des départements. Les introductions historiques et les listes de directeurs ne sont pas indexés. Il existe également quelques notices de sujets autres que "dossiers étudiants", "examens", et "spécilèges". Le fonds d'archives officielles 32 (Arts et Science) est indexé par département seulement.

## ABRÉVIATIONS:

Acc.	Acquisition
c.	contenant
ca	circa
cm	centimètre
fl	floruit (période durant laquelle une personne a été active)
m	mètre
MG	préfixe à la cote contenu dans le groupe des archives privées
n.d.	pas de date
p,pp	page, pages
RG	préfixe à la cote dans les groupes d'archives officielles.

## REPOSITORIES

### **Blackader-Lauterman Library of Architecture and Art**

Redpath Library Building  
3459 McTavish  
Montréal, Québec  
H3A 1Y1

I. Murray, Head  
Enquiries: (514) 392-4960  
By appointment

### **Blacker-Wood Library of Zoology and Ornithology**

Redpath Library Building  
3459 McTavish  
Montréal, Québec  
H3A 1Y1

E. MacLean, Head  
Enquiries: (514) 392-4955  
Mon.-Fri., 9:00-17:00

### **McCord Museum**

690 Sherbrooke St. West  
Montréal, Québec  
H3A 1E9

M. Caya, Director  
P. Miller, Archivist  
Enquiries: (514) 392-4777  
By appointment

### **McGill University Archives**

McLennan Library Building  
3459 McTavish  
Montréal, Québec  
H3A 1Y1

M. Caya, University Archivist  
R. Michel, Archivist  
Enquiries: (514) 392-5356  
Mon.-Fri., 9:00-12:30  
13:30-17:00

### **Montreal Neurological Institute**

3801 University  
Montréal, Québec  
H3A 2B4

W. Feindel, Director  
(514) 284-4655  
By appointment

### **Notman Photographic Archives**

McCord Museum  
690 Sherbrooke West  
Montréal, Québec  
H3A 1Y1

S. Triggs, Curator  
Enquiries: (514) 392-4781  
By appointment

### **Osler Library**

McIntyre Medical Sciences Building  
3655 Drummond St.  
Montréal, Québec  
H3G 1Y6

F. Wallis, Assistant Librarian  
Enquiries: (514) 392-4331  
Mon.-Fri., 9:00-17:00

### **Rare Books and Special Collections**

McLennan Library  
McLennan Library Building  
3459 McTavish  
Montréal, Québec  
H3A 1Y1

E. Lewis, Head  
Enquiries: (514) 392-4973  
October-April:  
Mon.-Fri., 9:00-18:00  
Sat., 9:00-12:00  
May-September:  
Mon.-Fri., 9:00-17:00

## DÉPOTS

### **Bibliothèque Blackader-Lauterman d'architecture et d'art**

Bibliothèque Redpath  
3459 rue McTavish  
Montréal, Québec  
H3A 1Y1

I. Murray, chef  
Renseignements: (514) 392-5960  
Sur rendez-vous

### **Bibliothèque Blacker-Wood de Zoologie et Ornithologie**

Bibliothèque Redpath  
3459 rue McTavish  
Montréal, Québec  
H3A 1Y1

E. MacLean, chef  
Renseignements: (514) 392-4955  
Lundi au Vendredi, 9:00-17:00

### **Musée McCord**

690 rue Sherbrooke Ouest  
Montréal, Québec  
H3A 1E9

M. Caya, directeur  
P. Miller, archiviste  
Renseignements: (514) 392-4777  
Sur rendez-vous

### **Archives de l'université McGill**

Bibliothèque McLennan  
3459 rue McTavish  
Montréal, Québec  
H3A 1Y1

M. Caya, directeur  
R. Michel, archiviste  
Renseignements: (514) 392-5356  
Lundi au Vendredi,  
9:00-12:30, 13:30-17:00

### **Institut neurologique de Montréal**

3801 rue Université  
Montréal, Québec  
H3A 2B4

W. Feindel, directeur  
(514) 284-4655  
Sur rendez-vous

### **Archives photographiques Notman**

Musée McCord  
690 rue Sherbrooke Ouest  
Montréal, Québec

S. Triggs, conservateur  
Renseignements: (514) 392-4781  
Sur rendez-vous

### **Bibliothèque Osler**

Édifice McIntyre  
3655 rue Drummond  
Montréal, Québec  
H3G 1Y6

F. Wallis, assistante bibliothécaire  
Renseignements: (514) 392-4331  
Lundi au Vendredi, 9:00-17:00

### **Livres rares et collections spéciales**

Édifice Bibliothèque McLennan  
3459 rue McTavish  
Montréal, Québec  
H3A 1Y1

E. Lewis, chef  
Renseignements: (514) 392-4973  
Octobre-Avril:  
Lundi au Vendredi, 9:00-18:00  
Samedi, 9:00-12:00  
Mai-Septembre  
Lundi au Vendredi, 9:00-17:00



MCGILL UNIVERSITY ARCHIVES  
RECORD GROUPS

I. EXECUTIVE AND ADMINISTRATIVE BODIES

1. Chancellor
2. Principal
3. Vice-Principals
4. Board of Governors
6. Comptroller
7. Registrar
8. Senate
10. Physical Plant
11. Archives
12. Physical Resources
14. Human Resources
15. Treasurer
17. Development Office

II. FACULTIES

27. Science
28. Management
30. Education
32. Arts & Science
33. Dentistry
34. Religious Studies
35. Engineering
36. Graduate Studies and Research
37. Law
38. Medicine
39. Music and Conservatorium

III. COLLEGES, SCHOOLS AND SERVICES

40. Libraries
41. Museums
42. Royal Victoria College
43. Macdonald College
44. Continuing Education
45. Dawson College
46. Athletics
47. McGill-Queen's University Press
48. Computing Centre
49. Public Relations Office
63. Library Science
64. Nursing
66. Social Work
74. Student Services
75. Student Organizations
76. Graduate Organizations
77. Employee Organizations
78. Faculty Club
82. Projects and Occasional Offices
83. Campus Events and Office of Conferences and Special Events
84. Teaching and Research Programmes and Institutes

IV. ASSOCIATED INSTITUTIONS

- 90. Affiliated Colleges and Schools
- 95. Royal Victoria Hospital
- 96. Montreal General Hospital

### R.G. 1: OFFICE OF THE CHANCELLOR

The office of Chancellor was established by the University statutes of 1864, which ordered that the President of the Royal Institution for the Advancement of Learning should also bear the title and perform the function of University Chancellor. The Chancellor is the titular head of the University and the presiding officer of convocation and of joint sessions of the Board of Governors and the Senate. Until 1970 the Chancellor/President of the Royal Institution usually served as Chairman of the Board of Governors, although this arrangement was customary not statutory. In 1970 the positions of Chancellor and President of the Royal Institution were split. The Chancellor remained the ceremonial head of the University. The President of the Royal Institution usually also serves as Chairman of the Board of Governors, the latter position being concerned mainly with financial and administrative affairs. At present the Chancellor's duties include presiding over convocation and other University functions and serving as chairman of the honorary degreees committee and the committee to select a Principal.

#### CHANCELLORS OF MCGILL UNIVERSITY

1864-1884	Charles Dewey Day
1884-1888	James Ferrier
1889-1914	Sir Donald Alexander Smith, Lord Strathcona
1914-1917	Sir William Christopher Macdonald
1918-1920	Sir Robert Laird Borden
1921-1942	Sir Edward Wentworth Beatty
1943-1946	Morris Watson Wilson
1946-1952	Orville Sievwright Tyndale
1952-1957	Bertie Charles Gardner
1957-1964	Ray Edwin Powell
1964-1970	Howard Irwin Ross
1970-1974	Donald Olding Hebb
1975	Stuart Milner Finlayson
1976-1984	Conrad Fetherstonhaugh Harrington
1984-	A. Jean de Granpré

#### MORRIS WATSON WILSON, 1943-1946

Morris W. Wilson became a Governor in 1937 and was appointed Chancellor in 1943. He died suddenly in 1946.

General Administrative Records, 1935-1946, 60 cm (c.24-c.25)

Records on investments, endowments, correspondence, speeches and reports.

#### BERTIE CHARLES GARDNER, 1952-1957

Bertie Charles Gardner served as Governor from 1949 to 1958; he was Chancellor from 1952 to 1957 and was appointed Emeritus Governor in 1959.

Correspondence, 1953-1957, 1 cm (c.22)

General administrative correspondence.

Addresses, 1952-1958, 1 cm (c.22)

Addresses delivered by Gardner in his capacity as Chancellor.

**RAY EDWIN POWELL, 1957-1964**

Ray Edwin Powell was Chancellor from 1957 to 1964. He served as Governor from 1950 to 1966 when he became Emeritus Governor. Some private papers of Powell can be found in M.G. 4030.

Correspondence, 1948-1964, 6.6 m (c.1-c.20)

General administrative files from Powell's Chancellorship, as well as his tenure as a Governor, are arranged alphabetically within a chronological sequence.

Addresses, 1962, 1964, 1 cm (c.22)

Addresses delivered during Powell's Chancellorship with accompanying press releases.

**HOWARD IRWIN ROSS, 1964-1970**

Howard Irwin Ross was appointed Governor in 1959, serving as Chancellor from 1964 until 1970. From 1950 to 1951 he served on a committee to establish courses in Chartered Accounting. He was also Dean of the Faculty of Management from 1969 to 1973. Private papers of Ross are in M.G. 1012.

Correspondence, 1957-1973, 30 cm (c.21, c.23, c.24)

Papers from Ross' Chancellorship and his activities as Dean of the Faculty of Management. There are a few personal items of memorabilia and correspondence.

**DONALD OLDING HEBB, 1970-1975**

Donald Hebb has led a varied academic and administrative career. He started as lecturer in the Department of Neurology and Neurosurgery in 1938. Appointed Professor in 1947, he was Chairman of the Department of Psychology from 1948-1958. Hebb served as Chancellor from 1970 to 1975. Some private papers of Hebb can be found in M.G. 1045. Hebb's private papers can be found in M.G. 1045.

Correspondence, 1970-1974, 3 cm (c.22)

Letters of congratulations on his appointment as Chancellor, 1970; general correspondence, 1970-1974; invitations, 1970-1974.

Addresses, 1970-1974, 1 cm (c.22)

Notes for addresses and addresses delivered by Hebb as Chancellor.

Honorary Degrees Committee and Emeriti Professors, 1970-1974, 1.5 cm (c.22)

Correspondence, memoranda and minutes.

Board of Governors, Membership Committee, 1970-1974, 5 mm (c.22)

Correspondence and memoranda.

Board of Governors, Executive Committee, 1973-1974, 2 cm (c.22)

Minutes and memoranda.

## R.G. 2: OFFICE OF THE PRINCIPAL AND VICE-CHANCELLOR

The Principal is the academic head and chief administrative officer of the University. Under the original Charter of 1821, the Principal constituted with the Board of Governors and the Fellows (now the Senate) a body politic and corporate. Later amendments to the Charter and changes in the University statutes have not significantly altered the position of Principal. Ex officio, by virtue of his office, the Principal is also Vice-Chancellor of the University, a member of the Board of Governors and Chairman of the Senate. Frequently, it has been the Principal's vision and personality which have determined the course of McGill's development; therefore, the records not only document the administrative activities of the office, but also often reflect the character of the whole institution.

### PRINCIPALS OF MCGILL UNIVERSITY

1824-1835	Rev. George Jehoshaphat Mountain
1835-1846	Rev. John Bethune
1846-1853	Edmund Allen Meredith
1853-1855	Charles Dewey Day
1855-1893	Sir John William Dawson
1895-1919	Sir William Peterson
1919-1920	Sir Auckland Campbell Geddes
1920-1933	Sir Arthur Currie
1935-1937	Arthur Eustace Morgan
1937-1939	Lewis Williams Douglas
1939-1962	Frank Cyril James
1962-1970	Harold Rocke Robertson
1970-1979	Robert Edward Bell
1979-	David Lloyd Johnston

### OFFICE OF PRINCIPAL, GEORGE JEHOSEPHAT MOUNTAIN, 1824-1835

Archdeacon George Jehoshaphat Mountain was appointed the first Principal of McGill College in 1824. During his tenure the Faculty of Medicine was inaugurated in 1829. The rest of the University existed only on paper, because its organization was impeded until 1835 by the lawsuit, Desrivières vs The Royal Institution for the Advancement of Learning. After his term as Principal, Mountain served as President of the Royal Institution and as a member of the Board of Governors.

#### Administrative Records, 1821-1839, 10 cm (c.1)

Principal Mountain's papers contain a fairly detailed record of his Principalship in the form of incoming correspondence (with some copies of outgoing letters) and reports and petitions concerning the establishment of McGill College and the administration of the existing Medical Faculty. These are microfilm and xerox copies of originals at the Montreal Diocesan Archives. There are additional records from Mountain's tenure including correspondence, reports, invoices and legal papers in the correspondence series of the R.I.A.L. and Board of Governors: R.G. 4 (especially c.70, files 618-621; c.103).

### OFFICE OF PRINCIPAL, JOHN BETHUNE, 1835-1846

The second Principal of McGill, John Bethune was rector of the Anglican Parish of Montreal. While he was Principal, the central and east wing of the Arts Building were

constructed and instruction in subjects other than medicine was offered for the first time. The period was marked by financial difficulties, administrative disputes and Bethune's attempts to make the University into an Anglican institution. After a dispute with the Board of Governors, Bethune's term lapsed. He remained in Montreal, becoming Dean of Christ Church, the Anglican Cathedral. He died in 1872. Records of Principal Bethune including correspondence, reports and legal papers can be found in the correspondence series of the R.I.A.L. and the Board of Governors: R.G. 4 (especially c.68, files 588-597; c.69, file 598; c.103).

Addresses and Writings, 1843, 1846, 1 cm (c.604)

Among Bethune's works are two which arose from his activity as Principal: an address at the opening of McGill College and a narrative about his controversial term of office.

**OFFICE OF PRINCIPAL, EDMUND ALLEN MEREDITH, 1846-1853**

In 1846 Edmund Allen Meredith was appointed the third Principal of McGill as well as lecturer in mathematics and natural philosophy. In October 1847 he became assistant Provincial Secretary for Upper Canada, resigning his lectureship but retaining the Principalship. In 1849 he moved with the government to Toronto and attempted to resign as Principal; but it was not until 1853 that his resignation was accepted. A claim for compensation by Meredith in 1885 for services rendered during his Principalship will be found in the papers of Principal Dawson (R.G. 2, c.14, folder 55, item 17).

As a virtually absentee Principal, Meredith appears to have left few records of his tenure. Accordingly, the administrative history of McGill during the years of his Principalship must be sought mainly in the records of the Royal Institution and the Board of Governors and in particular in the correspondence series where there are scattered letters to and from Meredith: see R.G. 4 (especially c.59).

**OFFICE OF PRINCIPAL, CHARLES DEWEY DAY, 1853-1855**

In 1853 the Board of Governors named Charles Dewey Day as the fourth Principal of McGill. Day accepted the position on a temporary basis and resigned as soon as he could be replaced in 1855. He also served as President of the Royal Institution, 1852-1864 and as Chancellor, 1864-1884. There is no existing body of Principal's records for Day's brief tenure. The administrative record of his period is to be found chiefly in the records for 1853 to 1855 of the Royal Institution and Board of Governors: R.G.4.

**OFFICE OF PRINCIPAL, JOHN WILLIAM DAWSON, 1855-1893**

A geologist and educator, Sir John William Dawson was born at Pictou, Nova Scotia, 13 October 1820. Superintendent of Education for Nova Scotia from 1850 to 1853, he was Principal of McGill University from 1855 to 1893 and Principal of McGill Normal School from 1857 to 1870. The major achievements of his administration were the establishment of McGill on a firm financial basis, the development of instruction in pure and applied science, the continuation of a strong Faculty of Medicine, the establishment of the Normal School, and the construction of Redpath Museum and Redpath Library. His Principalship was also marked by a number of controversies such as the questions of the Jesuit estates and the coeducation of women at McGill. Dawson continued to write on geology and evolution throughout this period. He died in Montreal, 19 November 1899. His private papers are held in M.G. 1022.

Administrative Records, 1855-1893, 2 m (c.2-c.14)

These letters, memoranda, and reports reflect Dawson's involvement with both the major policies and minor details of university administration. Included are letters from members of the Board of Governors and staff, the provincial government, benefactors and students as well as many drafts of Dawson's outgoing letters. There is considerable material on buildings and grounds, the education of women, fund-raising and financial matters, the McGill Normal School, scholarships and awards, and various academic departments. Dawson's own original arrangement has been retained for the great majority of his administrative records. About half of the files, originally bundles, contain material on a variety of subjects, usually cover one or two years and are arranged chronologically. The remaining files were devoted to single subjects, e.g. Affiliated Colleges. For the bulk of these records, there is a listing available which summarizes in detail the contents of each item. There are also author/recipient, subject, and chronological indexes to each item.

**OFFICE OF PRINCIPAL, WILLIAM PETERSON, 1895-1919**

Sir William Peterson was appointed Principal in September 1895, two years after the departure of Sir William Dawson. Born in 1856, Peterson was a classical scholar and served as the Principal of University College, Dundee before coming to McGill. His administration at McGill saw the creation of Macdonald College, the Conservatorium of Music and expansion in both the sciences and the arts. Primarily through the benefactions of Sir William Macdonald and Sir Donald A. Smith (Lord Strathcona), the campus was transformed by the construction of the Macdonald Engineering, Physics, and Chemistry Buildings and the Strathcona Medical Building, the Students' Union Building (now the McCord Museum) and Royal Victoria College. Peterson died on 4 January 1921.

Administrative Records, 1895-1919, 3.5 m (c.15-c.35)

The records for Peterson's Principalship, while sizeable, has gaps, particularly from 1917 to 1919. Approximately half of Peterson's papers are files of incoming correspondence, together with reports and memoranda. The majority concern individual subjects, chiefly academic departments, Royal Victoria College, Macdonald College, the Carnegie Foundation, and the Board of Governors. There are some files of correspondence with various staff members and the public. The arrangement of Peterson's files is mainly by subject, with some correspondence files in alphabetical series, broken into chronological segments. A listing of these files by title, with dates, is available. In addition, about half of the material has been listed and summarized item by item (c.15-c.31). The rest of Peterson's records consist of his outgoing correspondence in letterbooks. The subjects covered are as varied as those of the incoming correspondence; Peterson's replies, however, tend to be very brief. The letters are bound in strict chronological order. A listing is available which summarizes the main subjects touched in each volume. In addition each letter has been indexed by recipient, subject, and date (c.32-c.35).

## RARE BOOKS DEPARTMENT

Correspondence, 1907, 1 cm (CH413.002.7)

Letters from various people on McGill affairs written to Principal Peterson.



**OFFICE OF PRINCIPAL, AUCKLAND CAMPBELL GEDDES, 1919-1920**

Born on 27 June 1879, Sir Auckland Campbell Geddes was Professor of Anatomy at McGill, 1913-1914, and later served as British Minister of National Service, 1917-1919. He was appointed Principal in 1919 but never undertook his official duties. He resigned in 1920 when appointed British Ambassador to the United States. For most of Geddes' brief tenure Frank Dawson Adams, Dean of the Faculty of Applied Science served as Acting Principal. Some correspondence from Geddes, touching his appointment as Principal is contained in the papers of McGill Governor W.M. Birks, M.G. 1019.

Administrative Records, 1919-1920, 20 cm (c.41, c.43, c.45, c.46, c.49-c.51, c.58-c.60, c.69, c.70, c.76)

Except for a very small amount of correspondence to and from Geddes, the records of the Principal's office for this period are those of F.D. Adams. The bulk of the material relates to the administration of departments and the appointment of staff. Adams' records were, and remain, integrated with those of Principals Currie, Morgan, and Douglas. These correspondence and subject files generally span several years. Listed.

**OFFICE OF PRINCIPALS, ARTHUR CURRIE, ARTHUR EUSTACE MORGAN AND LEWIS WILLIAMS DOUGLAS, 1920-1939**

Sir Arthur Currie was Principal from 1920 to 1933. Born 5 December 1875, he served as Commander of the Canadian Corps in France, 1917-1919, before coming to McGill. His administration was marked by the establishment of the Faculty of Music, the School for Graduate Nurses, and the Faculty of Graduate Studies and Research. Constructed during this period were Moyse Hall, the Roddick Gates, a Biology Building (now the F. Cyril James Administration Building), and additions to Royal Victoria College and Redpath Library. Currie died in office on 30 November 1933. His private papers are in M.G. 1030.

Arthur Eustace Morgan served as Principal from 1935 to 1937. Born in Bristol, England on 26 July 1886, Morgan was the first Principal of University College, Hull from 1926 to 1935 before being appointed as McGill's Principal. He retired from the office in May 1937. He returned to Britain where he was Assistant Secretary, Ministry of Labour and National Service from 1941 to 1945. He died 3 February 1972. Between the departure of Morgan and the arrival of L.W. Douglas, W.H. Britain, the Dean of the Faculty of Agriculture served as Acting Principal, 1937.

Lewis Williams Douglas was Principal from 1937 to 1939. Born on 2 July 1894, Douglas was a Vice-President of the American Cyanamid Co. 1934 to 1937, before being appointed Principal. He returned to the United States at the outbreak of World War II where he served in the War Shipping Administration. He was Ambassador to the Court of St. James, 1947-1950. He died on 7 March 1974.

The records of Principals Currie, Morgan, and Douglas are interfiled. While some files cover periods as brief as one year, others span the two decades from 1920 to 1940; still others match the tenures of individual principals. The records fall more or less into the three general series: external correspondence, internal administration and academic matters. Within each series, they are arranged, for the most part, in alphabetical order. A complete listing of file titles is available, prefaced by a brief explanation of the filing system, prepared by the Principals' Secretary, Dorothy McMurray.

**Administrative Records of Principals Currie, Morgan, and Douglas, 1919-1940, (c.36-c.79)**

External Correspondence, 1919-1940, 5.1 m (c.38-c.54) RESTRICTED

This series consists chiefly of correspondence with individuals, most of whom were from outside the University and with various organizations and universities.

Records relating to Internal Administration, 1919-1940, 1.8 m (c.55-c.60) RESTRICTED

This series deals with the internal administrative affairs of the University, with file titles such as Committees, Convocation, Development, Finances, Gifts and Endowments, Board of Governors, Principal's activities and expenses, Salaries, Statutes - revisions of 1935, Senate, Visitor. Listed.

Records relating to Academic Matters, 1919-1940, 6 m (c.61-c.79, c.205) RESTRICTED

This series deals with academic matters, being files on the various faculties and departments. It also includes files on the Provincial Department of Education and on the Neurological Institute. Listed.

Governors' and Academic Committee Reports, 1931-1939, 60 cm (c.36-c.37)

These include reports of special committees on various faculties, and minutes of committees on education. Listed.

Scrapbook, 1933-1936, 6 cm (c.598)

This scrapbook covers the death of Currie and the installation of Morgan.

**OFFICE OF PRINCIPAL, F. CYRIL JAMES, 1939-1962**

Born in 1903 in London, England, Frank Cyril James attended the London School of Economics and the University of Pennsylvania where he obtained his Ph.D. in 1926 and pursued a career as an economist, professor of finance and author. Invited to McGill in 1939 to reorganize the School of Commerce, he was appointed Principal and Vice-Chancellor, when L. Douglas returned to the U.S. shortly after war was declared. While Principal of McGill, he also kept active in his field and participated in the work of many organizations in both Canada and United States. Chairman of the Canadian Advisory Committee on Reconstruction from 1941 to 1943, he was also a member of the American Committee on Financial Research of the National Bureau of Economic Research from 1935 to 1945. Member of the Executive Committee of the National conference of Canadian Universities from 1940 to 1952, he was its vice-president, 1946-1948, and president, 1948-1950. His involvement in wider university affairs was constant; he was member of the executive of the Association of Universities of the British Commonwealth, 1948-51, 1960-62; Chairman, 1949, of the Canadian Universities foundation, Vice-Chairman, 1959-62, and President of the International Association of Universities, 1960-65. Recipient of many awards, he also lent his support to various social and charitable organizations. He resigned as principal in 1962. He died in England in 1973.

F. Cyril James' term as Principal of McGill coincided with the retirement of Sir Edward Beatty as Chancellor and opened an era of greater control by his office over all aspects of the administration of the University. His Principalship was marked by the expansion of the university's commitment in a number of traditional fields as well as its involvement into new ones: the Faculty of Divinity was created in 1948; the departments of Geography, Chemical Engineering, the Foster Radiation Laboratory, the Institute of Islamic Studies and the Bellair Research Institute were all established during this period. The Principal's records reflect the involvement of James in all aspects of the life of the University. Records documenting James' work for various external organizations, such as the International Association of Universities will be found in his

private papers, M.G. 1017.

### **Administrative Records, 1940-1962**

Administrative Records, 1940-1962, approx. 65 m (c.80-c.194, c.206, c.207, c.224-c.278)  
RESTRICTED

This series deals with many aspects of McGill's administration, as well as the University's teaching and research activities during that period. The files are arranged alphabetically within blocks covering periods of several years: subject files blocks are followed by administration and faculty files blocks. A listing of file titles is available, prefaced by an introduction to the filing system by the Principal's Secretary, Dorothy McMurray. Listed.

Minutes, 1939-1962, 4.5 m (c.209-c.223)

Draft and printed minutes of Governors' and Executive/Finance Committee meetings.

Annual Reports to the Principal, 1939-1958 1.5 m (c.600-c.603)

Bound copies of the annual reports from the departments and faculties of the University. Each volume has a table of contents and is paginated.

Annual Report, McGill University, 1961-1962, 5 mm (c.604)

Manuscript of the last Annual Report by James.

### **OFFICE OF PRINCIPAL H. ROCKE ROBERTSON, 1962-1970**

Born in Victoria, B.C. in 1912, Robertson received his B.Sc. (1932) and M.D.,C.M. (1936) from McGill. He was Professor of Surgery at the University of British Columbia and afterwards Surgeon-in-chief at the Montreal General Hospital and chairman of the Department of Surgery in the Faculty of Medicine. In December 1962 he became the first McGill graduate to be appointed Principal. Under his administration, several buildings were planned or constructed including a new upper campus formed by the McIntyre Medical Building, the Faculty of Law Building and the Stewart Biology Building. The number of students and staff doubled. Robertson implemented administrative decentralization with the creation of additional Vice-Principals and other administrative officers. His private papers are to be found in M.G. 1069.

### **Administrative Records, 1962-1970**

Academic Matters and Internal Administration, 1962-1970, 29.7 m 107 reels, (c.279-c.377)  
(See Microform Inventory) RESTRICTED

This general series consists of minutes, correspondence, memoranda and reports concerning the academic and administrative departments as well as various subjects such as Gifts and Scholarships. Except for the years 1963-1966, which are interfiled, the records are divided into yearly blocks, arranged alphabetically. The years 1962-1966 are also available on microfilm. Partly listed.

Correspondence, 1962-1970, 90 cm (c.378-c.380) RESTRICTED

These copies of the Principal's outgoing letters are arranged chronologically.

Committees and Organizations, 1962-1970, 5.7 m (c.381-c.400)

This series of the Principal's records arising from internal and external committees is kept separately from the main series of administrative records. It contains the Principal's correspondence, minutes and reports, the bulk of which relates to the Board of Governors, Deans' Meetings, Conseil des Recteurs et Principaux des Universités du Québec (CREPUQ) and the Tripartite Commission. Partly listed.

Subject Files, ca 1967-1970, 2 m (c.401-c.405, c.608-c.610)

A few records dealing with particular events or situations were maintained separately. The titles include Student Activism, the McGill Daily Affair, 1967-1968 and the establishment of the C.E.G.E.P. system, 1970. Listed.

Annual Reports, 1962-1970, 3 m (c.540-c.549)

These are annual reports by the heads of departments to the Principal, on which the latter partly based the published Annual Reports of the University.

**Addresses and Writings, 1963-1970**

Addresses and Writings, 1963-1970, 1 m (c.568-c.569)

This consists chiefly of addresses given to a variety of groups by Robertson in his capacity as Principal.

**OFFICE OF EXECUTIVE ASSISTANT TO PRINCIPAL ROBERTSON, G.A. GRIMSON, 1964-1968**

G.A. Grimson was successively assistant accountant from 1929 to 1933, accountant to 1945, chief accountant to 1955 and comptroller until 1964. He became executive assistant to Principal Robertson in November 1964 to oversee the business operations of the University and assist the Principal in a number of administrative areas. He played an important role in the development of plans for the university's physical expansion in the 1960's.

Administrative Records, 1941-1971, 28.5 m (c.406-c.448, c.605) RESTRICTED

The records of this office relate to the several functions which were assigned to G.A. Grimson and, as such, contain general information on various aspects of the administration of the university. A substantial portion of the records document his active role in the management and planning of building projects, buildings and grounds and fund raising. Listed.

**OFFICE OF PRINCIPAL, ROBERT BELL, 1970-1979**

After research and teaching in nuclear physics, including terms as Rutherford Professor of Physics and Dean of the Faculty of Graduate Studies, Robert E. Bell was appointed Principal in 1970. Under his administration, the Rutherford Physics Building and the Bronfman Building were constructed and the University switched from a four-year to a three-year undergraduate programme as the new system of C.E.G.E.P.s were instituted throughout Quebec.

**Administrative Records, 1970-1979**

Academic Matters and Internal Administration, 1971-1979, 38 m (c.449-c.529, c.579-c.587, c.611-c.624) RESTRICTED

This is a general series consisting of correspondence, memoranda, minutes, and reports, relating to the academic and administrative units of the University. Gifts and Scholarships are other subjects covered. The records are arranged alphabetically by yearly blocks. Listed.

Correspondence, 1970-1973, 1976-1979, 1.5 m (c.380, c.536-c.539, c.606-c.607)  
RESTRICTED

Copies of the Principal's outgoing letters, arranged chronologically.

Committees and Organizations, 1970-1979 2.5 m (c.381-c.395, c.555-c.557, c.530-c.534, c.558, c.599) RESTRICTED

Certain records created by internal and extra-University committees or dealing with particular issues have been maintained in this separate series. The bulk of the records, consisting of correspondence, minutes and reports, relates to the Executive Committee of the Board of Governors, Senate Standing Committees, Deans' Meetings and Retreats, Conseil des Recteurs et Principaux des Universités du Québec (CREPUQ) (c.381-c.395, c.530-c.531, c.555-c.557, c.588, c.599), Macdonald College (c.532-c.534) and reorganization of the Vice-Principals' offices (c.558). Listed.

Annual Reports, 1971-1979, 2.6 m (c.549-c.554, c.529, c.570-c.571, c.596, c.597, c.641-c.642)

This series consists of the annual reports by department heads to the Principal which form the basis for the published Annual Reports of the University.

#### **Addresses and Writings, 1970-1979**

Addresses and Writings, 1970-1979, 90 cm (c.558, c.568-c.569)

Addresses to various audiences by Bell in his capacity as Principal.

#### **OFFICE OF EXECUTIVE ASSISTANT TO PRINCIPAL BELL, R.D. BOURKE, 1972-1976**

Administrative Records, 1972-1976, 1.7 m (c.624-c.629) RESTRICTED

Correspondence and reports of various committees including the Principal's Advisory Group, development programmes and university relations. Listed.

#### **OFFICE OF PRINCIPAL, DAVID L. JOHNSTON , 1979-**

Born in Sudbury, Ontario, Johnston received his B.A. from Harvard in 1963. He holds law degrees from Cambridge and from Queen's and served on the Law Faculties of Queen's and Toronto before being appointed Dean of Law at the University of Western Ontario in 1974. The author of numerous publications, he has specialized in securities regulation and in corporation and labour law. He took up his duties as Principal in September 1979.

Administrative Records, 1979-, 6 m (c.559-c.567, c.570-c.578) RESTRICTED

Minutes, correspondence, memoranda, and reports relating to the faculties, departments and offices; including series covering Gifts, National Research Council, and Students. The arrangement is alphabetical.

Records relating to the Advisory Committee for the nomination of Vice-principals and Deans, 1964-1981, 1.5 m (c. 581-c.585) RESTRICTED

Minutes, correspondence and reports of the various committees set up from time to time to advise the Principal on the nominations of Vice-Principals and Deans. These records are restricted for 50 years. Listed.

Annual Reports, 1979-1981, 1.2 m (c.643-c.646)

These annual reports by department heads to the Principal serve as the basis for the published Annual Reports of the University.

### R.G. 3: OFFICES OF THE VICE-PRINCIPALS

The functions and responsibilities of the offices of Vice-Principal are varied, and have changed depending upon the incumbents and the immediate administrative needs. In the case of modern Vice-Principals, their records frequently have been left to their successor. The records of Vice-Principals, Macdonald College are in R.G.43. Various records of Vice-Principals before ca 1955 may be found in the records of the Principals, R.G. 2.

#### VICE-PRINCIPALS OF MCGILL UNIVERSITY (CHRONOLOGICAL)

1843-1844	L.J. Lundy, McGill
1845	William Wickes, McGill
1845-1846	Joseph Abbott, McGill
1846-1886	W.T. Leach, McGill
1887-1903	Alexander Johnson, McGill
1904-1919	Charles E. Moyse, McGill
1906-1910	James W. Robertson, Principal, Macdonald College
1910-1925	F.C. Harrison, Dean, Macdonald College
1920-1924	Frank D. Adams, McGill
1925-1933	G.H.S. Barton, Dean, Macdonald College
1934-1955	W.H. Brittain, Macdonald College
1945-1947	A.H. Gillson, Dawson College
1947-1949	Carleton Craig, Dawson College
1948-1952	John J.O. O'Neill, McGill
1949-1950	W.H. Hatcher, Dawson College
1955-1963	David L. Thomson, McGill
1955-1972	Henry George Dion, Macdonald College
1962-1966	N.H. Fieldhouse, Academic
1966-1969	Carl A. Winkler, Planning & Development
1966-1971	M.K. Oliver, Academic
1968-1971	R.F. Shaw, Administration
1969-1971	S.B. Frost, Professional Affairs
1971-1974	S.B. Frost, Administration & Professional Affairs
1972-1981	E.D. Pederson, Academic
1973-1975	M. McGregor, Health Care
1973-1976	Dale C. Thomson, Planning
1973-1977	A.C. Blackwood, Macdonald College
1974-1981	L. Yaffe, Administration
1975-1980	A.C. McColl, Finance
1975-1980	W.F. Hitschfeld, Research
1976-1981	E.J. Stansbury, Planning
1977-	L.E. Lloyd, Macdonald College
1980-1981	J. Armour, Finance
1981-	J. Armour, Finance & Administration
1981-	S.O. Freedman, Academic
1981-	E.J. Stansbury, Planning & Academic Services
1981-	G. MacLachlan, Research
1981-	M.T. Cartwright, Assistant Vice-Principal, Academic

#### VICE-PRINCIPALS OF MCGILL UNIVERSITY (BY FUNCTION)

Academic	
1962-1966	N.H. Fieldhouse

- 1966-1972 M.K. Oliver  
 1972-1981 E.D. Pederson  
 1981- S.O. Freedman
- Academic, Assistant Vice-Principal  
 1981- M.T. Cartwright
- Administration  
 1968-1971 R.F. Shaw  
 1974-1981 L. Yaffe  
 (see also Finance & Administration)
- Administration & Professional Affairs  
 1971-1974 S.B. Frost
- Dawson College  
 1945-1947 A.H. Gillson  
 1947-1949 Carleton Craig  
 1949-1950 W.H. Hatcher
- Finance  
 1975-1980 A.C. McColl  
 1980-1981 J. Armour
- Finance & Administration  
 1981- J. Armour
- Health Care  
 1973-1975 M. McGregor
- Macdonald College  
 1906-1910 James W. Robertson  
 1910-1925 F.C. Harrison  
 1925-1933 G.S.H. Barton  
 1934-1955 W.H. Brittain  
 1955-1972 Henry George Dion  
 1973-1977 A.C. Blackwood  
 1977- L.E. Lloyd
- McGill  
 1843-1844 L.J. Lundy  
 1845 William Wickes  
 1845-1846 Joseph Abbott  
 1846-1886 W.T. Leach  
 1887-1903 Alexander Johnson  
 1904-1919 Charles E. Moyse  
 1920-1924 Frank D. Adams  
 1948-1952 John J.O. O'Neill  
 1955-1963 David L. Thomson
- Planning  
 1973-1976 Dale C. Thomson  
 1976-1981 E.J. Stansbury
- Planning & Academic Services  
 1981- E.J. Stansbury



Planning & Development  
1966-1969 Carl A. Winkler

Professional Affairs  
1969-1971 S.B. Frost  
(see also Administration & Professional Affairs)

Research  
1975-1980 W.F. Hitschfeld  
1981- G. MacLachlan

#### **OFFICE OF VICE-PRINCIPAL, MCGILL, DAVID L. THOMSON, 1955-1964**

D.L. Thomson became Vice-Principal in 1955. From 1955 to 1964 he combined this position with the Deanship of Graduate Studies and Research and the Chairmanship of the Department of Biochemistry. The records of the Office of Vice-Principal Thomson are contained in R.G. 36 as most of them were created in his capacity as Dean of the Faculty of Graduate Studies and Research. His private papers are in M.G. 2050.

#### **OFFICE OF VICE-PRINCIPAL, ACADEMIC, H. NOEL FIELDHOUSE, 1962-1966**

H.N. Fieldhouse came to McGill in 1948 as Dean of Arts and Sciences and Professor of history after twenty years in the History Department of the University of Manitoba.

Administrative Records, 1962-1966, 20 cm (c.395) RESTRICTED

This series contains primarily correspondence with the Chancellor and others.

#### **OFFICE OF VICE-PRINCIPAL, PLANNING, CARL A. WINKLER, 1966-1969**

Carl A. Winkler was a biophysicist with the National Research Council before joining McGill in 1939 as an Assistant Professor of Chemistry. He was Chairman of his department between 1955 and 1961 and Chairman of the Physical-Sciences Group from 1956 to 1963; he was appointed to the newly created position of Vice-Principal, Planning and Development in 1966. His private papers are in M.G. 3043.

Administrative Records, 1966-1969, 4.5 m, 20 reels (c.12-c.23, See Microform Inventory)  
RESTRICTED

These series contain the records created by Winkler upon taking office and document his functions as Vice-Principal, Planning. Listed.

#### **OFFICE OF VICE-PRINCIPAL, ACADEMIC, MICHAEL K. OLIVER, 1966-1972**

Michael K. Oliver was Vice-Principal, Academic from 1966 to 1972. A former student of the University, he graduated in 1948, received his M.A. in 1950 and his Ph.D. in 1956. A political scientist who specialized in French-Canadian social and political ideas, he taught at the University of New Brunswick (1950), at McGill (1951) and at United College, Winnipeg (1952-1957) before returning to McGill as an Assistant-Professor in 1958. Appointed Associate Professor in 1962, he also served as Director of the French Canada Studies Programme in 1963 and was director of research for the Royal Commission on Bilingualism and Biculturalism between 1964 and 1966. He was appointed

President of Carleton University in 1972. His private papers are in M.G. 1064. Listed.

Administrative Records 1965-1971, 7.5 m (c.41-c.63, c.398-c.399) RESTRICTED

This series documents most aspects of the mandate of the Vice-Principal, Academic as well as his involvement with a number of external bodies such as the Conseil des Recteurs et Principaux des Universités du Québec and the provincial Department of Education. A large portion of the records created during his tenure were passed along to his successor, Vice-Principal Pedersen and they can be found in that series.

**OFFICE OF VICE-PRINCIPAL, ADMINISTRATION, R.F. SHAW, 1968 - 1971**

R.F. Shaw became Vice-Principal, Administration in 1968 after a career in the construction business and following an assignment as Deputy-Commissioner and Commissioner of the 1967 World Exhibition of Montreal.

Administrative Records, 1968-1971, 1.8 m (c.64-c.76, c.422) RESTRICTED

The records in this series only deal with a few of his activities as Vice-Principal such as Senate, Senate committees, the budget, the Planning Commission and the University Libraries Commission. Other records used and created during his tenure can be found with those of former Executive Assistants to the Principal, particularly G.A. Grimson, whose records he inherited upon taking office.

**OFFICE OF VICE-PRINCIPAL, PROFESSIONAL AFFAIRS, ADMINISTRATION, STANLEY B. FROST, 1969-1974**

S.B. Frost came to McGill as professor in the Faculty of Divinity in 1956. Dean of his faculty in 1957, he became Dean of the Faculty of Graduate Studies and Research in 1963, Vice-Principal, Planning and Development, later changed to Professional Affairs, in 1969 and Vice-Principal, Administration and Professional Faculties in 1971. From 1974 to 1984 he served as Director of the History of McGill Project. His private papers are in M.G. 3085.

Administrative Records, 1949-1974, 9.0 m (c.89-c.116) RESTRICTED

The records of this series reflect the extent and character of Frost's many functions. They relate to his activities as member of various committees, many of which he chaired, and as the senior executive responsible for the administration of the University and its professional faculties. Some earlier material for the 1950s is also included. Listed.

**OFFICE OF VICE-PRINCIPAL, ACADEMIC, EIGIL D. PEDERSEN, 1972-1981**

Eigil Pedersen was Vice-Principal, Academic from 1972 to 1981. A graduate of Sir George Williams University in 1956, he received his M.A. in Education from McGill in 1961 and completed his Doctorate in Education at Harvard in 1966. He succeeded Vice-Principal Oliver in August 1972 having served as Dean of Students since 1971.

Administrative Records, 1964-1981, 31 m (c.117-c.193, c.349-c.360, c.423-c.432) RESTRICTED

This series contains all the records inherited from Pedersen's predecessor as well as

most of the records accumulated during his own tenure. It generally covers the extent of his mandate which included all academic matters except those relating to the professional schools, (see Office of Vice-Principal Yaffe). Of particular interest are the records of a number of committees dealing with student life as well as the complete records of the Academic Policy Committee and most of its sub-committees between 1968 and 1979. Listed.

#### **OFFICE OF VICE-PRINCIPAL, PLANNING, DALE C. THOMSON, 1973-1976**

Before becoming Vice-Principal, Planning, Dale C. Thomson had served as secretary to Prime Minister Louis St-Laurent, 1953-1958, written extensively on Canadian history, and served as director of the Centre of Canadian Studies at Johns Hopkins University. Some private papers of Thomson are in M.G. 2040.

Administrative Records, 1960-1977, 5.1 m (c.73-c.88) RESTRICTED

The largest part of these records were created by Thomson during his tenure and reflect the scope of the activities of his office. More particularly, they contain important series relating to Macdonald College, McGill-Queen's University Press and the recruitment of students. Listed.

#### **OFFICE OF VICE-PRINCIPAL, ADMINISTRATION, L. YAFFE, 1974-1981**

Leo Yaffe was appointed Vice-Principal, Administration, in 1974 after a career as a researcher in nuclear chemistry. He came to McGill in 1952 as a special Lecturer for the Department of Chemistry. Macdonald Professor of Chemistry since 1959, he was Chairman of his department from 1965 to 1972.

Administrative Records, 1956-1981, 41 m (c.194-c.253, c.351, c.400, c.419-c.421)  
RESTRICTED

These papers reflect the functions of the Vice-Principal, Administration and document his involvement with policy development, operations and senior management of the University. The records pertain to the administration of the faculties, buildings and committees related to his mandate. His activities with a number of external bodies, such as CREPUQ and the Conseil des Universités, are also documented. A few records of Yaffe's and Pedersen's are interfiled (c.351). Listed.

#### **OFFICE OF VICE-PRINCIPAL, FINANCE, A.C. MCCOLL, 1975-1980**

After a career in private industry, A.C. McColl became Comptroller in 1964, Director of Finance in 1967 and Vice-Principal, Finance in 1975.

Administrative Records 1964-1980, 25.5 m (c.254-c.338, c.401-c.402) RESTRICTED

These records document all aspects of the financial management of the University from McColl's appointment as Comptroller in 1964 until 1980. Listed.

#### **OFFICE OF VICE-PRINCIPAL, PLANNING, EDWARD J. STANSBURY, 1976-**

A physicist, E. J. Stansbury came to McGill in 1956 and served in various administrative capacities before his appointment as Vice-Principal, Planning in 1976.

Administrative Records, 1967-1979, 3.5 m (c.339-c.348, c.414-c.418) RESTRICTED

The records of this series reflect all the functions and activities of the office of Vice-Principal, Planning other than his role as director of the Planning Office. Listed.

Administrative Records, Planning Office, 1974-1981, 6 m (c.361-c.365, c.407-c.413) RESTRICTED

Correspondence, working papers, memoranda and reports of the Vice-Principal, Planning and others on Commission d'études sur les Universités 1977-1980 (c.361); triennial strategies for budget, 1977-1981 (c.365); Planning Commission documents, including agendas, minutes and reports, 1976-1981 (c.363-c.364); various files on Bill 22 (language legislation), white paper on CEGEPS, green papers on education, research and leisure, 1974-1981 (c.362). Listed.

**OFFICE OF VICE-PRINCIPAL, FINANCE, J. ARMOUR, 1980-**

Administrative Records, 1970-1981, 3 m (c.366-c.374) RESTRICTED

Included are records related to the administration and alterations of buildings, and correspondence, reports and accounts relating to staff salaries, projects, budgets, investments, endowments and student services. Listed.

**OFFICE OF VICE-PRINCIPAL, ACADEMIC, S.O. FREEDMAN, 1981-**

S.O. Freedman is the author of numerous publications arising from his medical research. He served as Dean of Medicine from 1978 to 1981, before being appointed Vice-Principal.

Administrative Records, 1981-1982, 1.2 m (c.403-c.406) RESTRICTED

Includes minutes of CREPUQ, Academic Policy Committee, Tenure Cohort, and correspondence concerning leaves of absence. Listed.

#### R.G. 4: SECRETARIAT OF THE ROYAL INSTITUTION FOR THE ADVANCEMENT OF LEARNING AND THE BOARD OF GOVERNORS

The Royal Institution for the Advancement of Learning and the Board of Governors were originally two separate bodies. The R.I.A.L. was composed of ex officio and other members appointed by the Governor-General and included the Anglican Bishop of Quebec, the Lieutenant-Governor of Upper Canada, the Chief Justices of Upper and Lower Canada and of the Court of King's Bench at Montreal, and the Speakers of the Legislative Council and of the Legislative Assembly of Lower Canada. Jacob Mountain, Anglican Bishop of Quebec, was named President, and the Rev. Joseph Langley Mills Secretary. The Board of Governors was established by the Charter of 1821 and had as its members the Bishop of Quebec, the Governor and Lieutenant Governor of Lower Canada, the Lieutenant Governor of Upper Canada, the Chief Justices of Montreal and Upper Canada, and the Principal. Until 1852, the Royal Institution was the College's Visitor. The first Principal was Archdeacon George Jehoshaphat Mountain and the business of the Governors was carried out by a Secretary, Registrar and Bursar. These three positions were held for many years by the same person, with the Rev. Joseph Abbott being the first (1844-1852). By the amended McGill College Charter of 1852, the members of the Royal Institution were made the Governors of McGill. One group of men formed de jure the two corporate bodies. The separate minutes of the Royal Institution cease in 1856 and their acts thereafter are reported in the Governors' minutes. The terms "Board of Governors" and "Royal Institution" are now used interchangeably.

The President of the Royal Institution was also the Chancellor of McGill University from 1864 to 1970 when the two offices were separated. The President of the Royal Institution has also usually served as the Chairman of the Board of Governors.

In the nineteenth century the Secretary also served as Bursar and Registrar. In 1902 two offices were created: (1) The Registrar (2) the Secretary and Bursar. The Secretary and Bursar continued as secretary to the Board of Governors and attended to the financial affairs of the university; the Registrar performed the administrative functions directly connected with education. In 1929 the Assistant Bursar was named Comptroller. In 1947 the duties of the Bursar and of the Comptroller were redefined. In addition to his executive function with the Board of Governors, the Bursar was responsible for building and real estate management, scholarships, staff records, pensions and life and hospitalization insurance; the Comptroller was responsible for business operations of the University, accounting, budgets and insurance. In 1957 the title "Bursar" was changed to "Secretary to the Board of Governors".

#### PRESIDENT OF THE ROYAL INSTITUTION FOR THE ADVANCEMENT OF LEARNING

1818-1825	Jacob Mountain
1825-1826	Jonathan Sewell
1826-1835	Charles James Stewart
1835-1837	Andrew William Cochran
1838-1845	George Jehoshaphat Mountain
1845-1847	Richard Alexander Tucker
1847-1852	James Ferrier
1852-1884	Charles Dewey Day
1884-1888	James Ferrier
1889-1914	Donald Alexander Smith
1914-1917	William Christopher Macdonald
1918-1920	Robert Laird Borden
1921-1943	Edward Wentworth Beatty
1943-1946	Morris Watson Wilson
1947-1952	Orville Sievwright Tyndale

1952-1957	Bertie Charles Gardner
1957-1964	Ray Edwin Powell
1964-1969	Howard Irwin Ross
1970-1975	Stuart Milner Finlayson
1976-1978	William Robert Eakin
1978-1982	Alan Bernard Gold
1982-	Hugh G. Hallward

### **LEGAL RECORDS, 1820-1977**

#### James McGill's Will, 1811, 50 cm (c.187-c.189, c.437-c.438)

Notarized copies, 1821 and ca 1820-1840, of James McGill's will as well as various legal documents relating to the execution of the will. A photocopy of the original will at the Archives Nationales du Québec, Montréal is also held.

#### Charter of 1821 (c.302)

Two certified copies made in 1833 and ca 1830s of the Charter of 1821.

#### Charter of 1852 (c.303)

Original of the amended 1852 Charter under which the University has since operated.

#### Published Statutes, ca 1883-1974 (c.461; Printed Collection)

Copies of the various collections and revisions of the University's statutes. The chief editions are those of 1883, 1886, 1923, 1935, 1939, 1972, 1974.

#### Jurisprudence, Minutes, and Correspondence relating to Statutes, ca 1821-1977 20 cm (c.306)

These consist of jurisprudence and reports assembled by the University solicitor, together with his opinion in 1977 on the constitutional status of the University. There are also copies of records relating to the dispute between the McGill Board of Governors and the Royal Institution for the Advancement of Learning over their respective jurisdictions. The originals are at the Public Archives of Canada.

#### Desrivieres vs. R.I.A.L., 1820-1836, 10 cm (c.437)

Originals and copies of petitions, notices, judgements and other records arising from the contestation by François Desrivières and James McGill Desrivières of aspects of James McGill's bequest to R.I.A.L. The Desrivières were related to James McGill's wife Charlotte.

#### Grant of Arms, 1922-1957 (c.299-c.301)

Original documents relating to the granting of arms to McGill University and posthumously to James McGill.

### **MINUTES OF GOVERNORS MEETINGS, 1829-1970**

#### Minute Books of the Royal Institution for the Advancement of Learning, 1837-1856, 2 vols, 10cm, 1 reel (c.1-c.2) (See Microform Inventory)

These minute books record the R.I.A.L.'s dual role as administrator of McGill College and of a school system in Lower Canada (Quebec). They are concerned with schoolmasters' appointments, school business, the Desrivières contestation of James McGill's bequest and charters, statutes, buildings and lands of McGill College. They are not indexed.

Minute Books of the Board of Governors of McGill University, 1829-1983, 15 vols, 3 m, 23 reels (c.3-c.18, c.31-c.37, c.486-c.490) (See Microform Inventory) PARTS RESTRICTED

The minutes are the official statements of the Board's decisions as the chief authority in non-academic matters and relate to charters, statutes, finances, buildings, staff appointments, salaries, and gifts received. Indexes are available for the period 1829-1960. From 1968 the minutes are divided into two series: open and confidential sessions.

Minutes and Records of Committees of the Board of Governors, 1869-1984, 2.8 m, 15 reels (c.20-c.37, c.289-c.293, c.433, c.476-c.477, c.483-c.485) (See Microform Inventory) PARTS RESTRICTED

These records consist mainly of minutes of meetings of various committees of the Board of Governors which were established to expedite matters in certain areas of the Board's jurisdiction. Some committees, notably the Executive and Finance Committees, have a more or less permanent status while others were created to deal with specific questions or mandates. The oldest and most important standing committee began as the Estate Committee, 1869-1908, (c.289) became the Finance Committee, 1908-1938, (c.289, c.20-c.21) combined with the newly-formed Executive Committee, 1935-1938 (c.22) to become the Executive and Finance Committee, 1939-1960 (c.23, c.25-c.27). There are also draft minutes with correspondence and memoranda for 1962-1972 when the title becomes simply Executive Committee (c.31-c.37, c.443) and minutes of the Executive Committee, 1962-1983 (c.483-c.485). This committee has been particularly concerned with finances, budget estimates, and mortgage loans to staff. Listed. The minutes and files of other committees are as follows:

- Investment Committee, 1932-1979, 2 vols (c.28, c.443)
- Real Estate Committee, 1932-1972, 2 vols (c.290, c.443)
- Building Committee, 1936-1977, 3 vols (c.290, c.443)
- Royal Victoria College Committee, 1900, 1 vol (c.291)
- Committee on University Needs, 1948, 1 vol (292)
- Athletics Committee, 1951-1952, 1 vol (c.292)
- Committee of the School of Commercial Studies, 1916-1932, 1 vol (c.293)
- Development Committees, 1949-1963, 1 vol (c.24)
- Pensions Committee, 1948-1978, 2 vols (c.443)

Minutes of the Governors of Royal Victoria College, 1922-1938, 1 vol, 3 cm (c.291)

By the Charter of 1924, the membership of the Governors of R.V.C. is the same as that of McGill University. From 1922 to 1938 separate minutes were kept when the Governors met on matters relating specifically to R.V.C.

Minutes of Committees of the Board of Governors of Royal Victoria College, 1900, 1923-1935, 2 vols, 3 cm (c.291)

These are limited to the minutes of the Finance Committee of the Board of R.V.C., 1923-1935.

Minutes of Statutory or Joint Committees, 1962-1984, 60 cm (c.304-c.305) RESTRICTED

Minutes and other records of the Statutory Committees to nominate Principals and Chancellors and to review their positions.

Memorial Books, 1933, 1945, 2 vols, 2 cm (c.294)

One volume on the death of Principal Currie and another listing contributors to the War Memorial.

## **ADMINISTRATIVE RECORDS OF THE SECRETARY AND OF THE UNIVERSITY SECRETARIAT**

### **Correspondence, 1819-ca 1925**

Incoming Correspondence, 1820-ca 1925, 15 m (c.38-c.99)

For the 1820s, 1830s, and 1840s, many of the letters, reports, and lists relate to R.I.A.L. schools and schoolmasters. McGill College material for this period relates to charters, finances, major and minor expenditures, internal disputes, property, the Arts Building, staff appointments and the High School Department. The correspondence is addressed variously to members of the R.I.A.L. and increasingly after 1840 to McGill Governors and to the Secretary and Bursar. After 1850, most of the records arise from McGill College business and relate to a growing amount of investments, property management, donations and endowments, the R.J. Wicksteed estate (1871-1913), affiliations, and the daily transactions of the Secretary-Bursar's office, such as banking and purchases. Most records for 1820-1889 are arranged chronologically, except for a large group of subject files placed at the end (c.38-c.72). Correspondence from 1890 to ca 1925 is arranged alphabetically in chronological blocks varying from 6 months to 4 years, with a section of correspondence with staff members, ca 1900-1920, arranged alphabetically (c.73-c.99).

R.I.A.L. Letterbooks, 1820-1858, 6 vols, 26 cm (c.100-c.102)

The correspondence in these volumes details the activities of the R.I.A.L. with respect to school regulations, discipline, finances, and appointment of school masters. It also includes many records of McGill College affairs among which are finances, charters, property, the Desrivières litigation and the construction of the Arts Building. The arrangement is chronological but the volumes are not indexed.

Secretary's Letterbooks, 1819-1847, 1843-1852, 1871-1919, 77 vols, 4 m (c.103-c.180)

The volumes contain copies of letters concerning James McGill's estate, statutes, the Desrivières litigation, the R.I.A.L., finances and staff appointments. After 1871, many relate to daily expenditures, student fees, and supplies. The arrangement is chronological and the letterbooks contain indexes. For the period 1819-ca 1902, the letterbooks contain letters from the Registrar and Bursar as well as the Secretary since the offices were combined and held by the same person, who signed according to which of the three functions he was fulfilling.

Secretary's Letterbooks, 1882-1899, 1903-1905, 6 vols, 26 cm (c.181-c.186)

This additional series of letterbooks contains copies of letters concerning University finances, property, investments, insurance policies, some daily expenditures, and mortgages. It was originally titled Secretary, Treasurer and Solicitor Letterbooks.



**Administrative Records, 1766-1980**Special Files, 1766-1970, 1 m (c.187-c.189, c.295-c.298, c.437-c.438)

The files contain petitions, reports, correspondence, memoranda, accounts, property plans and extracts of minutes, assembled by the Secretary of McGill College. They document both major administrative policies and minor financial transactions including the College's charters, statutes, Visitorship, the Desrivieres litigation, the sale and leasing of college property, affiliations, the removal of James McGill's remains to campus, schools of Royal Foundation (c.295, c.296), the R.V.C. charter (c.295) and the Seigneurie de Champlain (c.297-c.298). Most of the documents were created between 1830 and 1880. Also included are copies of records at the Public Archives of Canada and at the Public Records Office, London, relating to R.I.A.L. and McGill College, 1826-1862.

General Administrative Records, 1912-1984, 12 m (c.190-c.225, c.293-c.294, c.434, c.449-c.451, c.453-c.455, c.458-c.459, c.463-c.469, c.478-c.480) RESTRICTED

The correspondence, memoranda and reports in these records document a wide variety of subjects, including use of McGill buildings, student loans, University departments and relations with external organizations. A few smaller blocks of records cover special occasions, or subjects, such as the Stanley Grey arbitration, briefs submitted by McGill to Royal Commissions, and the Brace Research Institute. There is also a series of minutes of committees including those for Libraries, 1946-1972; Continuing Education, 1956-1976; the McGill Advancement Program and the Principal's Advisory Group. Listed.

Donations, Endowments and Bequests Files, 1857-1982, 18 m, 5 reels (c.226-c.270, c.431-c.433, c.439, c.444-c.445, c.469-c.471, c.503-c.504) (See Microform Inventory) RESTRICTED

These files contain correspondence with donors, deeds, and other documents relating to gifts, grants, bequests, scholarships, bursaries and endowments to the University. There are several blocks of records covering various overlapping periods of time. Each block is arranged alphabetically by the name of the donating individual or organization or by the name of the scholarship. Listed.

Mortgage Files, 1901-1984, 10 m (c.222-c.225, c.274-c.288, c.440-c.442, c.480-c.482) RESTRICTED

Two mortgage ledgers, 1901-1919, give the interest rates and locations of properties on which mortgages had been given by the Board of Governors. They are arranged alphabetically by the name of the mortgagee. There are also paid-off mortgage files, 1920-1970, maintained by the Secretary of the Board of Governors which contain correspondence, financial records, and evaluation of houses. There are several blocks of these files arranged alphabetically by the name of the mortgagee. Listed.

Contracts and Agreements Files, 1916-1980, 1.3 m, 4 reels (c.428-c.430, c.452) (See Microform Inventory) RESTRICTED

These are the Secretariat's financial and other agreements with public and private organizations of which there are two series, one arranged chronologically, one alphabetically. Listed.

Deeds and Papers Files, ca 1880-1980, 3.5 m, 8 reels (c.491-c.502) (See Microform Inventory)

Deeds and other papers relating to properties owned by the University. Listed.

### **ACADEMIC ADMINISTRATIVE RECORDS, 1972-1981**

These records relate to Senate or Governors matters, such as promotion, retirement and sabbatical leaves of academic personnel, which are not directly under or administered by the Governors, Senate or their committees. Listed.

Selection of the Principal Records, 1970, 1978, 35 cm (c.460) RESTRICTED

These include minutes of the Committee and correspondence.

Selection Committee Files, pre 1981-1984, 1.5 cm (c.446-c.447, c.475-c.476) RESTRICTED

These records are arranged by department. (c.446-c.447)

Appointments and Leaves Files, 1972-1980, 75 cm (c.448-c.449) RESTRICTED

Records of appointments, sabbatical leaves, staff change lists, resignations, renewals, non-renewals.

Tenure Cohort Records, 1981-1984, 1.5 m (c.454, c.471-c.474) RESTRICTED

Correspondence and evaluations concerning individuals being considered for tenure.

Honorary Degrees Records, ca 1970-1981, 20 cm (c.462) RESTRICTED

These include nomination, correspondence and curriculum vitae of candidates for honorary degrees.

### **FINANCIAL RECORDS, 1901-1978**

Annual Statements of R.I.A.L., 1901-1978, 6 m (c.307-c.427. c.435)

These volumes of statements are issued under the direction of the R.I.A.L./Governors. The arrangement is chronological. The format varies over the years. All the statements record expenditures by department; in addition, there are auditors' reports and investment accounts, 1901-ca 1950 and separate statements for Macdonald College, 1907-1941 (c.435). Not listed. Other financial records are in R.G. 6.

### **PUBLISHED MATERIALS, 1868-1982**

Annual Reports, 1868-1982, 75 cm (Printed Collection)

The information given in the Annual Reports varies over the years. Generally recorded are statements of income and revenue, departmental reports including lists of staff publications, statistical breakdowns of student registration, and noteworthy events. The texts of Annual Reports before 1868 are found in the Governors' Minutes Books.

Studies, Briefs, Reports, 1856-1977, 30 cm (c.461; Printed Collection)

These include development studies and reports for the University, briefs submitted by

McGill to Royal Commissions and other material prepared for Senate.

RARE BOOK DEPARTMENT

Administrative Records, 1816-1893, (CH311.S271, Ch93.S111, CH192.S170, CH94.S112, CH390.S354, CH361.S321, CH382.S346)

These include correspondence and drafts, legal papers and other records concerning the establishment of the R.I.A.L., amendments to the Charter, the Burnside property, Bethune's qualifications, financial matters, the Professor of Divinity, and the Desrivieres case.

## R.G. 6: OFFICE OF THE COMPTROLLER AND ACCOUNTING

From 1843 to about 1947 the office of Secretary and Bursar managed most of the University's financial affairs. In 1929 the Assistant Bursar was appointed Comptroller. In 1947 the Comptroller was made responsible for business operations at the University, including accounting, insurance and budgets. This record group includes unbroken series of account books and all other financial records arising from the daily operations of the University and maintained since 1843, first by the office of the Bursar and later by the Comptroller. However, certain series of financial records, notably annual statements and endowment and mortgage files come under the direct responsibility of the Board of Governors and accordingly form part of Record Group 4.

### ADMINISTRATIVE RECORDS, 1923-1980

#### General Administrative Records, 1923-1978

Subject Files of the Comptroller and the Bursar, 1923-1957, 30 cm (c.1) RESTRICTED

This archive contains student loans files; statistical data on staff, salaries, and finances; and a file on the publication of R.C. Fetherstonhaugh's McGill University at War 1914-1918 and 1939-1945. Listed.

Records of Comptroller, ca 1968-ca 1978, 3 m (c.349-c.358) RESTRICTED

Records relating to budgets, pension plans, various studies for the Conference of Rectors (CREPUQ), salary administration, and detailed estimates and budget submissions to the government of Quebec.

Records of Director of Finance, ca 1964-1968, 1 m (c.2-c.4) RESTRICTED

Financial records of the Space Research Institute.

Building Correspondence and Records, ca 1928-ca 1965, 80 cm (c.359-c.360, c.377)

This series contains materials about the use and repairs of McGill owned buildings including Dawson College 1947-1950, Peterson Residence and Ross House, 1946-1950, the Radiation and Eaton Electronics Laboratories, 1962, and properties listed by street addresses, 1928-1965.

#### Budget Records, 1956-1980

Budgets of McGill University, 1956-1961, 1976-1980, 5 reels, 25 fiche (See Microform Inventory) RESTRICTED

Budget sheets give information on account number, department, and approved amounts for salaries and items of expenditure, as well as authorizations for budget changes. The arrangement is by account number.

Budget Files, 1966-1976, 6 m (c.276-c.290, c.365-c.368) RESTRICTED

These consist of budget applications, approved budgets, and accompanying correspondence between department heads and the Budget Office. They are arranged in order of budget account number and listed by department.

**ACCOUNTING RECORDS, 1843-1975****Ledgers 1843-1975**

General Ledgers of McGill University, 1843-1968, 1970-1975, 58 vols, 14 reels, 4.5 m, (c.5-c.68) (See Microform Inventory) RESTRICTED

The ledgers are the principal set of books recording financial transactions of the University. Entries are posted to the ledgers from books of original entry such as journals. The ledgers record the debtor and creditor accounts of the various University departments and funds by fiscal year which after ca 1900 begins 1 June. They contain figures relating to salaries, insurance, equipment, maintenance of buildings, disbursement of endowed funds, and revenues received from fees, investments, and interest. The volumes for 1843-1901 are indexed and some contain plans of University property for auction as well as the financial transactions relating to each lot. After 1920, statements are arranged by account number. After 1970, the ledgers are on microfilm or fiche. They are listed from 1933 to 1975.

General Ledgers of Royal Victoria College, 1922-1963, 4 vols, 40 cm (c.69-c.72) RESTRICTED

These ledgers document investments, residence fees, scholarships, student loans and maintenance, among other subjects, giving date, particulars, debit, credit, and new balance. The arrangement is by account number within each year. Listed.

General Ledgers of Macdonald College, 1938-1943, 2 vols, 13 cm (c.73-c.74) RESTRICTED

These ledgers give information on the date, folio or date of voucher particulars, debit, credit and new balance. Listed.

Endowment Ledgers of McGill University, 1857, 1897-1925, 1972-1974, 2 vols, 8 cm, 8 reels (c.75-c.76; See also Microform Inventory) RESTRICTED

These ledgers record name of donor, amount given, purpose and conditions of endowment, and payments received from donor.

Investment Ledgers of McGill University, 1822-1919, 5 vols 35 cm (c.77-c.80, c.260) RESTRICTED

After 1901, the ledgers are divided into bond, stock and mortgage investments. The mortgage ledgers give information on principal, details about the property, conditions of loan, interest payments and balance. Arrangement is by the name of the mortgagee. The bond and stock ledgers record shares, names of companies and interest received. There is also a register of bonds, stocks and list of mortgages, 1822-1904 (c.260). Listed.

**Sub-Ledgers, Appropriation and Special Ledgers, 1888-1975**

Sub-Ledgers of McGill University, 1888-1921, 7 vols, 35 cm (c.150-c.156) RESTRICTED

These records give information on receipts and disbursements by fiscal year for departments, chairs, salaries, maintenance, scholarships and other accounts.

Accounts Payable Records, 1919-1922, 2 vols, 10 cm (c.267, c.271) RESTRICTED

These records give information on receipts and disbursements monthly for each account.

Appropriation Ledgers of McGill University, 1922-1948, 1951-1975, 57 vols, 7 m, 172 reels (c.81-c.137, c.157-c.165; See also Microform Inventory)  
RESTRICTED

The ledgers control the spending of the various accounts throughout a given year. In addition to describing each account, entries provide the following details: account number, date, order number or folio, encumbrances, orders or contracts placed/orders paid or cancelled/total unpaid orders, expenditures: items/total, appropriations: items/total, free balance. The arrangement is by account number. Included with this series are the Montreal Neurological Institute and Montreal Neurological Hospital Ledgers, 1973-1975. The title of this series from 1922 to 1939 is Distribution Ledgers. After 1951 the ledgers are on microfilm or fiche.

Appropriation Ledgers of Macdonald College, 1940-1943, 3 vols, 20 cm (c.138-c.140)

These ledgers provide a description of each account and give the following details: account number, date, order number or folio, encumbrances: orders or contracts placed/orders paid or cancelled/total unpaid orders, expenditures: items/total, appropriations: items/total, free (unencumbered) balance. Arranged by account numbers. Listed.

Special Funds Ledgers of McGill University, 1921-1976, 11 vols, 1 m, 241 reels (c.141-c.149, c.160-c.165, c.345) (See Microform Inventory)

These ledgers were used to control the management of funds for research, scholarships, and prizes. The ledgers provide a description of each account and give the following details: number, date, order number, encumbrances: orders or contracts placed/orders paid or cancelled/total unpaid orders, expenditures: items/total, appropriations: items/total, free (unencumbered) balance, purpose of fund and remarks. From 1921-1939 the title is Funded Revenue Ledger. The series is partially listed. After 1949 the ledgers are on microfilm and listed.

Trust, Deferred and Income Ledgers, 1967-1975, 15 reels (See Microform Inventory)

Monthly statements containing account numbers, department or fund, particulars of appropriations, encumbrances, expenditures, and balance. They are arranged by account numbers.

### **Journals, 1864-1983**

Journals of McGill University, 1843-1960, 26 vols, 2 m, 10 reels (c.166-c.189, c.196-c.198) (See Microform Inventory)

The journals provide a record of financial transactions with statements of accounts to be debited and credited, and include Royal Victoria College and Macdonald College. They are the original book of entry. After 1954 the journals are on microfilm and are listed in the Archives Microfilm Inventory. There is a separate Journal of the Royal Institution 1843-1852 (c.166). Listed.

Journal Vouchers of McGill University, 1968-1982, 26 reels, 258 fiche, (See Microform Inventory)

These vouchers are arranged by folio number and document the transactions of the ledgers and journals. Listed.

Interest Journals of McGill University, 1897-1908, 1915-1927, 1930-1938,  
6 vols, 25 cm (c.190-c.195)

These journals give the following details: title of investment, amount of capital invested, when repayable, amount of interest paid, with dates. From 1897 to 1921 they are titled Interest Journal Arrears (c.190-c.192) and from 1921-1938 Interest Due and Interest Due Journal, (c.193-c.194), and Interest Due Record, (c.195).

**Cash Books, 1843-1983**

Cash Books of McGill University, 1843-1978, 51 vols, 4 m, 393 fiche (c.199, c.201-c.249)  
(See Microform Inventory)

This series dealing with funds, fees and investment revenue, includes cash books of Royal Victoria College and Macdonald College. R.V.C. Cash Books after 1936 and McGill University Cash Books after 1952 are on microfilm and are listed in the Archives Microform Inventory. After 1973 the title changes from Cash Books to Cash Journals. They are not yet listed for years 1857-1944 (c.201-c.240).

Other Cash Books, 1855-1857, 1896-1904, 3 vols, 15 cm (c.200, c.250, c.251, c.361)

These comprise the Cash Book of the Royal Institution, 1855-1857 and the Cash Book of McGill University, which appears to have been kept separately from the main Cash Book series, 1896-1897, 1898-1903, and a Rough Cash Book of McGill University, 1902-1904.

**Day Books, 1858-1898**

Day Books of McGill University, 1858-1898, 7 vols, 40 cm (c.253-c.259)

These list income from various sources, funds and disbursements for specified goods and services. They are arranged chronologically by day of month.

**Miscellaneous Accounting Records, 1831-1944**

Collection Books, 1858-1880, 2 vols, 5 cm (c.261-c.262)

These list monies received by the McGill Collectors including rents and donations by benefactors. They are arranged chronologically.

Account Books for Special Purposes, 1834-1944, 30 cm (c.252, c.263, c.265, c.264, c.267,  
c.271)

These consist of Royal Institution Cash Payments, 1831-1832 (c.265); a Royal Institution account book which includes lists of properties and accounts paid on behalf of McGill College, 1834-1845 (c.252); a memo Book, 1897-1934 (c.263); and a Record Book, 1935-1944 (c.264).

Monthly Statements of McGill University, 1921-1923, 1933, 1934, 1936,  
4 vols, 25 cm (c.268-c.270)

The statements give the following details: appropriation, amounts of expenditure, outstanding orders and balance unexpended. The arrangement is by account number within each month. These records do not form complete runs and were retained as samples.

Recapitulation of Fees of McGill University, 1936-1942, 4 vols, 25 cm (c.272-c.275)  
RESTRICTED

These volumes show the following details for each student: receipt numbers total, sex, health evaluation, registration and graduation, library, faculty, tuition, supplementals, board and residence and student activities. They are arranged chronologically.

Vouchers from Sir William Macdonald, 1891-1898, 4 cm (c.347)

These consist of vouchers sent by Macdonald to the Secretary and Bursar's Office relating to the Physics Building and alterations to the East Wing of the Engineering Building.

Library Deposit Book and Deposit Vouchers, 1833-1892, 3 cm (c.347)

Bursar's record of deposits left as security for books borrowed from McGill College Library.

Printed Statements, 1898-1917, 1 vol, 4 cm (c.364)

These provide a summary of annual income and expenditure by departments.

Comparative Statistical and Financial Statements, 1900-ca 1943, 4 cm (c.377)

These statements cover Macdonald College, 1906-1938 and McGill, 1900-1922.

Macdonald College, Repair Shop Job Orders Ledger, 1950-1953, 3 cm (c.362)

Financial details of the activities of the Repair Shop.

**Employee Earning Records, 1899-1947**

Salary Records, 1899-1947, 48 vols, 5 m (c.291-c.339) RESTRICTED

These give the staff member's name and record the amount and the date of each payment. From 1899 to 1920 they are titled Salary Lists and arranged in quarterly blocks, by department (c.291). The arrangement after 1920 is by fiscal year by department. From 1920 to 1935 the records are titled Salary and Wages sheets and from 1935 to 1947 they are called Employee Earning Records.

Salary and Wage Counterfoils, 1939-1945, 5 vols, 50 cm (c.340-c.344) RESTRICTED

Monthly salary lists recording cheque number, name and address, and amount paid; also includes the Payroll Journal, recording cheque number, salary and deductions. They are listed.

**Banking Records, 1856-1916**

Bank Books of the Royal Institution, 1856-1916, approx. 100 vols, 30 cm (c.266, c.347-c.348)

Bank books of the R.I.A.L. in account with Royal Trust (1901-16) (c.266), the Bank of Montreal, Molson's Bank, the City Bank, and Mechanics' Bank. Most of the books are with Molson's Bank, cover only one or two years, and relate to accounts for specific departments, e.g. Observatory or endowed functions, e.g. the Anna Molson Medal and the Macdonald Scholarships. Undesignated funds are recorded in several Bank of



Montreal books extending over periods of up to ten years.

Bank Books of the McGill Normal School, 1867-1889, 25 vols, 5 cm (c.347)

Normal School Bank books, usually covering one year or less, were kept in account with Molson's Bank.

Bank Books of McGill High School, 1867-1870, 6 vols, 1 cm (c.347)

These were kept in account with Molson's Bank and the City and District Savings Bank.

## R.G. 7: OFFICE OF THE REGISTRAR

A separate office of Registrar was created in 1902 with the appointment of J.A. Nicholson, who served until 1929. Previously the office of Registrar was combined with that of Secretary and Bursar, and the correspondence of Registrars before 1902 will be found in R.G. 4 interfiled with the Secretary-Bursar's. Integral material dating from before 1902 which can be readily identified with the functions of the Registrar - such as Matriculation Registers - has been assigned here under Registrar. Proceedings arising from annual Convocations, where degrees are awarded, also come under the management of the Registrar's office.

### ADMINISTRATIVE RECORDS, 1846-1982

#### Minutes, 1886-1968

Minute Books, 1868-1968, 2 m (c.1, c.4-c.5, c.158-c.163)

Official versions of the minutes of various committees with responsibility for schools and matriculation examinations, and student affairs, on which the Registrar or Assistant Registrar served often as secretary include:

- Examiners for Schools, 1868-1926, 4 vols (vol 4 indexed),(c.1)
- Matriculation Board, 1899-1939, 1959-1968 (c.4-c.5, c.158-C.163)
- Examiners for McGill College, 1898-1902, 1 vol (c.1)
- Students' Functions, 1904-1908, 1 vol (c.1)
- Student Morals and Discipline, 1907, 1 vol (c.1)
- Academic Board, 1898-1919, 1 vol (c.1)
- Military Instruction (Minutes and Correspondence), 1918-1943, 2 vols and 3 files (c.1)
- Student Health and Physical Education, 1946-1951, 1 vol (c.1)

#### Correspondence, 1890-ca 1945

Incoming Correspondence, ca 1890-ca 1945 (gaps), 12 m (c.60-c.102, c.410)

The greater part of the correspondence covers routine administrative matters, particularly applications and enquiries from students. It includes copies of replies after ca 1920. The arrangement is alphabetical, in the following rough chronological blocks: 1890-1898, 1903-1904, 1906-1922, 1930s, 1940s.

Outgoing Letterbooks, 1900-1920, 1.5 m (c.464-c.466, c.416-c.421)

Some copies of the Registrar's letters, mainly to students and suppliers have been retained. In addition to the main series, there are letterbooks of the following: correspondence to students (c.416, c.420-c.421); correspondence with students and others on Associate of Arts degree and matriculation, 1897-1902, (c.417-c.419).

#### Administrative Files, 1873-1972

General Subject Files, ca 1930-1960, 7 m (c.40-c.59, c.111-c.112, c.410)

These records document various activities in which the Registrar participated and include registration figures, 1930-1948, degree statistics, 1928-1941 (c.45-c.47); files on scholarships, ca 1930-1950; War Service, 1940-1943; minutes of various committees on which the Registrar served, including Extension Committee, 1935-1961, Scholarship

Committee 1935-1945; minutes of the Canadian Society for the Protection of Science and Learning, 1935-1945 and other organizations. There are also records relating to the administration of matriculation examinations and exams at McGill, ca 1890-1940 (c.53) and scholarships 1851-1948 (c.57-c.59) and local arrangements for the meeting of the Association of Universities of the British Commonwealth in Montreal in 1959 (c.43). These records are in several series, usually arranged alphabetically and are partially listed.

Examinations, ca 1873-1972, 1.5 m (c.38-c.39, c.105, c.109, c.416-c.417, c.420-c.421)  
PARTS RESTRICTED

An incomplete series consisting of specimens of examinations in various courses, and some student answers to examination questions, as well as administrative details. They are partially listed. Full, printed sets of examinations were published separately and also in the Calendars.

Examination Timetables, 1930-1938, 4 cm (c.23)

These lists, arranged by subject, give the date of the examination and other particulars.

#### **Convocation Records, 1846-1982**

Minute Books of Convocation, 1846-1942, 4 vols, 50 cm (c.411-c.414)

These volumes provide the official record of events at the University Convocations and record the election of Fellows, announcements of prizes, valedictory and other addresses (in summary or in full) and names of students receiving awards. The volume for 1846-1889 contains at the front a loyalty attestation for staff, ca 1842. Listed.

Convocation Files, ca 1900-1970, 3 m (c.38-c.39, c.41-c.45, c.55, c.103, c.410, c.415)  
PARTS RESTRICTED

These contain correspondence, memoranda relating to the preparations for annual convocations and such matters as selection of recipients of honorary degrees. They often include copies of addresses and citations given at Convocation by University officials and recipients of honorary degrees as well as programmes and tickets of admission. Interfiled with these are records relating to special convocations, the installation of Principals (c.38-c.39) and the openings of certain buildings. There are several series of convocation files, arranged chronologically and subdivided by subject and they are partially listed.

Convocation Programmes, 1867-1982 (gaps), 20 cm (Printed Collection)

The printed programmes give the order of events, names of degree recipients and other details of the ceremonies.

#### **STUDENT RECORDS, 1833-1960**

##### **Non-academic Records, 1833-1951**

Registers of Graduates, 1833-1951, 3 vols 20 cm (c.37, c.114- c.116) RESTRICTED

These registers consist of a Register of Degrees, 1833-1902 recording name, degree, and date, and until 1859, birth date, birthplace and religion (c.114) and two registers of graduates' signatures under pledges to maintain the good name of the University,

1900-1945 (c.115-c.116). There is also an index of graduates in alphabetical order, ca 1870 (c.37). Listed.

Registers of Matriculation, 1833-1921, 4 vols, 20 cm (c.113, c.117-c.119) RESTRICTED

These registers record the date of matriculation, student's name, date and place of birth, religion, home and Montreal address, sessions attended, degree awarded and sometimes, parent's name, or in the case of medical students, a recommending physician. Also, there is a register of registration for special courses, ca 1906-1912 (c.20). The registers are divided into blocks for Medicine, Law, Arts, Donalda/Royal Victoria College, Applied Science and Partial Students. Within these divisions, the arrangement is chronological.

Other Registers, 1899-1911, 2 vols, 6 cm (c.20-c.21)

Registration register for 1905-1911, (c.20) and index to students listing name, address and faculty 1899-1900, (c.21)

Student Registration Forms, 1973-1983, 93 reels (See Microform Inventory) RESTRICTED

Arranged alphabetically by student name with personal data; permanent and home, addresses, name of person to contact in case of emergency, sex, mother tongue, principal language used, and citizenship; and academic data; courses taken, faculty, degree sought, academic load, subject and option.

Admission Summary Sheets, 1963-1968, 3 m (c.442-c.450)

Break down of admission statistics to various degree programmes. Listed.

#### **Academic Records, 1843-1960**

Registers of Lecturers in the Faculty of Arts, 1843-1852, 1868-1903, 2 vols, 10 cm (c.22, c.409) RESTRICTED

These registers record students' names, courses, lectures, absences and judgements. A system of symbols and abbreviations were used which are explained in a note before the 1868 entries. Listed.

Registers of Examination Results, 1864-1920, 15 vols, 1 m (c.24-c.28, c.500-c.508) RESTRICTED

These registers record students' names, subjects taken and marks. They cover undergraduates in Arts, partial students, and the Donalda course for women students. They also contain the results of scholarships and exhibitions 1889-1908 (c.24-c.25). There are volumes for each of the four years of the undergraduate curriculum; within these the arrangement is chronological. Listed.

Student Mark Reports, 1973-1983, 67 reels (See Microform Inventory) RESTRICTED

Arranged by course number then by student name with mark.

Student Transcripts, 1908-1922, ca 1920-ca 1960, 1964-1965, 37 m, 90 reels (c.120-c.408, c.451, c.468-c.470) (See Microform Inventory) RESTRICTED

The transcripts combine the functions previously filled by the Registers of Matriculation

and the Registers of Examinations results. They contain information compiled at registration, including student's name, parent's name, home address, Montreal address, religion and previous education. They also give the subjects taken and grades received. The arrangement is by a system of additional transcript numbers, which is roughly chronological. There is a main series ca 1920-ca 1960 which has been microfilmed. There is also a series for Applied Science, 1908-1922 and one for Engineering, 1964-1965.

**Entrance Examinations and Student Records prior to entrance at McGill University, 1868-1959**

University School Examinations Records, 1874-1902, 9 vols, 30 cm (c.19, c.29-c.36)  
RESTRICTED

These record books give student's name, courses, and marks received. The arrangement is by year, subdivided by school. Associate of Arts examinations, 1896-1902 are included (c.19). Listed.

Registers of Matriculation Examination Results, 1868-1959, 13 vols, 40 cm (c.6-c.18) RESTRICTED

These registers record student's name, subjects taken, and grades received. The arrangement is by year, with exams usually in June and September, subdivided by school or location. After ca 1933, junior and senior matriculation records were kept separately. Listed.

Matriculation Cards, ca 1905-ca 1930, 3.5 m (c.471-c.498) RESTRICTED

These cards give the subject and mark for the McGill matriculation examinations. They are arranged alphabetically by student.

Register of Student Marks in Affiliated Colleges, 1898-1901, 4 cm (c.451) RESTRICTED

This register includes examination marks of students enrolled in Morrin College, St. Francis College, Stanstead Wesleyan College and Vancouver College. The names of the students, courses taken and the final marks are recorded. The register is arranged by the name of the affiliated college within chronological blocks.

**SUMMER SESSION RECORDS, 1971-1975**

Administrative Records, 1971-1975, 1.5 m (c.437-c.444)

Correspondence with instructors and fee lists.

Student Records, 1971-1975, 8.2 m (c.423-c.437, c.452-c.463) RESTRICTED

Files including correspondence and marks.

Student Registration Forms, 1976-1982, 26 reels (See Microform Inventory)  
RESTRICTED

Arranged by name of student with address, academic status and courses taken.

Student Mark Reports, 1975-1978, 2 reels (See Microform Inventory) RESTRICTED

Arranged by course number, then by student name with mark.

**PRINTED ANNOUNCEMENTS AND DIRECTORIES, 1854-1982**

Calendars of McGill University, 1854-1855, 1857-1858, 1861-1982, 6 m (Printed Collection)

The calendars are issued for each academic year. With minor variations, they provide the following details: names of officials and teaching staff, calendar of academic events, general information about the University, lists of scholarships and prizes, requirements for degrees, course descriptions, names of currently enrolled students, winners of prizes and a general index. Until ca 1910, examinations were published and bound with the Calendars or issued separately. The announcement of the various faculties were published separately and bound in the Calendars as well. Calendars for 1856-1860 will be found in the Rare Books Department of the McLennan Library.

Individual Announcements, ca 1900-1982

Various announcements of faculties and departments, and of summer sessions are published separately. Some appear in the Calendar as well.

Directories of Students, ca 1860-1982, 60 cm (Printed Collection)

From ca 1860 to 1940, the names, academic years, and local addresses of current students were listed in the University Calendars. Since ca 1943 they have been issued separately. The Directories for 1975-1976 and later are restricted.

Medals, ca 1860-date

A representative collection of medals presented to students documents honours in various disciplines.

## R.G. 8: SECRETARIAT OF SENATE

The University Senate first met in 1935. It inherited the functions of the University Corporation which ceased to exist in 1934. The records of the latter are included here. The Corporation first met on 27 November 1838, but had been foreseen in the Charter of 1821, according to which the Governors, Professors and Fellows constituted a corporate body. From 1843 to 1850 academic affairs were governed by the Caput, a body composed of the Principal, Secretary and academic staff. By the 1854 Statutes, the Board of Governors enlarged the Corporation's sphere of activity and gave it responsibility in academic matters, which had previously been directed by the Board's Education Committee. In 1934 the Corporation was replaced by the Senate, which is composed of ex officio, appointed and elected members and is the ruling academic body of the University. A good deal of the activities of the Senate are conducted through committees, both standing and temporary. The Registrar has served as Secretary to the Senate at times. The administrative matters of Senate are now looked after by the Secretary to the Senate who is attached to the University Secretariat. In some cases the Secretariat interfiles subjects relating to Senate and the Governors and therefore R.G. 4 should also be consulted under the heading Secretariat Administrative Records.

### MINUTES OF MEETINGS, 1843-1965

Minute Book of the Caput of McGill College, 1843-1850, 1 vol, 5 cm (c.1)

The Caput determined academic regulations, awarded honours and prizes and dealt with student and staff disciplinary problems. The curriculum is described in some detail. At the end of the volume are the college statutes. The volume is not indexed.

Minute Books of the Corporation of McGill University, 1854 - 1934, 9 vols, 40 cm (c.2-c.11)

The minutes record decisions on a variety of academic policies and regulations as well as the establishment of scholarships, announcements of financial support and grants, reports from the Board of Governors, the names of students receiving degrees and the granting of honorary degrees. Each volume has an index which is bound separately (c.10). There is also a general card index covering all volumes. Listed.

Minutes Books of the Senate of McGill University 1935-1983, reels, 2 m (c.11 - c.13, c.47-c.52) (See Microform Inventory) PARTS RESTRICTED

The minutes record decisions on academic matters, reports from the Board of Governors, names of graduating students and increasingly by the 1960's, the creation of standing and ad hoc committees for various purposes. Access to the minutes of Senate is not restricted except for those of closed sessions and those for the period before 11 September 1968 which are less than 30 years old. Listed.

### ADMINISTRATIVE RECORDS, 1935 - 1979

General Administrative Files of the Secretariat of the Senate, ca 1935-1970, 4.5 m (c.14-c.26, c.36-c.37) RESTRICTED

Many of these records relate to the various Senate committees, including the Nominating Committee, the University Libraries Committee, Honorary Degrees Committee (1943-1970), and committees submitting briefs to the Parent Commission

(1965-1967) and the Royal Commission on Biculturalism and Bilingualism (1964-1965). In addition there are various subject files such as Governors, Academic Functions, and Student Discipline. There are several blocks of these records. The arrangement is a mixture of alphabetical and chronological order. Listed.

Records of the University Libraries Commission, 1969-1971, 1.5 m (c.38-c.43)

Set up by Senate in 1969, the University Libraries Commission issued its report in 1971. Following its recommendations for increased coordination in the Library's administration, the Library system was reorganized into 5 areas: Humanities and Social Sciences, Life Sciences, Physical Sciences and Engineering, Law and Undergraduate. Included are the records of the Chairman of the Committee, Vice-Principal R.F. Shaw, which consist of minutes of meetings, correspondence and reports of the Implementation Committee (c.38-c.40). There are also the records of the Research Assistant to the Commission, George McArthur, which include correspondence and completed survey questionnaires on other university libraries (c.41-c.43), as well as the complete edition of the report and a shorter version, without appendices, produced for wider distribution (c.40).

Records of Committees of Senate, 1949-1979, 1.5 m (c.26-c.35)

In addition to the many committee records throughout the general files of the Secretariat, there are separate blocks of minutes, reports and correspondence, sometimes maintained by the chairman or a member of the following committees:

Academic Policy	1965	(c.26)
Audio-Visual Aids	1949-1953	(c.26)
Communication of Information	1968	(c.26, c.28)
Development	1960-1974	(c.28, c.28, c.30)
McGill Lectures	1965-1975	(c.28)
Planning Commission, Report on Faculty of Education	1974	(c.33)
Revision of Statutes (Joint Ctte)	1971	(c.33)
Retirement (RESTRICTED)	1964-1974	(c.29)
Staff Relations (RESTRICTED)	1976-1979	(c.27)
Structure and Future of the Faculty of Graduate Studies	1967-1968	(c.26)
Technological Developments	1962	(c.33)
Tenure Regulations	1978-1979	(c.28)
Timetable	1935-	(c.46)
Tripartite Commission on the Nature of the University	1967-1970	(c.31 - c.32)
University Government (Joint Ctte)	1967-1968	(c.26)
University Libraries	1962-1969	(c.34 - c.35)
University Scholarships	1958	(c.33)

Senate Handbooks, 1970-1977, 20 cm (c.30)

The Senate handbooks are issued in duplicated form each year for the use of Senators. They contain procedural rules as well as terms of reference and membership lists of committees.



## R.G. 10: DEPARTMENT OF PHYSICAL PLANT

The Department of Physical Plant is responsible for maintaining the University's buildings, power plants, grounds and various campus services such as parking and security. The department also carries out new construction and alterations of University Buildings. The Department of Physical Plant was established in 1961, with Philip Gross as Director to coordinate the large amount of construction planned by the University. Physical Plant subsumed the older Department of Buildings and Grounds. The latter remained a unit of Physical Plant until the retirement of its Superintendent, P.A. Cunningham in 1975. At that time the functions of Superintendent were allocated to other positions within the Physical Plant department.

Physical Plant records fall into two main categories: administrative files and architectural drawings. There are also various photographs showing work in progress. Administrative files on University buildings and properties, ca 1960-1970, are also found in the papers of the Assistant to the Principal (G.A. Grimson): R.G. 2 (c.407, c.416-c.417, c.420, c.427-c.432, c.438, c.445-c.448). Information about older academic buildings and former houses now owned by McGill may be found in Répertoire d'architecture traditionnelle: l'ensemble de l'Université McGill issued in multilith copy by the Service de Planification de la Communauté Urbaine de Montréal in 1978.

### CHIEF ADMINISTRATORS OF THE DEPARTMENT OF PHYSICAL PLANT

1919-1928	W.D. Lawrence, Superintending Engineer
1929-1948	P.W. MacFarlane, Superintendent of Buildings
1951-1959	R.G. Defries, Superintendent, Buildings and Grounds
1959-1975	P.A. Cunningham, Superintendent, Buildings and Grounds
1962-1966	P. Gross, Director, Physical Plant
1966-	A.D. Elliott, Director, Physical Plant

### ADMINISTRATIVE RECORDS, 1918-1971

Superintendent of Buildings and Grounds, 1918-1971, 12 m (c.2-c.41)

These records were created by the Superintendent and his predecessors who bore the main responsibility for the maintenance and alterations of buildings before the establishment of the Department of Physical Plant in 1961. They also include the records until 1971 of the last Superintendent, P.A. Cunningham. They consist of several series of operational files, which include reports, files on staff, budget records, contracts, insurance policies, inspection reports, applications for employment and subject files such as "Trees", "Boilers" and "Congress". Many of the files contain memoranda on the maintenance and alterations of individual buildings. These series break down into the following overlapping chronological periods: 1907-1909 (c.33), 1918-1947 (c.22, c.24-c.25), 1930-1960 (c.26-c.33), 1933-1971 (c.34-c.41), 1941-1961 (c.2-c.21, c.23). Within these main divisions, the records are usually arranged alphabetically within shorter chronological blocks. Listed.

Cost Distribution Sheets, 1952-1957, 36 vols, 4 m (c.43-c.78)

The cost distribution sheets give date, account and department charged, description of job and amount charged. Arranged chronologically.

Contracts and Specifications, 1909-1970, 2 m (c.1, c.42, c.81-c.84)

Contracts and specifications concerning architectural projects.

Plans of University buildings, ca 1900 to date, ca 10 m (See Plans Inventory)  
RESTRICTED

There are architectural plans for most buildings owned or constructed by the University. Included are plans of elevation, floor, mechanical, electrical, plumbing and heating. There are few original plans of buildings constructed before 1900 although subsequent alterations are documented.

## R.G. 11: ARCHIVES

The McGill Archives was established in 1962. Its chief function is to assemble and preserve university records of administrative, legal or of permanent value and to make them available to administrators and researchers. The Archives also advises departments on the management and disposal of their records in compliance with administrative and legal requirements; as well, depositing offices are provided with reference service on records. The offices and departments of the University regularly transfer records to the Archives, where they are grouped according to their provenance and stored under conditions of controlled temperature and humidity. The Archives also preserves records of ordinary - and eccentric - activities at the University and acquires a wide range of material generated by teaching, research and campus social events. In addition it preserves the records of societies and institutions affiliated with the University as well as the papers of many staff members and alumni. The Archives records represent fairly accurately the extent and the range of the activities of this office. Because the first two University Archivists have played a leading role in the development of archives in Canada, these records also contain an important body of documentation on the Canadian and American archival scene. The private papers of A.D. Ridge are in M.G. 4031, and those of J.C.L. Andreassen in M.G. 1059.

### UNIVERSITY ARCHIVISTS

1962-1968	Alan D. Ridge
1968-1977	J.C.L. Andreassen
1977-	Marcel Caya

### ACCESSION RECORDS, 1962-1981

Accession Files, 1962-date, 1.8 m (c.14-34)

These files contain all the documentation available on nearly every individual accession of archival material by the Archives. They are arranged by chronological order of accession.

Accession Registers, 1962-date, 2 vols, 6 cm

These books contain summary information relative to every accession of archival material since the establishment of the Archives in 1962.

### RESEARCH RECORDS, 1962-1982

Researchers Register, 1962-1978, 3 vols, 6 cm (c.35)

Register consisting of signatures and addresses of visiting researchers.

Records of Inquiry, 1968-1982, 90 cm (c.36-c.40, c.44)

These consist of letters of inquiry on a variety of subjects relating to McGill and its past together with replies.

### ADMINISTRATIVE RECORDS, 1962-1980

Desk Diaries and Calendars, 1962-1964, 1966-1969, 1972-1973, 8 vols,

30 cm (c.13)

These books contain information on the daily activities of University Archivists. They often reveal interesting background details on the context of certain important accessions and events.

General Administrative Records, 1962-1980, 5 m (c.1-c.12, c.39-c.43) PARTS RESTRICTED

This series is made up of two sub-series of operational records of the Archives office. The first contains all the files maintained under the first classification system from 1962 to 1980. The second consists of files created since 1979 under a new classification system.

Correspondence, 1968-date, 30 cm (c.45)

Copies of outgoing correspondence.

## R.G. 12: OFFICE OF PHYSICAL RESOURCES

The Office of Physical Resources analyzes and coordinates the use of the University's buildings, space and equipment. The office acts as the Secretariat for the Physical Planning Committees of the University, such as the Senate Committee on Physical Development. The office also coordinates the annual capital budget submission to the provincial government and makes recommendations as to how the resulting grants be allocated. The Office of Physical Resources oversees the management of the University's rental properties, Bookstore, Printing Service, Conferences and Special Events Office, and residence and business operations.

### ADMINISTRATIVE RECORDS, 1962-1976

#### Office of Director, 1962-1976, 60 cm (c.1-c.5)

Most of these files are from the early and mid-1970s and relate to the use and alteration of University buildings on the downtown campus and at Macdonald College. There are also files on classroom usage and scheduling, time tables, surveys of facilities prepared for Physical Planning Officer G.S. Kingdon on classroom and laboratory utilization, and physical plant inventory reports, 1966-1968. The data has been used by the provincial government and by the McGill Planning Office.

### UNIVERSITY BOOKSTORE, 1950-1977

#### Administrative Records, 1950-1977, 12 cm (c.6)

These include minutes of the Senate Bookstore Committee and of the Management Committee, financial records, reports and correspondence.

**R.G. 14: OFFICE FOR HUMAN RESOURCES**

This office was formerly the Personnel Office. It administers various aspects of employment and employee relations and maintains a record of the staff member's service with the University.

**ADMINISTRATIVE RECORDS, 1860-1982**

General Administrative Records, 1960-1969, 1971-1978, 2 m (c.181-c.182, c.245-c.249)  
RESTRICTED

Includes bargaining papers and collective agreements.

Staff Termination Files, 1920-1982, 55 m (c.1-c.181, c.183-c.244, c.250-c.261)  
RESTRICTED

These include employment forms, correspondence about pensions and other matters. They often include photographs as well as personal information. Arranged alphabetically in chronological blocks: two blocks for 1920-1968, and one year blocks since ca 1969. There are also a few records for the period ca 1890-1920.

Appointments Register, 1860-1916, 3 cm (c.262) RESTRICTED

This register records for academic staff the date of appointment, position, faculty or department, term of appointment, salary, changes, date and reason for termination.

**R.G. 15: OFFICE OF THE TREASURER**

The position of Treasurer was created in 1971 with responsibilities for the investment of the university's endowment, trust and other investment funds as well as for insurance matters, but excluding employee benefit plans. Financial records previous to 1971 are also found in R.G.5 and R.G.6.

**TREASURERS**

1971-1982 N. Douglas Johnston  
1983- S.J. Budden

**ADMINISTRATIVE RECORDS, 1967-1980**

Correspondence of the Treasurer, 1967-1980, 4.5 m (c.1-c.6, c.13-c.20) RESTRICTED

Files on investments, 1967-1977; endowments, 1968-1979 and insurance, 1969-1980 including evaluations of buildings sold or demolished by McGill. Listed.

Stewardship Reports, 1971-1981, 1.3 m (c.9-c.12)

Reports by the Royal Trust Company for the R.I.A.L.

**R.G. 17: DEVELOPMENT OFFICE**

The Development Office, originally designated the Fund Office, was set up in 1975 with a mandate from the Board of Governors "to coordinate all fund raising from the private sector and seek increased support". Thus, the Office has general supervision over diverse giving programmes including the Alma Mater Fund, the Parents Fund, and the McGill Associates Fund. Before 1975, most fund raising was conducted through the Graduates' Society and its Executive Directors, particularly Lorne Gales. Accordingly, those records of the Directors of the Graduate Society devoted to funds' raising form an integral series in the records of the Graduates' Society, R.G.76. In addition to these records, there are several series of records documenting particular campaigns such as the Special Five Million Dollar Fund of 1943. These will be found under Records of Financial Campaigns in R.G. 82: Project and Occasional Offices. Finally, the John W. Ross Papers (M.G. 4068) contain records on fund raising, 1911-1921.

No records have yet been assigned to this record group.

**R.G. 27: FACULTY OF SCIENCE**

In 1971 the Faculty of Arts and Science divided into separate faculties. All earlier records of the Science section of the Faculty remain in R.G. 32: Faculty of Arts. In addition, some important record series such as student academic records and budget records continue to be combined and are kept in Record Group 32.

No records of the Office of Dean of Science for the period after 1971 have yet been assigned to this record group.

**DEANS, FACULTY OF SCIENCE**

1971-1977	Edward J. Stansbury
1977-	Svenn Orvig



## R.G. 28: FACULTY OF MANAGEMENT

A two year commercial course leading to a Diploma of Commerce was originally established during the 1905-1906 academic session. During the 1917-1918 session the course was expanded to a three year programme leading to a Bachelor of Commerce degree. The programme became a four year one in 1922. The Faculty of Management was created in 1968, combining the School of Commerce and the Graduate School of Business, which was a separate school formed in 1963 and attached to the Faculty of Graduate Studies and Research.

### DIRECTORS, SCHOOL OF COMMERCE

1916-1938	R.M. Sugars, Director & Secretary
1939	Frank Cyril James, Director
1940	Earl F. Beach, Assistant Director
1941-1945	Earl F. Beach, Director
1946-1952	Harry Douglas Woods, Director
1953-1959	Eric Kierans, Chairman
1958-1960	George E.C. Catlin, Chairman
1960-1965	David Eugene Armstrong
1965-1968	Peter C. Briant

### DIRECTORS, GRADUATE SCHOOL OF BUSINESS

1963-1965	David Eugene Armstrong
1966-1969	Peter Johnston Sandiford

### DEANS, FACULTY OF MANAGEMENT

1969	Carl A. Winkler, Acting Dean
1970-1973	Howard I. Ross
1973-1979	Stanley J. Shapiro
1979	Laurent Picard

### ADMINISTRATIVE RECORDS, 1917-1975

#### School of Commerce, 1917-1968

Records of Directors, 1917-1968, 3m (c.1-c.11)

Contains committee minutes, 1921-1957, internal and external correspondence, budgets and accounts of the Directors.

#### Graduate School of Business, 1964-1967

General Administrative Records, 1964-1967, 2 cm (c.48)

Minutes, timetables, course outlines and organizational materials.

#### Faculty of Management, 1968-1975

Minutes, 1968-1969, 50 cm (c.12)

General Administrative Records, 1965-1977, 7.5 m (c.25-c.32, c.34-c.37, c.12, c.95-c.108)

Correspondence, admissions, finances, minutes and reports.

Committees, 1960-1975, 1.5 m (c.38-c.47)

Minutes, reports and correspondence of committees of the Faculty.

### **FINANCE, 1965-1973**

Summer School in Accountancy, 1965-1975, 10 cm, (c.82)

Budget and statements.

### **STUDENT RECORDS, 1926-1976**

Student Graduate Records, 1967-1976, 6 m (c.49-c.50, c.52-c.59, c.73-c.74, c.77-c.78, c.84-c.86) RESTRICTED

The student graduate records contain correspondence, transcripts and marks of each student who has graduated. Records are alphabetically arranged within chronological blocks, based upon each students year of graduation.

MBA Graduates, 1965-1971, 1976-1978, 2.5 m (c.79-c.81, c.87-c.94) RESTRICTED

Student records of those who graduated with an M.B.A., consists of correspondence, transcripts and marks. Records are alphabetically arranged within chronological blocks, based upon the year the student graduated.

Student Marks, 1926-1951, 6 cm (c.33) RESTRICTED

Student marks contain course name and course mark, arranged by student name.

Student Records (Withdrawals), 1967-1978, 4 m (c.51, c.52, c.60-c.63, c.71-c.72, c.75-c.76, c.109-c.111) RESTRICTED

The student records of those who withdrew from the programme before completion or did not enter the programme after being admitted. They contain correspondence, transcripts and marks. They are alphabetically arranged within chronological blocks, based upon the year the student withdrew.

### **EXAMINATIONS, 1954-1966**

Examinations, 1954-1962, 1966, 7 cm (c.48)

Unworked examinations of the School of Commerce.

### **INDUSTRIAL RELATIONS CENTRE, 1950-1960, 1967-1968**

Huntington Project, 1967-1968, 2.4 m (c.64-c.70)

Data and resulting interpretation of a pilot project which sought to test adolescent

values and expectations of Francophones and Anglophones.

Seminar Records, ca 1950-1960, 25 cm (c.83)

These records include reports and correspondence arising from seminars held by the Industrial Relations Centre.

Financial Records, 1951-1967

Account Books, 1957-1967, 5 cm (c.3, c.4, c.5)

These include a Cash Book, 1955-1967 (c.3) giving accountants' records of all financial transactions, and a General Ledger, 1955-1967 (c.4) giving accountants' records of all financial transactions.

Bills and Receipts, 1955-1967

These include bills and receipts for all expenses of the Industrial Relations Centre, 1955-1967 (c.5).

The Industrial Relations Centre made a number of financial decisions for the National School of Public Administration, 1955-1967 (c.6). These decisions were made by the Board of Directors, 1955-1967 (c.6) and the Board of Governors, 1955-1967 (c.7). The Board of Directors was established in 1955 and the Board of Governors was established in 1957.

Records of the Industrial Relations Centre, 1955-1967 (c.8)

The Industrial Relations Centre was established in 1955 to provide a forum for the study and discussion of industrial relations problems. The Centre was established as a result of a report by the Royal Commission on the Industrial Relations Centre, 1955-1967 (c.8). The Centre was established in 1955 and its first meeting was held in 1956.

Records of the Industrial Relations Centre, 1955-1967 (c.9)

The records of the Industrial Relations Centre include reports, correspondence, and other documents relating to the Centre's activities, 1955-1967 (c.9).

### R.G. 30: FACULTY OF EDUCATION

Training in educational methods at McGill began in 1857 with the establishment of the McGill Normal School. McGill University's Principal John William Dawson was primarily responsible for setting up the Normal School and he served as its first Principal. The Normal School trained teachers of all Protestant denominations. A Committee of the University Corporation was responsible for the school's administration. The Normal School administered two model schools in the English Protestant system at its quarters at 32 Belmont Street, Montreal. There were three courses of study, resulting in Elementary, Model, or Academy Diplomas. In 1895 a Kindergarten Diploma was added to the curriculum. In 1907 the Normal School was joined to the agricultural and home economics college established by Sir William Macdonald at Ste. Anne de Bellevue and was renamed the School for Teachers. At the same time a Department of Education was set up in the Faculty of Arts and Science at the downtown campus. In 1955 the School for Teachers and the Department of Education combined to become the Institute of Education within the Faculty of Arts and Science. The McGill School of Physical Education, founded in 1912, was joined to the Institute of Education in 1957. In 1965 the Institute was reconstituted as the Faculty of Education. In 1970 the Faculty of Education absorbed St. Joseph's Teachers College and moved to a new building on McTavish Street, Montreal.

#### McGILL NORMAL SCHOOL, 1857-1907

##### Principals

1857-1870	John William Dawson
1870-1884	William H. Hicks
1884-1907	Sampson P. Robins

##### Corporation Committee of the Normal School, 1870-1907

Minute Books, 1870-1907, 4 vols, 15 cm (c.1-c.2, c.7)

The Corporation Committee made or ratified various decisions for the Normal School, such as staff appointments, fees, curriculum and financial accounts. Some business of the McGill Model School is also recorded (c.1-c.2). There are also agendas and correspondence relating to meetings, 1898-1901 (c.7). The minutes are indexed for 1899-1907. Listed.

##### Principal of the Normal School, 1857-1903

Memoranda Book of Principal J.W. Dawson, 1857-1874, 2 cm (c.4)

This book contains a memorandum on the Colonial Church and School Society's Anglican School whose functions were absorbed by McGill Normal School as well as notes on students, mainly those proposed for honours; annual reports; notes of decisions taken; and general information on examinations. Correspondence concerning the administration of the Normal School can also be found with the records of Principal William Dawson (R.G. 2). There is also a memoranda book and correspondence on the Normal School in Dawson's private papers, M.G. 1022.

Incoming Correspondence of Principal S.P. Robins, ca 1885-1903, 3 cm (c.9, c.7)

The majority of the letters are from McGill Principal Dawson on various aspects of Normal School affairs, including government grants, operating expenses, staff selection

student affairs, and various regulations. Much of the correspondence relates to meetings of the Normal School Committee. The arrangement is still unsystematic; a handwritten listing summarizing each letter is available.

### **Secretary of the Normal School, 1888-1908**

Incoming Correspondence of Secretaries J.W. Brakenridge and J.A. Nicholson, 1888-1907, 30 cm (c.7)

This consists of vouchers, bills, and receipts from suppliers, booksellers, and staff members, ca 1888-1898; correspondence relating to meetings of the Normal School Committee, 1899-1900; correspondence from Principal Robins and from the Québec Superintendent of Public Instruction, on such subjects as teacher employment, c.1897-1907; auditors' reports; and a few letters to Principal Robins are also interfiled. Generally arranged alphabetically by correspondent or organization. Listed.

Letterbooks of Secretaries J.W. Brakenridge and J.A. Nicholson, 1880-1908, 3 vols, 15 cm (c.3, c.10)

These letterbooks contain copies of letters to Principal Robins, to the Quebec Superintendent of Public Instruction, and to various suppliers. Indexed and listed.

### **Financial Records, 1857-1907**

Account Books, 1857-1907, 6 cm (c.3, c.4, c.10)

These include a Cash Book, 1885-1907 (c.3) giving information on salary payments; a general account book, 1857-1867, and various financial statements, ca 1898-1901 (c.4).

Bills and Receipts, 1864-1865, 5 mm (c.11)

Bills and receipts for school repairs.

### **Student Records, 1857-1949**

Register of Examination Results, 1899-1925, 1 vol, 2.5 cm (c.54) RESTRICTED

The register records the names, course titles, and marks received by students in the Normal School and after 1907 in the School for Teachers, Macdonald College. A cumulative mark point total and class rank is also kept. They are arranged chronologically.

Registers of Students, 1857-1897, 1899-1949, 20 cm (c.1-c.6, c.55) RESTRICTED

There are several registers covering different periods recording variously admissions, lodgings, diplomas granted, and examinations. The registers usually records the student's name, date of admission, age, residence or birthplace, lodging place, religion, and remarks. A register for 1899-1949 (c.55) contains records of Normal School students until 1907 after which it lists students at the School for Teachers, Macdonald College. There is also a minute book of Examiners' meetings, 1874-1896 (c.2) which has some pass and fail lists. Partly Listed.

### **Publications, 1873-1907**

Announcements, 1873-1907, 7 cm (c.1)

Besides the announcements in the University Calendars, there are two volumes of announcements giving curriculum and names of graduates divided according to category of diploma awarded. The announcement for 1906-1907 includes a cumulative list of graduates. There is also a published final report, 1907, giving the closing exercises of the last session of the Normal School.

### SCHOOL FOR TEACHERS, MACDONALD COLLEGE, 1907-1965

#### Deans/Directors of the School for Teachers

1907-1909	George H. Locke
1909-1913	S.B. Sinclair
1913-1948	Sinclair Laird
1949-1958	D.C. Munroe
1964	C. Wayne Hall, Acting

#### Faculty of the School/Teachers' Training Committee, 1907-1965

##### Administrative Records, 1907-1965, 70 cm (c.10, c.56-c.57)

These consist of minutes, correspondence, and reports of staff meetings of the School for Teachers, 1909-1955 (c.57) and minutes, 1907-1965, and a letterbook, 1907-1911, of the Teachers' Training Committee (c.56, c.10).

#### Office of the Dean, 1907-1948

##### Correspondence of Dean George H. Locke, 1907-1908, 50 cm (c.7-c.8)

Incoming letters and copies of outgoing letters between the Dean and Principal Peterson of McGill, Principal J.W. Robertson of Macdonald College and provincial school officials Arranged alphabetically in several small series.

##### Correspondence of Dean Sinclair Laird, ca 1920-1948, 13 m (c.8, c.11-c.53 especially c.47-c.52)

Incoming letters and copies of outgoing letters. There is a considerable correspondence, ca 1923-1938, with the Secretaries and Superintendents of the Protestant Board of School Commissioners, in particular H.J. Silver and D.C. Logan (c.8) There are also correspondence and reports of Sinclair Laird as secretary of the Strathcona Trust, dealing with cadet corps activities. Part is arranged chronologically (c.8), part is unlisted and in no order.

#### Student Records, 1899-1962

##### Examination Results, 1925-1962 1 reel, (See Microfilm Inventory) RESTRICTED

These provide examination results for the School.

##### Student Register, 1899-1945, 1 vol, 5 cm (c.55) RESTRICTED

This is a register, continued from the Normal School, recording students' names, age, residence, lodging, religion and remarks, up to 1949.

**DEPARTMENT OF EDUCATION, 1935-1957****Chairmen**

1935-1953 John Hughes  
 1954 David C. Munroe  
 1955-1957 Charence E. Smith

Records of the Chairman

Some records of the Chairman from the early 1950s are among the records of the Director of the Institute of Education.

**INSTITUTE OF EDUCATION, 1955-1958****Directors**

1955-1958 D.C. Munroe  
 1955-1957 Charence E. Smith, Deputy

Records of Director, David Munroe; and of Secretary, Wayne Hall, ca 1950-ca 1960, approx. 7 m (c.11-c.53) PARTS RESTRICTED

These records were created in the Institute of Education and the earlier Department of Education. They include correspondence, curriculum materials, schedules, student lists, speeches, and evaluation reports on student teachers. (box 14). The material is not listed and is not in order.

Student Records, 1962-1971, 1 reel, (See Microform Inventory) RESTRICTED

Examination results.

Examinations, 1965, 1 cm (c.9)

Unworked examination questions for the Institute of Education Summer School.

**SCHOOL/DEPARTMENT OF PHYSICAL EDUCATION, 1912-1948**

The School was established in 1912, and was united to the Institute (later Faculty) of Education in 1957.

Minutes of Meetings, 1912-1939, 30 cm (c.61-c.65; see also R.G. 46: c.11)

Besides minutes of the School of Physical Education, 1912-1932 (c.1), there are minutes of various committees and student groups (c.2-c.5). Listed.

Administrative Records, 1920-1926, 2 cm (c.9)

There are a few letters, reports and charts concerning the reorganization of the Department of Education.

Administrative Records, ca 1930-1948, 35 cm (c.65-c.67)

These include correspondence with federal government departments and others and

speeches of A.S. Lamb.

#### **FACULTY OF EDUCATION, 1965-**

##### **Deans**

1965-1975 C. Wayne Hall  
1975-1984 George E. Flower  
1984- David C. Smith

##### Administrative Records, 1970-1971, 1 cm (c.9)

There are files on the Communications Committee and Opening Committee for the new building.

##### Student Records, ca 1960-1970, 3.5 m (c.68-c.74) RESTRICTED

These include mark sheets arranged by years and courses, and admission and student files.

##### Examinations, 1966, 1.5 cm (c.9)

Unworked examination papers for the Summer School.

#### **MCGILL JOURNAL OF EDUCATION, 1965-**

##### Administrative and Editing Records, 1965-1973, 75 cm (c.58-c.60)

Correspondence, a file on the establishment of the Journal by the first editor, Margaret Gillett, and corrected galleys for several issues.

##### McGill Journal of Education, 1966-, 36 cm (Printed Collection)

This contains articles on educational theory, history, and practice and related subjects by authors from McGill and elsewhere.

#### **PUBLICATIONS, 1957-**

##### A Century of Teacher Education, 1957, 1 cm (Printed Collection)

Addresses delivered during the centenary of the Normal School.

##### Bulletin of the Institute of Education, 1959-1965, 10 cm (Printed Collection)

This monthly publication contains Institute news and articles of educational interest usually by faculty members.



### R.G. 32: FACULTY OF ARTS

The Faculty of Arts of McGill College, established in 1843, evolved as a multi-disciplined faculty concentrating in the arts, pure and applied science and commercial studies. After 1853 it was headed by a Dean. In 1873 teaching in applied science was transferred to the newly created Faculty of Applied Science (now Engineering). In 1930 the faculty was divided into two divisions: the Arts Division and the Science Division, each administered by an individual dean, the Dean of the Arts Division also serving as the Dean of the Faculty. The name of the faculty was changed to the Faculty of Arts and Science. In 1940, the Arts Division was discontinued and replaced by the Humanities Group and the Social Sciences and Commerce Group. At the same time the Science Group was discontinued and replaced by the Biological Sciences Group and the Physical Sciences Group. Within its respective jurisdiction, each of the groups was responsible for teaching, research and student discipline, and each was administered by a chairman and the faculty was headed by a dean. Further change came in 1965 when the Groups were discontinued and replaced with the Humanities Division, the Social Sciences Division, the School of Commerce Division, the Biological Sciences Division and the Physical Sciences Division. In 1968 the School of Commerce Division united with the Graduate School of Business to form the Faculty of Management. The Faculty of Arts and the Faculty of Science became two independent faculties in 1971. The Faculty of Arts and the Faculty of Science continue to interfile some records series such as student academic files and budget records. Those Faculty of Science records which have been maintained separately since 1971 will be in R.G. 27: Faculty of Science.

#### DEANS, FACULTY OF ARTS

1853-1886	William Turnbull Leach
1887-1903	Alexander Johnson
1904-1921	Charles E. Moyse
1921-1923	Gordon Laing
1924-1930	Ira Allan Mackay

#### DEANS, FACULTY OF ARTS AND SCIENCE

1930-1934	Ira Allan Mackay
1934-1936	William Dudley Woodhead
1937-1939	Charles William Hendel
1940-1947	Cyrus J. MacMillan
1948-1962	Horace Noel Fieldhouse
1962-1964	F. Kenneth Hare
1964-1969	Harry Woods Douglas
1969-1971	Edward J. Stansbury

#### DEANS, FACULTY OF ARTS

1971-1981	Robert Amos Vogel
1981-	Michael Perceval-Maxwell

#### DEANS, FACULTY OF SCIENCE

1971-1977	Edward J. Stansbury
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1843 MCGILL COLLEGE or  
FACULTY OF ARTS

1853 FACULTY OF LAW

1873 FACULTY OF APPLIED SCIENCE

1930 FACULTY OF ARTS  
AND SCIENCE

ARTS DIVISION

SCIENCE DIVISION

1940

Humanities  
Group

Social  
Studies  
Group

Physical  
Sciences  
Group

Biological  
Sciences  
Group

1965

School of  
Commerce  
Division

Humanities  
Division

Social  
Studies  
Division

Physical  
Sciences  
Division

Biological  
Sciences  
Division

1968

FACULTY OF MANAGEMENT

1971

FACULTY OF ARTS

FACULTY OF SCIENCE

1977- Svenn Orvig

#### **ADMINISTRATIVE RECORDS, 1873-1974**

##### **Faculty, 1873-1971**

Minutes, 1873-1971, 4 m (c.62, c.322-c.324, c.705-c.713, c.717-c.718)

The minutes of the Faculty of Arts and Science record the proceedings of this body. They are in chronological order and are accompanied by a Name Index 1902-1927 (c.712) and a Subject Index, 1902-1927. For the period 1944-1953 a joint name and subject index is bound with the minutes. In addition there are rough minutes, 1902-1905, 1918-1923, 1928-1954, which were notes taken during the meetings and used for the compilation of the minutes. There is also a record book of Higher Degrees containing references to Faculty Minutes, ca 1894-1902 (c.62).

Arts and Science Council, 1967-1968, 50 cm (c.54)

Minutes of the Arts and Science Council.

Humanities Group, 1947-1963, 40 cm (c.53-c.54)

The Humanities Group was one of the divisions of the Faculty of Arts and Science. This administrative body dealt with programmes, teaching, research and discipline in the Humanities. This series consists of chairman J.E.L. Launay's correspondence, as well as minutes and reports of the Humanities Group, 1947-1963.

Physical Sciences Group, 1940-1964, 10 cm (c.54)

The Physical Sciences Group, in existence from 1940 to 1965, was responsible for teaching research and student discipline within its respective jurisdiction. This series consists of minutes, 1940-1964; internal and external correspondence and memoranda, 1947, 1952-1956, 1960-1961; and reports of the Curriculum Committee on Physics, 1942.

Physical Sciences Division, 1964-1971, 20 cm (c.55)

The Physical Science Division was one of the four divisions within the Faculty of Arts and Science. It existed from 1965 until 31 May 1971. This administrative body dealt with programmes, teaching, research and discipline in the Physical Sciences. This series consists of Committee Minutes and appendices of supporting documents, 1964-1971.

Science Division, 1930-1940, 3 cm (c.713)

One volume of minutes.

Advisory Committee of Bachelor of Science Courses in Arts, 1930-1938, 10 cm (c.712, c.713)

This body approved the establishment of courses as well as programmes for students and researchers in the sciences. There are two volumes containing minutes as well as lists of committee members, 1903-1938. There is no index.

##### **Office of the Dean, 1904-1974**

Dean Moyses, Administrative Records, 1904-1919, 2 m (c.1-c.5, c.7, c.712-c.713)

This series consists of two chronological series of incoming correspondence arranged alphabetically, 1904-1919 (c.1-c.5), and 1909-1916 (c.7), and five letter books. Moyses's private papers are in M.G. 4001.

Deans McKay, Woodhouse, Hendel and MacMillan, Administrative Records, 1920-1946, 5 m (c.6, c.8-c.23) RESTRICTED

This series of general administrative files contains correspondence, committee minutes, examinations, statistics, and reports. Their arrangement is a mixture of subject headings with some student records arranged alphabetically.

Dean Fieldhouse, Administrative Records, 1947-1962, 2.5 m (c.24-c.31, c.644) RESTRICTED

There are two series of correspondence files, one arranged by surname (c.24-c.26), the other by subject (c.26-c.28). There also a series of subject files (c.29-c.31).

Deans Hare, Wood, Stansbury and Vogel, Administrative Records, 1959-1975, 13m (c.32-c.46, c.50-c.52, c.56-c.61, c.325-c.328, c.564, c.960-c.965, c.1026) RESTRICTED

This series includes records of the period after 1971 when the Faculty was divided into two faculties: Arts and Science. The records contain correspondence, examinations, reports, statistics. There are various series of records: 1959, 1963-1970 (c.32-c.38); 1968-1974 arranged alphabetically (c.39-c.46, c.56-c.61); annual reports of the Faculty arranged alphabetically, 1969-1976 (c.50-c.52); a series of administrative files, 1962-1970 (c.325-c.328); a series of departmental correspondence, 1969-1975 (c.960-c.965) and correspondence with the National Research Council, 1962-1964 (c.1026).

Vice-Dean, E.J. Stansbury, Administrative Records, 1968-1970, 1 m (c.47-c.49) RESTRICTED

These records consist of general administrative papers including correspondence reflecting the activities of the Vice-Dean. Files are alphabetically arranged.

Vice-Dean, C.D. Gordon, Administrative Records, 1969-1971, 60 cm (c.329-c.330) RESTRICTED

Correspondence and administrative files.

#### **Other Administrative Records, 1911-1967**

Reading Periodical Register, 1911-1926, 2 cm (c.62)

This lists all the magazines kept in the Arts Reading Room.

Awards and Scholarships, 1956-1967, 12 cm (c.34, c.54)

Awards and Scholarships is a collective series of records reflecting the activities of a variety of committees whose tasks are to administer the funding and selection of candidates for awards. This series includes the annual reports, minutes and agenda of the Carnegie Arctic Scholarships Committees, 1956-1961 (c.34).

Timetables, 1966-1968, 1 cm (c.1026)

These give the hours and locations of course lectures.

**FINANCIAL RECORDS, 1963-1978**

Budget Papers, 1963-1978, 7 m (c.804-c.816, c.941-c.944) RESTRICTED

These include budget sheets and correspondence usually arranged by department. Partially listed.

**DEPARTMENTS, 1886-1972****Department of Anatomy, 1923-1949**

Examinations, 1923-1949, 10 cm (c.801)

Examination question papers.

**Department of Biochemistry, 1942-1969**

Biochemistry had its origins in the teaching of related sciences at the Montreal Medical Institution. In 1874 William Osler introduced physiological chemistry into the Faculty of Medicine. The Department of Biochemistry was created in 1921 in the Faculty of Medicine and was administered by the same faculty although degrees were awarded by the Faculty of Arts and Science.

Examination Questions, 1942-1969, 10 cm (c.63)

Examination question papers of the department.

**Department of Botany, 1945-1971**

Departmental Records, 1949-1971, 1 m (c.64-c.66) RESTRICTED

Correspondence, departmental reports, budget papers and Biological Sciences Group/Division minutes.

**Department of Chemistry, 1886-1958**

Lectures in chemistry were given in the Faculty of Medicine as early as 1829, but it was not until 1843 that chemistry was taught as an independent discipline. In 1907, the Department of Chemistry was created in the Faculty of Arts, with the amalgamation of all courses in chemistry, excepting biological and physiological which continued to be taught in Faculty of Medicine. Notes and articles on the history of the Chemistry Department have been written by Prof. R.V.V. Nicholls and by Prof. Leo Yaffe.

Department Minutes, 1930-1944, .cm (c.67)

Minutes of the meetings of the department.

Departmental Correspondence, 1896-1939, 2.1 m (c.63, c.67, c.70-c.75)

The greater part of the departmental correspondence was created by the chairman. It deals with internal and external matters concerning staff, students, construction of facilities and general policies of the department. It consists of one volume of outgoing correspondence, 1897-1906 (c.67) from B. Harrington, and correspondence, 1904-1963 (c.70-c.75).

Committee of the Chemistry and Mining Building, 1897-1923, 20 cm (c.67)

Contains minutes of the Committee, 1897-1909, the Building Record Book, 1901-1903 and the Building Library Register, 1903-1923.

Attendance Registers and Mark Books, 1886-1958, 50 cm (c.68-c.69) RESTRICTED

Registers of those who attended classes, labs and their marks.

McGill University Chemical Society, 1902-1942, 2 cm (c.67)

Minutes of the Society, 1902-1940 and notes and reports of the Chemistry Curriculum Committee, 1942.

Publications, n.d., 30 cm (c.966)

Reprints, papers and reports generally dealing with the History of Science or with polymerization.

Teaching Aids, n.d., 40 cm (c.967)

Molecular models used by professors Hatcher, Purves and Nicholls.

**Department of Classics, 1935-1940**

Book Orders, 1935-1940, 3 cm (c.62)

Correspondence about and lists of books ordered for the Department.

**Department of Economics and Political Science, 1944-1978**

Departmental Correspondence, 1944-1947, 1 cm (c.70) RESTRICTED

Correspondence of the chairman, J.P. Day about staff appointments and memoranda from Principal James on the same subject.

Student Records, ca 1958-1978, 3.3 m (c.940, c.945-c.954) RESTRICTED

Departmental files for students who graduated or who withdrew.

**Department of English, 1947-1964**

The Drama Programme, 1947-1964, 2.5 m (c.76-c.78, c.79, c.719)

The Drama Programme records contain correspondence, financial reports, scripts of experimental plays, and clippings, designs and programmes. (See also Photograph Inventory)

**Department of French Language and Literature, 1922-1965**

Departmental and Personal files, 1922-1965, 40 cm (c.53, c.54)

There are the records of the chairmen René D. DuRoure and J.E.L. Launay. They include correspondence, reports of University committees, the French Summer School and the Humanities Group.

Registration Records, 1939, 1 cm (c.62) RESTRICTED

Records of students taking French.

**Department of Genetics, 1941-1969**

The Department of Genetics was created in 1934. In 1970 the department amalgamated with the Departments of Botany and Zoology to form the Department of Biology.

Chairman's Records, 1941-1969, 2 m (c.734-c.740)

General records from John Stanley chairmanship containing internal and external correspondence and annual reports.

**Department of Geography, 1953-1972**

Chairman's Records, 1961-1972, 4 m (c.720-c.731) RESTRICTED

Records of the chairman Trevor Lloyd containing Committee Minutes, correspondence, reports and general administrative records.

Arctic Meteorology Research Group, 1953-1964, 10 cm (c.733) RESTRICTED

Correspondence and financial statements of the Group.

**Department of Geological Sciences, 1887-1971**

Geology as a discipline was first taught in 1855 with the appointment of Principal William Dawson. The Department of Geology was created in 1892.

Budget Submissions, 1964-1968, 10 cm (c.741) RESTRICTED

Budget submissions are arranged chronologically.

Personnel Records, 1959-1971, 20 cm (c.741) RESTRICTED

Personnel records of former faculty, secretarial and technical personnel.

Examination Questions, 1887, 1925-1964, 10 cm (c.719)

A scattering of examination question papers of the department.

Research Data, n.d., 5 cm (c.719)

Data on rock types of Mount Royal Reservoir, probably by Frank Dawson Adams.

Publications, ca 1900-1972, 22 m (c.968-c.1025)

The first 47 boxes contain reprints of geological studies by members of the department, their colleagues, or students. The remaining 10 boxes contain reprints selected from the library collection for their particular historical interest as well as files on the research and business connections of the members of the department. Partially listed.

**Department of History, 1973-1975**

History has been taught since about 1854, and was associated with Classics and later

with English literature. In 1895 a History course independent of languages was offered. Sir William Macdonald endowed the Kingsford Chair of History in 1898. Since the 1920's courses and areas of concentration have been offered in a wide range of fields.

Canadian Studies Programme, 1973-1974, 3 cm (c.719)

File of the Acting Co-ordinator, Carman Miller.

Colloquium on Canadian Society in the Late Nineteenth Century, 1975, 6 cm (c.719)

Papers presented at the Colloquium.

#### **Department of Mathematics, 1968-1970**

Mathematics was first taught as early as 1848 when it was a discipline of Natural Philosophy.

Chairman's Records, 1968-1970, 20 cm (c.38)

Chairman E.M. Rosenthal's records containing correspondence with Deans of Science, annual reports and minutes of department.

#### **Department of Meteorology, 1798-1972**

Although the Department of Meteorology was only established in 1960, scientific observation began officially in 1856 when Charles Smallwood, M.D., was appointed Professor of Meteorology. Smallwood had his own observatory at St-Martin since 1841. In 1863, his equipment was transferred to the new McGill Observatory. Smallwood died in 1873. The next year, 1874, McGill Observatory became a "chief station" for the Meteorological Service. From 1874 until 1917, C.H. McLeod directed the Observatory. There is a brief history entitled "Century of Records of McGill Observatory, 1874-1974".

Meteorological Records, 1798-1972, 5 m (c.955-c.957, c.1026-c.1039; See also Microfilm Inventory).

These include meteorological registers; wind records; synoptic observation records; bi-hourly and soil temperature records; barograph, thermograph and hydrograph records and various monthly summaries and abstracts not only from the McGill Observatory but also from some early observers such as Drs. Spark at Quebec City and Smallwood at St-Martin. Listed.

#### **Department of Microbiology and Immunology, 1931-1972**

Correspondence, 1931-1972, 50 cm (c.742-c.743) RESTRICTED

Internal and external correspondence of the chairman and staff members.

#### **Department of Philosophy, 1926**

Examinations, 1926, 2 cm (c.62)

Unworked examination papers in philosophy.

#### **Department of Psychology, 1957-1952**



From 1871 to 1924 psychology was taught in the Department of Philosophy. In 1924 it was divided into two departments: the Department of Philosophy and the Department of Psychology.

Correspondence, 1946-1951, 5 cm (c.744)

Correspondence relating to space needs of the department.

Examinations, 1947-1962, 8 cm (c.719)

A scattering of examination question papers and psychological tests administered by the department.

**Department of Physics, 1891-1959**

General Administrative Records, 1891-1963, approx. 6 m (c.784-c.799, c.836-c.839, c.842-c.843) RESTRICTED

These files include correspondence, reports, budget and other financial papers, staff files concerning appointments, minutes, teaching manuals and other official department publications.

Macdonald Physics Building, Apparatus and Equipment Records, 1891-1959, 1 m (c.784, c.800, c.835, c.837)

These include the minutes of the committee of management of the Macdonald Physics Building, 1893-1927, annual reports and a key register; and for the Physics Laboratory annual reports and two "volumes" of invoices for the original equipment.

Foster Radiation Laboratory, 1939, 1955, 8 cm (c.750)

Correspondence, memoranda, plans and estimates of construction and maintenance of the Cyclotron Laboratory.

Student Records, ca 1905-ca 1958, 1 m (c.784, c.800, c.840-c.842) RESTRICTED

Correspondence, files on scholarships, student notes, research and theses, attendance register, examination marks, Library Loan Registers, and examinations.

Scrapbooks, 1925-1959, 15 cm (c.784, c.920)

Newspaper clippings about the Physics Department and staff.

**Department of Sociology and Anthropology, 1921-1971**

Minutes of Departmental Meetings, 1954-1967, 10 cm (c.755, c.757)

General Administrative records, 1921-1971, 2 m (c.748-c.749, c.755-c.759) RESTRICTED

These records include internal and external correspondence and other materials dealing with teaching, research and administration.

Financial Records, 1962-1968, 10 cm (c.749, c.757)

Statements of account, invoices.

Staff records, 1969-1971, 1.2 m (c.760-c.763) RESTRICTED

This sample of applications for staff positions contains in addition to curriculum vitae and letters of application, samples of many applicants' work, i.e., pamphlets, theses, books and papers.

Research Papers, 1951-1964, n.d., 15 cm (c.63, c.65, c.745-c.747)

Research papers written in undergraduate and graduate courses, and questionnaires by F. Harvey.

**Department of Zoology, 1953-1969**

Zoology was first taught by Sir William Dawson, but it was not until 1897 that the Department of Zoology was created. In 1970 it merged with the Departments of Botany and Genetics to form the Department of Biology.

General Administrative Records, 1959-1969, 1.3 m (c.764, c.767, c.921-c.923) RESTRICTED

General administrative records containing internal and external correspondence including that of the chairman John Stanley who was also Director of the Biological Building, 1956-1961. Partially listed.

Student Records, 1953-1969, 30 cm (c.765) RESTRICTED

Individual files of students containing correspondence and marks. etc.

**STUDENT RECORDS, 1861-1979****Registration Records, 1868-1942**Entrance Register, 1868-1903, 2 vols, 10 cm (c.827-c.828) RESTRICTED.

The Entrance Register contains name of student, date of registration, birthdate, birthplace, guardian, school, address, and religious denomination. These registers list those enrolled in the Faculties of Arts and the Royal Victoria College (listed as Donaldas). For other student registers and record, see Student Records in R.G. 7.

Registration Book, 1937-1942, 1 vol, 4 cm (c.825) RESTRICTED

The Registration Book lists student's name and courses in which the student was registered. Student names are entered within chronological blocks.

**Student Files, 1947-1978**

These are student records of those individuals who were registered in a degree programme in the Faculty of Arts and Science. They document a student's academic record, and include applications for admission, transcripts of courses, marks, grade point average, date of birth, sex, marital status, mother tongue, place of birth, citizenship, address and other vital information. There are a number of different series which reflect different filing practices. In some cases files of students who have been granted degrees have been separated from those who were not, and in other cases they are interfiled. Within each block, records are grouped according to the year when the degree was granted or the student left the University and within these chronological

groupings, student files are arranged alphabetically.

B.A., B.Sc., Misc., 1947-1957, 12 m (c.672-c.703) RESTRICTED

These files contain the records both of students who were awarded degrees and of those who were not.

B.A. Degree, 1958-1979, 70 m (c.121-c.130, c.140-c.150, c.215-c.218, c.228-c.239, c.241-c.247, c.260-c.265, c.281-c.285, c.291-c.294, c.315-c.317, c.331-c.347, c.404-c.426, c.474-c.493, c.531-c.550, c.567-c.589, c.610-c.638) RESTRICTED

B.Sc. Degree, 1958-1979, 47.6 m (c.131-c.139, c.151-c.161, c.181-c.192, c.219-c.221, c.248-c.254, c.266-c.271, c.286-c.290, c.295-c.298, c.318-c.320, c.348-c.358, c.427-c.442, c.494-c.506, c.520-c.530, c.590-c.606, c.610-c.634, c.639-c.640) RESTRICTED

B.Sc. (M.D.,C.M.) Degree, 1965-1967, 60 cm (c.298, c.320) RESTRICTED

The B.Sc. (M.D.,C.M.) programme admitted students from high school in a double course in Science and Medicine.

B. Social Work Degree, 1971-1979, 3 m (c.163, c.221, c.386, c.473, c.507-c.508, c.551, c.608-c.609) RESTRICTED

B. Commerce, B. Education, B.Ed.-P.E.D., 1964, 30 cm (c.641) RESTRICTED

B.A., B.Sc., Misc., 1966-1978, 32 m (c.79-c.120, c.193-c.209, c.359-c.385, c.443-c.472) RESTRICTED

These are student records of those individuals who were not granted degrees; the students may have withdrawn from their programmes or may not have paid fees. The records contain applications for admission, transcripts of courses, marks, grade point average, date of birth, sex, marital status, mother tongue, place of birth, citizenship, address and other vital information.

Special and Visiting Students, 1973-1978, 6.6 m (c.211, c.214, c.387-c.393, c.509-c.514) RESTRICTED

These are the records of those students who completed one academic year of their education at McGill, but were registered in a programme at another University. The contents are similar to B.A., B.Sc., Misc. (above).

**Other Student Records, 1905-1972**

Applications, 1905-1906, 1909, 1921-1932, 1934, 1940, 1945, 1963, 50 cm (c.704-c.705, c.651) RESTRICTED

Incomplete series of applications for admission arranged alphabetically.

Student Record Cards, 1900-1915, 1963-1970, 3.3 m (c.162, c.255, c.276-c.278, c.312-c.314, c.652-c.653) RESTRICTED

Student record cards list students name, registered courses, marks, and additional vital information. There are three blocks 1900-1915, 1963-1966, 1966-1970. The block for 1966-1970 is arranged in alphabetical order; the others are not.

Arts and Science Premedical Advisor Records, 1968-1972, 30 cm (c.606) RESTRICTED

Commentary and letters of recommendation and marks of those students from the Faculty of Arts and Science who applied for admission to the Faculty of Medicine. The records are neither alphabetically nor chronologically arranged.

#### **Student Marks, 1937-1979**

Examination Mark Sheets, 1937-1979, 10 m (c.164-c.177, c.397-c.400, c.519, c.565-c.566, c.557-c.562, c.642-c.643, c.660-c.670) RESTRICTED

Examination Mark Sheets list the final course mark of each student. The names of students are alphabetically arranged on sheets which list the course name. These sheets are collectively arranged by department which are filed in alphabetical order.

Deferred Examination Mark Sheets, 1975-1979, 1.3 m (c.558-c.562) RESTRICTED

Deferred Examination Mark Sheets list the final course mark of those students who wrote final examinations at a time other than that of the scheduled period. The names sheets are collectively arranged by department which are filed in alphabetical order.

Mark Changes, 1975-1977, 1 m (c.394-c.396) RESTRICTED

Mark Changes are those sheets submitted by an Instructor to the Faculty giving changes or corrections of a students' marks. These records are filed within chronological blocks.

#### **EXAMINATION RECORDS, 1861-1979**

Examination Signature Sheets, 1950-1956, 1962-1965, 1967-1979, 6.6 m (c.178-c.180, c.210, c.223-c.227, c.401-c.402, c.488, c.515-c.518, c.555-c.556, c.645-c.648, c.650, c.671-c.672)

The Examination Signature Sheets list the students who wrote examinations. In addition, the date of the examination, the course number, the student's printed name and the student's signature are given. The sheets are collectively grouped by examination date.

Public Reports of Examinations, 1861-1919, 3 vols, 10 cm (c.829-c.831)

These printed records are the lists of those students who passed examinations. The records are arranged by course within a chronological grouping.

Examination Papers, 1966-1974, 1.2 m (c.801-c.803, c.938, c.1026)

Unworked sample examination papers from various departments.

### R.G. 33: FACULTY OF DENTISTRY

Training in dentistry at McGill began in 1904, with the establishment of a Department of Dentistry in the Faculty of Medicine. The Department of Dentistry had originally formed part of the Bishop's University Medical Faculty which amalgamated with the McGill Medical Faculty in 1904. The Department received a clinic at the Montreal General Hospital in 1908 and a close association with M.G.H. continues. Dentistry was established as a separate Faculty in 1920. In 1965 with a student enrolment of about 150, Dentistry acquired a large amount of office and laboratory space in the Strathcona Medical Building. Mervyn A. Rogers has written A History of the McGill Dental School (Montreal, 1980).

#### HEADS OF THE DEPARTMENT OF DENTISTRY

1913-1915 A.W. Thornton

#### CHAIRMEN OF THE DENTAL EXECUTIVE

1910-1914 D. James Berwick

1913-1920 A.W. Thornton

#### DEANS OF THE FACULTY OF DENTISTRY

1920-1927 A.W. Thornton

1935-1939 Arthur L. Walsh, Acting

1940-1947 Arthur L. Walsh

1948-1954 D. Prescott Mowry

1954-1955 James McCutcheon, Acting

1956-1970 James McCutcheon

1970-1977 Ernest R. Ambrose

1977- Kenneth C. Bentley

#### OFFICE OF THE DEAN, 1916-1970

Administrative Records, ca 1916-1970, 1 m (c.2-c.3, c.4) RESTRICTED

There is a small amount of correspondence between the Quebec Dental Board and Dean Thornton; addresses by various staff members; correspondence between the Deans and the Principal, ca 1928-1951; essays, addresses, and memoranda on the history of the Faculty and of dentistry in Canada; and correspondence relating to the curriculum and to the Dental Clinic. There are also annual reports to the Principal, correspondence with staff and organizations. Listed.

#### STUDENT RECORDS, 1930-1970

Records of Graduates, ca 1930-ca 1970, 1.5 m (c.1, c.5-c.10, c.12-c.14) RESTRICTED

Several series of files containing student transcripts and correspondence. Partially listed.

**TEACHING AND CURRICULUM RECORDS, 1923-1970**Examinations, 1923-1970, 10 cm (c.11)

Unworked examinations for the various subjects in the Faculty of Dentistry. There are also examination and sessional timetables, 1922-1968. The arrangement is chronological. Listed.

Teaching Aids, ca 1950s, 10 cm (c.11)

There are two binders of mimeographed notes on oral roentgenology and preclinical prosthodontics and endodontics.

**SCRAPBOOKS, 1931-1955**Scrapbooks, 1931-1955, 10 cm (c.15)

There are two scrapbooks, mainly of loose newspaper clippings about the Faculty of Dentistry and dentistry in general. Listed.

### R.G. 34: FACULTY OF RELIGIOUS STUDIES

Although various courses in theology and complementary disciplines such as Hebrew have been offered at McGill since the 1840s under the Faculty of Arts, McGill did not offer a full programme of religious studies until the establishment of the Faculty of Divinity in 1948. Four theological colleges became affiliated with McGill: the Congregational in 1865; the Presbyterian in 1868; the Wesleyan in 1879; and the Montreal Diocesan (Anglican) in 1880. In 1912 these colleges formed a Joint Board which was affiliated with McGill; however, the colleges were, and remain, independent bodies. While students from the colleges could take courses within the University, the colleges, not the University, were responsible for professional training and the granting of credentials. After a long period of negotiation, the Faculty of Divinity was established in 1948 with an agreement between four contracting parties: McGill University, the Joint Board of Theological Colleges affiliated with McGill University, the United Theological College and the Diocesan Theological College. The Joint Board transferred Divinity Hall (the Birks Building) to the University. The theological colleges participated in the choice of staff and the financing of the Faculty of Divinity. Degrees in theology and divinity (B.D., S.T.M.) were now granted under the authority of the University. In 1969 the Presbyterian College joined the other two colleges in their association with the Faculty of Divinity. In 1970, the Faculty was renamed the Faculty of Religious Studies, reflecting the fact that preparation for the ministry was not the only concern of its curriculum. Some private papers of the first Dean, R.B.Y. Scott are in M.G. 2005, and papers of William Massey Birks are in M.G. 1019. H. Keith Markell has written A History of the McGill Faculty of Religious Studies (1979).

#### DEANS OF THE FACULTY OF DIVINITY/RELIGIOUS STUDIES

1948-1949	R.B.Y. Scott
1949-1957	James S. Thomson
1957-1962	Stanley B. Frost
1963-1970	Eric George Jay
1970-1975	George Johnston
1975-	Joseph C. McLelland

#### ADMINISTRATIVE RECORDS, 1965-1974

##### Addresses, 1970-1972, 1 cm (c.1)

There are two addresses by George Johnston as Dean.

##### Publications, 1963-1970, 1 cm (c.1)

Included are announcements of the annual Birks Lectures and news bulletins from the Dean to alumni of the Faculty.

##### Marriage Licences, 1950-1969, 15 cm (c.1)

These are licences granted to persons who were married in the Chapel in Divinity Hall (now the Birks Building).

##### McGill Tomb, 1970-1971, 3 cm (c.1)

Correspondence, drawings and Archives Fact Sheets on the reconstruction of James McGill's Tomb.

Dead Sea Scrolls, 1949-1963, 2 cm (c.1)

Correspondence, notes and draft article for McGill News by R.B.Y. Scott on the purchase of scroll fragments by McGill. There is a list of the McGill fragments.

**EXAMINATIONS, 1965-1974**Examinations, 1965-1975, 4 cm (c.1)

These consist of specimen unworked examinations for various courses in the Faculty. The arrangement is chronological. Listed.

## DEANS OF THE FACULTY OF ENGINEERING

1948-1952	R.B.Y. Scott
1952-1957	James S. Johnston
1957-1962	Samuel S. Frost
1962-1967	Eric George Jay
1967-1971	George Johnston
1971-	Joseph C. McLaughlin

## ADMINISTRATIVE RECORDS, 1948-1974

Autumn, 1970-1971, 1 cm (c.1)

There are two volumes by George Johnston as Dean.

Publications, 1947-1970, 1 cm (c.1)

Included are announcements of the annual staff lectures and news bulletins from the Dean to students of the Faculty.

Students' Licenses, 1950-1969, 13 cm (c.1)

These are licenses granted to persons who were invited to the College in Divinity Hall from the Divinity Building.

McGill Tomb, 1950-1971, 1 cm (c.1)

Correspondence, drawings and Archives Fair Sheets on the reconstruction of James McGill's Tomb.



### R.G. 35: FACULTY OF ENGINEERING

Diploma courses in engineering were originally offered in 1859 in the Faculty of Arts. In 1871 the Department of Practical and Applied Science in the Faculty of Arts began degree programmes in Civil Engineering and Surveying, Mining Engineering and Assaying, and Practical Chemistry. The Faculty of Applied Science was created in 1878. Changes in administrative functions led to the creation of the Faculty of Engineering in 1931. The development of the Faculty has been traced by Paul Tourigny in "Histoire Comparée de la Faculté de Génie de l'Université McGill et de l'École Polytechnique, Les Années 1920-1940" (Université de Montréal, unpublished thesis, 1980).

#### DEANS OF THE FACULTY

1878-1908	Henry Taylor Bovey
1908-1922	Frank Dawson Adams
1923-1924	Henry Martyn McKay, Acting Dean
1924-1930	Henry Martyn McKay
1931-1941	Ernest Brown
1942-1951	John Johnston O'Neil
1952-1957	Robert Edwards Jamieson
1957-1968	Donald Louis Mordell
1968-1974	George Lee d'Ombraïn
1974	Thomas H. Barton, Acting Dean
1975-1984	Gerald W. Farnell
1984	Pierre Bélanger

#### ADMINISTRATIVE RECORDS, 1907-1975

##### Faculty Records, 1907-1975

Minutes of the Faculty, 1907-1952, 1974-1975, 50 cm (c.1-c.4, c.6)

Minutes of the Faculty are indexed by name and subject from 1907 until September 1949. There is no index for the post 1949 period. Minutes before 1907 were probably destroyed in the 1907 Macdonald Engineering Building fire.

Annual Reports, 1896, 1961-1968, 5 cm (c.5, c.15, c.40)

These reports were submitted to the Principal and/or Corporation.

##### Records of the Office of the Dean, 1907-1984

Administrative Records, 1907-1977, 6 m (c.5-c.31, c.179, c.182-c.184, c.192, c.198, c.200)  
PARTS RESTRICTED

The office of the Dean has generated general records containing internal and external correspondence, reports of schools, departments, institutions and faculty, student curriculum, laboratory reports, scholarships statistics and salaries. Also included are reports, correspondence of various committees and with the departments and schools of the Faculty and external bodies ca 1966-ca 1976, Tenure Cohort, 1977-1984, scholarships, and budget working papers. There is a long series of correspondence and reports concerning the admission of women to the Faculty and in particular the School of Architecture (c.14).

National Committee of Deans, 1969-1981, 30 cm (c.185)

Minutes, correspondence and salary survey, 1977-1979.

Records of Former Staff, pre 1980, 80 cm (c.180-c.182) RESTRICTED

These records contain correspondence and other materials concerning staff re-appointments and promotions.

**Macdonald Engineering Building, 1907-1909**Macdonald Engineering Building, 1907-1909, 15 cm (c.32, c.241)

Articles of Agreement, reports, correspondence and brochures concerning the construction of the new Macdonald Engineering Building. There also is a volume containing details of accounts regarding the demolition and reconstruction of the Macdonald Building and extensions to the Workman Building.

**Macdonald Chemistry Building, 1898**

RARE BOOK DEPARTMENT

Correspondence, 1898, 44 pages

Correspondence relating to the official opening of the Macdonald Chemistry building.

**DEPARTMENTS AND SCHOOLS, 1870-1977****Department of Civil Engineering, 1894, 1931-1941**Testing Laboratory Reports, 1894, 1931-1941, 8 cm (c.33)

Testing Laboratory Reports prepared by the Superintendent of the Testing Laboratory and the Professor of Civil Engineering; arranged alphabetically by companies' names, 1931-1933, and in numerical order, 1934-1941.

**Department of Electrical Engineering, 1939-1977**Administration, 1957-1977, 17 m (c.27-c.36, c.38-c.48, c.186-c.191, c.208-c.213, c.219-c.232) RESTRICTED

The chairman of the department created general administrative records which contain correspondence, financial papers and reports.

The Anechoic Testing Laboratory, 1958, 5 cm (c.14)

Historical file on establishment of the acoustic free field laboratory

Committees, 1937, 2 cm (c.14)

University Development Committee and Sub-Committee on Buildings and Equipment reports.

**Department of Mechanical Engineering, 1902-1911**

Letterbooks, 1902-1911, 4 vols, 20 cm (c.32, c.241)

Letterbooks of professors H.M. Jaquays and R.J. Durley, containing letters concerning students, academic matters, alterations to the Engineering Building and other matters. Indexed.

#### **Department of Mining and Metallurgical, 1870-1970**

History, 1970, 3 cm (c.14)

Files and lists of faculty and staff from 1870-1970.

#### **School of Architecture, 1904-1974**

Administrative Records, 1904-1974, 25 cm (c.15, c.33, c.168) PARTS RESTRICTED

There are two principal series of correspondence: the Royal Institute of British Architects, 1928-1971 and the Royal Architectural Institute of Canada, 1956-1974 (c.163); and the Director of the School and the Dean of Engineering, 1945-1967 (c.15). There are also examination questionnaires, 1937-1947, draft announcements of the School and teaching aids.

#### **STUDENT RECORDS, ca 1950-1978**

Student Graduate Records, ca 1940's-1973, 1975-1976, 23.7 m (c.50-c.128) RESTRICTED

Student graduate records contain correspondence, transcripts, and marks of each student. Records are alphabetically arranged within chronological blocks, based upon each student's year of graduation.

Student Records, Withdrawals, 1967-1973, 1975-1978, 9.9 m (c.129-c.161) RESTRICTED

Student records of those who withdrew from the programme before completion contain correspondence, transcripts, marks. Records are alphabetically arranged within chronological blocks, based upon the year the student withdrew.

Student Records, Graduates and Withdrawals, 1970, 1971, 1974, 1978, 1979, 9 m (c.170-c.178, c.192-c.197, c.201-c.207, c.233-c.240) RESTRICTED

These records contain correspondence, transcripts and marks and are arranged alphabetically.

Student Transcripts, 1956-1957, 1964-1971, 1.5 m (c.214-c.218) RESTRICTED

Cards recording student marks.

#### **EXAMINATIONS, 1899-1902**

Examinations, 1899-1902, 1922-1952, 40 cm (c.12, 14)

Unworked examination papers.

## R.G. 36: FACULTY OF GRADUATE STUDIES AND RESEARCH

In April 1906 the University Corporation set up a Committee of Graduate Studies to organize graduate programmes in various departments and established a Graduate School awarding the Ph.D. degree. The Corporation Committee administered the Graduate School; the Committee's chairman also served as Head of the Graduate School. In April 1922 the Committee was replaced by the Faculty of Graduate Studies and Research. The office of Dean of Graduate Studies created a relatively small quantity of records until the appointment of D.L. Thomson as Dean in 1942. The bulk of the records consist of committee minutes. Since 1974, the Deans of Graduate Studies have also served as Vice-Principal, Research.

### DEANS OF THE GRADUATE FACULTY

1924-1928	R.F. Ruttan
1928-1930	F.C. Harrison
1930-1935	A.S. Eve
1935-1937	F.M.G. Johnson
1937	J.J. O'Neil, Acting Dean
1938-1942	J.J. O'Neil
1942-1962	D.L. Thomson
1962	S.B. Frost, Acting Dean
1963-1969	S.B. Frost
1969-1981	Walter Hitschfeld
1981-	Gordon MacLachlan

### MINUTES OF MEETINGS, 1906-1969

Minute Books of the Faculty of Graduate Studies and Research, 1906-1963, 15 vols, 1.5 m (c.1-c.5)

The minutes record decisions on curriculum, cases of student eligibility and other academic matters and lists students and degrees awarded. There are separate indexes for the years 1906-1935. After 1935, the volumes contain indexes.

Minute Books of Committees of the Faculty of Graduate Studies and Research, 1922-1969, 9 vols, 27 cm (c.3-c.5)

Separate minutes were kept by the following councils or committees: Arts Division, indexed, 1929-1938, 1 vol (c.4); Science Division, indexed, 1929-1938, 1 vol (c.4); Executive Committee, indexed, 1922-1936, 1 vol (c.4); Committee on Research, partly indexed, 1940-1965, 5 vols (c.5); Professional Graduate Studies, 1964-1969, 1 vol (c.5).

### ADMINISTRATIVE RECORDS, 1906-1975

Office of the Chairman, F.D. Adams, Committee of Graduate Studies, 1906-1908, 1 vol, 4 cm (c.3)

The book contains copies of the outgoing correspondence of the chairman on such subjects as academic standards, examinations and approval of student theses. Indexed.

Office of Dean, David L. Thomson, 1942-1962, 8 m (c.3, c.6-c.13, c.107-c.116, c.117-c.122, c.124-c.127, c.143, c.144) PARTS RESTRICTED

In 1955, D.L. Thomson became Vice-Principal, combining this office with the Chairmanship of the Department of Biochemistry and the Deanship of the Faculty of Graduate Studies. The few records created during Thomson's Vice-Principalship are interfiled with those of the Office of the Dean. These records fall into the following, sometimes overlapping, groups: (1) Internal correspondence with McGill departments, departmental reports, and external correspondence with organizations, 1942-1964, arranged alphabetically, in several blocks (c.3, c.6-c.13, c.124-c.127). Partially listed. (2) Correspondence with McGill departments, external organizations and various subject files. There are large quantities of records relating to National Council of Canadian Universities, 1950-1961; National Research Council, 1949-1961; the Royal Society of Canada; Selection Committees; Scholarships and a Report on the Graduate Faculty, 1931 (c.107-c.116). Arranged alphabetically in 4 blocks and listed. (3) Records relating to specific subjects and grouped separately. These include N.R.C. Postdoctoral Fellowships, ca 1954-1961, (c.143); Committee of Deans, 1952-1962, (c.144); and Scholarships and Fellowships, 1950-1966, (c.117-c.122). Arranged alphabetically and listed.

Office of the Dean, S.B. Frost and W.L. Hitschfeld, ca 1962-1980, 6.5 m (c.128-c.142, c.206-c.218, c.220-c.225) RESTRICTED

The bulk of the records are correspondence and reports from McGill departments, external organizations, subject files and records relating to the Dean's participations in committees, such as that on Academic Policy. The main blocks of these general administrative records correspond roughly to the years of Dean Frost's tenure 1962-1969 (c.128-c.137) and Dean Hitschfeld's tenure 1970-1980 (c.138-c.142, c.206, c.218). In addition, there are several small groups of records, mainly relating to departments. The records are arranged by subject and the majority are listed.

Annual Reports, 1959-1960, 1973-1974, 1.6 cm (c.123, c.145, c.116, c.144, c.146, c.147-c.149)

Annual reports of departments prepared for the Principal and for the Annual Report of the Faculty.

Student Academic Records, ca 1920-1974, 40 m, 72 reels (c.15-c.106, c.150-c.201; See Microform Inventory) RESTRICTED

Student files of the Graduate Faculty contain correspondence and students' academic records. The files are arranged alphabetically in several chronological blocks. Student files from ca 1920-1967 are also on microfilm (72 reels; see Microform Inventory). Except for the years 1972-1973 and 1973-1974 which are listed by individual name, the files are listed only by the alphabetical limits within each container.

Examinations, 1964-1968, 30 cm (c.1)

Specimens of examinations given in many academic departments. Arranged chronologically.

## **PUBLICATIONS, 1932-1983**

Thesis Directory, 1881-1973, 2 vols, 10 cm (PRINTED COLLECTION)

Published in 1975, the Directory of Theses at McGill University gives names of students, titles of theses, department, and name of thesis supervisor. It describes all McGill theses that could be located for the years 1881-1973. A copy of the Directory is in

the Archives' Reading Room.

Faculty of Graduate Studies Newsletter 1972-1983 (gaps) 2 cm (PRINTED COLLECTION)

Abstract of Theses for Higher Degrees, 1932-1939, 2 cm (PRINTED COLLECTION)

The McGill Index of Research, 1967-1969, 2 vols, 1 cm (PRINTED COLLECTION)

### R.G. 37: THE FACULTY OF LAW

The study of law at McGill began in 1844 when William Badgley was appointed lecturer in law within the Faculty of Arts. The Law Faculty was officially established in 1853. In the early 1870s the Faculty absorbed staff and students from the law school connected to the Institut Canadien. Most of the teaching was done on a part-time basis by lawyers until the establishment in 1884 of the Gale Chair and endowments by Sir William Macdonald in 1890 which made it possible to appoint staff members who would devote most of their time to the business of the Faculty. The curriculum offered civil as well as common law, and by 1898 with the appointment of Eugène Lafleur, comparative law was added. The first Institute of International Air Law (now Air and Space Law) was established in the McGill Law Faculty in 1951. In the 1960s a national program in legal studies was established consisting of a four year joint course under which graduates received both LL.B and B.C.L. degrees.

#### DEANS OF THE FACULTY OF LAW

1853-1855	William Badgley
1855-1880	John Joseph Caldwell Abbott
1881-1888	William H. Kerr
1888-1896	Norman W. Trenholme
1897-1914	Frederick P. Walton
1915-1921	Robert Warden Lee
1923-1927	Robert Alfred Ernest Greenshields
1928-1935	Percy Ellwood Corbett
1936-1948	Charles Stuart Lemesurier
1949	Gérald Fauteux
1950-1960	William James Campbell Meredith
1961-1963	Francis Reginald Scott
1964-1969	Maxwell Cohen
1969-1974	John Durnford
1974-1984	John E.C. Brierly
1984-	Roderick Macdonald

#### COUNCIL, 1857-1881

Minute Book, 1857-1881, 4 cm (c.21)

This volume contains minutes of meetings, lists of graduates, 1850-1860, examination results, 1860 and some correspondence.

#### OFFICE OF THE DEAN, 1897-1974

Letterbooks of the Faculty, 1892-1897, 1902-1913, 3 vols, 7 cm (c.21)

Outgoing correspondence of the Dean arranged chronologically. Each volume is indexed.

General Administrative Records, 1914-1961, 4.3 m (c.1-c.13, c.18) PARTS RESTRICTED

These records contain correspondence with national and international legal and non-legal bodies, faculty, University and external committees. There are also outlines of courses, statistics, budget appropriations, lecture files, and materials dealing with social and legal reform.

General Administrative Records of Maxwell Cohen and John Durnford, 1959-1974, 50 cm (c.19-c.20) RESTRICTED

These records contain correspondence with University committees, external educational bodies and conferences and sessional lecturers.

General Administrative Records of John E.C. Brierly, 1974-1979, 5 cm (c.39) RESTRICTED

Files on convocation and related subjects.

**STUDENT RECORDS, 1919-1966**

Student Records, 1919-1966, 2 m (c.23, c.25-c.31) RESTRICTED

There are two series of files: one contains transcripts and correspondence (c.25-c.31), the other deals with student matters.

Attendance Books, 1927-1953, 1959-1963, 50 cm (c.16., c.11)

These books contain attendance records maintained by instructors for courses in the faculty.

Student Essays and Theses, 1947-1953, 30 cm (c.17) A sampling of students' work has been kept.

**EXAMINATIONS, 1905-1978**

Examination Papers, 1905-1906, 1921-1978, 30 cm (c.14-c.15, c.24)

Examination question papers.

Examination Results, 1922-1940, 10 cm (c.22) RESTRICTED

Examination results of 1st, 2nd and 3rd year students.

**PUBLICATIONS, 1977-1982**

Newsletters, 1977-1982, 1 cm

Contains faculty, staff changes and announcements.



### R.G. 38: FACULTY OF MEDICINE

The Faculty of Medicine is the oldest Faculty at McGill. It grew out of the Montreal Medical Institution which has been organized in 1823 as the teaching arm of the Montreal General Hospital. In 1829, the Medical Institution was engrafted on McGill as the Department (after 1854, Faculty) of Medicine, composed of Drs. William Robertson, William Caldwell, John Stephenson and Andrew Holmes. McGill conferred the first Canadian degree of Doctor in Medicine (and Surgery), M.D., C.M. on William Logie in 1833.

The Medical Faculty occupied a building on Côté Street, Montreal between 1851 and 1872, and afterwards medical buildings on the campus, of which the major one is the McIntyre Medical Building, opened in 1966. Until the expansion of McGill's Faculties, Schools, and Departments, in the last decades of the nineteenth century, the Faculty of Medicine had a very large proportion of the University's students. For example, in the session 1883-1884, medical students numbered 233 out of a total of 511. By 1938-1939, medical students accounted for 458 out of a total of 2,737 degree students. The Medical Faculty is affiliated with various teaching hospitals and institutes, including the Montreal General Hospital, the Royal Victoria Hospital and the Montreal Neurological Institute.

In addition to this Inventory, the "Guide to the Archives of the Medical Library, McGill University" (1972) by Martha Benjamin, available at the Osler Library, should be consulted for other Medical Faculty records.

#### DEANS OF THE FACULTY

1829-1843	William Robertson, Head of Medical Department
1843-1854	Andrew F. Holmes, Head of Medical Department
1854-1860	Andrew F. Holmes
1860-1882	George W. Campbell
1882-1883	Robert Palmer Howard, Acting Dean
1883-1889	Robert Palmer Howard
1889-1901	Robert Craik
1901-1908	Thomas G. Roddick
1908-1914	Francis J. Shepherd
1914-1921	H.S. Birkett
1915-1919	Alexander D. Blackader, Acting Dean
1921-1922	F.G. Finley
1922-1923	George E. Armstrong
1923-1936	Charles Ferdinand Martin
1936-1940	D. Grant Fleming
1940-1941	J.C. Simpson
1941-1948	J.C. Meakins
1943-1944	John R. Fraser
1949-1956	G. Lyman Duff
1953-1963	Lloyd G. Stevenson
1964-1967	Ronald V. Christie
1968-1973	Maurice McGregor
1973-1978	Patrick Cronin
1978-1981	Samuel O. Freedman
1981-	Richard Cruess

#### MINUTES, 1822-1941

Minutes of the Montreal Medical Institution, 1822-1824, 1 vol, 10 cm (c.1)

Records the establishment of the Institution to provide medical education.

Minutes of the Faculty of Medicine, 1842-1852, 1873-1962, 9 vols, 45 cm (c.2, c.14-c.16, c.40)

The minutes are the primary record which document the administrative decisions of the faculty.

### **ADMINISTRATIVE RECORDS, 1843-1962**

Committees of the Faculty, 1907-1959, 40 cm (c.1-c.2, c.5)

These records consist of minutes, reports and correspondence of the following committees: Education, 1907-1933; Curriculum, 1955-1959; Medical Building, 1907-1913; Museums, 1909-1918; Reunion of Graduates, 1909-1911; Funds for Serving Medical Officers, 1915; Loans and Scholarship, 1920-1955.

Office of the Dean of Medicine, 1900-1979, 7.2 m (c.3-c.8, c.22, c.99-c.107, c.136-c.137, c.162-c.165) PARTS RESTRICTED

The Dean's records are general administrative records consisting of correspondence, reports, appropriations and data on staff and students. These document various aspects of the administrative life of the faculty and its relations with a number of external agencies including national and international medical associations, licensing bodies, physicians, and researchers. The records consist of seven blocks: 1900-1930, 1912-1922, 1912-1929, 1920-1936, 1927-1953, 1927-1955 and 1933-1962. There are no breaks in the series between individual administrations.

Medical Faculty Registrar Correspondence, 1907-1921, 50 cm (c.8-c.10, c.20)

Dr. J.W. Scane acted as Faculty Registrar and Secretary of the Faculty. This series consists of letterbooks and incoming correspondence of the Registrar, 1907-1921. The letterbooks are indexed by correspondent's name and the incoming correspondence is arranged alphabetically.

Financial Records, 1860-1917, 15 cm (c.8, c.18-c.19, c.29)

The greater part of these records consist of cash books which list income and disbursements of the Faculty, 1860-1873, 1893-1906 and statistical statements concerning expenditure and income, 1905-1917.

Staff Records, ca 1965-ca 1981, 2.2 m (c.68-c.69, c.71-c.75) RESTRICTED

These files document staff appointments and terminations.

### **HISTORICAL MATERIALS, 1843-1978**

Scrapbooks, 1843-1911, 1918-1952, 8 vols, 64 cm (c.12, c.14, c.17, c.23-c.24)

The scrapbooks contain specimens of timetables, exams, programmes, admission tickets to classes and Canadian newspaper clippings of items of interest to the Faculty. The four volumes of newspaper clippings are indexed, but the others are not.

Opening of Medical Building, 1895, 10 cm (c.13)

Speeches and reports concerning the opening of Medical Building, 1895

#### OSLER LIBRARY

Historical Materials, 1832-1978, cm (Acc. 57, 59, 60, 139, 189, 247, 291, 319, 327, 465, 503-505, 560, 616, 623)

These are primarily copies of diverse scattered papers of the Medical Faculty and include correspondence, reports, speeches, a timetable, programmes, an invitation card, printed statutes and photographs. Of special interest are the papers documenting the William Grant Stewart annual bequest ceremony, 1927-ca 1966, and the visitors register, 1895-1911.

#### STUDENT RECORDS, 1824-1977

Student Registers, 1824-1876, 1895-1919, 5 vols, 54 cm (c.11-c.12, c.20-c.22)  
RESTRICTED

These contain student's name, birth date, name of guardian, religion and details of matriculation.

Student Record Cards, 1909-1930, 1 cm (c.33, c.34, c.149) RESTRICTED

Student record cards containing transcripts of marks.

Examination Registers, 27 vols, 1896-1923, 80 cm (c.108-c.135) RESTRICTED

These volumes contain lists of students with marks and pass lists.

Student Files, 1930-1940, 1970-1975, 26 m (c.40-c.67, c.138-c.148) RESTRICTED

These files contain the academic records of students and graduates.

Graduate Student Records, ca 1972-1977, 3.6 m (c.166-c.177) RESTRICTED

The files of post-graduate students in medicine contain correspondence and intern permits. Arranged alphabetically.

#### EXAMINATIONS, 1915-1961

Examinations, 1915, 1918-1923, 1927, 1936-1961, 30 cm (c.12, c.13)

The examination question papers are arranged chronologically by subject or department.

#### DEPARTMENTAL RECORDS, 1879-1973

##### Department of Anatomy, 1953-1957

General Administrative Records, 1953-1975, 3 m (c.30-c.32, c.35-c.39, c.70)  
RESTRICTED

Correspondence, reports, memoranda of the Chairman and of the department, and materials on the International Physiological Congress of 1953.

List of departmental staff; academic and non-academic, 1936-1975, 2 cm (c.28)

This list includes sessional lecturers.

**Department of Bacteriology (Immunology), 1940-1973**

General Administrative Records, 1940-1973, 1 m (c.158-c.160) RESTRICTED

These records of the chairman include correspondence and files on students and staff.

**Department of Pathology, 1954-1967**

General Administrative Records, ca 1954-1967, 2.5 m (c.150-c.157) RESTRICTED

These records of the department chairman include correspondence and files on research grants.

**College of Pharmacy, 1879-1917**

The Montreal College of Pharmacy flourished as an independent institution from its foundation in 1867 to 1917 when its administration and operations were taken over by a department within McGill's Faculty of Medicine. After 1930 the department in the Faculty of Medicine went out of existence but courses in pharmacy continued to be given in the Faculty of Dentistry, until 1932, when the students then in attendance completed their course.

General Administrative Records, 1879-1917, 15 cm (c.25, c.26)

These include correspondence, reports, memoranda, 1879-1917; financial records of pledges, accounts, invoices, 1907-1915; student tickets of admissions, 1891-1910; teaching related items include curriculum, reports, exams, registers and correspondence, 1899-1917.

**Department of Pharmacy, 1917-1930**

General Administrative Records, 1917-1930, 15 cm (c.26)

Correspondence, 1917-1924; monthly statements, 1918-1927;

Curriculum, marks, reports and time tables, 1917-1932, 10 cm (c.27)

**Department of Physiology, 1949-1974**

Administrative Records, 1949-1974, 6 m (c.26, c.82-c.98)

Contains general administrative records: correspondence, 1949-1961, 1960-1974; curriculum including lab notes and reports, 1947-1949, 1958-1959.

**Department of Psychiatry, 1944-1960**

Administrative Records, 1944-1960, 10 cm (c.28)

Contains general administrative records: announcements, correspondence and surveys of the department, and material on the International Physiological Congress, 1953.

Staff Records, ca 1963-ca 1970, 1.8 m (c.76-c.81) RESTRICTED

These files contain information on appointments and terminations.

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### R.G. 39: FACULTY OF MUSIC

Music was first taught at McGill in 1899 when Clara Lichtenstein established a music department in Royal Victoria College. In 1904 the McGill Conservatorium opened, with Charles Harriss as Director and Clara Lichtenstein as Vice-Director. The University established a Faculty of Music in 1920 with the Conservatorium as one of its components. The Faculty's records reflect its administration, teaching, supervision of a local examination system, and its participation in concerts and lectures. The administrative functions of the Conservatorium and Faculty overlapped and were often dealt with by the same staff members. From 1920 to 1928 H.C. Perrin combined the duties of Director of the Conservatorium with those of the first Dean of Music. Douglas Clarke likewise combined the two positions from 1929-1930 to 1954. The dual nature of their offices are reflected in the records of both men. In addition, some of the records were later rearranged according to subject headings, with the result that some of the series below contain both Conservatorium and Faculty material.

#### DIRECTORS OF THE CONSERVATORIUM

1904-1906	Charles Harriss
1908-1929	H.C. Perrin
1929-1954	Douglas Clarke

#### DEANS OF THE FACULTY OF MUSIC

1920-1928	H.C. Perrin
1930-1954	Douglas Clarke
1955-1956	Marvin Duchow, Acting Dean
1957-1962	Marvin Duchow
1964	Helmut Blume, Acting Dean
1964-1976	Helmut Blume
1976-	Paul Pedersen

#### MINUTES, 1904-1963

Minutes of the Faculty of Music, 1904-1963, 10 cm (c.5)

These are the minutes of the Conservatorium Committee before May 1920. Some of the minutes are in draft form. Listed.

Minutes of the Organizing Committee, 1904-1907, 1 vol, 1 cm (c.5)

This body was also known as the Advisory Board. The volume also contains minutes of juries for competitions. Listed, but not indexed.

#### DIRECTOR OF CONSERVATORIUM/DEAN OF FACULTY, 1904-1966

##### Correspondence, 1904-ca 1970

General Correspondence, 1904-ca 1970, 6 m (c.2-c.5, c.11, c.30-c.35, c.82-c.88)

This series comprises incoming letters and copies of replies of the Director/Dean and the Secretary of the Conservatorium. The arrangement is alphabetical by senders in

blocks of one or two years. There are also three letterbooks of the Secretary of the Conservatorium, 1904-1910, indexed. As well, there is correspondence with other McGill offices and societies 1924-1963 (c.34-c.35); with students, 1905-1962 (c.32-c.34); about scholarships, 1905-1961 (c.30-c.31); other Schools of Music, 1926-1962 (c.30) and with social, professional and musical organizations outside the University, 1910-1961 (c.11). Partly listed.

#### **ADMINISTRATIVE RECORDS, 1904-1966**

##### Records of the Director and Dean, 1904-ca 1960, 85 cm (c.1, c.5-c.7) PARTS RESTRICTED

These records fall into the following main groups: announcements, syllabi and related memoranda, 1904-1950 (c.1); annual and other reports, 1920-1961, (c.1); correspondence, brochures relating to 50th Anniversary, 1954, (c.1); files concerning departmental administration, inventories, specimens of forms; 1913-1963, (c.1); estimates and correspondence about the use and expenses of the physical plant of the Music Faculty, 1913-1963, (c.6-c.7); financial records, including a cash journal, 1927-1954, and fee and salary statements, (c.5-c.6).

##### Records of the Dean, 1955-1966, 3 m (c.44-c.57)

Various files relating to the meetings of the Music Faculty, Senate; to the curriculum and various courses; and annual reports. There are two series, arranged alphabetically.

##### Subject and Information Files, ca 1903-1963, 40 cm (c.28)

Correspondence, publicity, scores concerning music in Canada, Montreal and music festivals; music books, and testimonials and letters relating to Montreal music teachers.

##### Staff and Personnel Records, 1910-1963, 1.5 m (c.31-c.34) RESTRICTED

Correspondence on staff, policy, and salaries, arranged chronologically and listed; enquiries, applications, and testimonials, arranged chronologically and listed; and files containing correspondence and information on individual staff members, arranged alphabetically.

##### Records of Committees of Inquiry, 1926, 1937, 1955, 1 cm (c.1)

These include correspondence, agendas, minutes and reports on the "present conditions of music in the University".

#### **TEACHING AND CURRICULUM RECORDS, 1906-1976**

##### Curriculum Records, 1906-1964, 2.8 m (c.13-c.14, c.36, c.76-c.81)

These include reports, correspondence, standards for various existing and proposed courses, instructors' timesheets and lists of students. Listed.

##### Teaching Aids, 1912-1963, 10 cm (c.35)

Correspondence about textbooks, films, slides and disc recordings. Listed.

**STUDENT RECORDS, 1911-1963**

Registers, 1911-1963, 22 vols, 6 cm (c.6, c.36)

These consist of a register of degrees and diplomas 1911-1963 and attendance registers kept for various courses, 1931-1960. Listed.

Admissions and Registration Records, 1910-1966, 1.6 m (c.7-c.9, c.90-c.91) RESTRICTED

Correspondence about admission, statistical returns, as well as registration cards arranged alphabetically by session recording student's name, address, course, names of teachers and fees. Both full time and partial students are included. Listed.

**EXAMINATIONS, 1899-1963**

Music Faculty Examinations, 1912-1972, 6.5 m (c.14-c.15, c.36, c.38-c.43, c.45-c.57, c.59-c.67, c.75) PARTLY RESTRICTED

Specimen and worked examinations papers for various courses given in the Music Faculty, arranged by subject until 1957 and by year afterwards. Included are essays and compositions. Listed. Worked examinations are restricted.

Local Examinations of the Associated Board of the Royal Academy of Music and the Royal College of Music, 1898-1958, 1 m (c.9-c.11, c.89) PARTLY RESTRICTED

The records consist of correspondence, lists of candidates, and examinations given under McGill's auspices in cooperation with the Associated Board ca 1902 to 1909 when the University set up its own local examination system. There is also later correspondence between the Music Faculty and the Associated Board, 1925-1958. Access to worked examinations and grade results is restricted.

Local Centre Examinations, 1909-1963, 4 m (c.19-c.28) PARTLY RESTRICTED

These records consist of correspondence, grade lists, printed examination questions and correspondence concerning their preparation, worked examinations at various levels, results files, and correspondence with examiners and teachers. All the sub-series are arranged chronologically, except for the last one which is arranged alphabetically by local centre. Listed. Access to worked examinations and grade results is restricted.

**CONCERTS, 1906-1963**

Administrative Records, 1906-1963, 1.5 m (c.11-c.13, c.19, c.36)

There is one series of correspondence and programmes concerning concerts and lectures held under the auspices of the Faculty of Music (c.11-c.13) and a second series for externally sponsored concerts and lectures (c.19, c.36). Listed.

**ORCHESTRAL AND CHAMBER ENSEMBLES, 1912-1957**

McGill Conservatorium Orchestra, 1912-1934, 10 cm (c.28-c.29)

These records include publicity, correspondence with musicians and subscription cards.



Listed.

Other McGill Groups, 1931-1961, 15 cm (c.29)

These consist of correspondence and reports of several specialized musical groups including the McGill String Quartet, 1931-1947. Listed.

**SCRAPBOOKS, 1904-1962**

Scrapbooks, 1904-1962, 60 cm (c.68-c.74)

There are 7 volumes of newsclippings about the Music Faculty and its staff and concerts. Arranged chronologically and listed.

**PUBLICATIONS, 1904-1977**

Annual Announcements of the Faculty and Conservatorium, 1904-1956, 30 cm (c.1)

These give details of courses offered. Listed.

Concert Programmes, 1972-1977, 25 cm

Bound volumes of programmes of concerts given in the Faculty.

## R.G. 40 LIBRARIES

The oldest McGill library is the Medical Library which can be traced back to 1829. Its operation, particularly in the nineteenth century, tended to be independent of the rest of the University Libraries. The Medical Library records are housed in the Osler Library. The first University Librarian was appointed in 1845 but it was probably only in the late 1850s that a College Library was set up, containing books in non-medical disciplines, such as Classics, Philosophy and History. From 1862 to 1893 the library was located in the west wing of the Arts Building (Molson Hall), where the collection slowly expanded. It was administered by unpaid assistant librarians under a permanent committee of the University Corporation. In 1893, Redpath Library opened, offering greatly expanded facilities. At the same time, the first full-time University Librarian, Charles H. Gould (1893-1919) was appointed. The collection and staff expanded under Gould and Gerhard Lomer (1920-1947), but by the 1920s and 1930s the central library's lack of space was encouraging the establishment of various departmental and area libraries. In 1953 a large addition to Redpath Library was opened and the University Librarian became primarily responsible for this collection, the holdings of which were mainly in the humanities and social sciences. Area libraries in Medicine, Law, Engineering, Physical Sciences, Divinity, Nursing and other disciplines were largely independent. In 1969, McLennan Library (Humanities and Social Sciences) opened, and Senate set up a University Libraries Commission whose Report (1971) recommended reorganization and greater coordination in the administration of the library systems. By the mid-1970s, the 22 McGill libraries had been organized into 5 chief areas: 1) Humanities and Social Sciences (McLennan Library); 2) Life Sciences; 3) Physical Sciences and Engineering; 4) Law; 5) Undergraduate (Redpath Library).

### LIBRARIANS

1845-1852	Joseph Abbott
1852-1855	William Turnbull Leach
1855-1857	John William Dawson
1857-1882	Charles F.A. Markgraf
1882-1883	William McLennan, Honorary Librarian
1882-1888	M. William Taylor, Assistant Librarian
1883-1893	George Cornish, Honorary Librarian
1883-1901	Henry Mott, Assistant Librarian

### UNIVERSITY LIBRARIANS

1893-1919	Charles H. Gould
1920-1947	Gerhard R. Lomer
1947-1965	Richard Pennington

### DIRECTORS OF UNIVERSITY LIBRARIES

1964-1967	John Archer
1967-1972	Keith Crouch
1972-1974	Richard A. Farley
1975-1984	Marianne Scott
1984-	Hans Moller, Acting

**OFFICE OF UNIVERSITY LIBRARIAN/DIRECTOR OF UNIVERSITY LIBRARIES 1863-1960****Correspondence, 1863-1920**Correspondence, 1863-1893, 20 cm (c.2)

Incoming letters to the College Librarians, and to Principal Dawson on Library matters. Included are copies of a few outgoing letters. Arranged chronologically. Listed.

Incoming Correspondence, 1893-1919, 3 m (c.3-c.13)

Letters from internal McGill departments and external bodies about book orders, memberships and administrative matters. Arranged alphabetically within chronological blocks of one year. Listed.

Letterbooks, 1893-1920, 30 vols, 2 m, (c.56-c.61)

Copies of University Librarian's letters about book orders, equipment, administration of Redpath Library, relations with external libraries and groups. Includes many letters on the A.L.A. Conference of 1900 (c.61). Arranged chronologically, indexed and listed.

**Administrative Records, 1857-1960**General Administrative Records, 1857-1919, 60 cm (c.2, c.14-c.15)

A small series covering 1857-1892 (c.2) concerns donations, the McGill Book Club, and purchases; also includes reports, statistics, and correspondence with Peter Redpath. A larger series of files created between 1893 and 1919 includes correspondence with other libraries, organizations, Andrew Carnegie, Melvil Dewey and other individuals, as well as material relating to book acquisitions, donations, cataloguing (Cutter system), expansion of Redpath Library and its collections. Arranged alphabetically and listed.

Administrative and Correspondence Files, 1920-1960, 1969-1973, 10 m (c.15-c.46, c.108-c.110)

This major series combines the internal operational files and the correspondence of the University Librarian. It contains files on various functions such as salaries, statistics, acquisitions, exhibits, administration of Redpath Library, relations with other McGill libraries and departments, external organizations, Library Committees, Gest Chinese Collection, equipment, Canadian Legion War Services, Inc. (1940-1944), and the Librarian's incoming correspondence with individuals, including F.D. Adams, Principal Arthur Currie, Casey Wood, Francis McLennan, Cleveland Morgan, and A.P.S. Glassco, with copies of outgoing letters. The arrangement is alphabetical within annual blocks.

Administrative Files of Librarian, Redpath Library, 1940-1960, 1.3 m (c.62, c.48-c.51)

The University Librarian's files, chiefly on the internal operation of Redpath library, including budgets, statistics, the Circulation Department and the extension erected in 1953.

Administrative Files of Assistant Librarian, Redpath Library, ca 1945-1965, 30 cm (c.55)

Correspondence and memoranda on departmental and area libraries.

Records of the Head of Reference Services, ca 1969-1977, 1.5 m (c.102-c.103,

c.105-c.106, c.118-c.119)

These are general administrative fields which contain some correspondence and reference statistics.

Minutes of Committees, 1935-ca 1970, 60 cm (c.36-c.37, c.47, c.104)

Minutes of the Library Committee (of Corporation), of Library Subcommittees, and various others including the Carnegie Library Committee.

Staff Records, 1930-1970, 2 m (c.47, c.63-c.67) RESTRICTED

Files maintained in the Librarian's office on Library staff members. Included are several files on appointments, transfers, and resignations, 1968-1974. The arrangement is alphabetical. There are 2 series; 1930-1959, 1960-1970. Listed.

Information Files, 1939-1952, 15 cm (c.51)

These are mainly about McGill events, personalities, buildings and royal visits. Listed.

Cataloguing Department, ca 1930-1960, 1 m (c.52-c.54)

Mainly relating to the technical operations of cataloguing, the files include Cutter classification schedules, and cover subjects such as storage and the union catalogue.

Catalogue, 1862-ca 1872, 2.5 cm

#### RARE BOOK DEPARTMENT

This catalogue of books in the College Library contains a subject and author index.

McGill University Libraries Union Catalogue, ca 1970-1978, (approx. 400 reels) (See Microform Inventory)

In the early 1970s, the card catalogue of the area libraries were microfilmed as part of the essential records protection programme. They are listed in the Archives Microform Inventory where they are arranged according to name of Library.

#### AREA AND SPECIALIZED LIBRARIES, 1901-1982

##### BLACKADER LIBRARY OF ARCHITECTURE, 1917-1923

###### RARE BOOK DEPARTMENT

Administrative Records, 1917-1923, (CM73.002.20)

These documents relating to the formation of the Gordon Home Blackader Library include minutes of the committee formed to establish it.

##### DENTISTRY LIBRARY, 1970

Library of Congress card catalogue, with shelf list, 1970, 3 reels, (See Microform Inventory)

**DIVINITY LIBRARY, 1970**

Cutter card catalogue with Cutter and other shelf lists, c.1970, 15 reels, (See Microform Inventory)

**ENGINEERING LIBRARY, 1970**

Library of Congress and Cutter card catalogues with shelf lists, c. 1970, 10 reels, (See Microform Inventory)

**GRADUATE NURSING, 1970**

Belleview card catalogue and shelf list, 1970, 4 reels, (See Microform Inventory)

**ISLAMIC STUDIES, 1970**

Cutter card catalogue and shelf list, 1970, 9 reels, (See Microform Inventory)

**LAW LIBRARY, 1970**

Cutter card catalogue and shelf list with other card catalogues for periodicals, and specialized holdings, eg. AIR LAW of legal documents, 1970, 18 reels, (See Microform Inventory)

**LIBRARY SCIENCE LIBRARY, 1970**

Library of Congress and Cutter Dictionary Catalogue, Library of Congress Shelf List and Dewey Children's Catalogue, 1970, 7 reels, (See Microform Inventory)

**MACDONALD COLLEGE LIBRARY, 1970**

Library Catalogue, 1970, 34 reels, (See Microform Inventory)

**McLENNAN TRAVELLING LIBRARY, 1901-1968**

Beginning in 1899, this travelling library was supported by the McLennan family and administered by McGill University. It operated mainly in rural Quebec. In 1978 its functions were absorbed by the programme of the Bibliothèque centrale de l'Estrie.

Letterbooks, 1912-1921, 3 vols, 15 cm (c.60-c.61)

They contain letters from the University Librarian and others to local libraries in Quebec and other provinces about the various travelling collections. There is also some material on donations and finances. Indexed.

Registers, 1901-1955, 10 vols, 60 cm (c.68, c.75-c.78)

Registers recording accession number, classification number, author, title, publication information, purchase date and prices of books acquired, 1900-1955. Also traffic

registers giving contents and destinations of various travelling Libraries, and registers of books lost and repaired and of pictures loaned. Listed.

Administrative Records, 1949-ca 1970, 5 m (c.1, c.68-c.74, c.111-c.117)

One series of correspondence and files on donations and book orders was created by the Director of Extension Services at Macdonald College, 1950-1960. A second series of operational files covers book orders, repairs, office supplies, catalogues, correspondence with local libraries, displays, the short course in librarianship, donations, finances and procedures. Listed.

Annual Reports, 1921-1961 2 reels, (See Microform Inventory)

Mainly typed reports, summarizing the year's activities and policies, gifts to the Library, statistics on circulation and acquisitions of books. There is also a cumulative list of the towns in all provinces except British Columbia to which the Library sent books.

Historical Materials, ca 1920-1968 (See Microform Inventory)

Microfilm of material documenting the Library's history, including addresses and typescripts on the history and operations of the Library, newspaper clippings about Library activities, a very small number of photographs and a record book of the trial run of the Bookmobile in the Eastern Townships in 1951.

#### **MANAGEMENT LIBRARY (HOWARD ROSS LIBRARY) 1942-1982**

Administrative Records, 1942-1982, 5 m (c.79-c.95, c.107)

These records of the School of Commerce Library (until 1968) and Management Library (after 1968) consist of incoming external correspondence with copies of outgoing letters, with individuals, organizations and societies and internal correspondence from individuals and departments within the University. Arranged alphabetically by title of organization within one or two year blocks. For 1943-1968, file titles consist of letters of the alphabet only. For ca 1968-1970, full titles are given (c.92-c.93). Listed.

Harvard card catalogues and shelf lists with other shelf lists for periodicals government documents and series, 1970, 11 reels, (See Microform Inventory)

#### **MEDICAL LIBRARY, 1845-1976**

General Records, 1913-1923, 1 cm (c.120)

These include a printed rules and regulations and statistics on accessions, readers and circulation, 1913-1923.

Name/Subject Card catalogues, Shelf Lists, serials catalogue, 1970, 33 reels, (See Microform Inventory)

#### **OSLER LIBRARY**

Medical Library, Administrative Records, 1845-1976, 30 m (Acc. 544)

These records include catalogues, accession registers, requisition books, Library

Committee reports and minutes, various other reports, notes and surveys, staff records, building and financial records, library procedure documents, circulation records and records of gifts. Most of this material covers the period after 1900. The Medical Library Archives also holds many private records and those of professional societies as well as some Medical department and faculty records. For details see Martha Benjamin, "Guide to the Archives of the Medical Library, McGill University" (1972).

#### **MUSIC LIBRARY, 1909-1962**

Library of the Music Faculty, 1909-1962, 10 cm (c.120)

Included is correspondence on the Library's administration and registers of loans and acquisitions.

Library of Congress and Cutter Card Catalogues, 1970, 5 reels, (See Microform Inventory)

#### **NORTHERN STUDIES LIBRARIES, 1976**

Shelf list, 1976, 1 reel, (See Microform Inventory)

#### **OSLER LIBRARY, 1922-1980**

Administrative Records, 1929-1946, 2 cm (c.120)

These include the programme for the dedication of the Library, reports from the Board of Curators to Senate, 1944-1946, and some correspondence about accessions.

Card catalogues and Shelf list, 1970, 11 reels, (See Microform Inventory)

#### **OSLER LIBRARY**

Osler Library, Administrative Records, 1922-1980,  
(Acc. 152,197,298)

This collection contains the administrative and operational records of the Osler Library and its departments. It includes correspondence, memoranda, notes, reports, agenda, minutes, newsletters, financial accounts, invoices, receipts, plans, catalogues, photographs and printed material. The major part of this collection is in Accession 388. For details see the card index and printed guides to Acc. 388 in the Osler Library.

#### **PHYSICAL SCIENCES LIBRARY, 1970**

Library of Congress, Cutter, Periodicals card catalogues and  
shelf lists, 1970, 12 reels, (See Microform Inventory)

#### **RARE BOOKS AND SPECIAL COLLECTIONS**

Catalogues, and Shelf lists, 1970, 12 reels, (See Microfilm Inventory)

**ROYAL VICTORIA COLLEGE LIBRARY, 1970-1971**

Library of Congress Dictionary card Catalogue and Shelf list, 1970-1971, 6 reels, (See Microform Inventory)

**SOCIAL WORK LIBRARY, 1970**

Dewey card catalogue and shelf list, 1970, 7 reels, (See Microform Inventory)

**PUBLICATIONS, 1883-1982**

Official Guides and Regulations, 1883-ca 1980, 1 cm (c.1)

These publications include regulations for the use of the Library (1883), a guide to the Redpath Library (1970), and guides, mainly issued in the 1960s and 1970s, to the various area libraries.

Bibliographical Guides, ca 1972-1982, 10 cm (Printed Collection)

The Reference Department of McLennan Library produced guides on an occasional basis to reference sources in the various social sciences and humanities.

Library News, 1974-1981, 8 cm (Printed Collection)

An unofficial production of library staff members containing articles and interviews on matters related to the McGill library system.

Osler Library Newsletter, 1970-1982 (gaps), 2 cm (Printed Collection)

Contains articles about Sir William Osler, the Osler Library, its collection and medical history.

Medical Library Bulletin, ca 1970-1982, 8 cm (Printed Collection)

Issued several times a year by the Medical Library, giving authors, titles, and call numbers of recently acquired books and journals.

Special Events, 1893, 1969, 1 cm (c.1)

Programmes of ceremonies opening Redpath Library in 1893, including speeches, and McLennan Library in 1969.



## R.G. 41: MUSEUMS

The museums of McGill University are for the most part independent entities, although there has been at various times some unifying control in the form of the Museums Committee, a Director of Museums or a Vice-Principal responsible for museums. While a report of 1932 identified at least 16 museums or special teaching collections (Cyril Fox, A Survey of McGill University Museums, Montreal, 1932), only those museums whose records have been deposited in the Archives appear here.

### UNIVERSITY MUSEUMS COMMITTEE, 1917-1971

A standing Committee of Senate, the Museums Committee included the Curator, later Director of University Museums. The Committee dealt with all campus museums, Redpath and McCord accounting for most of their business.

Administrative records, 1917-1971, 30 cm (c.12)

These include minutes of meetings, correspondence with the Principal and others and various reports.

### CURATOR/DIRECTOR OF UNIVERSITY MUSEUMS, ca. 1935-1971

Administrative records, ca. 1935-1971, 1.2 m, (c.11, c.13 - c.15)

These records mainly concern the administration of the McCord (until ca. 1960) and the Redpath Museums. Much of them relate to the administration of Alice Johannsen as Director of University Museums, 1951-1971 and particularly to Redpath Museum, and include correspondence, annual reports, budgets and publicity.

### MUSEUM OF THE FACULTY OF ARTS, 1858-1880

The oldest museum at McGill, this institution was probably inaugurated by Principal William Dawson and served as a repository for geological, biological and mineralogical specimens. These collections later formed the nucleus of the Redpath Museum.

Catalogue, 1858-1880, 1 vol, 2 cm (c.1)

This catalogue marked "Vol II" contains list of specimens received in several collections, in chronological order, within each collection.

### THE PETER REDPATH MUSEUM, 1882-1977

A gift of Peter Redpath, the museum opened in 1882. The first major museum to be built in Canada, it houses the palaeontological collection gathered by Principal William Dawson, as well as other palaeontological, mineralogical and zoological collections. Open to the general public for most of its existence, the Museum at present primarily serves a teaching and research function. Redpath Museum is presently administered by a Director and a Museum Committee.

Minute Books, 1882-1917, 2 vols, 4 cm (c.1)

The minutes of the Redpath Museum Committee document the erection and organization

of the Redpath Museum.

Administrative Records 1924-1977, 2.5 m (c.1-c.6, c.10)

Among these records are a xerox copy of the deed of the donation; correspondence of E.L. Judah, Curator of Museums, with the Principal and others, ca 1924-1935; files on the expansion of the Redpath and its activities ca 1950-1970; files on auxiliary workers, ca 1953-1970; a file of letters in reaction to the closing of the Museum to the public, 1970; register of donations; visitors registration books, 1938-1960; and a scrapbook. See also the records by the Curator/ Director of University Museums.

Zoology Department, ca 1960, 8 cm (c.9)

General correspondence of the curator of the Zoology Department.

Publications, 25 cm (Printed Collection)

In addition to publications about Redpath Museum, there are Museum serials, reports and articles by members of the staff.

Photographs (See Photography Inventory)

Photographs of the Redpath Museum and its collections will be found in the Archives Photograph Collection.

### **McCord Museum, 1919-**

The private collection of David Ross McCord of Canadian artifacts and art was given to McGill University in 1919. First housed in the former Joseph house at the corner of Sherbrooke St. and McTavish St., the McCord Museum moved into the remodeled former Student's Union in 1971. The papers of David Ross McCord relating to his collecting art found in Private Manuscripts, Section VIII.

Administrative Records (Microform Inventory)

Microfilm copies of the McCord Accessions Register, volumes 1-15, which generally record the donor's name, the date, a brief description of the gift, and an accession number. The originals are in the McCord Museum. See also the records of the Curator/Director of University Museums.

Publications (Printed Collection)

There are a few programmes of events and openings and newsclipping about the Museum.

Notman Photographic Archives, 1880-1936, 43 reels, (See Microform Inventory)

Microfilms have been made of both the administration records of William Notman (including wages book, account book, appointment book, and correspondence) and picture books. The originals are in the McCord Museum. Index books for 1860 to 1936 have also been filmed.

**LYMAN ENTOMOLOGICAL MUSEUM AND RESEARCH LABORATORY, 1914**

This museum was the legacy of Henry Lyman who left his collection of lepidoptera, an entomological library, and a bequest to the University. Housed in the Redpath Museum from 1914 until 1961, it was then moved to Macdonald College.

Publications (Printed Collection and c.8)

Included are an account of the Museum, 1964 and various publications sponsored by the Museum.

**MEDICAL MUSEUMS, 1907-**Medical Historical Museum 1910-1913, 1918-1935, 10 cm (c.10)

The Medical Museum was under the curatorship of Dr. Maude E. Abbott from 1907 until 1935. These records consist of registers, correspondence and notices of the Medical Historical Museum. There is also a series of records concerning exhibitions organized by the Museum. These include the "Century of Progress International Exhibition" at Chicago in 1933. Listed.

Pathological Museum, n.d., 5 cm (c.10)

The Pathological Museum was under the curatorship of E.L. Judah from 1925 to 1931. These records consist of descriptive commentaries of pathological specimens.

## WARDENS OF ROYAL VICTORIA COLLEGE

1897-1903	Miss Clara Stanley
1903-1907	John Cameron, Acting
1907-1910	Edith Herbert
1910-1913	C. G. Hardy, General, Acting
1913-1917	John Cameron, Vaughan
1917-1921	Maude Evelyn Grant
1921-1925	Maude V. Ross
1925-1929	Maude Reynolds
1929-1931	Maude Reynolds
1931-1935	John Judah
1935-1939	Maude V. Ross, Acting
1939	Maude V. Ross

## ADMINISTRATIVE RECORDS, 1897-1963

Administrative Records of the Warden, ca 1810-1960, 1.7 m (c.3-6) PARTS RESTRICTED

This item refers to the administrative records of the Warden of the College and its building and contains correspondence, memoranda and reports on such subjects as discipline, rules and regulations, women students and was, scholarship, furniture and furnishings, use of the building and the building of the West Wing. There are also books containing the signatures of students. Access to the administrative files is restricted.

Maude Reynolds, 1897-1913, 5 vols. 1 cm (c.1)

## R.G. 42: ROYAL VICTORIA COLLEGE

The origin of Royal Victoria College can be traced back to the Montreal Ladies' Educational Association (see M.G. 1053) which had offered its members university-level lectures in various subjects between 1881 and 1884. Various McGill staff members such as John Clark Murray gave lectures in the arts and sciences, including philosophy and geology. In 1884, Donald A. Smith (later Lord Strathcona) started providing for women students to attend separate classes at McGill. Due to the same benefactor, Royal Victoria College opened in 1899 as a residential college for women at McGill. In honour of Donald A. Smith, female students were known as "Donaldas" from 1884 to about 1914. Royal Victoria College admitted both resident and non-resident women. Until the 1970s all female undergraduates at McGill were also members of R.V.C. The College's chief function is now that of a residence and much of the original building on Sherbrooke and University Streets is occupied by the Faculty of Music.

Contained in this record group is the relatively small amount of records created by the Warden as head of R.V.C. Some important documentation on Royal Victoria College is also contained among the records of the Board of Governors; including minutes of the Board of Governors of the Royal Victoria College, 1922-1935 (R.G. 4, c.291) and papers relating to the charter of R.V.C. (R.G. 4, c.189) Much information about the daily administration and life of R.V.C. will be found in the Susan Cameron Vaughan Papers (M.G. 4014) which contain a mixture of personal and professional material. There are several historical works dealing with R.V.C. The most detailed are: Muriel V. Roscoe, The Royal Victoria College, 1899-1962 (Multilith, 1964; Margaret Gillett, We Walked Very Warily (Montreal, 1981) and Stanley B. Frost, McGill University (Montreal, 1980, 1984).

### WARDENS OF ROYAL VICTORIA COLLEGE

1899-1905	Hilda Diana Oakeley
1906-1907	Susan Cameron, Acting
1906-1929	Ethel Hurlbatt
1924-1925	C.G. Hardy Garside, Acting
1929-1932	Susan Cameron Vaughan
1937-1940	Maude Parkin Grant
1940-1962	Muriel V. Roscoe
1962-1970	Helen Reynolds
1970-1971	Mary Robertson
1972-1979	Donna Runnals
1979-1980	Florence Tracy, Acting
1980	Florence Tracy

### ADMINISTRATIVE RECORDS, 1891-1960

Administrative Records of the Warden, ca 1910-1960, 1.5 m (c.2-c.6) PARTS RESTRICTED

These files reflect various aspects of the administration of the College and its building and contain correspondence, memoranda and reports on such subjects as discipline, rules and regulations, women students and war, scholarships, furniture and furnishings, use of the building, and the building of the West Wing. There are also books containing the signatures of visitors. Access to the nominative files is restricted.

Student Registers, 1891-1912, 2 vols, 5 cm (c.1)

The registers cover the students in the "Donalda" McGill Arts programme before the creation of Royal Victoria College. They give the student's name, Montreal address and in the cases of R.V.C. residents, home address and a student number. In the back of the registers are lists of boarding houses, sometimes with rates and addresses of various teachers. The registers may have been those of Helen S. Gairdner who was "Lady Superintendent" of the Donaldas and Secretary of R.V.C.

Annual Reports, 1923-1933, 2 cm (c.1)

These reports to the Principal were prepared by the Warden and provide the College's documentation on events, policies, staff appointments and changes, student statistics and the use of the College building (typed, carbon copies).

### R.G. 43: MACDONALD COLLEGE

Macdonald College opened in the Fall of 1907. Planned and funded by Sir William Macdonald, the College's chief purpose was to train rural leaders and improve agricultural education. The College consisted of the School (later Faculty) of Agriculture, the School of Household Science and the School for Teachers - the latter taking over the functions of the McGill Normal School. Each school had its own head or Dean. The College had its own Principal until 1926; after a gap this position was changed by 1935 to Vice-Principal of Macdonald College. With minor exceptions, the Principals and Vice-Principals of Macdonald have simultaneously held the post of Dean of Agriculture. From 1926 until 1935, there was no Principal only a Dean of the Faculty of Agriculture.

This record group contains the administrative records of Macdonald College and of the School/Faculty of Agriculture and School of Household Science. The records of the School for Teachers are contained in Record Group 30: Faculty of Education. Training in education moved to the downtown McGill campus in 1970. Most departments at Macdonald College are part of the Faculty of Agriculture, although there is also a School of Food Science and Departments of Extension. Since the 1970s the College has shared some of its buildings and grounds with John Abbott College. The series described below contain a fairly full administrative record of the College since 1907 and, as well, information on curriculum, student life, and the College's role in the agricultural community of Quebec. A history of the College from 1904 to 1955 was published by J.F. Snell: Macdonald College of McGill University (Montreal 1963)

#### PRINCIPALS OF MACDONALD COLLEGE

1907-1910	James W. Robertson
1910-1911	Francis C. Harrison, Acting
1911-1926	Francis C. Harrison

#### VICE-PRINCIPALS, MACDONALD COLLEGE

1935-1955	W. Harold Brittain
1955-1972	Henry G. Dion
1972-1977	A. Clark Blackwood
1977-	Lewis E. Lloyd

#### DEANS OF THE FACULTY OF AGRICULTURE

1916-1926	Francis C. Harrison
1926-1933	G.S.H. Barton
1933-1934	John F. Snell, Acting
1934-1955	W. Harold Brittain
1955-1971	Henry G. Dion
1971-1972	Harold R. Klinck, Acting
1972-1977	A. Clark Blackwood
1977-	Lewis E. Lloyd

#### MINUTE BOOKS, 1907-1959

Minute Books of the School/Faculty of Agriculture, 1907-1959, 60 cm (c.72-c.74, c.80)

The minutes record academic policies, calendars, and schedules, curriculum changes, budgetary matters, course changes for various students, and communications with external groups and benefactors. Separate from this body are the minutes of Agriculture staff meetings, 1909-1954 (c.80). There are also minutes of various committees including the Executive Committee, 1926-1935 (c.73), the Macdonald College Committee, 1907-1921 (c.72) and the Degree Course Committee, 1935-1944 (c.74, c.80). The Degree Course minutes contain some cases and examination results of named students, to which access is restricted. Listed.

#### **ADMINISTRATIVE RECORDS, 1904-1960**

Records of the Vice-Principal (until 1926, Principal), 1904-1979, approx. 30 m (c.1-c.25, c.26-c.66, c.191-c.196, c.241-c.269) PARTS RESTRICTED

The bulk of the records before 1955 contain the correspondence of the Principal/Vice-Principal with university, government, other organizations and school board officials on a variety of matters including curricula, the physical plant and bursaries. Included throughout are personnel files. The records for 1955-1975 are organized into 16 subject headings including Administration, Physical Plant, Committees, Faculties and Research. There are also various reports and correspondence, ca 1960-1975, relating to the move of the Faculty of Education downtown and to the future and needs of Macdonald College. (c.67-c.69) The records for 1904-1955 are arranged alphabetically in three chronological blocks (c.1-c.25), while those for 1955-1975 are arranged alphabetically in two-year blocks (c.26-c.66). The records are listed by file title. Access to personnel records is restricted.

Records of the Registrar, 1907-ca 1960, (c.82-c.85, c.87) PARTS RESTRICTED

The records of the Registrar's Office include personnel records (c.82-c.83, c.64); student lists and statistics, 1907-1923 (c.84-c.85); and projects of various kinds submitted to the Registrar (c.86-c.87).

Records of the Dean of Students, 1967-1969, 14 cm (c.269) RESTRICTED

These are general administrative files and contain material on student disturbances.

Staff Records, 1942-1972, 60 cm (c.197-c.198) RESTRICTED

These files contain material on appointments and terminations.

War Memorial Records, 1946-1954, 20 cm (c.234)

These include the records of the fund-raising campaign, of the establishment of lectureship and files on some of the lectures including the text.

#### **DEPARTMENTS, 1913-1964**

Department of Handicrafts, 1943-1964, 2.5 m (c.233, c.235-c.240) PARTS RESTRICTED

These departmental files include correspondence, administrative and financial records, student records and general information files.

Department of Horticulture, 1913-1962, 10 m (c.199-c.231) PARTS RESTRICTED

The records documenting the activities of this department include correspondence, annual reports, financial records, staff labour relations files, records of professional associations and plant trial reports. Listed.

### **STUDENT RECORDS, 1907-1978**

Student Files, 1907-1978, 28 m (c.88-c.165, c.172-c.179) RESTRICTED

These records consist of individual files containing transcripts of the student's academic record, correspondence, and occasionally newsclippings or correspondence about the student after graduation. For the B.Sc. in Agriculture, the files cover the years 1907-1978 and are arranged alphabetically in chronological blocks: 1907-1958 (c.88-c.119), 1959-1975; 1976; 1978 (c.180-c.182) For the Diploma in Agriculture, the files cover ca 1907-1975 and are arranged alphabetically in two chronological blocks: ca 1907-1958 (c.120-c.124) and 1959-1974 (c.125-c.165, c.175-c.177). Household Science student records, 1947-1959, are arranged alphabetically (c.178-c.179).

Student Registers, 1907-1936, 1930-1958, 11 reels, (See Microform Inventory)  
RESTRICTED

These records of Agriculture and Household Science students consist of microfilm copies of 15 volumes of student record registers.

### **EXAMINATIONS, 1917-1972**

Examination Results, 1917-1922, 70 cm (c.166-c.167) RESTRICTED

Examination results in the School of Agriculture, recording course, name and grade.

Examinations, 1928-1972, 4 m (c.36, c.75-c.78, c.81, c.167-c.170)

These unworked examinations papers (many bound in volumes) cover Agriculture from 1928-1972 (c.167-c.169, c.75-c.78,c.81). The School of Household (later Food) Science is documented from 1936 to 1971 (c.170, c.36, c.81)

### **SCRAPBOOKS AND HISTORICAL FILES, 1902-1960**

Scrapbooks, 1907-1953, 40 cm (c.79-c.80, c.171)

The scrapbooks contain timetables, announcements, circular and form letters, programmes of graduations and other events, bulletins and press clippings, arranged chronologically.

Historical Files, 1902-ca 1960 (c.183)

Information files on Macdonald staff members, and various aspects of the College's history as well as publications about Macdonald. Most were assembled by J.F. Snell, whose notes for his history of Macdonald College are found in the Snell Papers, M.G. 2007. There is also a "History of the Agronomy Department, 1906-1961" by L.C. Raymond.



**CAMPUS ORGANIZATIONS, 1961-1970**

Agricultural Institute of Canada, Macdonald College Branch, 1961-1970, 21 cm (c.81)

There is one volume of minutes of this organization involving Macdonald Staff members.

**PUBLICATIONS, 1907-1980**

Announcements of Macdonald College, 1907-1972, 50 cm (Printed Collection)

These include descriptions of courses and academic regulations and calendars for the Faculty of Agriculture, School of Household Science, and School for Teachers.

Programmes and Pamphlets, ca 1920-1970, 30 cm (Printed Collection)

These programmes and pamphlets document various campus events.

Macdonald Journal, 1958-1980, 35 cm (Printed Collection)

Articles on the College and agricultural matters.

#### R.G. 44: CENTRE FOR CONTINUING EDUCATION

The University offered various public lectures as early as 1856. A few extension courses appear in the University Calendars after 1912. In the 1920s and 1930s, extension courses, usually given in the evenings, came under the general authority of a Corporation Committee on Extension. By 1926, enrolment reached about 600. Some courses were offered in other cities such as Quebec. In ca 1929, Col. Wilfrid Bovey became Director of a Department of Extra-mural Relations which coordinated some of the extension courses. A few courses carried credit towards professional certifications but most did not. In 1935 Senate gave the Extension Committee jurisdiction over all extra-mural and adult educational activity. Bovey administered this department of University Extension, which gave lectures on its own and in cooperation with other organizations such as the Mechanics' Institute. At Bovey's retirement in 1948, extension activities were reorganized to focus on coordinated programmes leading to professional qualifications, such as the diploma of the Institute of Chartered Accountants and non-credit programmes or series of lectures in academic or cultural subjects. In 1949, H.R.C. Avison was appointed to direct extension activities at Macdonald College while F.S. Howes, Professor of Electrical Engineering, directed Extension at the main campus. Enrolment rose from 3,000 in 1949 to 8,566 in 1961, the latter number exceeding the total enrolled in regular programmes. In 1969 Senate replaced the Extension Department with the Centre for Continuing Education with six main divisions: Accountancy, Management, Education, Engineering, Languages and a variety of General Courses. All but the General Courses formed programmes which carried credit and lead to professional certificates or diplomas. Since 1973, there has been a programme for the M.B.A. degree. The Extension department at Macdonald College offers a variety of activities and programmes, mainly for the farming community. This record group contains records of the various bodies and officials concerned with adult, extra-mural, and part-time education. For the private papers of Wilfrid Bovey, see M.G. 1023.

#### CHIEF OFFICERS OF THE EXTENSION PROGRAMME

1929-1948	Wilfrid Bovey, Director of Extra-Mural Relations & Director of Extension Courses
1949-1959	Frederick Howes, Chairman, Extension Courses
1959-1967	H.R.C. Avison, Director, University Extension
1967-1972	Edward C. Webster, Director, Department of Extension
1973-	Alistair Duff, Director, Centre for Continuing Education

#### OFFICE OF THE DIRECTOR, 1929-1965

Administrative Records of W. Bovey, 1929-1948, 1.2 m (c.6-c.10)

Correspondence, memoranda and notes mainly about extension courses. Included is correspondence with the federal and provincial government and other universities as well as several files on conferences and associations such as the Belgo-Canadian Association (1940s). There are also memoranda and minutes reflecting Bovey's service on various university committees. An index is available.

Administrative Records of Frederick Howes, ca 1947-1960, 2.2 m (c.3-c.5, c.22)

These records contain primarily lists of early extension courses, announcements and memoranda on course content, a few lectures and course outlines, lists of students, and correspondence about specific courses such as Translation, Pharmaceutical Science, Commerce, and Business Management. Listed.

Administrative Records of H.R.C. Avison, ca 1944-1960, 80 cm (c.30-c.32)

These records consist almost entirely of correspondence, minutes, reports and publicity relating to Camp Laquemac, a bilingual adult education training centre administered jointly by MacDonald College and Université Laval and supported by the Provincial government. Listed.

Annual Reports of University Extension, 1940-1951, 2 cm (c.1)

These copies of reports to the Principal list courses given, names of lecturers, total enrolment and describe programmes and activities undertaken during the year.

Salary Records, 1959-1965, 30 cm (c.2) RESTRICTED

Payroll lists and supporting papers, arranged by academic year.

**STUDENT RECORDS, 1946-1964**

Registration Cards, 1947-1956, 4 m (c.11-c.21) RESTRICTED

The cards give the student's name, address, course and fee paid. They relate to various courses offered in the Extension programme. They record registration, but not academic credit and do not indicate grade received or whether the student completed the course. Arranged alphabetically by session. Listed.

Accountancy Courses Registration Cards, 1946-1964, 1.5 m (c.23-29) RESTRICTED

The cards give the student's name, course title, and fee paid. They do not give grades or indicate whether the course was completed. Arranged alphabetically by year. Listed.

Accountancy Summer School, 1955-1956, 1 cm (c.1) RESTRICTED

Application forms and fee receipts for the first and second Accountancy Summer School. Listed.

**EXAMINATION QUESTIONS, 1961-1965**

Examination Questions, ca 1961-1965, 30 cm (c.1, c.21)

Examination question papers for various courses arranged alphabetically by subject and session.

**PUBLICATIONS, 1934-1964**

Leaflets, Programmes, Announcements, 1934-1964, 3 cm (Printed Collection)

In addition to announcements in the administrative files of the Directors, there are leaflets, programmes, and announcements about a variety of extension courses. Unlisted.

### R.G. 45: DAWSON COLLEGE

Dawson College was opened in 1945 to accommodate the greatly increased enrolment due to the return of students from the armed services and was housed at the R.C.A.F. base at St-Jean, Quebec. All first year science and engineering students were transferred there. The number of students enrolled, mainly veterans, reached a peak of 1687 in January 1947. The College was closed in 1950. Dawson College was administered by a Vice-Principal, Dawson College and by various other McGill staff members who undertook duties such as that of Assistant Bursar and Secretary. The extant records are very scanty; there are several Dawson College files in the Principal's Papers, R.G. 2 (c.88, c.125, c.128), and an annual report on athletics at Dawson in R.G. 38, (c.26, file 38/201/1). Information about Dawson College appeared in the McGill News, including an article by Vice-Principal Gillson in the issue for Spring 1946. A short history of Dawson College was written by Vincent Jolivet, B. Eng 1952, and D.H. Kennedy, B. Eng. 1952 (M.G. 4039, and Info File).

#### VICE-PRINCIPALS, DAWSON COLLEGE

1947-1947	A.H. Gillson
1947-1949	Carleton Craig
1949-1950	W.H. Hatcher

#### OFFICE OF THE VICE-PRINCIPAL, 1945-1950

Administrative Records, 1945-1950, 10 cm (c.1)

There are a few files mainly dealing with physical alterations to accommodate the students of Dawson College, the provision of food services and the role of physical education. Listed.

#### PUBLICATIONS, 1946-1948

Dawson College Freshman Programme, 1946

## R.G. 46: ATHLETICS AND PHYSICAL EDUCATION

Sports were played at McGill on an informal basis and through clubs from about the middle of the nineteenth century. Beginning ca 1884 and continuing until 1909, a committee on Physical Education composed of three staff members directed the athletics programme. From 1909 to 1923, the committee was controlled by members of the student body. In 1923 an Athletic Board was set up with representation from the staff, students and graduates to supervise the entire athletic programme. Rugby, hockey, football, basketball and other sports have been played on both an intramural and inter-university level. McGill athletics have also gone on to participate in the Olympics and in professional sports, particularly hockey. There are many articles on sports history and sports news at McGill in the McGill News (indexed) and in the student annual Old McGill.

### **BOARD/DEPARTMENT OF ATHLETICS, 1864-1970**

Minute Books of the McGill University Athletics Association, 1884-1896, 1904-1930, 5 vols, 13 cm (c.11)

Minute Books of the McGill University Athletic Board, 1905-1964, 8 vols 30 cm (c.11-c.13, c.15-c.16)

The minute books are variously titled and contain minutes of the Athletic Committee of Corporation, and related committees.

Administration Records, ca 1940-ca 1950, 3 cm (c.17)

These include reports on athletics, athletic scholarships and loans.

Historical Files and Scrapbook, 1864-1945, 30 cm (c.8-c.10)

These include a scrapbook on the history of sports and sports personalities at McGill and in Montreal, ca 1864-1909 (c.10), and notes, clippings and articles on various sports in Canada including football, basketball and hockey.

Publications, 1923-1983, 30 cm (Printed Collection)

These include football programmes 1923-1970, 1981-1982 and Annual Reports of the Department 1977-1983.

Films, ca 1930-1970 (See Film Inventory)

Large number of films, mainly of football games between McGill and other Canadian Universities, especially Queen's, Western, Toronto, and Loyola from 1926 to 1970.

**R.G. 47: MCGILL-QUEEN'S UNIVERSITY PRESS**

McGill University Press was established in 1960. Initially the publishing was to have been done in London, England; however, this scheme was abandoned although an office was maintained there. In 1968 an amalgamation of McGill University Press and Queen's University Press resulted in the establishment of the McGill-Queen's University Press. There are two editorial offices, one at McGill and one at Queen's.

**ADMINISTRATIVE RECORDS, 1967-1979**

General Administrative Correspondence, 1967-1972, 1 m (c.1-c.3)

Administrative correspondence, questionnaires with publishing houses and records outlining Press policy.

Financial Records, 1960-1979, 65 cm (c.4,c.5)

Financial statements, working papers, reports from the Editorial Advisory Committee and royalties files.

**PUBLISHING ACTIVITIES, 1961-1980**

Completed Projects, n.d. 5.4 m (c.6-c.24)

Arranged alphabetically by author of publication, these records contain correspondence with authors, accounts, manuscripts and document press policy for each published work.

Promotional Materials, 1970-1980, 4 m (c.25-c.37)

There are three sub-series, each arranged alphabetically by author of publication. Files contain correspondence with journals and presses dealing with promotion of publications.

Correspondence, 1961-1970, 1.8 m (c.38-c.43)

There are two series of correspondence with authors. Each series is arranged alphabetically by author.

Journal Reviews, n.d., 2.4 m (c.44-c.51)

Correspondence and reviews of Press publications. Arrangement is alphabetical order by the name of agency review.

Published Works, 1962-1973, 5.4 m (c.52-c.70)

Published works of the Press. One copy of each publication is kept as an archival copy.

### R.G. 48: COMPUTING CENTRE

The Computing Centre, set up in 1959, provides computer services for instructional, research and administrative purposes to the University as well as to some outside groups and institutions.

#### COMPUTER TAPES, 1983-

Magnetic Tapes, 1983- (See Computer Records Inventory) RESTRICTED

Archival copies of tapes from the Computing Centre.

#### PUBLICATIONS, 1966-

Computing Centre Newsletter, 1975, 1980-1982, gaps, 10 cm (Printed Collection)

Published monthly or ten times a year, the Newsletters provides information about the programmes and services of the Centre.

Annual Report, 1965-1966, 2 cm (Printed Collection)

The annual report give a summary of the Centre's activities and information on users of its facilities.

Manuals, 1971-, 60 cm (Printed Collection)

These include user manuals for the various computer programmes developed at the Centre.

### R.G. 63: GRADUATE SCHOOL OF LIBRARY SCIENCE

The first Canadian institution to provide library training, McGill offered summer courses from 1904 to 1927. The McGill Library School was formed in 1927 with a one-year program leading to a diploma. After 1930, the School required entering students to hold a B.A. or B.Sc. and awarded the degree of Bachelor of Library Science (B.L.S.). In 1931, the School became the first in Canada to be accredited by the American Library Association. Until 1949 the University Librarians served as Directors; after that date the School had its own full-time director. The curriculum evolved by 1965 into a two-year program leading to a Master's in Library Science (M.L.S.) degree and reflecting this, the School changed its name to the Graduate School of Library Science.

#### HEADS OF LIBRARY SCIENCE

1904-1919	Charles H. Gould
1920-1949	Gerhard Lomer
1949-1966	Vernon Ross
1966-1970	Virginia E. Murray
1970-1972	Violet Coughlin
1972-1976	Effie C. Astbury
1976-1981	Vivian S. Sessions
1981-1984	Hans Moller
1984-	Helen Howard

#### ADMINISTRATIVE RECORDS, 1921-1980

Minutes, 1964-1968, 1970-1972, 1 cm (c.5)

The minutes document major activities of the School, and include agenda 1970-1976.

Annual Reports, 1921, 1927-1980, 50 cm (c.1, c.39)

Reports to the Principal on the activities of the School.

Director's Correspondence, 1927-1978, 2 m (c.1-c.5, c.40-c.42)

Director's correspondence with McGill departments, individuals, institutions in Canada and the United States.

Accreditation, 1951-1953, 1955-1957, 1959, 1961-1968, 5 cm (c.1)

The School was first accredited in 1931 by the American Library Association. There are reports and correspondence with the American Library Association concerning periodical review and accreditation of the school.

Financial Records, 1930-1952, 1957-1965, 1980, 5 cm (c.5) RESTRICTED

Contains quarterly estimates, 1961-1964; fees for staff and lecturers, 1957-1963, 1965; expenses for trips, 1930-1952 and petty cash account, 1980.

Publicity Records, 1927-1961, 6 cm (c.6)

Correspondence and publications dealing with Library School activities.



**TEACHING RECORDS, 1904-1981**Course Records, 1927-1944, 1946, 1951-1971, 1974-1975, 25 cm (c.7, c.9)

Contains course outlines and booklists, for term and extension courses.

Examination Questions, 1927-1976, 35 cm (c.7,c.8,c.36)

Examination question papers for each course given.

Summer Session, 1904, 1906-1934, 1941, 1943, 1981, 10 cm (c.9, c.10)

Contains minutes of the Library Summer Sessions Committee, 1904, and representative samples of programme outlines, enquiries, examination papers.

Trips, 1928-1963, 1971-1975, 25 cm (c.10.)

Itineraries, correspondence, reports and handouts of student tours and trips.

**STUDENT RECORDS, 1927-1980**Records of Admission, 1951, 1958, 1971, 2 cm (c.10) RESTRICTED

These are records of the Admissions Committee containing applications, transcripts, etc., and commentary on meetings of the committee.

Student Files-Graduates, 1928-1977, 8 m (c.11-c.33, c.37, c.38) RESTRICTED

Student records contain correspondence, transcripts and marks of each person who graduated. Alphabetically arranged.

Student Files-Non Graduates, 1928-1976, 75 cm (c.33-c.35) RESTRICTED

Student records of those individuals who withdrew from the programmes before completion. These contain correspondence, transcripts and marks. Alphabetically arranged.

Attendance Register, 1951-1952, 1 cm (c.10) RESTRICTED

Lists of students absent and present.

Class Records, 1927-1980, 35 cm (c.6, c.7, c.10, c.35)

These concern class reunions and class correspondence, 1927-1980

**PUBLICATIONS**Graduates Bulletin, 1952-1960, 2 cm (Printed Collection)

Provides news of graduates.

McGill Library School Visits, 1928-1964, 2 vols, 5 cm (Printed Collection)

Provides the itineraries of School visits to libraries outside Montreal.

### R.G. 63: GRADUATE SCHOOL OF LIBRARY SCIENCE

The first Canadian institution to provide library training, McGill offered summer courses from 1904 to 1927. The McGill Library School was formed in 1927 with a one-year program leading to a diploma. After 1930, the School required entering students to hold a B.A. or B.Sc. and awarded the degree of Bachelor of Library Science (B.L.S.). In 1931, the School became the first in Canada to be accredited by the American Library Association. Until 1949 the University Librarians served as Directors; after that date the School had its own full-time director. The curriculum evolved by 1965 into a two-year program leading to a Master's in Library Science (M.L.S.) degree and reflecting this, the School changed its name to the Graduate School of Library Science.

#### HEADS OF LIBRARY SCIENCE

1904-1919	Charles H. Gould
1920-1949	Gerhard Lomer
1949-1966	Vernon Ross
1966-1970	Virginia E. Murray
1970-1972	Violet Coughlin
1972-1976	Effie C. Astbury
1976-1981	Vivian S. Sessions
1981-1984	Hans Moller
1984-	Helen Howard

#### ADMINISTRATIVE RECORDS, 1921-1980

Minutes, 1964-1968, 1970-1972, 1 cm (c.5)

The minutes document major activities of the School, and include agenda 1970-1976.

Annual Reports, 1921, 1927-1980, 50 cm (c.1, c.39)

Reports to the Principal on the activities of the School.

Director's Correspondence, 1927-1978, 2 m (c.1-c.5, c.40-c.42)

Director's correspondence with McGill departments, individuals, institutions in Canada and the United States.

Accreditation, 1951-1953, 1955-1957, 1959, 1961-1968, 5 cm (c.1)

The School was first accredited in 1931 by the American Library Association. There are reports and correspondence with the American Library Association concerning periodical review and accreditation of the school.

Financial Records, 1930-1952, 1957-1965, 1980, 5 cm (c.5) RESTRICTED

Contains quarterly estimates, 1961-1964; fees for staff and lecturers, 1957-1963, 1965; expenses for trips, 1930-1952 and petty cash account, 1980.

Publicity Records, 1927-1961, 6 cm (c.6)

Correspondence and publications dealing with Library School activities.

**TEACHING RECORDS, 1904-1981**

Course Records, 1927-1944, 1946, 1951-1971, 1974-1975, 25 cm (c.7, c.9)

Contains course outlines and booklists, for term and extension courses.

Examination Questions, 1927-1976, 35 cm (c.7,c.8,c.36)

Examination question papers for each course given.

Summer Session, 1904, 1906-1934, 1941, 1943, 1981, 10 cm (c.9, c.10)

Contains minutes of the Library Summer Sessions Committee, 1904, and representative samples of programme outlines, enquiries, examination papers.

Trips, 1928-1963, 1971-1975, 25 cm (c.10.)

Itineraries, correspondence, reports and handouts of student tours and trips.

**STUDENT RECORDS, 1927-1980**

Records of Admission, 1951, 1958, 1971, 2 cm (c.10) RESTRICTED

These are records of the Admissions Committee containing applications, transcripts, etc., and commentary on meetings of the committee.

Student Files-Graduates, 1928-1977, 8 m (c.11-c.33, c.37, c.38) RESTRICTED

Student records contain correspondence, transcripts and marks of each person who graduated. Alphabetically arranged.

Student Files-Non Graduates, 1928-1976, 75 cm (c.33-c.35) RESTRICTED

Student records of those individuals who withdrew from the programmes before completion. These contain correspondence, transcripts and marks. Alphabetically arranged.

Attendance Register, 1951-1952, 1 cm (c.10) RESTRICTED

Lists of students absent and present.

Class Records, 1927-1980, 35 cm (c.6, c.7, c.10, c.35)

These concern class reunions and class correspondence, 1927-1980

**PUBLICATIONS**

Graduates Bulletin, 1952-1960, 2 cm (Printed Collection)

Provides news of graduates.

McGill Library School Visits, 1928-1964, 2 vols, 5 cm (Printed Collection)

Provides the itineraries of School visits to libraries outside Montreal.

Self Study Report, 1974, 2 cm (Printed Collection)

Describes the School, its curriculum, faculty and students.

Announcements, 1913-1970, 3 cm (Printed Collection)

Describes the courses offered by the School

Occasional Papers, 1972-1977, 2 cm (Printed Collection)

Various studies on library related subjects usually by the School's faculty.

### R.G. 64: SCHOOL OF NURSING

The McGill University School for Graduate Nurses (now the School of Nursing) was established in 1920 in response to proposals by leading members of the nursing profession in Quebec. The first class graduated in 1921. The School was maintained for the first three years by the Quebec Provincial Red Cross Society as a gesture of appreciation to nurses who had served in World War I. In 1924, McGill undertook maintenance of the School, and in 1931 a sum of money raised by the Special Finance Committee of the School's Alumnae Association was turned over to the University for investment. This was the nucleus of the Flora Madeleine Shaw Memorial Fund. In 1932 the University announced that it could no longer bear the financial burden of the School. The Alumnae Association and concerned citizens supported it until 1941, when it was placed under the direction of the Faculty of Medicine. At first, the School granted diplomas or certificates in Administration, Public Health Nursing, and Teaching in Nursing Schools. Later, B.Sc. (Nursing), B.N., and M.Sc. (Nursing) degrees were added. The School has two programmes (bachelor's and master's) for nurses who have already received their diplomas from a college or hospital school.

The records fall into two broad categories. The administrative material reflects the close association of the School with its Alumnae Association. The financial dependence of the School on its Alumnae in the 1930's means that many School financial records will be found amongst the Alumnae Associations files. The Teaching and Curriculum records reflect the use of the heroic aspect of the nursing tradition in the education of nurses. A course on nursing history offered by the School in its early years was devised by Dr. Maude Abbott, who also assembled slides to illustrate her lectures. The history of the School by Barbara Tunis, titled In Caps and Gowns (Montreal, 1966), covers the period 1920-1965 and provides an account of its origins as well as its administration, curriculum and many individual staff members and students.

#### DIRECTORS OF THE SCHOOL OF NURSING

1920-1927	Flora Shaw
1927-1928	Anne Slattery, Acting
1928-1934	Bertha Harmer
1934-1939	Marion Lindeburgh, Acting
1939-1950	Marion Lindeburgh
1951	Elva Honey, Acting
1952-1953	Elva Honey
1953-1963	Rae Chittick
1963	Elizabeth Logan, Acting
1964-1973	Elizabeth Logan
1973-1982	Joan M. Gilchrist
1983-	F. Moyra Allen, Acting

#### ADMINISTRATIVE RECORDS, 1918-1964

##### Advisory Committee, 1918-1937, 10 cm (c.10-c.11)

The records of this original guiding body of the School include minutes of committee meetings, 1921-1937, with gaps, report by Bertha Harmer (1929) and correspondence of Helen R.Y. Reid and others arising from the establishment of the School, 1918-1920. Listed.

##### Records of the Director, 1929-1964, 50 cm (c.10-c.11)

Among the records of the Director and her office are correspondence about the financial crisis and its effects on the School, 1934-1943; reports; lists of prizes, correspondence and other records relating to staff, curriculum, scholarships and bursaries. Much of the material dates from the Directorship of Marion Lindeburgh (1934-1950). There are also records of grants and budgets, ca 1960s. Listed.

Flora Madelaine Shaw Fund, 1928-1957, 20 cm (c.13)

Correspondence between various officials concerned with the Fund including the Chairman of the Fund, the Director of the School, and the Alumnae Society of the School; financial records, applications and awards of the Shaw Scholarships. Listed.

Alumnae Association, 1921-1963, 1 m (c.12-c.13)

These records comprise minutes of the Association Executive Committee, 1921-1945, 1950-1957; minutes of Annual and General Meetings, ca 1946-1958; cash books and other financial records, various minutes, membership lists, correspondence and various reports. Listed.

**TEACHING AND CURRICULUM RECORDS, 1921-1979**

Curriculum Records, 1921-1970, 3 m (c.13-c.14, c.15-c.22)

This includes a series of outlines, memoranda and class lists, and some examination questions for a large number of courses. There are also bibliographic and reading lists as well as notes of lectures given by Marion Lindeburgh (1945-1946). Listed.

Subject Files and Teaching Aids, ca 1930-ca 1960, 1.2 m (c.1, c.6-c.9, c.13-c.14)

These materials were probably assembled by a variety of staff members and include bibliographies, books, articles, notes, lantern slides and photographs on the history of nursing, mainly in Canada. There is also some correspondence and hospital questionnaires, a survey of Canadian nursing schools (1939) and manuscript lectures by Sir Fred Clarke and Maude Abbott, 1930-1931 (c.9). Included are a number of articles and newsclippings on nursing education, ca 1930-1948 (c.13-c.14). Of special interest are the glass slides collected by Dr. Maude Abbott to illustrate her course on the history of nursing in general. Another set of slides illustrates the history of nursing in Canada. Listed.

Workshops, 1976-1979, 50 cm (c.61-c.63)

The workshop documented in these appointment books, calendar and videotape was called "L'Atelier à votre santé". It was run by the Research Unit of the School of Nursing, 1976-1979.

**STUDENT RECORDS, 1920-1970**

Academic Files, 1920-1970, approx. 15 m (c.23-c.60) RESTRICTED

Contained in these files on students are transcripts of academic record, reports on field work, application forms, and occasionally correspondence. The arrangement is alphabetical in chronological blocks, the largest being 1920-1955.

**PUBLICATIONS, 1969-1982**

Nursing Papers, 1969-1982, 21 cm (Printed Collection)

Contains articles on nursing.

**PHOTOGRAPHS, 1940-1960**

Photographs, ca 1940-1960 (See Photograph Inventory)

Besides formal class pictures and portraits of staff members, there are photographs of various activities, such as nurses training in hospitals. Listed.

DIRECTORS OF SOCIAL WORK

- 1914-1917 J. Howard T. Felt
- 1917-1922 Carl A. Dawson
- 1922-1929 Dorothy King
- 1929-1936 John J. Moore
- 1936-1942 David E. Woodworth
- 1942-1953 Myer Katz
- 1953-1958 Jane Rowley, Acting
- 1958- Myer Katz

MCNELL SCHOOL FOR SOCIAL WORKERS, 1917-1921

Attendance Book, 1917-1921, 1 vol. (L-79)

This book gives attendance at the courses given in the School.

MONTREAL SCHOOL OF SOCIAL WORK, 1924-1926

Minute Book of Directors/Trustees, 1924-1926, 1 vol. (L-79)

The minutes include a copy of the charter granted by George V in 1924.

MCNELL SCHOOL OF SOCIAL WORK, 1927-1930

Graduation Records, 1927-1930

Course Files, 1927-1930, 1.5 m. (L-75-C-6)

These contain course syllabi with bibliographies. Some are mimeographed.

Student Records, 1928-1930

Academic Files, 1928-1930, 1.5 m. (L-1-C-2), (L-2-C-18) RESTRICTED

### R.G. 66: SCHOOL OF SOCIAL WORK

In cooperation with the Affiliated Theological Colleges, McGill University instituted a Department of Social Service in 1918. In 1919 the University Calendar announced a Training School for Social Workers under the same Department. In 1922 the department became part of the Faculty of Arts. The subject of sociology also was introduced in the Faculty of Arts, with Carl Dawson being appointed as Professor of Sociology and Director of Social Service. The Department of Social Service evolved into the School for Social Workers in ca 1922, offering a two year course leading to a diploma. Economic restrictions induced McGill to withdraw from the direction of the School in 1933. However, with help from private sources and continuing use of classroom space at McGill, the Montreal School of Social Work was founded as the direct successor of the McGill School for Social Workers. In 1945 McGill once again took over the School which was renamed the McGill University School of Social Work. The School offered a two year graduate training course leading to the degree of Master of Social Work which was first granted in 1950. A short history of the School by David Leigh is contained in the Archives Information file on the School of Social Work.

#### DIRECTORS OF SOCIAL WORK

1918-1922	J. Howard T. Falk
1922-1932	Carl A. Dawson
1933-1950	Dorothy King
1950-1966	John J.O. Moore
1966-1976	David E. Woodworth
1977-1983	Myer Katz
1983-1984	Jane Aronson, Acting
1984-	Myer Katz

#### MCGILL SCHOOL FOR SOCIAL WORKERS, 1927-1932

Attendance Book, 1927-1932, 1 vol (c.79)

This book gives attendance at the courses given in the School.

#### MONTREAL SCHOOL OF SOCIAL WORK, 1934-1950

Minute Book of Directors/Trustees, 1934-1950, 1 vol (c.79)

The minutes include a copy of the charter granted by George V in 1934.

#### MCGILL SCHOOL OF SOCIAL WORK, 1963-1980

Curriculum Records, 1963-1969

Course Files, 1963-1969, 1.5 m (c.57-c.61)

These contain course syllabi with bibliographies. Some are mimeographs.

Student Records, 1938-1980

Academic Files, 1938-1980, 18 m (c.1-c.56, c.62-c.78) RESTRICTED



The files of individual students contain applications for admission recording civil and academic information, correspondence, and some reports on the students' fieldwork and newsclippings about the students' subsequent activities. Included are records of the McGill School of Social Work and the earlier Montreal School of Social Work. Arranged alphabetically, in one block covering 1938-1948, and one year blocks thereafter.

**R.G. 74: STUDENT SERVICES**

These records are artificially brought together in this group because they often were created within a common framework. Various bodies have provided student services in the areas of recruitment to McGill, athletics, financial aid, counselling, residence, and job placement. The Office of the Dean of Students is responsible for the coordination of all student services, which consist of the following units: Athletics, Chaplaincy Service, Counselling Service, Student Health Service, Off-Campus Housing, Placement (superseded by the Canada Manpower Centre), Student Aid/Foreign Student Advisor's Office and Tutorial Service

**INFORMATION AND LIASON OFFICE, 1968-1974**

This office, which reports to the Vice-Principal (Planning and Academic Services) was formerly called the College and Schools Liason Office. It provides information about McGill and its academic programmes to potential students.

Administrative Records 1968-1969, 1972-1974, 35 cm (c.31, c.39)

These records were created by Steven Penton and J.F. Stewart in their capacities as Liason Officers and contain correspondence, publicity, lists of schools visited and other material relating to recruitment of students.

**STUDENT AID OFFICE, 1937-1974**

The Student Aid Office is primarily concerned with financial aid (loans and bursaries) for students. Clifford Knowles, the Director of Student Aid from 1963 to 1970 also held the positions of Student Counsellor from 1946 to 1971 and University Chaplain from 1947 to 1962; his correspondence, described below and under the heading of the Placement Office reflects all three areas of activity.

Administrative Records, ca 1946-1970 1.5m (c.1, c.5-c.10) PARTS RESTRICTED.

Most of these records were created by Clifford Knowles as Director of Student Aid. They contain correspondence and files on such subjects as Rooms Registry, Veterans' Advisory Council which arise from Knowles' service as Student Counsellor and as University Chaplain. The correspondence is arranged alphabetically by sender. Listed. Access to nominative information is restricted.

Records of Loans, Bursaries, and Scholarships, 1937-1968, 2 m (c.1, c.32-c.35, c.38) PARTS RESTRICTED

One series of correspondence, financial statements and memoranda relates to loans generally named in honour of an individual; the other series relates to named scholarships and bursaries. There is correspondence concerning the McConnell, Wilson and Duggan Scholarships, 1937-1963.

**PLACEMENT OFFICE, ca 1946-1960**

For the period ca 1946-ca 1955 the records of Student Counsellor Clifford Knowles contain correspondence on the placement of McGill graduates. This office has been replaced now by the Canada Manpower representatives on campus.

Records of Student Counsellor, Rev. Clifford Knowles, ca 1946-1955, 1 m (c.2-c.4)

**RESTRICTED**

These records deal with the placement of McGill graduates in employment or graduate school and much of it relates to the Department of Veterans Affairs and its assistance to students. The arrangement is alphabetical according to the name of the student.

Director of Placement, ca 1955-1965, 4.5 m (c.2-c.4, c.11-c.30, c.40) PARTS RESTRICTED.

This sub-series consists of the correspondence of the Director of the Placement Office with various businesses and other administrative records. The arrangement is alphabetical according to the name of the company. Partly listed by file (c.18-c.22); partly by the first and last file title in each container (c.11-c.17); and partly unlisted (c.23-c.30).

**STUDENT RESIDENCES, 1937-1964**

Administrative Records, 1937-1964, 75 cm (c.1, c.35-c.38)

The records relate to the management of the residences Douglas Hall, Wilson Hall, McLennan Hall and United Theological College and includes financial records, correspondence and lists of residents.

**PUBLICATIONS, 1947-1963**

Annual Reports, Placement Office, 1947-1963, 4 cm (Printed Collection)

Provides information on employment for students and graduates.

## R.G. 75: STUDENT ORGANIZATIONS

Grouped here are the records of both long-standing and short-lived organizations run by McGill students for social, political or intellectual purposes. In some cases the material consists only of publications issued by a group and no administrative records. As many of these bodies had no fixed physical premises, the records have sometimes been scattered or preserved by private members, as in the case of the Lawn Tennis Club. Many of the organizations, receive funding and some degree of administrative control through the Students' Society or may be considered components of the Students' Society. However, their records form distinct series and are given separate entries here. The organizations are listed in alphabetical order by the first substantive word in their titles, omitting the heading of McGill University. Information about the various bodies may be found in contemporary issues of the student annual Old McGill and in the McGill Student Handbook. See also Private Manuscripts; Section II: McGill Students.

### AFRICAN STUDENTS' ASSOCIATION, 1965

Invictus, vol 2, 1965 (c.62)

A broadside.

### ARCHITECTURAL UNDERGRADUATE SOCIETY, 1961-1962

Proportions, 1961-1962 (Printed Collection)

This monthly, of which four issues are extant, contains articles by and for architectural students.

### ARTS AND SCIENCE UNDERGRADUATE SOCIETY, 1895-1981

As the Arts Undergraduate Society, this body predates the Students' Society, of which it is now a component.

Administrative Records, 1895-1914, 4 cm, 2 vols (c.2)

These records include a minute book of the Finance Committee, 1895-1905, dealing with the collection of student dues and grants to Reading Room, Theatre Night and other activities; and minute books of various classes of Arts undergraduates, 1904-1914, relating to social activities, student elections, dinners, the Reading Room, and talks given to the Society.

Class Minute Books, 1893-1911, 3 vols, 5 cm (c.51)

Minute books for Fourth Year/Senior Year Arts, 1893-1911, and for Second Year Arts, 1906-1911.

Class Evaluations, 1966, 5 cm (c.62)

Student evaluation questionnaires of History 300: War and Society, 1966.

Publications, ca 1966-1981, 4 cm (Printed Collection)

Course evaluations giving descriptions and student opinions of many courses in the

Faculty of Arts and Science.

### **BIOLOGY STUDENTS' UNION, 1973-1976**

Publications, 1973-1976 (Printed Collection)

Course evaluations.

### **DAWSON COLLEGE STUDENTS' COUNCIL, 1947-1950**

Dawson College was an additional campus of McGill University at St-Jean, Québec, opened in 1945 to help accommodate the great influx of students from the armed forces. The students took courses mainly in Science and Engineering. The College closed in 1950.

Minute Book, 1947-1950, 1 vol, 2.5 cm (c.3)

The minutes of meetings are concerned with constitutional amendments, committee reports, social activities, the publication Dawson Weekly, and grants of funds to various student groups. Included is the constitution, lists of officers, and a few memoranda and letters.

### **ELECTRICAL CLUB OF MCGILL UNIVERSITY, 1908-1933**

The club was formed in 1908 by third and fourth year students in Electrical Engineering for the presentation of papers and addresses on electrical engineering subjects and for discussion of these and other related topics.

Minute Book, 1908-1933, 2 cm (c.51)

The minutes provide information on speakers and trips undertaken by the club and also included is a copy of the club's constitution.

### **ENGINEERING UNDERGRADUATE SOCIETY, 1909-1983**

**Publications, 1909-1983 (Printed Collection)**

Proceedings, Undergraduate Society, Applied Science, 1909-1912, 2 cm

Articles on engineering subjects by students.

Constitutions, 1954, 1964, 1 cm

The McGill Engineer, ca 1962-1972, gaps, 5 cm

This periodical contains articles on social activities and engineering topics. Published monthly in the 1960s, afterwards annually.

The Plumber's Pot, ca 1969-1983, gaps, 1 cm

Periodical of social and engineering news and commentaries of satirical intent.

**FORGE, MCGILL UNIVERSITY MAGAZINE, 1941-1966**

Forge, 1941-1966 (gaps, 7 cm (Printed Collection)

This literary magazine probably began to appear in the late 1930's. It was published irregularly.

**FIGLEAF, 1954-1965**

Figleaf, 1954-1965 (gaps), 5 cm (Printed Collection)

A student humour magazine which appeared irregularly.

**HISTORY STUDENT'S ASSOCIATION, 1980-**

The Register: The McGill History Journal, 1980-, 5 cm (Printed Collection)

A bi-annual publication which contains articles and reviews by students in the History Department.

**LAWN TENNIS CLUB, 1894-1908**

The University Tennis Club was organized in 1881. Its members were male students. A Women's Tennis Club was formed in 1889 as a separate organization. The record below is from the men's club.

Administrative Records, 1894-1908, 2 cm (c. )

These records include the Treasurer's Book, 1894-1907 and a few minutes and receipts.

**LITERARY AND DEBATING SOCIETY, 1901-1921**

Minute Books, 1901-1909, 1916-1921, 2 vols, 5 cm (c.2)

The minutes report both general meetings and meetings of the Executive Committee, give election results and suggestions for debating topics.

**MACDONALD COLLEGE STUDENTS, 1909-1973**

Macdonald College Magazine, 1910-1932, 18 cm (See Microfilm Inventory and Printed Collection)

Published by the students of Macdonald College, the Magazine contained news of student activities and articles on various subjects, particularly agricultural ones.

Trifolium, 1909 (Printed Collection)

The first student annual of Macdonald College, the Trifolium contains photographs of graduating students, organizations and articles about the year's activities.

Clan Macdonald, 1940-1973, (gaps), 60 cm (Printed Collection)

The student annual of Macdonald College contains photographs of graduating students,

organizations and articles of the year's activities.

The Dram, 1967-1972 (See Microform Inventory)

The Failt-Ye Times, 1951-1968 (See Microform Inventory)

Microfilm copies of a student publication.

### **McGILL DAILY, 1915-1983**

The chief long-standing student newspaper at McGill, The McGill Daily, was founded in 1911. It had been preceded by the McGill (University) Gazette, the McGill Fortnightly, the McGill Outlook and the (McGill) Martlet.

#### **Administrative Records, 1915-1927, 1961**

Minute Books of McGill Daily Management Board, 1915-1917, 1 vol, 2 cm (c.2)

This contains only 8 pages of minutes and one enclosure dealing largely with minor business such as the purchase of McGill Daily pins and other supplies. However on p. 298 there appears the minutes of an October 1912 meeting of the Wrestling Club. Listed.

Minute Book of the McGill Daily News Board, 1915-1927, 2 vols, 4 cm (c.2)

The minutes deal with schedules, assignments of reporters, relations with printers, editorial policies and social events. Included are some minutes of general staff meetings (e.g. 13 Dec. 1923).

Guest Book, 1961, 1 vol, 1 cm (c.50)

This book records signatures of those present at the McGill Daily Golden Anniversary Banquet on 25 February 1961.

#### **Publications, 1918-1983**

The McGill Daily, ca 1918-1983 (gaps) (Printed Collection)

This periodical, issued 4 or 5 times a week during the academic year, contains campus and off-campus news, announcements of campus events, descriptions of sports and social events and articles on various subjects, especially political questions. Various special issues and supplements have been printed as well. From 1918 to ca 1974, copies are bound; for the later period they are not. There is no index.

### **McGILL FORTNIGHTLY, 1892-1898**

McGill Fortnightly, 1892-1898 (with gaps), 24 cm (Printed Collection)

This bi-monthly published by students was the indirect successor to the University Gazette.

**McGILL MARTLET, 1908-1911**

McGill Martlet, 1908-1911, 30 cm (Printed Collection)

This student publication was the direct predecessor of the McGill Daily.

**McGILL OUTLOOK, 1898-1907**

McGill Outlook, 1898-1907, 30 cm (Printed Collection)

This student publication was the successor of the Fortnightly and appeared weekly.

**McGILL UNIVERSITY GAZETTE, 1873-1890**

McGill University Gazette, 1875-1890 (gaps) 12 cm (Printed Collection)

This semi-monthly, published by students, begins with Volume 1, Second Series.

**MEDICAL AND DENTAL WIVES ASSOCIATIONS, 1945-1969****OSIER LIBRARY**

Originals, 1945-1969, 30 cm (Acc. 566, 607)

The records of the McGill Medical and Dental Wives Association include the following: reports, 1953-1960, scrapbooks of photographs, 1953-1960 and a cookbook entitled "McGill University Medical and Dental Wives Presents a Cookbook of Favorite Recipes" (n.d.). The records of the McGill Medical and Dental Wives Club include the constitution, correspondence, minutes and a newsletter, 1950-1968. For the McGill Medical and Dental Students' Wives Club there are minutes, 1967-1968 and roster, 1966-1967.

**MEDICAL SOCIETY/MEDICAL UNDERGRADUATE SOCIETY, 1942-1978****Student Banquets, 1904-1951**

Student Dinners, 1904, 1924, 1928, 1929, 1936, 5 cm (c.52)

Invitations and menus for student dinners.

**OSLER LIBRARY**

Annual Banquet, 1919-1937, 1951, cm  
(Acc.393)

Records and papers of the McGill Medical Undergraduate Society Annual Banquet including correspondence, financial records and a scrapbook of programmes.

**Publications, 1942-1978**

The Idiosyncrat, 1954-1958, 5 cm (c.52)

There are sundry copies of this student publication.



McGill Medical Journal, 1931, 1938, 1942-1972, vol 11-41, 24 cm (Printed Collection)

Articles on medicine by students and staff, edited by the Medical Society.

The Speculum, 1957-1967, 12 cm (Printed Collection)

This medical undergraduate yearbook contains photographs of staff, graduates, and various teaching and social activities.

Other Periodicals, 1976-1978, 6 cm (Printed Collection)

These include The Gastric Growl, (ca 1976), Medi-Hum (1976-1977), and The Lower Tract (1978) published weekly to monthly. They cover student activities and contain short articles on medical issues.

### **MINING SOCIETY, 1892-1917**

This society was formed in 1892 "to bring together Mining Students for the discussion of papers on mining and metallurgical subjects in order to create a more lively interest in this branch of Engineering." Membership was open to all students and graduates of the "Mining Branch" of the Faculty of Applied Science.

Minute Book, 1892-1917, 3 cm (c.51)

The minutes contain information on speakers and their topics. Also, there is a copy of the Society's constitution.

### **NORMAL SCHOOL, 1859-1880**

Minute Books of Student Societies, 1859-1880, 6 cm (c.52)

The two minute books cover the development of three societies. The first volume contains the minutes of the Literary Association, 1859-1874, The other has minutes of the Mutual Improvement Society, 1873, together with minutes of the Literary and Debating Club, 1878-1880. Recorded are summaries of talks, resolutions, and topics debated. Listed.

### **ORIENTAL SOCIETY, 1909**

Syllabus of Lectures, 1909-1910, 4 p (c.50).

Programme of the Society's activity, 1909-1910.

### **PLAYERS' CLUB, 1973-1974**

Productions, 1973-1974 (Printed Collection)

This consists of a production notebook to St. Joan of the Stockyards and posters for The Cocktail Party and The Lion in Winter.

**POLISH ASSOCIATION, 1965-1969**

The present Association was inaugurated in October 1978, although an Association of Polish Students had existed some years previously.

Administrative Records, 1965-1969, 20 cm (c.40)

The records include a constitution, correspondence, bulletins, programmes, and news clippings about the Association's activity.

**POLITICAL ECONOMY CLUB, 1920-1938**Minute Books, 1913-1942, 4 cm (c.50)

These books record the names of officers, business, and the titles but not the contents of papers read. The constitution adopted in October 1919 is in Vol. 1, p.187.

Other Records, 1913-1942, 15 cm (c.50, c.53)

Constitution in typescript for 1913-1914, and a few letters and programmes.

Photographs, 1920-1938 (See Photography Inventory)

Group photographs of members and Faculty advisor Stephen Leacock at various occasions from 1920-1938.

**POPULAR STUDENT FRONT, 1973**Programme, 1973, 2 pp (c.62)

A draft programme of the Popular Student Front for the Students' Society election in 1973.

**POST-GRADUATE STUDENTS' SOCIETY, 1968-1975**Gauthier Commission, 1970, 1971, 2 cm (c.50)

Response of the Post-Graduate Students' Society to the Gauthier Commission questionnaire, with related memoranda.

Publications, 1968-1975, 10 cm (Printed Collection)

Handbook for postgraduate students (ca 1969-1975) and several issues of the newsletter The McGill Martlet, as well as published minutes, reports and posters.

**RED AND WHITE REVUE, 1924-ca 1980**

This student group has staged variety shows since ca 1924. The 1957 production "My Fur Lady" went on national tour after its success at McGill.

Production Records, 1968-1973, 10 cm (c.53)

These include programmes, scripts and posters. Listed.

Scrapbooks, 1957, 1982, 10 cm

These are scrapbooks and other memorabilia of My Fur Lady, assembled by Lorne Gales of the Graduates' Society. Included is material arising from the My Fur Lady reunion in 1982.

Programmes, 1924-ca 1980, 10 cm (Printed Collection)

**RETURNED UNDERGRADUATES ASSOCIATION, 1919-1920**

This organization was formed to foster the interests of students who had served in the armed forces during the First World War.

Minute Book, 1919-1920, 1 cm (c.2)

The minutes record resolutions on various matters of concern to veteran students, especially financial aid, and summarize several addresses made to the Association.

**ROYAL VICTORIA COLLEGE, 1951-1975**

R.V.C., 1951-1975 (gaps), 10 cm (Printed Collection)

A student annual, the R.V.C. contains photographs and addresses of students as well as informal photographs of college life.

**SCARLET KEY SOCIETY, 1926-1940**

The Scarlet Key Society is an honorary society of members chosen from various faculties and University societies. A major function of the Society is to welcome and assist visitors to the University.

Minute Books, 1926-1940, 2 vols, 3 cm (c.2-c.3)

The minutes deal with activities at functions such as class reunions, dances, and sports events, as well as membership elections, amendments to the constitution and proposed policies. Included is a copy of the constitution. Included in the volume for 1934-1940 are programmes of annual dinners and a small amount of correspondence.

**STUDENTS' READING ROOM COMMITTEE, 1879-1893**

Minute Books, 1879-1893, 2 vols, 4 cm (c.50)

Besides minutes of meetings of the Committee of Management of the Students' Reading Room, there is a copy of the constitution, printed rules and regulations and lists of Secretaries. The first volume contains a few letters.

**STUDENTS' SOCIETY, 1879-1982**

The chief centre of student government and activity, the Students' Society of McGill University was founded in 1908, replacing the Alma Mater Society, its 19th century predecessor. While its activities and authority have varied over the years, The Society

has now grown into a body representing the students in every aspect of the administration of the University. Information on the Students' Society is given in the Student Handbooks.

#### **Administrative Records, 1908-1970**

Minute Books of the Students' Society, 1909-1910, 1917-1935, 2 vols, 6 cm (c.1)

Generally brief minutes deal with student government, resolutions on various subjects such as status of C.O.T.C in 1919, amendments to Student Society's constitution, and the administration of the McGill Daily. Listed.

Minute Books of the Students' Council, 1908-1910, 1916-1954, 1967-1975, m 2 m (c.1, c.54-c.59)

These are detailed minutes of the Student Society's executive body, and relate to constitutional amendments, reports of various committees, university societies, administration of the McGill Union's building and services, the McGill Daily, and student social regulations. Partially listed.

General Administrative Records of the Students' Society, ca 1945-1970, 10.5 m (c.8-c.39, c.60-c.61)

These records include financial statements, cheques, receipts, bills, correspondence with internal and external groups, reports, social events, upkeep of the Union building and various subject files. The arrangement is roughly chronological. Listed.

#### **Administrative Records of the McGill Union, 1907-1962**

A Student's Union Building was opened in 1907, the gift of Sir William Macdonald. A new Student's Union Building was erected in 1965. These records relate mainly to the administration and use of the Union Building.

Minute Books of the Advisory Board of the Union, 1906-1919, 3 vols, 4 cm (c.2)

Some minutes of the Advisory Board are also found in the combined minute book of the Finance, Housing and Reading Room Committees.

Minute Book of the House Committee, 1916-1939, 1 vol, 3 cm (c.2)

Minute Book of the Finance, Advisory, Housing and Reading Room Committees, 1906-1916, 1 vol, 3 cm (c.2)

This combines the minutes of several committees in one volume.

Accounting Records, ca 1930-1962, 1 m (c.3-c.7)

These include copies of cheques, receipts, and various account journals and ledgers.

#### **Publications**

Old McGill, 1898-1981, 4 m (Reading Room and Printed Collection)

The Old McGill is the official publication of the graduating class and provides photographs of graduating classes and individuals, often with biographical details. There are also photographs of sports team and societies with accompanying articles, as well

as class histories and coverage of campus social events.

McGill Student Handbook, 1890, 1909-1911, 1913, 1923-1982, 30 cm (Printed Collection)

The student handbook was issued by the McGill YMCA and the Student Christian Movement until 1924 and the Students' Society from 1925. The handbook contains messages from the Principal and others, information about residences, lodging, fraternities, rules, university societies (officers' names given), sports and social activity. Included are notices of churches and commercial advertisements.

McGill University Song Books, 1879-ca 1940, 12 cm (Printed Collection)

These contain songs specifically written for McGill as well as songs written generally for students.

### **STUDENT VETERANS' SOCIETY**

History, ca 1945 (c.50)

A short history and statement of the purposes of the Society.

## R.G. 76: ASSOCIATIONS OF MCGILL GRADUATES

### ALUMNAE SOCIETY, 1895-1974

In 1889 the first eight women to earn degrees at McGill formed the Mu Teta Society and in 1890 the name was changed to the Alumnae Society of McGill University. The Society's original intention was to maintain close contact between former classmates and to provide assistance to McGill women students. Its objectives have expanded to include educational and social service activities for the Montreal community. The Alumnae Society has continued to accomplish these objectives through the work of its various committees which have given support to special projects at times, such as the University Settlement, the Montreal Children's Library and the St. Anne's Military Hospital Library. Throughout the Society's life, it has maintained close connections with Royal Victoria College and is affiliated with the Canadian Federation of University Women and with the local Montreal Council of Women. Today, the Alumnae Society forms the largest branch and club of the Graduates' Society.

### ADMINISTRATIVE RECORDS, 1895-1974

Minute Books, 1901-1969, 50 cm (c.4, c.26, c.88)

There are three series of minute books: the Alumnae Society, 1901-1943, 1958-1967; the Executive Committee, 1921-1931, 1933-1949; and the Board of Directors, 1949-1969.

General Administrative Records, 1895-1974, 3 m (c.1-c.8, c.88)

The records fall into five main sub-series: legal, administrative, activities, correspondence and materials relating to the Canadian Federation of University Women and the local Montreal Council of Women. The legal records include the Society's constitution and by-laws, as well as papers concerning its incorporation, 1926-1967. The administrative series, which constitutes the greater portion of the collection, contains annual reports, agendas and minutes of meetings, financial statements and budgets, and membership lists, 1900-1973. The activities' series includes materials which reflect the committee work of the Alumnae, such as reunions and anniversaries, reports and speeches, as well as activity programmes, and represents a sizeable proportion of the collection, 1895-1974. Both incoming and outgoing correspondence 1900-1973, dealing mostly with administrative matters, is present in the collection. Reports and meetings of the Canadian Federation of University Women and the local Montreal Council of Women are also included in this collection, 1923-1973. The greater portion of this material is post-1920. A finding aid is available.

McGill Women Graduates' Society, Vancouver, 1926-1956, 6 cm (c.9)

Included are minutes of meetings, annual reports and correspondence.

### GRADUATES' SOCIETY, 1853-1980

Incorporated in 1880, the Graduates' Society grew out of a literary society formed in 1857. It represents past students and holders of degrees and diplomas from McGill. Since 1980, five representatives of this Society are elected to the Board of Governors. The Graduates' Society organizes class reunions and similar events, publishes the McGill News and operates the Alma Mater Fund under the direction of the McGill Fund Office. The branches of the Society are: the Young Alumni, the McGill Society of Montreal,

the Alumnae Society of McGill University, and the Macdonald Branch of the Graduates' Society. There are many regional branches of the Graduates' Society in various cities of the world. Scrapbooks assembled by Lorne Gales of the Graduates' Society about the revue My Fur Lady will be found with Red and White Revue in R.G. 75. The Society was originally responsible for much of the University's fund raising and records of various campaigns are included here. Fund raising is now the responsibility of the Development Office, R.G. 17. Other fund raising records will be found in R.G. 83; Project and Occasional Offices and the John W. Ross Papers, M.G. 4068. A paper on the origins of the Graduates' Society by Faith Wallis is in the Archives office Information Files (99-1 GSM).

### **ADMINISTRATIVE RECORDS, 1853-1980**

Act of Incorporation and By-laws, Graduates' Society, 1895, 4 cm (Printed Collection)

Minutes of Meetings, 1870-1978, 1 m (c.9-c.16, c.28)

Minutes were kept by various bodies of the Society. There is a minute book of the Graduates' Society's predecessor, the University Society, 1870-1901 as well as minutes of the Graduates' Society, 1896-ca 1970 (gaps). Intermixed are the minutes of the annual meetings and those of the Executive Committee. The minutes record the names of members present, finances, by-laws, activities, policies and recommendations on such subjects as military training, and the administration of a library fund. Minutes of various committees were also maintained, sometimes separately, sometimes intermixed. These include the Endowment Fund Committee, 1922-1959; the Gymnasium Committee, 1931-1935; the Reunion Committee, 1920s; and the Executive Committee, 1966-1975. Partially listed.

General Administrative Records, ca 1853-1980, 2 m (c.9, c.15-c.17, c.20-c.22, c.25, c.27-c.28)

A large portion of the records are those of the chief officer of the Graduates' Society Lorne Gales who was the Director of both the Graduates' Society and the McGill Fund Council as well as other fund raising drives in the 1960s and 1970s. There is some intermixture of records reflecting Gales' dual activities. There is correspondence with graduates, local branches of the Society, McGill departments, and external organizations about fund-raising, reunions, budgets, scholarships, publicity, and other activities, ca 1935-1975. Other records, include annual reports, minutes, correspondence, and financial records assembled by the Secretary and Treasurer of the Society, a record of income and expenses, 1917-1922, and a membership roll, 1914-1917 (c.15). Partially listed.

Records of Reunions and Special Events, 1921-1973, 20 cm (c.9, c.24)

A scrapbook documents the Graduates' celebration of the University's centennial, 1921 and there are a few announcements and programmes related to events sponsored by the Society. The bulk of the material on reunions, and similar events, however, will be found among the general records of the Directors.

War Memorial Records, 1945-1950, 2 cm (c.9)

In addition to a list of McGill men killed on active service 1939-1945, there is a file of memoranda related to the planning of an addition to the University gymnasium as a war memorial.

Scrapbooks and Clippings, 1933-1964, (c.18-c.19, c.23)

There are four scrapbooks: 1933-1951, 1945-1957, 1946-1949, 1947-1948, and a box of newspaper clippings, 1964 about McGill University and McGill graduates. One scrapbook concerns the War Memorial (c.19).

### **RECORDS OF FUND RAISING CAMPAIGNS, 1920-1970**

Office of Executive Director, Graduates' Society, ca 1950-ca 1970,  
11 m (c.29-34, c.35, c.59-c.50, c.57-c.83)

This series consists chiefly of the correspondence of C.T. Medlar, Secretary to the McGill Fund Raising Committee, 1953-1960, and of Lorne Gales, Executive Director of the Graduates' Society 1948-1960, 1964-1973. Most of the correspondence concerns fund raising for such annual campaigns as the Alma Mater Fund, although there are also files on class reunions, internal memoranda to McGill departments, minutes of meeting of the Board of Directors of the Graduates' Society and minutes of Annual Meetings of the Graduates' Society. The fund raising records include copies of correspondence to both donors and prospective donors from the Chancellor and the Principal. There is a large amount of correspondence with local branches of the Graduates' Society and with individual and corporate donors. Arranged by subject or name, the order is not strictly alphabetical. Listed.

Centennial Endowment, 1920-1943, 1.5 m (c.40-c.43, c.45-c.48, c.51-c.56, c.86)

This series includes correspondence of the Secretary and of the Chairman of the Executive Committee of the Graduates' Society with prospective donors, companies, graduates, and with campaign workers. There are also lists of campaign workers, memoranda about sums received, lists of subscribers, a ledger of campaign expenses, three cash books giving names and addresses of donors, amounts pledged and paid (c.43), and a scrapbook of newspaper clippings, 1920-1926 (c.55). Most of the records cover ca 1920-1925, and are arranged alphabetically.

Graduates' Endowment Fund, 1923-1931, 3 vols (c.137)

Three volumes of day books contain subscription entries and other financial information. The funds were raised through the Graduates' Society. Listed.

Gymnasium Armoury Fund Campaign, 1936-1948, approx. 30 cm (c.17)

Correspondence of the Graduates' Society with contributors in Canada and the United States. Arranged alphabetically by area and listed.

War Memorial Fund, 1945-1948, approx. 2 m (c.35-c.39)

This fund was coordinated through the Graduates' Society. The records include reports, minutes of meetings of the fund raising committee, estimates, financial statements, canvasser's kit and correspondence arranged geographically. There is some correspondence raised by the President of the Graduates' Society. Listed.

McGill Fund Campaign, 1948-1962, 30 cm (c.36)

Correspondence, canvassing lists, minutes of canvassers' meetings and of the 1956 Fund Management Committee created by J.A. Fuller of the Board of Governors. Most of the records date from 1956-1957. Listed.

Publications, 1900- (Printed Collection)



Brochures describing the goals of various fund raising programmes.

### **DIRECTOR OF PUBLIC RELATIONS, 1959-1963**

The Director of Public Relations, Graduates' Society, was the forerunner of the McGill Public Relations Office (see R.G. 49). From 1956 to 1963 the Editor of the McGill News, A.A. Tunis was also Director of Public Relations.

#### General Administrative REcords, 1959-1963, 2.5 cm (c.86)

These contain correspondence, press releases, programmes and some biographical notes on graduates. Listed.

### **McGILL NEWS, 1902-1963**

Published by the Graduates' Society, the McGill News generally has appeared four times a year. Besides reports of campus activities and news items about graduates and McGill staff members, it often contains articles of general interest on a variety of subjects.

#### Administrative Records, 1902-1963, 50 cm (c.85-c.86)

These include the minutes of the Editorial Board, 1957-1963, correspondence, press releases, information files and sundry reports and items for publication. Listed.

#### The McGill News, 1919-Date, 75 cm (Printed Collection)

Published by the Graduates' Society, the McGill News contains articles on subjects of general and McGill interest and news of campus events and graduates' activities. Copies are in the Reading room. There are also newsclippings prepared for use by the McGill News in 1964 (c.23). Many original photographs published in the McGill News have been integrated to the Photograph Inventory. The McGill News is indexed by author and subject.

### **LOCAL BRANCHES OF THE GRADUATES SOCIETY, 1890-1975**

#### Records of Local Branches, 1890-1975, 20 cm (c.22, c.26)

The small series of local branch records include the treasurer's ledger book for the McGill Graduate Society of British Columbia, 1911; a microfilm copy of the minutes of meetings of the Victoria and District branch, 1920-1972; and minutes and records of the Ottawa Valley Graduate Society, 1890-1939.

### **LAW GRADUATES' ASSOCIATION, 1962-1975**

The association was formed in 1962 and appears to have been inactive since about 1975.

#### Administrative Records, 1962-1974, 6 cm (c.9)

The records include by-laws, agenda and minutes of meetings.

### **GRADUATES' ATHLETIC CLUB, 1935-1946**

This club appears to have functioned between 1935 and 1946.

Administrative Records, 1935-1946, 3 cm (c.17)

The records contain minutes of meetings and annual reports.

## R.G. 77: STAFF ORGANIZATIONS

Grouped here are organizations of McGill Staff Members formed for professional or social purposes.

### McGILL ASSOCIATION OF UNIVERSITY TEACHERS, 1942-1973

Formed in 1950, the M.A.U.T. is a staff association, representing the interests of McGill academic staff. It holds discussions with the University's administration on salaries, benefits, tenure procedures, and other questions.

#### Administrative Records, 1951-1973, 30 cm (c.1-c.3) RESTRICTED

One series of correspondence, reports, and newsclippings from other universities, government agencies, and the Canadian Association of University Teachers documents comparative teaching salaries. There are also briefs, memoranda, and reports on tenure, retirement, pension and life insurance. As well, there are minutes of meetings of the M.A.U.T. Council, 1951-1967; and M.A.U.T. correspondence, 1953-1966. There are also files on fringe benefits, grievances, and the C.A.U.T., and the brief to the Jordan Commission, 1956.

#### Publications, 1961-1972

1. Newsletters, 1961-1972, 1 cm (c.2)
2. Did you Know?, 1971-1972, 1 cm (c.2)

This publication prepared by Prof. B. Haskel informed members of M.A.U.T.'s activities and services.

### McGILL UNIVERSITY NON-ACADEMIC STAFF ASSOCIATION, 1973-

M.U.N.A.S.A. was founded in 1972 as a staff organization. Membership is optional and open to administrative staff and others who do not come under the categories of unionized employees or academic staff. M.U.N.A.S.A. conducts discussions with the administration on salaries, benefits, and working conditions. The organization also sponsors various social events for its members.

#### Constitution, 1973, 1 cm (c.3)

Preliminary draft of the M.U.N.A.S.A. constitution.

#### The MUNASAN 1974-Date, 10 cm (Printed Collection)

This newsletter contains articles on salary policies and other current issues as well as social events and personnel items.

**NATIONAL UNION OF MCGILL OFFICE TECHNICAL AND LIBRARY EMPLOYEES, 1975**

N.U.M.O.T.L.E. was set up in 1975 as an organization representing the interests of technicians and library employees who did not have professional library degrees. The section it represented is now represented by M.U.N.A.S.A.

Newsletters, ca. 1975 (See Printed Collection)

## R.G. 78: FACULTY CLUB

The Faculty Club was formed in 1923 with the assistance of the Board of Governors. Its first premises were on University Street and many of the academic staff became members. In 1935 the club moved to its present location in the Baumgarten house on McTavish street, former home of Sir Arthur Currie. At this time, membership was expanded to include women. Until the 1960s, a few male staff members boarded in the club. In the 1970's, many non-academic staff were made eligible for membership. The facilities now offered by the club include three dining rooms, two bar lounges, a reading room, a billiard room, drawing rooms and dining rooms with catering services for private luncheons and special events such as lectures and receptions. A short history was published in 1975: Carman Miller, ed., A History of the Faculty Club (McGill-Queen's University Press). Correspondence, memoranda and drafts relating to this history are found in the Carman Miller Papers, M.G. 3072.

### FACULTY CLUB COUNCIL, 1923-1967

The Council is the governing body of the Club. While there is occasionally some overlap in functions between the Council and the House Committee (e.g., both discuss food services), the Council handles major financial and administrative decisions.

Minutes of the Faculty Club Council, 1923-1967, 15 cm (c.1-c.2)

The minutes deal with finances, major club regulations and policies, pensions for club staff and similar matters. There are also statistics on memberships. Interfiled are minutes of the Annual General Meeting, composed of Council and members. Arranged chronologically and interfiled with House Committee minutes from 1942 onwards.

### COMMITTEES, 1940-1959

Minutes of the House Committee 1940-1959, 15 cm (c.1-c.2)

The House Committee is a standing committee responsible for the physical structure of the Club building. At times, it has been involved in the day to day running of the Club. Included and interfiled are statements of income and expenditures, treasurer's and membership reports, election announcements, and a small amount of correspondence. The minutes record decisions about house rules, furnishings, and club staff members. Arranged chronologically and interfiled with Council minutes from 1942 onwards.

### ADMINISTRATIVE RECORDS, 1923-1960

Regulations, ca 1935-1960, 2 cm (c.1)

Small book of regulations, probably drawn up by or for the club's manager in the mid-1940s with policies on staff, telephones and food services. It also contains a draft for rules, ca 1935 and proposed constitution, 1960.

Members' Ledger Cards, ca 1938-ca 1950, 25 cm (c.2)

These give members names and amounts owed. Not in alphabetical or chronological order.

Rental Records, 1944-1959, 1 vol, 2 cm (c.1)

One rent book giving member's name along with the room or garage rent owed monthly.

Membership Records, 1923-1924, 25 m (c.1)

These are xerox copies of applications for life memberships.

Visitors' Register 1936-1938, 1 cm (c.1)

Gives date, name of member, name of visitor and address of visitor.

**PUBLISHED MATERIALS, 1924-1983**

Constitutions and Club Rules, ca 1924-1982, 1 cm (c.1)

The Club has had several constitutions and changes in club and membership rules, the most recent being in 1982.

News from the Faculty Club, 19--? -1983

The Club publishes a periodical, generally monthly, announcing special events, new policies and services available. Not listed. Incomplete.

## R.G. 82: PROJECT AND OCCASIONAL OFFICES

This Record Group brings together the records of offices which were established temporarily for a special or particular purpose.

### BURNEY PROJECT, 1962-

The Burney Project is the result of McGill English professor Joyce Hemlow's main research interest: the novelist and diarist Fanny Burney. In 1958 she published a biography, The History of Fanny Burney, and in 1971, A Catalogue of the Burney Family Correspondence. Since 1962, Hemlow has headed a large research project to edit The Journals and Letters of Fanny Burney (Madame D'Arblay), 1791-1840 (Oxford, 1972-). Hemlow's private papers are in M.G. 1046.

Originals and printed materials, 1962-1980, 8 m (c.14-c.39)

The records of the Burney Project commence in 1962. They comprise administrative correspondence relating to the funding of the project, the location of Burney materials in various libraries, the solution of research problems, and the publication of the volumes by Oxford University Press, and include the financial records of the project. There are transcripts of the Burney letters and journals, typed drafts, and galley proofs for the first nine volumes, as well as index cards for Burney letters in the Berg Collection in New York.

### HISTORY OF MCGILL PROJECT, 1975-

In 1974 the Board of Governors established the History of McGill Project and appointed former Vice-Principal Stanley Brice Frost as Director. The object of the project was a two-volume history of the University. The first volume was published in 1980; the second in 1984. These and other publications on the history of McGill will be found in the Reading Room. In 1975 Frost initiated the James McGill Society (M.G. 2071).

#### Publications

S.B. Frost, McGill University: For the Advancement of Learning, Volume I 1801-1895, Volume II 1895-1971 (McGill-Queen's University Press, Montreal, 1980, 1984)

The first volume covers the history of McGill from the Act of 1801 establishing the Royal Institution for the Advancement of Learning to the end of the Long Principalship of Sir William Dawson. The second volume concentrates on the Principalships of Sir William Peterson, Sir Arthur Currie and F. Cyril James, and the rapid development, diversification and change which McGill underwent after 1945. The book deals with administrative and financial matters as well as academic and student activities.

### FINANCIAL CAMPAIGNS, 1881-1944

This series includes the records of financial campaigns which were promoted either by private individuals or by a special office of the University. Ordinary fund raising was conducted by the Graduates' Society until 1975 when the Development Office was set up (R.G.76, R.G.17).

New Endowment Fund, 1881, 11 pp (c.13)

Report of a meeting of Montreal citizens held on 13 October 1881 and printed to publicize the endowment fund.

McGill Relief Fund, ca 1907, 2 pp (c.13)

Appeal for funds to help repair the Engineering and Medical Buildings, which burned in 1907.

Special Five Million Dollar Fund, 1943-1944, 5 cm (c.44)

This campaign was headed by J.W. McConnell of the Board of Governors, and was aimed at business entities and not individual graduates. The record consists of minutes of a planning meeting, 8 October 1943; progress reports, and photocopies of covering letters and cheques from corporations.

### **WAR RECORDS OFFICE, 1916-1949**

The War Records office was set up by the Board of Governors and the Principal in January 1942 to compile records of the war effort of McGill students and staff, past and present in all branches of armed and civilian war services. Robert Collier Fetherstonhaugh (1892-1949) was appointed custodian of the records. After the First World War he had written histories of various Canadian army units; during the Second World War he edited news columns about the activities of McGill-staff and graduates. In May 1946 the War Records office closed and in the same year the University granted Fetherstonhaugh the honorary degree of LL.D. Fetherstonhaugh was appointed to prepare a book based on the war records which was published in 1947: McGill University at War 1914-1918; 1939-1945. An account of the establishment of the War Records Office is contained in the McGill News (Spring 1942), Vol 23, no. 3.

War Records, 1916-1948, 3.8 m (c.1-c.12)

The greater portion of this collection consists of files arranged alphabetically on individual students, graduates, and staff members of McGill who served during World War II. These files contain newspaper clippings, correspondence, and photographs, 1942-1945. There is also a card index of all who served during the war. As well, there are lists of honours, awards, prisoners of war, killed and missing, 1943-1945. Other files in the collection include: correspondence and newspaper clippings concerning the McGill War Memorial Campaign, 1947-1949; R.C. Fetherstonhaugh's account book of income and expenditures, and some vouchers, 1942-1946; correspondence, memoranda, invoices, reviews, and newspaper clippings, 1947-1948, concerning McGill University at War, 1914-1918; 1939-1945; and copies of correspondence from Capt. Talbot M. Papineau to Henri Bourassa, 1916-1917.



**R.G. 83: CAMPUS EVENTS AND OFFICE OF CONFERENCES AND SPECIAL EVENTS**

This Record Group brings together the records of one-time University events, especially those which were not clearly the responsibility or creation of a single University body. Included are programmes and announcements of such events as the official opening of buildings, University dinners and Royal Visits. These materials are usually printed and are arranged in chronological order. In addition, the records of the Office of Conferences and Special Events are included here. This Office was set up to arrange and coordinate the use of University facilities and services for meetings, conferences and other functions which are not part of the regular academic programmes of the University. Campus events are also documented in almost all the Record Groups in this inventory and especially in Record Group 49, Public Relations.

**CAMPUS EVENTS, 1862-**

Only a representative sampling is provided here, other events may be traced if their approximate dates are known. These materials are all in the Printed Collection.

**1862**

Proceedings at the Inauguration of the William Molson Hall, 10 October 1862, 1 cm

Report of proceedings with speeches.

**1876**

Founder's Festival, 10 November 1876

Concert programme

**1878**

Visit of H.E. The Governor General and H.R.H. The Princess Louise, 30 November 1878

Ribbon.

**1882**

University Dinner, 2 May 1882

Menu

**1893**

Macdonald Engineering and Physics Buildings, Official Opening, 24 February 1893, 1 cm

Booklet about the building.

Redpath Library, Official Opening, 31 October 1893, 1 cm

Booklet about the building.

**1974**

McGill Colloquium on Judaism and Human Rights, 21-23 April 1974, 3 cm

Papers

**1976**

International Conference on Trends in Industrial and Labour Relations,  
24-28 May 1976, 3 cm

Papers

McGill Bicentennial Hume Congress, 29 September-3 October 1976, 6 cm

Papers.

**CONFERENCE AND SPECIAL EVENTS OFFICE, 1971-1972**

Administrative Records, 1971-1972, 1 m (c.1-c.3)

The Learned Societies met at McGill in 1972, and these records include registration lists; arrangements for the programme; questionnaires; files on hotels, tours and tourist attractions; as well as the minutes and working papers of the Working Group of the Learned Societies' Conference.

#### R.G. 84: TEACHING AND RESEARCH PROGRAMMES AND INSTITUTES

This Record Group has been established to bring together the records of various special institutes, projects, programmes for which the University has responsibility.

##### **BOTANICAL GARDENS (MCGILL), 1885-1894**

The Montreal Botanic Garden Association was formed in 1885 with D.P. Penhallow of McGill as director and Henry S. Evans as secretary. However, the inability to procure a suitable site caused the Association to cease work at the end of its second year. In 1890 McGill leased nine acres on Côte des Neiges just south of The Boulevard and with Penhallow's help organized a Botanical Garden for use of students and the general public. The Gardens appear to have ceased to exist about 1901.

Register of Exchanges and Donations, 1886, 1890-1894, 1 vol, 3 cm (c.50)

The register includes both the Montreal Botanic Garden and the McGill Botanic Garden. There is a partial index.

Reports, 1885-1886, 2 vols, 5 mm (c.50)

These include the First Annual Report of the Montreal Botanic Garden, 1885, and a reprint of articles by Penhallow "On the Establishment of a Botanic Garden and Arboretum in Montreal", 1885.

##### **BRACE RESEARCH INSTITUTE, 1961-**

This institute was established in 1961 as a result of a bequest of Major James Henry Brace, a Montreal consulting engineer. The purpose of the bequest is to fund research for the development of technologies suitable for desert or arid regions. The Institute has been especially concerned with the utilization of solar and wind energy and the processes of desalinization.

Reports and Publications, 1961-1980, 50 cm (Printed Collection)

This series includes an incomplete run of annual reports: 1961-1970, 1976-1979; and technical reports and practical manuals published by the Institute.

##### **INSTITUTE OF ISLAMIC STUDIES, 1947-**

The Institute of Islamic Studies was created in 1952, with the help of a Rockefeller grant. Concerned with the study of all aspects of Islamic civilization, the programme concentrates on the origins of the Islamic tradition, the changes through which it has passed and the evolution it is currently experiencing.

##### **Directors**

1950-1962	W.C. Smith
1962-1982	Charles J. Adams
1982-	Donald P. Little

Director's Records, 1947-1973, 7 m (c.61-c.67, c.69-c.80)

The records of Directors Wilfred Cantwell Smith and Charles J. Adams contain correspondence concerning the Institute, the University, national and international matters.

Financial Records, 1951-1968, 30 cm (c.68)

Statements and correspondence concerning accounts.

Examinations, 1966, 2 cm (c.69)

Examination question papers.

**MARINE SCIENCE CENTRE, 1963-**

The Centre, established in 1963, is interdepartmental in scope, emphasizing the interdisciplinary nature of the science of Oceanography. Opportunities for field work exist in the Arctic, the Gulf of St. Lawrence, the Canadian eastern seaboard, and at the Bellairs Research Institute in Barbados. Special research interests include the physics of sea ice, the energy exchange between atmosphere and hydrosphere, marine climatology, the dynamics of sea water, marine bacteria, growth and life cycles of marine organisms, marine productivity, marine biogeography and sedimentation.

Gulf of St. Lawrence Project Records, 1968-1971, 5 m (c.84-c.94)

Research data from the International Biological Programme, Gulf of St. Lawrence Project.

**MONT ST-HILAIRE, 1959-**

Mont St-Hilaire was left to McGill University in 1959 by Brigadier A. Hamilton Gault, D.S.O., (1882-1958) as a memorial to his father A.F. Gault, sometime governor of McGill. The estate of over 900 hectares contains seven peaks, virgin forests and a primeval alpine lake. It has been developed as a scientific research centre with controlled recreational use. Bernard D. Huot has written "The History of Mont St-Hilaire as a part of the Royal Institution for the Advancement of Learning (McGill University)", (Typed, 1976).

General Administrative Records, 1959-1970 (c.1)

Correspondence, minutes, development proposals gathered by the chairman of the Board of Management, Gault Estate, F.S. Howes.

**MCGILL CENTRE FOR NORTHERN STUDIES AND RESEARCH, 1960-**

The Centre has as its mandate the initiation, encouragement and coordination of northern research, education and training. It is strongly committed to the development of interdisciplinary teaching and research. The Centre facilitates the exchange of information among those engaged in northern studies and research, maintains records of all related activities in the University, provides information on the University's capacity to undertake northern research, and prepares and assists others in the preparation of research proposals and the assembling of teams. It is particularly active in programmes for the training of northern natives.

Records of the Director, 1960-1977, 2.5 m (c.51-c.59)

These files of the Director, Fritz Muller include general administrative correspondence and correspondence about research projects; research reports, records and data; off-prints and research papers; and some student papers and correspondence.

Library Records (See Microfilm Inventory)

Microfilms of the Centre's printed holdings as of 1976.

**SPACE RESEARCH INSTITUTE, 1962-1964**

This Institute, established in 1964, was concerned with engineering and scientific research in the upper atmosphere and space. It maintained experimental facilities at Highwater, Quebec and a launching site in Barbados. It was responsible for the High Altitude Research Project (HARP). The Institute was disbanded in 1967 and transformed into a private company.

H.A.R.P. Reports, 1962-1964, 5 cm (Printed Collection)

These records include a Description and Status Report (1962) along with launching and firing programme reports.

**McGILL SUB-ARCTIC RESEARCH LABORATORY, 1954-**

This laboratory at Schefferville, Quebec in the centre of the Labrador-Ungava Peninsula was opened on 1 October 1954 under the first director, F.K. Hare. It provides facilities for research in most aspects of the environment and especially the climate.

**Directors**

1954-1959	F.K. Hare
1957-1959	J.D. Ives
1960-1963	W.G. Mattox
1963-1965	P.W. Adams
1966	B.F. Findlay
1967-1970	B. Thom
1971-1978	F.H. Nicholson
1978-1980	J. Drake
1980-	T. Moore

General Administrative Records, 1954-1979, 16 m (c.6-c.49)

This series includes the directors' correspondence, personnel and student files, financial records, research data and reports, M.S.A.R.P. files, company files and library records. Listed.

### R.G. 90: AFFILIATED EDUCATIONAL INSTITUTIONS

Various educational institutions have been affiliated to McGill University. The High School of Montreal, founded in 1843, became the High School Department of McGill College from 1852 until 1869 when it was turned over to the Protestant School Board. (See M.G. 1060 and R.G. 6: Office of the Comptroller; Banking Records, c.347).

Several Anglophone Quebec colleges were affiliated with the University: St-Francis College at Richmond from 1858 to 1900; Morrin College at Quebec City from 1864 to 1900; and Stanstead College at Stanstead from 1889 to 1907.

Four Montreal theological colleges became affiliated to McGill: the Congregational in 1865, the Presbyterian in 1867, the Methodist in 1879, and the Anglican in 1880. In 1925 the Congregational, Methodist and Presbyterian Colleges joined to form the United Theological College while non-Union Presbyterians maintained their own College. In 1948 the United Theological College and the Anglican Diocesan College, the Joint Board of the Theological Colleges and McGill University came to an agreement whereby the Faculty of Divinity, now Religious Studies, was established (See R.G. 34). Later, the Presbyterian College joined the Faculty of Divinity. While they are connected to the Faculty of Divinity, the theological colleges maintain separate corporate identities. Some records of the United Theological College, ca 1925-1971 are among the United Church Collection at McGill Archives (M.G. 2056).

Beyond the province of Quebec, Vancouver College and Victoria College in British Columbia and Alberta College in Edmonton, Alberta were affiliated to McGill in the early 1900s until they expanded into major institutions. In addition, various schools throughout Canada were affiliated to the extent that they prepared students for McGill University standard entrance examinations. Correspondence relating to affiliations will be found in R.G. 2: Principal, R.G. 4: R.I.A.L. and Board of Governors, R.G. 7: Registrar and R.G. 32: Arts and Science. The Registers of Entrance and of Matriculation Examinations in R.G. 7 and R.G. 32 include students from the various affiliated schools and colleges.

#### MORRIN COLLEGE, 1862-1918

Morrin College was established in Quebec City in 1864. For information on its development, consult an article on Morrin College in the McGill News (Sept. 1930), pp.12-14 and Laura Bancroft, "Morrin College: an historical and sociological study" B.A. Thesis (Laval 1950).

#### Administrative Records, 1879-1918 (See Microfilm Inventory)

These records consist of a minute book of 1879-1968, and various financial statements, 1896-1934.

#### Legal Records, 1862-1863 (See Microfilm Inventory)

Quebec Deed of Trust and Act of Incorporation, 1862-1863.

#### Historical, 1963, (Morin College Information File)

Photocopies of notes on the affiliation of Morrin College and McGill University made by Dean Hare, Faculty of Arts and Science.

## R.G. 95: ROYAL VICTORIA HOSPITAL

The Royal Victoria Hospital, Montreal, was opened in 1893. It is affiliated to McGill University as a teaching hospital and the two institutions share many staff members. The Royal Victoria Hospital inherited the functions and various records of the University Lying-In Hospital, which opened in 1843, became known as the Montreal Maternity Hospital in 1887 and became part of R.V.H. in 1926. A history of the Hospital is provided by Sclater Lewis: Royal Victoria Hospital 1887-1947 (Montreal, 1969) and some historical notes are to be found in the D. Sclater Lewis Papers, M.G. 2030. Access to personal data is restricted.

### ROYAL VICTORIA HOSPITAL, 1887-1971

#### Administrative Records, 1887-1971

##### Accounting Records, 1889-1926, 6 cm (c.243)

These consist of an account book, arranged chronologically, recording a variety of financial transactions from excavating and furnishing costs in the early years of the Hospital to endowment income and purchase of bonds in the 1920's.

##### Staff Records, 1893-1969, 5 cm (c.182, c.244-c.245, c.379-c.380, c.402) PARTS RESTRICTED

Two registers give the signature, address, date of appointment, and service assigned of staff physicians, 1926-1969, while a detailed questionnaire of taken in 1965 provides a survey of war service by R.V.H. staff. There is also a register of nurses ca 1893-1898 (c.402).

##### Committee Records, 1964-1971, 8 cm (c.343, c.346-c.350)

Correspondence and memoranda of two committees concerned with record-keeping: the Archives Committee, 1964, 1967, and the Medical Records Committee, 1969-1971.

##### Physical Plant of R.V.H., 1887-1963, 10 cm (c.372-c.373, c.381)

There are various original plans of the Hospital by the firm of H. Saxon Snell, ca 1887-1890, as well as correspondence and a photograph album documenting the installation of a cobalt beam unit in 1955.

#### Medical Records, 1894-1963

##### Medical Registers, 1894-1963, 3 m (c.246-c.286, c.288-c.291, c.413) RESTRICTED

These series of registers give varying degrees of information about patients: name, date and disease are always recorded, while the more detailed series, such as the general Register of Patients, 1895-1920, gives age, sex, marital status, number of children, birthplace, occupation, religion, whether paying or free, name of doctor, address of friends, and whether cured. In addition to the Register of Patients, there are series of Medical, Surgical, Operations, Gynaecological and Urological registers.

##### Case Books, 1895-1940, 17 m (c.1-c.86, c.93-c.94, c.98-c.173, c.287, c.292-c.341, c.351-c.371, c.377, c.415-c.416) RESTRICTED

These records documenting the medical treatment of individual patients are in the form

of bound volumes, usually devoting 2 or 4 pages to each case. The patient's name, case number, address, and doctor are usually given. There is often a medical history, with a detailed diagnosis and record of treatment prescribed. Most case books contain between 50 and 100 cases; the arrangement is nearly always by case number, which is also chronological. Among others, there are case books devoted to specific diseases, 1895-1938 and a series of surgical case books, 1894-1895 and two large nearly complete series: Gynaecological case books, 1902-1914 (c.1-c.86, c.98-c.112) and Obstetric case books 1936-1940 (c.113-c.173). There is also a series of Operation Records, 1901-1913 (c.351-c.358).

#### OSLER LIBRARY

Medical Records, 1929-1943, 1950-1960,  
(Acc. 436,563)

These include case records, principally of pulmonary tuberculosis, with extensive holograph notes by Norman Bethune, 1930-1931; records of respiratory function tests administered to Bethune and others, 1930-1931; and Obstetrical and Gynaecological Reports, 1950-1960.

#### **Publications, 1894-1963**

Publications by R.V.H. Administration, 1894-1963, 1 m (c.175-c.181, c.183-c.242, c.344-c.345, c.385)

A complete run of Annual Reports for the years 1894-1963 provide a record of serving Governors, attending staff, superintendent's report, financial statements, donations, and reports containing statistical data from the various medical departments. Also included are printed copies of the charter and by-laws and newsletters and publications about special events. There is also a Pharmacopoeia (c.385).

Publications by R.V.H. Staff Members, ca 1920-1960, 80 cm (Printed Collection)

These include bibliographies of writings by staff and articles and off-prints, arranged alphabetically by author. Articles about staff members and obituaries are filed according to the subjects name.

#### **Photographs, 1892-1968**

Staff Members and Buildings, 1892-1968, 30 cm (See Photography Inventory)

Various photographs and albums of individuals and staff groups, such as residents, ca 1900-1968, as well as photographs of the exterior and interior of the Hospital. There is a personal album of Dr. Walter Chipman and another probably compiled by a nurse, ca 1908.

#### **Historical Materials, 1893-1964**

Scrapbooks, Articles, Newspaper Clippings, 1893-1964, 7 cm (c.174, c.374-c.378, c.382-c.384)

These include a scrapbook on the opening of the R.V.H., 1893 (c.382), and a letter about the formation of the "Whisker Club", 1895 (c.378).

#### **R.V.H. SCHOOL OF NURSING, 1905-1926**

Publications, 1905-1926, 2 cm (c.408-c.412)



Graduation address, 1905; Programme, 1912, and Student annuals, 1925-1926.

Photographs, ca 1912, 4 cm (See Photography Inventory)

There are two albums of staff members, including various informal snapshots.

#### **R.V.H.-MONTREAL NEUROLOGICAL INSTITUTE, 1934-1941**

Register, 1934-1941, 5 cm (c.414) RESTRICTED

This register is apparently the Institute's first, and gives the names of the first 6863 patients, dates admitted and discharged, doctor's name, whether cured, and a brief diagnosis.

#### **OSLER LIBRARY**

Historical Materials, 1933-1934, 1974-1978,  
(Acc. 188, 495, 547, 614)

Memorabilia, programmes and newspaper clippings relating to the Neurological Institute.

#### **UNIVERSITY LYING-IN/MONTREAL MATERNITY HOSPITAL, 1844-1952**

The University Lying-In Hospital was opened in 1843 with the Professor of Midwifery, Dr. Michael McCulloch as its director and other members of the McGill Medical Faculty as its consulting physicians. The Hospital was incorporated in 1854; in 1884 its name was changed to the University Maternity Hospital and in 1887 its name was changed again to the Montreal Maternity. In 1923, a merger was arranged with the Royal Victoria Hospital, and in 1926, Montreal Maternity moved into a new building, now the Women's Pavillion of the R.V.H.

#### **Administrative Records, 1844-1943**

M.M.H. Correspondence, 1923, 1 cm (c.388)

Three letters on the amalgamation of M.M.H. with R.V.H.

M.M.H. Matron/Superintendent's Reports, 1889-1926, 7 cm (c.403-c.404, c.407)

These volumes provide brief monthly reports of notable events, changes in staff, comments on nurses and records various housekeeping matters, such as repairs needed.

M.M.H. Nurses' Records, 1896-1923, 7 cm (c.397-c.398, c.405-c.406)

Names and comments about nurses trained and employed at M.M.H., 1896-1910, and a record book of attendance and examination results, 1918-1923.

M.M.H. Visitors' Books, 1901-1929, 2 cm (c.399-c.400)

Signatures and addresses of persons visiting the M.M.H. The earliest entries are accompanied by comments.

#### **OSLER LIBRARY**

Administrative Records, 1844-1943, 30 cm  
(Acc. 563)

This include the Hospital Minute Book 1844-1926; a letter book, 1886-1896; Annual Reports, 1887-1926; Medical Board Minutes, 1905-1918; Medical Reports, 1906-1925; Record of Pupil Nurses from R.V.H., 1910-1923; Annual Reports of the Auxiliary Board, Women's Pavilion, 1929-1943; and a copy of "Royal Victoria Montreal Maternity Hospital," by C.V. Barrett and J.R. Fraser, Montreal, 1943.

#### **Medical Records, 1851-1916**

Registers of Patients, 1851-1916, 12 cm (c.96-c.97) RESTRICTED

These registers of the University Lying-In/M.M.H. provide an unbroken chronological record of mothers and babies under many headings, giving patient number, name, date admitted, nationality, age, religion, whether married or single, and medical information.

Obstetrics Cases, 1901-1904, 30 cm (c.87-c.92)

#### **OSLER LIBRARY**

Midwifery Casebook, 1888, cm, (Acc. 653) RESTRICTED

This casebook of Mrs. J.A. Park covers the period 1 March to 30 May 1888.

#### **Printed Materials, 1859-1952**

Annual Reports and By-Laws, 1859-1925 (gaps), 12 cm (c.386, c.391)

Annual Reports of University Lying-In Hospital and the M.M.H. containing statements of the Hospital's purposes, lists of Governors and Committees, outstanding donations, and financial and medical statistics.

Newsclippings, 1900-1952, 3 cm (c.396)

There are 2 albums of mounted newsclippings, mainly describing Charity Balls held to benefit the M.M.H.

#### **Photographs**

M.M.H. Album, ca 1920, 2 cm (See Photography Inventory)

This shows exteriors of the M.M.H. as well as wards.

#### **ROYAL VICTORIA-MONTREAL MATERNITY HOSPITAL, 1926-1945**

##### **Administrative Records, 1926-1945**

Records of Auxiliary Board of Governors, 1926-1938, 5 cm (c.389-c.390, c.392-c.395)

These include an incomplete set of minutes of meetings, annual, monthly, and other reports, and correspondence relating to membership of the Board.

R.V.-M.M.H. Visitors' Books, 1926-1929, 3 cm (c.401)

These books record the names of visitors, without comments.

R.V.-M.M.H. By-laws, n.d., 1 cm (c.387)

## R.G. 96: THE MONTREAL GENERAL HOSPITAL

The Montreal General Hospital was founded in 1821. In 1823, four physicians of M.G.H., Drs. Stephenson, Holmes, Caldwell, and Robertson organized the Montreal Medical Institution as a teaching unit of the Hospital. The Montreal Medical Institution was engrafted on to McGill University as its Faculty of Medicine in 1832. This was the first Faculty to actually teach. Since the 1830s, M.G.H. has been affiliated to McGill as a teaching hospital. Records of the M.G.H. School of Nursing, founded in 1890, are in this collection. Also included with the M.G.H. records are those of the Western Hospital of Montreal which was amalgamated with M.G.H. on 1 January 1924 becoming the Western Division of M.G.H. until the opening of the new building on Pine Avenue, in 1955. H.E. MacDermott has written a History of the Montreal General Hospital (Montreal, 1950) and a History of the School of Nursing of the Montreal General Hospital (Montreal, 1940). Access to personal data is restricted.

### MONTREAL GENERAL HOSPITAL, 1818-1971

#### Legal Records, 1823

Charter, 10 March 1823 (c.442)

The original charter.

#### Administrative Records, 1820-1952

Board of Governors, 1820-1952, 50 cm (c.1-5, c.10-c.13)

The Governors' records are all in the form of minute books. The chief series, for the years 1820-1890 and 1931-1952, report administrative decisions, staff changes, receipt of legacies, and annual (unpublished) reports which sometimes include a detailed breakdown of expenditures and patient statistics. Separate minute books were kept for a few special Governors' committees, such as Finance (c.10-11).

Committee of Management, 1822-1918, 1.5 m (c.6-c.9, c.14-c.39)

The Committee of Management's activities are documented chiefly through a nearly unbroken series of minute books, 1822-1918; recording inspections of the wards, Steward's reports of receipts and expenditure and periodical reports to the Board of Governors. Minute books after 1892 contain name/subject indexes. A letterbook, 1861-1896, covers a variety of subjects, from the repair of scalpels to the appointment of staff (c.39). Subordinate to the Committee of Management was the House Committee, whose minutes deal mainly with the daily operations of the Hospital, such as food supply, furnishings, and fire prevention measures; (c.6-9).

Medical Board, 1876-1960, 2.3 m (c.43-c.60, c.116-c.118)

The minute books record decisions and regulations regarding the medical staff; reports and statements by subcommittees and officers such as the House Surgeon on various medical matters; staff appointments and training; and resolutions and requests addressed to the Committee of Management. The minute books from 1900-1916 contain indexes, while a separate index (c.59) exists for the years 1921-1960. Also included are minutes of a subordinate committee on professional appointments, 1945-1960 (c.60).

Correspondence and Reports, 1900-1910, 1920-1969, 1.3 m (c.405-c.408) PARTS RESTRICTED

This consists of correspondence and reports received by the various secretaries of the Medical Board. After 1920 copies of outgoing letters are included. They deal with appointment of staff, the running of the various clinics, internal and external reports, matters such as funds, internships and material relating to various committees or programs such as Renal Dialysis. There are also separate series on appointment of staff, 1947-1959 (c.408), the Shepherd Memorial Lectures, and Patients' Statistics, 1961-1972, (c.408). The main correspondence series is divided into chronological blocks (1900-1910, 1920-1948, 1949-1959, and 1960-1969) within which the arrangement is alphabetical, usually according to subject, name of organization or committee but sometimes according to name of the author. There is a very small amount of material relating to medical cases in which both physician and patient are identified.

### **Financial and Accounting Records, 1818-1902**

Donations and Bequests to M.G.H., 1818-1894, 35 cm (c.40, c.349-c.351, c.415)

The donations are recorded in lists of subscribers with amounts contributed, 1818-1822, as well as statements of bequests, estate inventories and papers related to the probate of benefactors' wills, 1837-1891.

Account Books and Statements, 1832-1839, 30 cm (c.41-c.42, c.384)

These books provide a daily itemized record of supplies, mainly food, bought for the Hospital, with names of suppliers and cost per unit, 1832-1839. A servants' account book documents the names, functions, pay rate and length of service of nurses, cooks, laundry maids and other hospital servants from 1832 to 1853 (c.41).

### **Medical Records, 1822-1971**

Admission Registers, 1822-1968, 2 m (c.61, c.65-c.115, c.120-c.124, c.147, c.249-c.250, c.252, c.374-c.375) RESTRICTED

These series of registers record patients' name and, usually, sex, age, religion, country of origin, present residence, date of admission, physician, whether paying or free, disease, and date of discharge. There are separate chronologically arranged series for Indoor and Outdoor Patients. There appears to have been some overlapping of function and information between the Weekly Admission Books (c.91-c.99) and the Indoor Patients' Register (c.84-c.90).

Case Books, 1863-1951, 5.5 m (c.62-c.64, c.130-c.146, c.151-c.202, c.204-c.205, c.225-c.247, c.251, c.253-c.265, c.269-c.283) RESTRICTED

These bound volumes contain the record of individuals' medical treatment, usually amounting to two or more pages each with 100 or more cases per book. After entries giving the patient's name, age, address, diagnosis, physician's name, and result (whether cured), there is usually a summary of the patient's medical history, sometimes with references to his or her social circumstances, and a detailed report of the medical treatment prescribed. The internal arrangement of the casebooks is chronological, and about half of them contain indexes by disease or patient's name. Most contain 100 cases or more. There are various series of case books, such as Medical (c.130-c.146), and Surgical (c.226-c.247, c.253-c.256) and Gynaecological (c.273-c.281).

Records of Deaths and Autopsies, 1855-1920, 1 m (c.148-c.150, c.248, c.289-c.318) RESTRICTED

These bound volumes of investigations into causes of death record the patient's name,

age and occasionally occupation and the doctor performing the autopsy. A detailed analysis of the anatomy and various organs constitutes the main part of each report. The arrangement is chronological.

Treatment Registers, 1848-1967, 50 cm (c.115, c.119, c.125-c.129, c.206-c.207, c.266-c.268, c.284-c.288, c.319-c.321) RESTRICTED

These registers were kept to regulate various hospital activities including daily diets (1860-1881) and prescriptions (1871-1876) for patients, and schedules for surgeons (1904-1924).

Diet Books, 1860-1871, 1877-1881, 2 vols, cm (c.383, c.385)

These provide details about the patients' diets.

#### OSLER LIBRARY

Medical Records, 1822-1824, 1902-1903, 1912-1848, m (Acc. 43, 150, 171, 264, 265, 554, 562) RESTRICTED

These include an Autopsy Book, 1902-1903; Emergency and Accident Register, for Outdoor Surgery, 1907-1908; list of diseases occurring in the Montreal General Hospital, 1822-1823; list of diseases of patients admitted into the M.G. Hospital, 1823-1824; and Pharmacopoeia of the M.G.H. and the Royal Victoria Hospital, 1912-1948.

#### Public Relations, 1864-1971

Scrapbooks of Newsclippings, 1864-1963, 1 m (c.377, c.380-c.382, c.386-c.388, c.391-c.392, c.395-c.404)

Mounted in large volumes are articles, chiefly from Montreal newspapers, recording activities of the Hospital and its staff members. Several scrapbooks are devoted to specific themes such as Fund Campaigns (c.396, c.399). Several contain original photographs. The arrangement within each scrapbook is chronological.

Patients' Questionnaires, 1970-1971, 60 cm (c.413-c.414) RESTRICTED

These questionnaires, signed by patients, give check-list responses to a series of questions on hospital services.

#### 150th Anniversary of MGH, 1971

Correspondence and Memoranda, 1970-1972, 50 cm (c.411-c.412)

These files of correspondence, guest lists, brochures, programmes were created by the Reunion Executive Committee in commemorating the Hospital's 150th anniversary.

#### Historical Notes, ca 1940-1960

Historical Notes, ca 1940-1960, 50 cm (c.412, c.443)

Notes and extracts on the history of M.G.H.

#### Photographs, 1888-1960

Staff Members, Buildings, 1888-1960, 1 m (See Photography Inventory)

There are approximately 150 large and medium sized single photographs of individuals, groups of interns and interiors and exteriors of hospital buildings. There is also an album of staff and hospital scenes, ca 1890-1960.

Medical Photographs, ca 1890, 10 cm (See Photography Inventory)

Albums of photographs of patients afflicted by various diseases and accidents.

#### **Published Materials, 1851-1965**

Annual Reports, 1851-1965, 1 m (c.352-c.373)

These reports, published each year, record the names of serving Governors, committee members, and staff physicians, as well as notable events of the year and a detailed breakdown of income, expenditure, names of benefactors and amounts contributed, and statistic on diseases and accidents treated.

Publications by and about M.G.H., 30 cm (c.443-c.445)

These include staff bulletins and articles about M.G.H. and its history.

Regulations and Procedures, 1946-1955, 3 cm (c.432)

These include several manuals and forms for hospital procedures.

#### **M.G.H. SCHOOL OF NURSING, 1890-1971**

Systematic training of nurses began at Montreal General Hospital in 1890 with Nora Livingston as Superintendent. H.E. MacDermot has written a History of the School of Nursing of the Montreal General Hospital (Montreal 1940).

#### **Administrative Records, ca 1890-1971**

Office of Superintendent/Director of Nursing, 10 cm (c.416, c.436)

There are a small number of letters, reports, forms, account books, as well as a guestbook and file on School of Nursing Associates, 1968-1969. Listed.

Graduation Records, 1920-1971, 5 cm (c.422, c.429)

Correspondence, programmes, addresses, class photographs, and newspaper clippings. Arranged chronologically and listed.

Historical Files, ca 1890-1965, 4 cm (c.431-433)

Notes, papers and articles on the history of the School.

#### **Student Admissions and Training Records, 1890-1923**

Admissions Registers, 1890-1923, 7 vols, 22 cm (c.416-c.417, c.424) RESTRICTED

The registers record the student's name, age, residence, religion, and in some cases a form of agreement signed by the student. Listed.

Training Record Books, 1890-1899, 1910-1939, 4 vols, 20 cm (c.417-c.418) RESTRICTED

These reports, issued each year, give student names, grades, occasional comments and are signed by the Charge Nurse or Superintendent of Nurses. Listed.

Reports on Pupil Nurses, 1905-1921, 8 vols, 35 cm (c.418-c.420, c.425) RESTRICTED

Reports on nurses working in various departments, giving name, class and comments. There is also an attendance register, 1919-1925. Listed.

Registers of Nurses' Work, 1899-1920, 3 vols, 12 cm (c.426-c.428) RESTRICTED

Gives duties performed each week and contains registers of nurses with dates of birth, religion, courses followed over 3 years and remarks on subsequent careers. Listed.

### **Curriculum Records, 1900-1952**

Curriculum Records, 1900-1952, 20 cm (c.420-c.421)

These include lecture notes by staff members Holt and Strumm (1900), correspondence about courses and examination papers, 1949-1952. Listed.

### **Alumnae Association, 1905-1975**

Minutes of Meetings, 1905-1975, 2 cm (c.421, c.437)

These record activities, membership lists, constitution, and brief accounts talks given to the Association. Listed.

Administration Records, 1905-1907, 1 cm (c.421)

Correspondence concerning the establishment of the Association. Listed.

Social Functions, ca 1930-1965, 25 cm (c.421, c.429)

Correspondence, programmes, scrapbooks, menus, speeches relating to the Reunion of 1956, the 50th and 75th Anniversaries, dinners to graduates, and sick benefits. Listed.

Annual Reports, 1907-1971, 7 cm (c.421)

These give membership lists, reports of various officers and committees, and statements on various funds. Listed.

### **Photographs, 1890-1960**

Photographs, 1890-1960 (See Photograph Inventory)

There are photographs of staff individuals and groups, classes, nurses' uniforms and building interiors and exteriors.

### **Published Materials, 1925-1971**

Announcements, ca 1943-1970, 2 cm (c.416)

These describe admissions requirements, outline of courses, and list teaching staff.

Writings by Staff Members & Graduates, ca 1950-70, 1 cm (c.437)

Articles on medical subjects.

M.G.H. School of Nursing Alumnae Newsletters, 1956-1963, (c.421)

School of Nursing Student Annuals, 1925-1927, 1955-1971, (c. 430)

#### **Students, 1929-1967**

Student Government and Activity, 1929-1967, 12 cm (c.430-c.431, c.436)

Included are copies of constitutions of the Student Association, 1929, 1966, and a small amount of memoranda and correspondence. There are also several informal photographs of students in groups (See Photography Inventory) and a scrapbook (c.430). Listed.

#### **Graduates, ca 1890-1970**

Files on Graduates, ca 1890-1970, 20 cm (c.429, c.441) PARTS RESTRICTED

These files mainly record information about students after graduation although a few files contain copies of academic records. They include correspondence from and writings by graduates, biographical and obituary notices and occasionally a few personal papers, photographs (See Photography Inventory), medals or memorabilia. Arranged alphabetically. Access to academic records is restricted. Listed.

#### **Staff, 1890-1970**

General Records, ca 1900-1940, 4 cm (c.431)

These records include lists of nurses in charge of various functions, rules, correspondence on staff duties, and group photographs.

Individual Records, ca 1890-1970, 30 cm (c.422-c.423, c.434-c.435)

Correspondence, writings, biographical notices and some personal papers, photographs, (See Photography Inventory) and memorabilia are included. The records were created as information files on individuals, not as personnel records. Arranged alphabetically by name. Listed.

#### **WOMEN'S AUXILIARY OF M.G.H., 1949-1974**

Administrative Records, 1949-1974, 60 cm (c.409-c.410)

Minutes of the Executive Board, 1949-1968, recording decisions regarding the Auxiliary's administration of the Gift-Tea Shop, the Travelling Shop and other service activities for the Hospital. Also included are annual financial statements, 1950-1974, and correspondence with branches.

The Women's Auxiliary News Letter, 1950-1966 (with gaps), 5 cm (c.409)

#### **LAFLEUR REPORTING SOCIETY OF M.G.H., 1923-1970**

Minutes of meetings, 1923-1970, 8 cm (c.333-c.336, c.409-c.410)

The minutes are largely devoted to the papers on medical subjects read before this



group of M.G.H. physicians; in many cases a summary of the paper and following discussion is given, but sometimes no more than the subject is recorded. The minutes together with a very small amount of additional papers supply membership lists and financial accounts.

## **WESTERN HOSPITAL (WESTERN DIVISION OF M.G.H., 1924 - 1955), 1873-1949**

### **Administrative records, 1874-1935**

Records of the Board of Governors and Corporation, 1874-1934, 6 cm (c.208, c.223, c.337)

These records consist of minutes of an inaugural meeting in 1874 and a minute book recording building operations, financial reports and medical statistics. Meetings were relatively infrequent, usually being quarterly or annual. There is also a Governor's Visiting Book with comments, 1901-1934.

Records of the Committee of Management and Subordinate Bodies, 1900-1935, 20 cm (c.209-c.212, c.215-c.216, c.322-c.332, c.337, c.339, c.340)

The majority of these records consist of the minute books of the Committee of Management, 1900-1923, recording financial statements, ward reports of patient statistics, reports from the House Committee, and fund-raising activities. A small amount of correspondence exists (c.340). The minute books of the subordinate House Committee deal with the management of Hospital services, and such subjects as patients' fees and the purchase of equipment. The building of a Private Patients' Pavillion in the early 1930s is documented by minutes of a special committee, accounts and correspondence.

Accounting Records, 1873-1924, 5 cm (c.213-c.214)

Two journals record receipts from various sources and disbursements for supplies, such as drugs and equipment, and for services, such as telephone and light.

### **Medical Records, 1873-1949**

Records of the Medical Board, 1886-1929, 10 cm (c.217-221, c.341-342)

The records consists mainly of minute books, 1886-1929 which deal with regulations regarding the medical staff and management of the various wards. There is some incoming correspondence about staff appointments, and other matters to the Secretary of the Medical Board, 1898-1929 (c.341-c.342).

Case Books, 1936, 1947, 1949, 50 cm (c.183, c.194-c.195, c.201-c.202) RESTRICTED

Labeled "Western Division" these books of individual medical and surgical cases form part of a large M.G.H. case book series (c.151-c.202).

Registers, 1873-1912, 10 cm (c.222, c.224) RESTRICTED

A register of deaths, 1873-1907 gives patient's name, age, sex, occupation, date of death, and disease with occasional remarks. An attendance register, 1909-1912, records doctors' names, medical department, and the date.

### **Western Hospital School for Nurses, 1888-1926**

Registers and Time Books, 1888-1926, 6 vols, 20 cm (c.438-c.439)

These records include a register of graduates, giving name, medal number and date of graduation (c.439); three time books recording ward training and giving name, address, religion, nationality (c.438) and a register of nurses giving similar information (c.438). Listed.

Graduates and Staff, 4 cm (c.439-c.440)

There are a few photographs and testimonials for students. Listed.

Minutes of Alumnae Society, 1913-1922, 1 vol, 2 cm (c.439)

The minutes contain the by-laws, names of officers, and descriptions of various programmes and speeches to the Society.

**Publications and Historical Materials, 1875-1911**

Act of Incorporation and By-Laws, 1875-1908, 1 cm (c.343-c.346, c.438)

Annual Reports, 1889-1923 (gaps), 10 cm (c.348, c.378-c.379, c.438)

The Annual Reports, record outstanding events, a summary of receipts and expenses, and detailed statistics on diseases treated.

Publications by or about Western Hospital, 1874-1911, 1 cm (c.338, c.347, c.415, c.438)

There are a few invitations, programmes of events, and newsclippings relating to the Hospital.

Historical Note, 1876, 4 pp (c.338)

The origins of the Hospital are recounted in an unpublished note by Francis Campbell.

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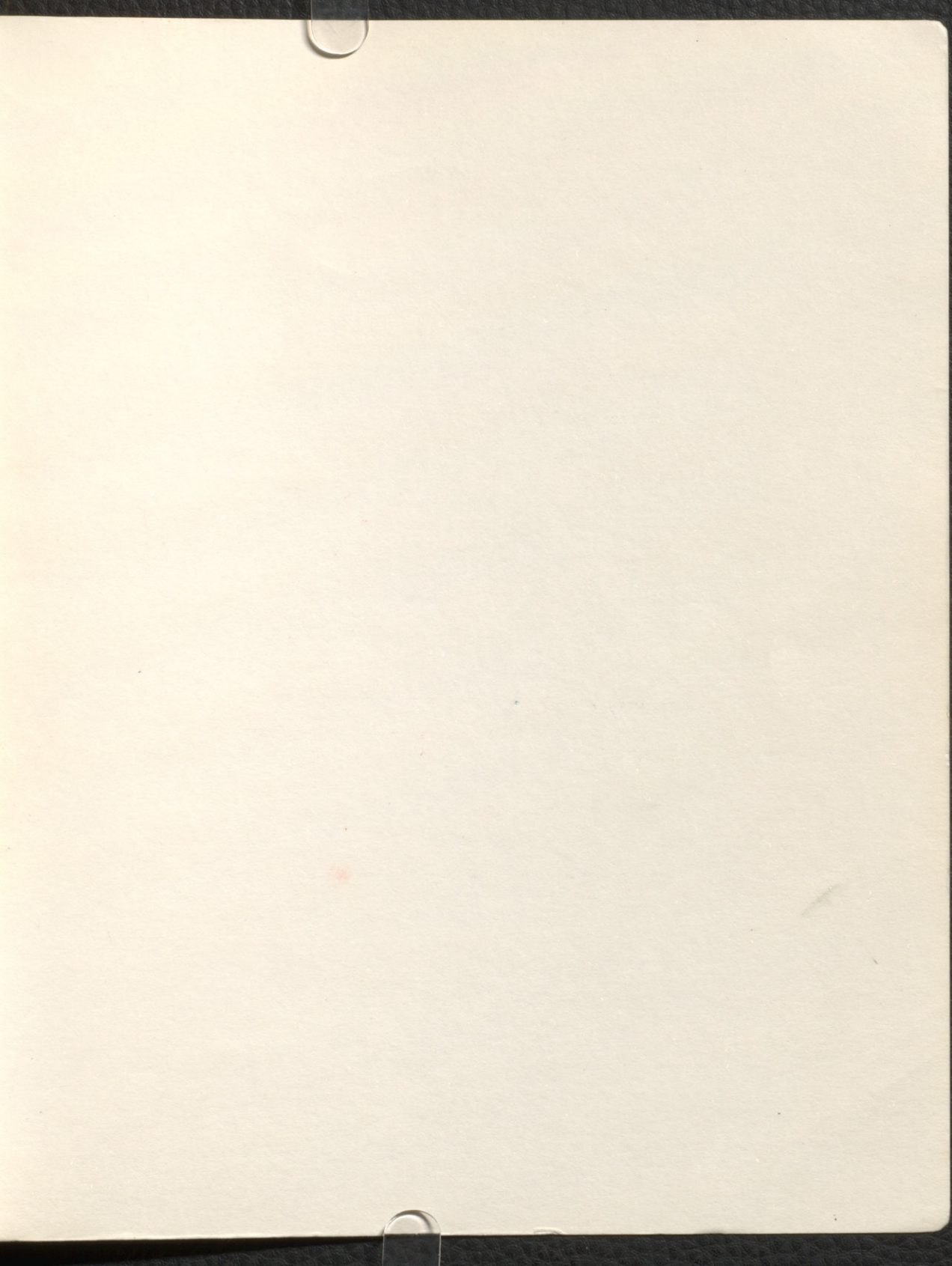


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